

NORTHFIELD TOWNSHIP BOARD AGENDA

NOTICE OF SPECIAL MEETING

June 14, 2016 - - 6:00 PM
8350 Main Street, 2nd Floor

CALL TO ORDER
PLEDGE/INVOCATION
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER COMMENTS

AGENDA ITEMS

1. Closed Session:

- a. To consider the personnel evaluation of a public officer, employee, staff member, or individual agent, pursuant to MCL 15.268(8)(a) +
- b. To receive a written attorney-client privileged communication, pursuant to MCL 15.268(8)(h)

2. Possible action as a result of Closed Session +

2nd CALL TO THE PUBLIC
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.

NORTHFIELD TOWNSHIP BOARD AGENDA

June 14, 2016 - - 7:00 PM

8350 Main Street, 2nd Floor

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

CONSENT AGENDA: Minutes, Bills

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

CORRESPONDENCE AND ANNOUNCEMENTS

REPORTS/UPDATES

- Department Head Reports
- ZBA Report
- Planning Commission Report
- Parks and Rec Report
- Financial Report
- Township Manager's Report

PRESENTATION

1. McKenna Associates Presentation for Van Curler Property

PUBLIC HEARINGS

1. Establishment of Industrial Development District
2. Fiscal Year 2016-17 Budget

AGENDA ITEMS

1. Resolution 16-541: Establishment of Industrial Development District
2. Resolution 16-542: General Appropriations Act Fiscal Year 2016-17 Budget
3. Resolution 16-543: Proposed 2016 Millage Rates
4. Recognition of Randy Rusch for services to Parks & Recreation Commission +
5. Civic Event Application: Celebrate Whitmore Lake!
6. MDOT request to waive fees for temporary traffic signals
7. MDOT request for Maintenance Agreement: maintenance of landscaping in future roundabouts at North Territorial Road
8. Fee Schedule
9. Assessor request to dispose of obsolete items
10. Financing of Van Curler property
11. DTE Electric Company Right of Way Agreement
12. Fiber Technologies Networks, LLC METRO Act Permit Application

2nd CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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NORTHFIELD TOWNSHIP
Special Township Board Meeting
Minutes
May 2, 2016

CALL TO ORDER

The meeting was called to order at 5:27 P.M. by Supervisor Engstrom at 8350 Main Street.

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Absent with notice
Janet Chick, Trustee	Absent with notice
Wayne Dockett, Trustee	Absent
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Township Attorney Brad Maynes
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Engstrom moved, Thomas supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Chuck Steuer, 760 Six Mile Road, David Gordon, 5558 Hellner Road, and Mary Devlin, 9211 Brookside, made comments regarding purchase of the Van Curler property.

BOARD MEMBER COMMENTS

None.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

AGENDA ITEMS

1.

Van Curler Property Purchase Agreement

Township attorney Maynes reviewed changes made by the seller to the proposed purchase agreement:

- Increasing the earnest money from \$2,000 to \$20,000.
- The seller agreeing not to sign any agreements regarding acquisition of US-23 right-of-way by the State without notifying the Township.
- Deletion of some contingencies (certain access rights, zoning approvals, financing)

The Board asked that the wording regarding any sale of any portion of the property to the State of Michigan be amended to make it clear that the proceeds would be due the Township or reduce the purchase price, and that the Township have the right to approve any such sale. Maynes recommended that the financing contingency be retained, and Fink said he recommends financing the purchase of the property.

There was discussion about whether CUP approvals are subject to referendum as are rezonings, and it was agreed that there needs to be confirmation that they are not before allowing removal of the zoning contingency.

Maynes reviewed the proposed contingency language regarding the seller's right to cure title and survey exceptions. He said he can add language in Sections 2A, B, and C to make it clear that the Township's deposit would be returned if the seller failed to cure those deficiencies.

- ▶ **Motion:** Engstrom moved, Thomas supported, to approve the real estate purchase contract for the Van Curler property as revised by the seller subject to revisions to reflect conversations tonight in sections 1B and 2A,B,C,D,F, and subject to a satisfactory answer regarding whether a referendum may be called regarding Conditional Use Permit approvals.
Motion carried 4—0 on a roll call vote.

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Westover urged everyone to vote in the May 3rd election.

ADJOURNMENT

Engstrom adjourned the meeting at 6:02 P.M.

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

Approved by the Township Board on _____, 2016.

Angela Westover, Clerk

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

**NORTHFIELD TOWNSHIP
Township Board
Minutes
May 10, 2016**

CALL TO ORDER

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

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Absent with notice
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Wastewater Treatment Plant Superintendent
Tim Hardesty
Public Safety Director William Wagner
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

**CONSENT AGENDA:
Minutes and Bills**

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

ADOPT BALANCE OF AGENDA

Engstrom added Board Member Comments following the First Call to the public, Item 9, Property Acquisition from Tax Sale, and Item 10, Hiring of Firefighter.

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

FIRST CALL TO THE PUBLIC

Chuck Steuer, 760 Six Miler Road, commented on the cost of the proposed purchase of the Van Curler property. David Gordon, 5558 Hellner Road, commented on the proposed sewer basin.

CORRESPONDENCE AND ANNOUNCEMENTS

Fink announced that a purchase agreement has been signed for the Van Curler property and provided an update on the Board room construction.

BOARD MEMBER COMMENTS

Dockett commented on a variety of general fund expenditures and criticized the purchase of the Van Curler property.

REPORTS

Department Heads

Fire and Police. Wagner provided an update on the expected completion of the temporary 8 Mile Road bridge and answered questions about his reports.

Wastewater Treatment Plant, Community Center, and Financial. No questions.

Township Manager. Fink answered questions about the replacement of the furnace at 75 Barker Road and purchase of equipment for the Board Room. He also announced that community garden plots are available.

Planning Commission. Chick reported that the site plan for Arvin Sango in the RTM district was approved, and action on a cell tower on the Fire Station #2 was postponed.

Parks and Recreation. Thomas reported the next meeting will be May 19th.

AGENDA ITEMS

**1.
Civic Event Application:
4th of July Fireworks**

Engstrom noted the fireworks will be held on July 2nd with a rain date of July 3rd. Chief Wagner said he does not anticipate any problem with this.

- ▶ **Motion:** Engstrom moved, Chick supported, to approve the Civic Event Application for the 4th of July Fireworks as presented. **Motion carried 6—0 on a voice vote.**

**2.
Resolution 16-539:
Road Closure for Fireworks**

- ▶ **Motion:** Engstrom moved, Chick supported, to approve Resolution 16-539 for Road Closure for Fireworks as requested by the Whitmore Lake 4th of July Committee, with the amendment of the resolution number being corrected to 16-539. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

**3.
Civic Event Application:
4th of July Parade**

Engstrom noted this will be on July 4th starting at 10:00 A.M. at Barker and Timbercrest.

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the Civic Event Application for the 4th of July Parade. **Motion carried 6—0 on a voice vote.**

4.
**Resolution 16-540:
Road Closure for Parade**

- ▶ **Motion:** Engstrom moved, Thomas supported, to approve Resolution 16-540 for Road Closure for Parade on July 4th, with the amendment of the resolution number being corrected to 16-540. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

5.
Equalization Basin Soil Boring Contract

Hardesty said the basin is needed now or in the near future because commitments made for additional taps cannot be handled without it, and the soil borings are necessary to determine if the planned location can support the basin. The Board briefly discussed the bids presented.

- ▶ **Motion:** Engstrom moved, Chick supported, to approve the soil boring estimate from TTL for an amount not to exceed \$8,300.

Dockett said he will be voting against this because of the bidding process. Thomas said he will support this motion because this work is part of the project analysis, but he is not yet convinced a basin is needed now.

Dockett called for a roll call vote. **Motion carried 5—1 on a voice vote, Dockett opposed.**

6.
**Ordinance 16-49:
Amendments to RTM District**

- ▶ **Motion:** Engstrom moved, Chick supported, to approve An Ordinance of the Board of Trustees of Northfield Township, Michigan, to Amend the Research, Technology and Manufacturing District by Adding a Definitions Section and Amending Section 36-637, Permitted Uses, and Section 36-638, Conditional Uses. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

7.
**Arvin Sango Tax Abatement: Resolution 16-540:
Establishment of Industrial Development District**

- ▶ **Motion:** Engstrom moved, Chick supported, to approve Resolution 16-541, Calling a Public Hearing on the Establishment of an Industrial Development District. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

8.
**Acceptance of Whitmore Lake Road Sewer
Assessment District Easement:
6371 Whitmore Lake Road**

- ▶ **Motion:** Engstrom moved, Thomas supported, to accept the Whitmore Lake Sewer Assessment District easement between Barbara Gregg and Northfield Township for property located at 6371 Whitmore Lake Road. **Motion carried 6—0 on a voice vote.**

9.
Property Acquisition from Tax Sale

Fink and the Board discussed whether these properties— which are in an area planned for Township parkland— would be less expensive now or after tax sale. It was agreed to postpone action pending further research.

10.
Hiring of Firefighter

- ▶ **Motion:** Engstrom moved, Westover supported, to hire Anthony Spitznagel as Auxiliary firefighter contingent upon completion of background check and physical. **Motion carried 6—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

David Gordon asked the Board to consider holding a question and answer session for the benefit of the public.

BOARD MEMBER COMMENTS

Dockett said he is happy to see so many people interested in running for the Board of Trustees.

ADJOURNMENT

Engstrom adjourned the meeting at 8:08 P.M.

Submitted by Lisa Lemble.

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

Approved by the Township Board on _____, 2016.

Angela Westover, Clerk

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

**NORTHFIELD TOWNSHIP
Township Board
Minutes
May 24, 2016**

CALL TO ORDER

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

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Absent with notice
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Township Attorney Brad Maynes
Township Engineer Jacob Rushlow, Tetra Tech
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

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

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, commented on various recent community events, including the opening of the expanded library. Tawn Beiger, 8365 Earhart Road, urged people to observe Memorial Day.

BOARD MEMBER COMMENTS

Dockett expressed serious concern about having enough parking at the Township Hall for the next election.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

AGENDA ITEMS

**1.
Washtenaw County Road Commission
Maintenance Agreement**

Fink recommended approval of the agreement and the information in his memo of May 19th, noting the focus is on tending to areas that will be affected due to the planned US-23 construction.

- ▶ **Motion:** Thomas moved, Chick supported, to approve the Washtenaw County Road Commission maintenance agreement as presented, and to direct Chief Wagner and Howard Fink to apply those funds pursuant to the memorandum dated May 19, 2016.

Dockett called for a roll call vote.

Motion carried 5—1 on a roll call vote, Dockett opposed.

**2.
Hiring of Firefighters**

- ▶ **Motion:** Chick moved, Otto supported, to approve hiring Mark Richards and Jacob Donner as Firefighter Trainees contingent upon passing background checks and physicals. **Motion carried 6—0 on a voice vote.**

DISCUSSION ITEMS

**1.
Property Acquisition from Tax Sale**

Fink explained that the cost of acquiring even small properties from the County at tax sale can be \$1,000 or more because of the large number of fees and charges involved, but properties that do not sell can be deeded back to the Township by the County, and in that case the cost could be somewhat lower. He said while he feels the right thing to do is to purchase the properties in the designated parkland areas before they go to tax sale, he said the more critical issue is to establish a policy about purchasing these properties in general. Dockett objected to subsidizing the County by spending \$1,124 to purchase an underwater lot assessed at \$300.

The Board agreed Maynes should research what the Township could be forced to pay to take title to these properties.

**2.
Van Curler Property**

Township Engineer Jacob Rushlow referred to his proposal of May 18th to perform soil borings and an environmental analysis as part of the due diligence of purchasing this property. Trevor Clements of Tetra Tech explained the types of materials he will be testing for on the site and answered questions about potential concerns including an underground fuel tank on an adjoining site.

Dockett objected to this proposal because Tetra Tech was hired as the Township engineer without a bid process. Fink recommended approval of the proposal.

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the OHM proposal for the soil boring and Phase 1 environmental assessment as presented in the letter dated May 18, 2016.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
May 24, 2016**

Dockett called for a roll call vote.

Motion carried 5—1 on a roll call vote, Dockett opposed.

The Board discussed (a) potential uses for the property, including a lakefront park, beach, band shell, boardwalk, fishing dock, sports fields, and private development, and (b) ways to get input about this including holding public forums, contacting other communities that have had public/private developments, and researching grants.

Fink said he will work on getting word out to the public asking for input including setting up a website, and asking the Township's planners to prepare a proposal for public planning/design sessions, etc.

**3.
Fiscal Year 2016/17 Budget**

Fink reviewed the proposed budget and May 24th memo from the Township Controller. He noted that the Township's income has exceeded expenses and the fund balance has increased over the period of this Board's tenure. He said the fund balance will be reduced slightly this year due to expenditures on items such as the purchase of the Van Curler property. He noted the budget includes at least a 3% cost of living increase for all administrative staff, including himself for the first time since his hiring.

Fink responded to questions about proposed salary increases and said Police and Fire budgets will be available by the next meeting.

**4.
Fee Schedule**

Fink recommended reviewing fees annually prior to budget preparation. He referred to the list of administrative fees and recommended an increase in plan review fees and

solicitation fees to cover costs. He also noted tax abatement application fees and pass-through costs are included for the first time.

Dockett said the \$100,000 balance in the building department fund indicates those fees are too high. Fink said unaccounted for costs—such as the department paying rent to the Township—are being addressed and digitization of department records needs to be done.

**5.
Downtown Development Authority
Liquor License Billboard**

Fink referred to the proposed billboard to be used to advertise the DDA's attempt to get more liquor licenses in the Township. Several Board members said they do not want to use billboard advertising for this and proposed using different avenues such as informing brokers for such things.

SECOND CALL TO THE PUBLIC

Mary Devlin thanked the Board and Fink for their work. Chuck Steuer, Six Mile Road, said there is not enough permanent parking on the Township Hall/Public Safety Building property for the public events held in it and he commented on the purchase of the Van Curler property and Township fees. Tawn Beliger commented on Public Safety Building parking, Township fees, bidding on contracts, and use of taxes collected.

BOARD MEMBER COMMENTS

Dockett noted the Board meeting scheduled for election day, November 8th will have to be changed. Engstrom thanked Fink for the construction of the new meeting room with improved acoustics.

ADJOURNMENT

Engstrom adjourned the meeting at 8:51 P.M.

Submitted by Lisa Lemble.

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

Approved by the Township Board on _____, 2016.

Angela Westover, Clerk

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000	WL SPEC ASSESS RECEIVABLE-CURRE	JOE RAICA EXCAVATING, IN	WLSAD SEWER EXTENSION PAYMENT 1	178,034.00	
101-000-045	WL SPEC ASSESS RECEIVABLE-CURRE	TETRA TECH INC	WLSAD DESIGN ENGINEERING	12,214.32	
101-000-045	PREPAID EXPENSES	BERENDS HENDRICKS STUIT	RENEWAL OF PROVIDENT: TWP FD, PD & BO	10,378.00	
101-000-123	PREPAID EXPENSES	GREATER BRIGHTON CHAMBER	ANNUAL DUES 07/16-06/17	200.00	
101-000-123			Total For Dept 000	200,826.32	
Dept 101 TOWNSHIP BOARD					
101-101-807	MEMBERSHIP DUES	MTA	ANNUAL DUES 7/1/16-6/30/17 & LEGAL DE	5,491.96	
101-101-900	PRINTING & PUBLICATIONS	MLIVE MEDIA GROUP	ADS 5/8/16-5/29/16	989.16	
			Total For Dept 101 TOWNSHIP BOARD	6,481.12	
Dept 253 TREASURER					
101-253-803	LEGAL	PAUL E BURNS	LEGAL SERVICES FOR MAY 2016	500.00	
			Total For Dept 253 TREASURER	500.00	
Dept 265 HALL AND GROUNDS					
101-265-727	SUPPLIES	ARBOR SPRINGS WATER CO I	TWP OFFICE 4 - 5 GAL ARTESIAN WATER &	26.00	
101-265-816	GROUPS/CLEANG/JANITORL SERVIC	J & M LANDSCAPING	LAWN CARE APRIL 9-MAY 24, 2016	420.00	
101-265-940		ARBOR SPRINGS WATER CO I	TWP OFFICE 4 - 5 GAL ARTESIAN WATER &	14.00	
			Total For Dept 265 HALL AND GROUNDS	460.00	
Dept 270 LEGAL/PROFESSIONAL					
101-270-803	LEGAL	PAUL E BURNS	LEGAL SERVICES FOR MAY 2016	7,565.00	
101-270-927	ALLOCATE TO DEPARTMENTS	PAUL E BURNS	LEGAL SERVICES FOR MAY 2016	(3,800.00)	
			Total For Dept 270 LEGAL/PROFESSIONAL	3,765.00	
Dept 412 PLANNING/ZONING DEPT					
101-412-637	SPLIT APPLICATIONS	MCKENNA ASSOCIATES	SERVICES FOR APRIL 2016	450.00	
101-412-801	PLANNER FEES	MCKENNA ASSOCIATES	SERVICES FOR APRIL 2016	8,384.25	
101-412-900	PRINTING & PUBLICATIONS	MLIVE MEDIA GROUP	ADS 5/8/16-5/29/16	205.86	
			Total For Dept 412 PLANNING/ZONING DEPT	9,040.11	
Dept 666 COMMUNITY CENTER					
101-666-815	CC PROGRAMS	LINDA HARTLEY	MAY 2016 YOGA	135.00	
101-666-816	GROUPS/CLEANG/JANITORL SERVIC	J & M LANDSCAPING	LAWN CARE APRIL 9-MAY 24, 2016	240.00	
101-666-920	UTILITIES	DTE ENERGY	9101 MAIN ST 4/26/16-5/26/16	54.34	
			Total For Dept 666 COMMUNITY CENTER	429.34	
Dept 850 TOWNSHIP CONTINGENCY					
101-850-905	CONTINGENCY FUNDS	WASHTENAW COUNTY	COUNTY CLEAN-UP DAY SPONSORSHIP	2,000.00	
			Total For Dept 850 TOWNSHIP CONTINGENCY	2,000.00	
Dept 900 CAPITAL OUTLAY					
101-900-975	CONSTRUCTION	SIGN A RAMA	WALL MOUNTED NAME PLATE HOLDERS	200.00	
			Total For Dept 900 CAPITAL OUTLAY	200.00	
Fund 207 LAW ENFORCEMENT FUND					
Dept 000	JUSTICE TRAINING FUND #302	TASER TRAINING ACADEMY	JENSEN: RECERT TASER INSTRUCTOR TRAIN	225.00	
207-000-206	DUE TO OTHERS	DON'S BODY SHOP	2015 CHEVY MALIBU TOW	298.75	
207-000-214			Total For Dept 000	523.75	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 207 LAW ENFORCEMENT FUND	LEGAL	PAUL E BURNS	LEGAL SERVICES FOR MAY 2016	3,300.00	
Dept 270 LEGAL/PROFESSIONAL					
207-270-803			Total For Dept 270 LEGAL/PROFESSIONAL	3,300.00	

Dept 301 OPERATING COSTS	SUPPLIES	ARBOR SPRINGS WATER CO I	PD 4 - 5 GAL ARTESIAN WATER & RENTAL	40.00	
207-301-727					
207-301-820	DISPATCH SERVICES	WASHINGTON COUNTY TREASUR	DISPATCH SERVICES JUNE 2016	5,278.91	
			Total For Dept 301 OPERATING COSTS	5,318.91	

Dept 333 TRANSPORTATION	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2012 FORD EXPLORER - REPAIR TO AC	1,806.24	
207-333-930					
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2013 EXPLORER OIL CHANGE AND MAINTENA	993.38	
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2014 EXPLORER OIL CHANGE & BRAKES	473.00	
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2014 TAURUS OIL CHANGE & BRAKES	408.25	
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2013 FORD EXPLORER BRAKES	403.02	
			Total For Dept 333 TRANSPORTATION	4,083.89	
			Total For Fund 207 LAW ENFORCEMENT FUND	13,226.55	

Fund 216 MEDICAL RESCUE FUND	PREPAID EXPENSES	DELL FINANCIAL SERVICES	SERVICE 6/26/16-7/25/16	318.63	
Dept 000					
216-000-123			Total For Dept 000	318.63	

Dept 301 OPERATING COSTS	SUPPLIES	MOORE MEDICAL CORP	BREATHSAVER ORN	753.07	
216-301-727					
			Total For Dept 301 OPERATING COSTS	753.07	

Dept 333 TRANSPORTATION	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS - FD	TIRE FOAM, ULTRASHINE, RAINX, CHAMMOIS	49.25	
216-333-930					
			Total For Dept 333 TRANSPORTATION	49.25	
			Total For Fund 216 MEDICAL RESCUE FUND	1,120.95	

Fund 287 BUILDING DEPARTMENT FUND	ZONING ADMINISTRATION	MCKENNA ASSOCIATES	SERVICES FOR APRIL 2016	810.00	
Dept 270 LEGAL/PROFESSIONAL					
287-270-823			Total For Dept 270 LEGAL/PROFESSIONAL	810.00	
			Total For Fund 287 BUILDING DEPARTMENT FUND	810.00	

Fund 370 PUBLIC SAFETY BLDG DEBT FD	GROUNDS/CLEANING/JANITORY SERVICE	J & M LANDSCAPING	LAWN CARE APRIL 9-MAY 24, 2016	300.00	
Dept 301 OPERATING COSTS					
370-301-816	REPAIRS & MAINTENANCE	ALISON MECHANICAL	INSTALLED WHEELS, SHAFTS & BEARINGS	1,700.00	
370-301-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	PSB ENTRANCEWAY 6/2/16	10.00	
370-301-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	PSB ENTRANCEWAY 5/18/16	10.00	
370-301-930	REPAIRS & MAINTENANCE	TERMINIX	PSB PEST CONTROL 5/24/16	52.00	
			Total For Dept 301 OPERATING COSTS	2,072.00	
			Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD	2,072.00	

Fund 571 WASTEWATER TREATMENT FUND	LAB & TESTING	BRIGHTON ANALYTICAL LLC	SELENIUM	15.00	
Dept 301 OPERATING COSTS					
571-301-817					

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 571	WASTEWATER TREATMENT FUND				
Dept 301	OPERATING COSTS				
571-301-850	COMMUNICATION	SPRINT/NEXTEL COMMUNICAT	SERVICE 4/24/16-5/23/16	39.07	
571-301-920	UTILITIES	DTE ENERGY	11800 N MAIN ST. 4/26/16-5/27/16	36.14	
571-301-920	UTILITIES	DTE ENERGY	10201 ELMCREST 4/26/16-5/26/16	21.25	
571-301-920	UTILITIES	DTE ENERGY	11380 N SHORE DR. 4/26/16-5/26/16	32.30	
571-301-920	UTILITIES	DTE ENERGY	11591 N SHORE DR. 4/26/16-5/26/16	19.50	
571-301-920	UTILITIES	DTE ENERGY	11502 LEMEN RD. 4/26/16-5/26/16	11.22	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. N. TERRITORI	418.99	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. 11500 LEMEN R	617.86	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. HORSESHOE #1	280.79	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. PORTABLE D126	546.34	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. HORSESHOE #3	280.79	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. 224 EAST SHOR	499.38	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. 11500 LEMEN R	617.86	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. HORSESHOE #2	280.79	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. 11615 EAST SH	377.05	
571-301-930	REPAIRS & MAINTENANCE	CUMMINS BRIDGEWAY LLC	ANNUAL GENERATOR MAINT. PORTABLE 1000	461.13	
571-301-930	REPAIRS & MAINTENANCE	UIS SCADA	SERVICES THROUGH 5/17/16	1,714.50	
571-301-930	REPAIRS & MAINTENANCE	WARD'S DO IT CENTER	CHARGES 5/9/16-5/26/16	457.47	

Total For Dept 301 OPERATING COSTS				6,727.43	
Dept 333	TRANSPORTATION	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS - WW TOW 45154	28.49	
571-333-930	TRANSPORTATION	REPAIRS & MAINTENANCE	Total For Dept 333 TRANSPORTATION	28.49	
Total For Fund 571 WASTEWATER TREATMENT FUND				6,755.92	

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

Fund 101 GENERAL FUND	223,701.89
Fund 207 LAW ENFORCEME	13,226.55
Fund 216 MEDICAL RESCU	1,120.95
Fund 287 BUILDING DEPA	810.00
Fund 370 PUBLIC SAFETY	2,072.00
Fund 571 WASTEWATER TR	6,755.92

Total For All Funds: 247,687.31

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
05/11/2016	MIF	40931*#	18086	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	666	58.00
05/11/2016	MIF	40932	292587	APEX SOFTWARE	CONTRACTUAL SERVICES	818	257	705.00
05/11/2016	MIF	40933	1610875	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	265	32.50
			1610875	CHECK MIF 40933 TOTAL FOR FU		940	265	14.00
								46.50
05/11/2016	MIF	40934	50216	ASSESSMENT ADMIN. SERVICES,	CONTRACTUAL SERVICES	818	257	4,833.33
05/11/2016	MIF	40935*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	257	1,283.81
05/11/2016	MIF	40936*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	666	602.56
05/11/2016	MIF	40942	CLASS	CATHY MYERS	CC PROGRAMS	815	666	30.00
05/11/2016	MIF	40943*#	8245 12 485 007512	CHARTER COMMUNICATIONS	COMMUNICATION	850	265	51.74
05/11/2016	MIF	40945*#	65289601	CONSTELLATION ENERGY SERVICE	UTILITIES	920	666	60.89
05/11/2016	MIF	40948*#	2689 463 0005 3	DTE ENERGY	UTILITIES	920	666	60.88
05/11/2016	MIF	40950	18804-8543	ENERGY DESIGN SERVICE SYSTEM	CONSTRUCTION	975	900	13,698.00
05/11/2016	MIF	40952	75862	HURON FLOOR COVERING	CONSTRUCTION	975	900	9,910.78
05/11/2016	MIF	40953	2043	HURON RIVER WATERSHED COUNCI	MEMBERSHIP DUES	807	101	250.00
05/11/2016	MIF	40954	DJ SERVICES	JACK DAVIS	CC PROGRAMS	815	666	150.00
05/11/2016	MIF	40956*#	21601	MCKENNA ASSOCIATES	PLANNER FEES	801	412	11,863.50
05/11/2016	MIF	40957	01022	MICHIGAN ASSOC. OF PLANNING	TRAINING & DEVELOPMENT	957	412	650.00
05/11/2016	MIF	40958	IN623237	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	666	22.98
05/11/2016	MIF	40960	30551	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	114.00
05/11/2016	MIF	40961#	0001815242	MILIVE MEDIA GROUP	PRINTING & PUBLICATIONS	900	101	258.12
			0001815242		PRINTING & PUBLICATIONS	900	191	59.09
			0001815242		PRINTING & PUBLICATIONS	900	412	668.04

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Debt	Amount
Fund: 101 GENERAL FUND								
CHECK MIF 40961 TOTAL FOR FU 985.25								
05/11/2016	MIF	40964	177313	OHM ADVISORS	ENGINEER	806	270	709.50
05/11/2016	MIF	40965*#	APRIL 2016	PAUL E BURNS	LEGAL	803	253	500.00
			APRIL 2016		LEGAL	803	270	9,441.88
			APRIL 2016		ALLOCATE TO DEPARTMENTS	927	270	(3,800.00)
CHECK MIF 40965 TOTAL FOR FU 6,141.88								
05/11/2016	MIF	40966	1000350976	PIRNEY BOWES	SUPPLIES	727	265	45.99
05/11/2016	MIF	40967	4436 0370 3800 133	PNC BANK	CC TRIPS	812	666	30.00
			4436 0370 3800 133		CC PROGRAMS	815	666	56.63
			4436 0370 3800 133		SENIOR NUTRITION	822	666	55.88
CHECK MIF 40967 TOTAL FOR FU 142.51								
05/11/2016	MIF	40968	5359846	QUILL CORP	SUPPLIES	727	265	75.12
			5374576		SUPPLIES	727	265	15.18
CHECK MIF 40968 TOTAL FOR FU 90.30								
05/11/2016	MIF	40971*#	354429755	TERMINIX	REPAIRS & MAINTENANCE	930	666	43.00
05/11/2016	MIF	40972*#	51042880	TETRA TECH INC	WL SPEC ASSESS RECEIVABLE-CURRENT	045	000	14,025.88
05/11/2016	MIF	40978*#	5003050789	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	265	206.74
05/11/2016	MIF	40979	PAYCHECK	WILLIAM J. LEMAGHAN	CODE ENFORCEMENT	809	412	400.00
05/11/2016	MIF	40980	DAIS	MATT CURRENT INC.	CONSTRUCTION	975	900	2,000.00
05/11/2016	MIF	40981	P2 ELECTION INSP	DEBORAH BROOMHAM	CLERICAL/DEP /SUPER/ELECTION	704	191	60.00
05/11/2016	MIF	40982	P2 ELECTION INSP	TAMMY MOFAT-MCCANN	CLERICAL/DEP /SUPER/ELECTION	704	191	147.00
05/11/2016	MIF	40983	P2 ELECTION INSP	TAWN BELIGER	CLERICAL/DEP /SUPER/ELECTION	704	191	171.00
05/11/2016	MIF	40984	RECV BOARD	PAMELA BOEGLER	CLERICAL/DEP /SUPER/ELECTION-RECV	704	191	132.56
05/11/2016	MIF	40985	P1	CHARLES STEUER	CLERICAL/DEP /SUPER/ELECTION	704	191	186.00
05/11/2016	MIF	40986	P3 ELECTION INSP	DAVID GIBBONS	CLERICAL/DEP /SUPER/ELECTION	704	191	186.00
05/11/2016	MIF	40987	P1 ELECTION INSP	JENNIFER CARLISLE	CLERICAL/DEP /SUPER/ELECTION	704	191	313.50

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
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Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
05/11/2016	MIF	40988	P1 ELECTION INSP	JEWELL CHAIR	CLERICAL/DEP /SUPER/ELECTION	704	191	180.00
05/11/2016	MIF	40989	P3 ELECTION INSP	JUDITH MCKAY	CLERICAL/DEP /SUPER/ELECTION	704	191	183.00
05/11/2016	MIF	40990	P3 ELECTION INSP	TAMMY GILMAN	CLERICAL/DEP /SUPER/ELECTION	704	191	236.00
05/12/2016	MIF	40991	P2 ELECTION INSP	BILLIE JO SCHAFFER	CLERICAL/DEP /SUPER/ELECTION	704	191	183.00
05/12/2016	MIF	40992	P2 ELECTION INSP	MICHELLE MANNING	CLERICAL/DEP /SUPER/ELECTION	704	191	245.00
05/12/2016	MIF	40993	REIMBURSE	TIM SAVILLE	CONTINGENCY FUNDS	905	850	474.56
05/13/2016	MIF	40994	MAY 3, 2016	VINCENT BADALAMENTI	CLERICAL/DEP /SUPER/ELECTION	704	191	210.00
05/18/2016	MIF	40995	P1 ELECTION INSP	JENNIFER DILBONE	CLERICAL/DEP /SUPER/ELECTION	704	191	98.00
05/18/2016	MIF	40996	P3 ELECTION INSP	TERESA REYNHOUT	CLERICAL/DEP /SUPER/ELECTION	704	191	180.00
05/20/2016	MIF	333(E)*#		PAYROLL	SALARIES	701	171	480.76
					SOCIAL SECURITY	715	171	36.78
					SALARIES	701	172	2,961.54
					CLERICAL/DEP /SUPER/ELECTION	704	172	1,028.50
					SOCIAL SECURITY	715	172	482.19
					PENSION	718	172	296.16
					CONTROLLER	722	172	2,313.40
					SALARIES	701	215	480.76
					DEPUTY SALARIES	703	215	1,300.00
					SOCIAL SECURITY	715	215	136.23
					PENSION	718	215	130.00
					SALARIES	701	253	480.76
					DEPUTY SALARIES	703	253	1,696.77
					CLERICAL/DEP /SUPER/ELECTION	704	253	1,023.75
					SOCIAL SECURITY	715	253	236.79
					PENSION	718	253	169.68
					ASST ASSESSOR	709	257	1,520.00
					SOCIAL SECURITY	715	257	116.28
					PENSION	718	257	152.00
					SUPPLIES	727	265	19.01
					SOCIAL SECURITY	715	412	53.55
					PLANN COMM	726	412	700.00
					SALARIES	701	666	1,620.00
					SALARIES	702	666	110.80
					SOCIAL SECURITY	715	666	128.20
					PENSION	718	666	162.00

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Fund: 101 GENERAL FUND
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CHECK MIF 333(E) TOTAL FOR F 17,835.91

05/23/2016 MIF 41006 CLASSES LINDA HARTLEY CC PROGRAMS 815 666 145.00

05/23/2016 MIF 41009*# IN633270 MICHIGAN OFFICE SOLUTIONS SUPPLIES 727 265 377.47

05/23/2016 MIF 41010 6390204 MML WORKERS' COMP FUND WORKER'S COMP PAYMENTS 124 000 49,888.00

05/23/2016 MIF 41014# 670023 NORTHFIELD TOWNSHIP UTILITIES 920 666 84.00

PE160017 CONSTRUCTION 975 900 25.00

PH160013 CONSTRUCTION 975 900 165.00

PH160022 CONSTRUCTION 975 900 75.00

CHECK MIF 41014 TOTAL FOR FU 349.00

05/23/2016 MIF 41015 1603 SIGN A RAMA SUPPLIES 727 265 81.00

05/23/2016 MIF 41017*# 00 751981 0001 STANDARD INSURANCE CO. LIFE/DISB. INSURANCE 717 172 81.29

00 751981 0001 LIFE/DISB. INSURANCE 717 215 41.19

00 751981 0001 LIFE/DISB. INSURANCE 717 253 38.40

00 751981 0001 LIFE/DISB. INSURANCE 717 257 45.44

00 751981 0001 LIFE/DISB. INSURANCE 717 666 43.68

CHECK MIF 41017 TOTAL FOR FU 250.00

05/23/2016 MIF 41023*# 9765010799 VERIZON WIRELESS MESSAGING S COMMUNICATION 850 172 50.62

05/23/2016 MIF 41029 PAYCHECK WILLIAM J. LENAGHAN CODE ENFORCEMENT 809 412 400.00

06/01/2016 MIF 41030 CLASSES BECKY LAYMAN CC PROGRAMS 815 666 50.00

06/01/2016 MIF 41032*# 8245 12 485 008376 CHARTER COMMUNICATIONS COMMUNICATION 850 666 180.97

06/01/2016 MIF 41033*# 1000 0973 9812 CONSUMERS ENERGY UTILITIES 920 666 34.84

06/01/2016 MIF 41036 CLASSES DARRYL MICKENS CC PROGRAMS 815 666 100.80

06/01/2016 MIF 41040*# 0000-7608-3 DTE ENERGY UTILITIES 920 448 3,093.26

06/01/2016 MIF 41042 27829 INTERSTATE RESTORATION CONSTRUCTION 975 900 4,486.63

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 DB: Northfield
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 Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL FUND									
06/01/2016	MIF	41043	CLASSES	JOYCE CANTALINI	CC PROGRAMS	815	666	300.00	
06/01/2016	MIF	41044	2330-5	KOCH & WHITE HEATING & COOLI	REPAIRS & MAINTENANCE	930	666	330.00	
06/01/2016	MIF	41045	CLASSES	LISA ABRAMS	CC PROGRAMS	815	666	22.00	
06/01/2016	MIF	41046	MILEAGE	MARY BIRD	FUEL & MILEAGE	860	257	45.36	
06/01/2016	MIF	41048	30610	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	121.55	
06/01/2016	MIF	41052#	4436 0370 3907 856	PNC BANK	SUPPLIES	727	191	302.51	
			4436 0370 3907 856		SUPPLIES	727	257	10.94	
			4436 0370 3907 856		SUPPLIES	727	265	10.94	
			4436 0370 3907 856		SUPPLIES	727	412	10.94	
			4436 0370 3907 856		COMPUTER	972	900	271.88	
			CHECK MIF 41052 TOTAL FOR FU						607.21
06/01/2016	MIF	41053*#	4436 0370 3002 327	PNC BANK	SUPPLIES	727	191	47.50	
			4436 0370 3002 327		COMMUNICATTION	850	265	45.00	
			CHECK MIF 41053 TOTAL FOR FU						92.50
06/01/2016	MIF	41054*#	8000-9090-0074-433	PURCHASE POWER	POSTAGE	851	191	376.60	
			8000-9090-0074-433		POSTAGE	851	265	673.85	
			8000-9090-0074-433		POSTAGE	851	666	100.48	
			CHECK MIF 41054 TOTAL FOR FU						1,150.93
06/01/2016	MIF	41055	5869664	QUILL CORP	SUPPLIES	727	265	46.44	
			5930817		SUPPLIES	727	265	8.99	
			5944622		SUPPLIES	727	265	29.49	
			5869800		SUPPLIES	727	265	45.98	
			5869664C		SUPPLIES	727	265	(29.49)	
			CHECK MIF 41055 TOTAL FOR FU						101.41
06/07/2016	MIF	334 (E)*#		PAYROLL	TRUSTEE WAGES	701	101	1,874.97	
					TRUSTEE FICA	715	101	143.43	
					SUPERVISOR WAGES	701	171	480.76	
					SUPERVISOR FICA	715	171	36.78	
					TOWNSHIP MANAGER WAGES	701	172	2,961.54	
					ASST TO TOWNSHIP MANAGER - CLERICA	704	172	1,049.75	

Fund: 101 GENERAL FUND

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
06/08/2016	MIF	41061	94941	PRINTING SYSTEMS INC	SUPPLIES - ELECTIONS	727	191	18.64
			94651	CHECK MIF 41061 TOTAL FOR FU	ELECTION SUPPLIES - PETITIONS/AFFI	727	191	32.65
								51.29
06/08/2016	MIF	41062	35609	MICHIGAN ELECTION RESOURCES	SUPPLIES	727	191	257.96
06/08/2016	MIF	41063	94650	PRINTING SYSTEMS INC	QVF AV APPLICATIONS	727	191	42.88
06/08/2016	MIF	41064	35682	MICHIGAN ELECTION RESOURCES	SUPPLIES ELECTION	727	191	24.00
06/09/2016	MIF	41065*	8245 12 485 007512	CHARTER COMMUNICATIONS	COMMUNICATION	850	265	51.74
			8245 12 485 008377	CHECK MIF 41065 TOTAL FOR FU	COMMUNICATION	850	265	119.96
								171.70
06/09/2016	MIF	41066	IN643676	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	666	22.17
				CHECK MIF 334(E) TOTAL FOR F				20,357.10

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Fund: 101 GENERAL FUND								
06/09/2016	MTF	41067*#	28277	WASHTEENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	265	47.20
Total for Fund 101 GENERAL FUND								173,490.93

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Fund: 207 LAW ENFORCEMENT FUND								
05/11/2016	MIF	40935*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	4,824.22
05/11/2016	MIF	40936*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	2,905.10
05/11/2016	MIF	40939	421287 421271	BRIGHTON FORD INC	REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE	930 930	333 333	34.60 27.45
CHECK MIF 40939 TOTAL FOR FU								62.05
05/11/2016	MIF	40940	2716-228161	CARQUEST AUTO PARTS - PD	REPAIRS & MAINTENANCE	930	333	7.35
05/11/2016	MIF	40955	REIMBURSE	JASON ROBERTS	SUPPLIES	727	301	10.00
05/11/2016	MIF	40959	551-464841	MICHIGAN STATE POLICE	DUE TO OTHERS	214	000	223.75
05/11/2016	MIF	40963	CLM0007466 CLM0007466	OAKLAND COUNTY	CONTRACTUAL SERVICES COMMUNICATION	818 850	301 301	2,661.50 1,901.50
CHECK MIF 40963 TOTAL FOR FU								4,563.00
05/11/2016	MIF	40965*#	APRIL 2016	PAUL E BURNS	LEGAL	803	270	3,300.00
05/11/2016	MIF	40976	28237	WASHTEWAM COUNTY TREASURER	DISPATCH SERVICES	820	301	5,278.91
05/11/2016	MIF	40978*#	5003050789	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	301	114.91
05/20/2016	MIF	333(E)*#		PAYROLL	SALARIES SALARIES CLERICAL/DEP /SUPER/ELECTION SALARIES-PART TIME SALARIES-OVERTIME SOCIAL SECURITY PENSION SUPPLIES	701 702 704 708 711 715 718 727	226 226 226 226 226 226 226 301	5,161.90 15,079.70 2,716.49 2,331.82 2,087.20 2,077.95 2,183.58 21.44
CHECK MIF 333(E) TOTAL FOR F								31,660.08
05/23/2016	MIF	40998*	1610871	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	60.50
05/23/2016	MIF	41000	421835 41740C	BRIGHTON FORD INC	REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE	930 930	333 333	145.06 240.43

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Fund: 207 LAW ENFORCEMENT FUND CHECK MIF 41000 TOTAL FOR FU 385.49

05/23/2016 MIF 41009*# IN633270 MICHIGAN OFFICE SOLUTIONS SUPPLIES 727 301 39.47

05/23/2016 MIF 41017*# 00 751981 0001 STANDARD INSURANCE CO. LIFE/DISB. INSURANCE 717 226 652.37

05/23/2016 MIF 41023*# 9764896384 VERIZON WIRELESS MESSAGING S COMMUNICATTON 850 301 186.92

05/23/2016 MIF 41027 5003069516 WELLS FARGO FINANCIAL LEASIN SUPPLIES 727 301 87.50
 5003069516 REPAIRS & MAINTENANCE 930 301 85.66

CHECK MIF 41027 TOTAL FOR FU 173.16

06/01/2016 MIF 41031 421835 BRINGTON FORD INC REPAIRS & MAINTENANCE 930 333 130.00

06/01/2016 MIF 41032*# 8245 12 485 004952 CHARTER COMMUNICATIONS COMMUNICATTON 850 301 209.93

06/01/2016 MIF 41035 34986 CRUISERS REPAIRS & MAINTENANCE 930 333 34.00
 35018 REPAIRS & MAINTENANCE 930 333 85.00

CHECK MIF 41035 TOTAL FOR FU 119.00

06/01/2016 MIF 41047 EIN # 46-3866775 MI LAW ENFORCEMENT TRAINING JUSTICE TRAINING FUND #302 206 000 500.00

06/01/2016 MIF 41053*# 4436 0370 3002 327 PNC BANK SUPPLIES 727 301 114.70
 4436 0370 3002 327 REPAIRS & MAINTENANCE 930 301 300.71

CHECK MIF 41053 TOTAL FOR FU 415.41

06/01/2016 MIF 41059 45229219 WEX BANK FUEL & MILEAGE 860 333 562.44

06/01/2016 MIF 41060 16-2050 86TH DISTRICT COURT DUE TO OTHERS 214 000 100.00

06/07/2016 MIF 334(E)*# PAYROLL LAW ENFORCEMENT SUPERVISORS WAGES 701 226 5,165.66
 LAW ENFORCEMENT FULL-TIME WAGES 702 226 15,086.70
 CLERICAL/DEP /SUPER/ELECTION 704 226 2,661.18
 SALARIES-PART TIME 708 226 1,666.42
 SALARIES-OVERTIME 711 226 1,428.45
 LAW ENFORCEMENT FICA 715 226 1,980.84
 LAW ENFORCEMENT PENSION 718 226 2,183.58
 PAYROLL FEE 727 301 22.31

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 05/10/2016 - 06/09/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 207 LAW ENFORCEMENT FUND				CHECK MIF 334(E) TOTAL FOR F				30,195.14
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06/09/2016	MIF	41067*#	28277	WASHTEAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	148.92
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Total for Fund 207 LAW ENFORCEMENT FUND 86,828.12

User: JEN CHECK DATE FROM 05/10/2016 - 06/09/2016
 DB: Northfield Banks: MIF

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Fund: 216 MEDICAL RESCUE FUND

05/11/2016 MIF 40936*# 007011521-0001 BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION 716 226 1,888.60

05/11/2016 MIF 40945*# 65289601 CONSTELLATION ENERGY SERVICE UTILITIES 920 301 57.42

05/20/2016 MIF 333(E)*# PAYROLL SALARIES 701 226 3,050.38
 SALARIES 702 226 4,654.50
 SALARIES-PART TIME 708 226 1,820.88
 SOCIAL SECURITY 715 226 759.40
 PENSION 718 226 305.04
 TRAINING WAGES 958 226 501.00
 SUPPLIES 727 301 31.96

CHECK MIF 333(E) TOTAL FOR F 11,123.16

05/23/2016 MIF 40997 92145 APOLLO FIRE EQUIPMENT UNIFORMS/GEAR & ALLOWANCE 741 301 448.73

05/23/2016 MIF 40998* 1610870 ARBOR SPRINGS WATER CO INC SUPPLIES 727 301 26.00

05/23/2016 MIF 40999 82134490 BOUND TREE MEDICAL LLC SUPPLIES 727 301 243.98

05/23/2016 MIF 41001 2716-227929 CARQUEST AUTO PARTS - FD REPAIRS & MAINTENANCE 930 333 7.97

05/23/2016 MIF 41002 01632000988 CITY OF ANN ARBOR TRAINING & DEVELOPMENT 957 226 1,739.24

05/23/2016 MIF 41004 78497856 DELL FINANCIAL SERVICES COMPUTER 972 301 318.63

05/23/2016 MIF 41005 INV04819 EMERGENT HEALTH PARTNERS DISPATCH SERVICES 820 301 982.73

05/23/2016 MIF 41007 BOAT SLIP MAC'S MARINA REPAIRS & MAINTENANCE 930 333 170.20

05/23/2016 MIF 41008 16186 MFE, INC. EQUIPMENT 970 900 1,146.93

05/23/2016 MIF 41011 830074391 MOORE MEDICAL CORP SUPPLIES 727 301 544.35

05/23/2016 MIF 41012 13109512 MOTOROLA SOLUTIONS, INC. RADIO REPAIR 932 301 840.00

05/23/2016 MIF 41017*# 00 751981 0001 STANDARD INSURANCE CO. LIFE/DISH. INSURANCE 717 226 70.41

05/23/2016 MIF 41018*# 6035 5178 2024 354 STAPLES CREDIT PLAN 727 301 8.97

05/23/2016 MIF 41020 13547 THE ACCUMED GROUP CONTRACTUAL SERVICES 818 301 577.75

05/23/2016 MIF 41022 P-368215 TRIANGLE TOWING INC REPAIRS & MAINTENANCE 930 333 240.00

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 05/10/2016 - 06/09/2016
Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
05/23/2016	MIF	41023*#	9765010799	VERIZON WIRELESS MESSAGING S COMMUNICATION		850	301	142.38
05/23/2016	MIF	41024	B503664	WARD'S DO IT CENTER	SUPPLIES	727	301	6.09
05/23/2016	MIF	41025	ACADEMY-03	WASHTEENAW AREA MUTUAL AID	TRAINING & DEVELOPMENT	957	226	950.00
05/23/2016	MIF	41026	NTFD 042916	WASHTEENAW-LIVINGSTON MEDICAL	SUPPLIES	727	301	64.00
05/23/2016	MIF	41028	45123937	WEX BANK	FUEL & MILEAGE	860	333	656.28
06/01/2016	MIF	41032*#	8245 12 485 008064	CHAPTER COMMUNICATIONS	COMMUNICATION	850	301	79.97
06/01/2016	MIF	41038*	3147 035 0001 2	DTE ENERGY	UTILITIES	920	301	50.96
06/01/2016	MIF	41041	6035 3220 1354 367	HOME DEPOT CREDIT SERVICES	SUPPLIES	727	301	207.68
06/01/2016	MIF	41049	5629	NORTH EASTERN UNIFORMS & EQU	UNIFORMS/GEAR & ALLOWANCE	741	301	183.97
06/01/2016	MIF	41053*#	4436 0370 3002 327	PNC BANK	SUPPLIES	727	301	306.98
06/01/2016	MIF	41056	323314	STATE OF MICHIGAN	MEMBERSHIP DUES	807	301	175.00
06/07/2016	MIF	334(E)*#		PAYROLL				
					FTRE - CHIEF WAGES	701	226	3,050.38
					FTRE - PART-TIME WAGES	702	226	4,882.88
					FTRE - PAID-ON-CALL WAGES	708	226	1,179.84
					FTRE - FICA	715	226	710.22
					FTRE - PENSION	718	226	305.04
					FTRE - TRAINING WAGES	958	226	270.00
					PAYROLL FEE	727	301	33.26
				CHECK MIF 334(E) TOTAL FOR F				10,431.62
06/09/2016	MIF	41065*#	8245 12 485 008377	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	89.97
06/09/2016	MIF	41067*#	28277	WASHTEENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	66.60
					Total for fund 216 MEDICAL RESCUE FUND			33,846.57

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 05/10/2016 - 06/09/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 230 DONATION FUND								
05/11/2016	MIF	40977	7465943-1389-0	WASTE MANAGEMENT OF MI	EVENTS/COMMUNITY PROJECTS	904	301	21.22
06/01/2016	MIF	41058	7471413-1389-6	WASTE MANAGEMENT OF MI	EVENTS/COMMUNITY PROJECTS	904	301	21.22
Total for fund 230 DONATION FUND								42.44

Fund: 287 BUILDING DEPARTMENT FUND

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
05/11/2016	MTF	40943*#	8245 12 485 008374	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	29.99
05/11/2016	MTF	40944	REIMBURSE	CHELSEA PLUMBING	TRADE PERMIT FEES	488	000	50.00
05/11/2016	MTF	40956*#	21601	MCKENNA ASSOCIATES	INSPECTOR EXPENSES	725	261	960.00
06/01/2016	MTF	41037	MAY 2016	DINO BONA	ELECTRIC, PLUMB & MECH INSPECTIONS	725	301	675.00
06/01/2016	MTF	41050	0000002742	PITTSFIELD TOWNSHIP	BUILDING INSPECTIONS	725	261	2,470.00
			0000002746		BUILDING INSPECTIONS	725	261	2,740.00
				CHECK MTF 41050 TOTAL FOR FU				5,210.00
06/09/2016	MTF	41065*#	8245 12 485 008374	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	29.99
				Total for fund 287 BUILDING DEPARTMENT FUND				6,954.98

Fund: 370 PUBLIC SAFETY BLDG DEBT FD

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
05/11/2016	MIF	40931*#	17956 18084	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	301	10.00
				CHECK MIF 40931 TOTAL FOR FU	REPAIRS & MAINTENANCE	930	301	10.00
								20.00
05/11/2016	MIF	40943*#	8245 12 485 008374	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	164.94
05/11/2016	MIF	40945*#	65289601	CONSTELLATION ENERGY SERVICE	UTILITIES	920	301	1,793.47
05/11/2016	MIF	40948*#	4693 635 0002 3	DTE ENERGY	UTILITIES	920	301	1,334.24
05/11/2016	MIF	40962	671508	NORTHFIELD TOWNSHIP	UTILITIES	920	301	1,428.00
05/11/2016	MIF	40971*#	354430957	TERMINIX	REPAIRS & MAINTENANCE	930	301	52.00
05/23/2016	MIF	41019	1231612	STATE OF MICHIGAN	CONTRACTUAL SERVICES	818	301	185.00
06/01/2016	MIF	41032*#	8245 12 485 004952	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	104.97
06/01/2016	MIF	41033*#	1000 0012 0517	CONSUMERS ENERGY	UTILITIES	920	301	804.32
06/01/2016	MIF	41038*	4693 635 0002 3	DTE ENERGY	UTILITIES	920	301	1,391.00
06/01/2016	MIF	41057	33645	THE DOORS INC.	REPAIRS & MAINTENANCE	930	301	185.00
06/09/2016	MIF	41065*#	8245 12 485 008374	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	164.94
			8245 12 485 008377	CHECK MIF 41065 TOTAL FOR FU	COMMUNICATION	850	301	134.95
								299.89
06/09/2016	MIF	41067*#	28277	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	29.47
					Total for fund 370 PUBLIC SAFETY BLDG DEBT FD			7,792.30

User: JEN
DB: Northfield

CHECK DATE FROM 05/10/2016 - 06/09/2016
Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
05/11/2016	MIF	40930	SLS 10044882	ALEXANDER CHEMICAL CORP	OPERATING SUPPLIES	740	301	2,559.00
			SLS 10044925		OPERATING SUPPLIES	740	301	5,562.84
			SCL 10012656		OPERATING SUPPLIES	740	301	(1,000.00)
				CHECK MIF 40930 TOTAL FOR FU				7,121.84
05/11/2016	MIF	40935*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	5,669.31
05/11/2016	MIF	40937	288055	BOULLION SALES, INC.	REPAIRS & MAINTENANCE	930	301	263.99
05/11/2016	MIF	40938	0416-92886	BRIGHTON ANALYTICAL LLC	LAB & TESTING	817	301	910.00
05/11/2016	MIF	40941	2716-229395	CARQUEST AUTO PARTS - WWTP	REPAIRS & MAINTENANCE	930	301	13.19
05/11/2016	MIF	40943*#	8245 12 484 007754	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	194.93
05/11/2016	MIF	40945*#	65289601	CONSTELLATION ENERGY SERVICE	UTILITIES	920	301	4,981.61
05/11/2016	MIF	40946	4190	CORRIGAN OIL CO	FUEL & MILEAGE	860	333	945.24
05/11/2016	MIF	40947	1009	D HILL ENVIRONMENTAL	TRAINING & DEVELOPMENT	957	226	150.00
05/11/2016	MIF	40948*#	3146 792 0001 9	DPE ENERGY	UTILITIES	920	301	13.11
			2689 562 0003 7		UTILITIES	920	301	11.56
			2689 463 0011 1		UTILITIES	920	301	113.77
			2689 056 0001 4		UTILITIES	920	301	11.71
			2689 463 0003 8		UTILITIES	920	301	22.05
			2689 463 0007 9		UTILITIES	920	301	32.26
			2689 463 0010 3		UTILITIES	920	301	19.99
			2689 463 0001 2		UTILITIES	920	301	34.95
			2689 463 0004 6		UTILITIES	920	301	59.29
			2689 463 0006 1		UTILITIES	920	301	27.68
			2689 463 0016 0		UTILITIES	920	301	29.46
			2689 463 0012 9		UTILITIES	920	301	37.59
			2689 463 0014 5		UTILITIES	920	301	424.34
				CHECK MIF 40948 TOTAL FOR FU				837.76
05/11/2016	MIF	40951	9088406617	GRAINGER, INC.	REPAIRS & MAINTENANCE	930	301	3,020.40
05/11/2016	MIF	40969	36793	SELECTIVE HEATING & COOLING,	REPAIRS & MAINTENANCE	930	301	14,000.00
05/11/2016	MIF	40970	618894510-170	SPRINT/NEXTEL COMMUNICATIONS	COMMUNICATION	850	301	39.07

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
05/11/2016	MIF	40972*#	51035382	TETRA TECH INC	ENGINEER	806	270	6,991.48
			51035381		ENGINEER	806	270	941.90
			51042465		ENGINEER	806	270	1,314.37
			51042464		ENGINEER	806	270	2,077.37
			51042466		ENGINEER	806	270	1,274.99
				CHECK MIF 40972 TOTAL FOR FU				12,600.11
05/11/2016	MIF	40973	32898	VAL'S SERVICE STATION	REPAIRS & MAINTENANCE	930	333	307.00
05/11/2016	MIF	40974	508975	VIPERSPACE INC.	REPAIRS & MAINTENANCE	930	301	75.00
05/11/2016	MIF	40975	MULTIPLE	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	171.20
05/20/2016	MIF	333(E)*#		PAYROLL	SALARIES	701	226	2,519.23
					SALARIES	702	226	7,398.96
					SOCIAL SECURITY	715	226	758.24
					PENSION	718	226	949.80
					SUPPLIES	727	301	8.49
					COMMUNICATION	850	301	140.00
				CHECK MIF 333(E) TOTAL FOR F				11,774.72
05/23/2016	MIF	41003	50003003	DE LAGE LANDEN FINANCIAL SER	RENTAL EQUIPMENT	940	301	69.00
05/23/2016	MIF	41009*#	IN633269	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	301	70.13
05/23/2016	MIF	41013	E17144: TRAINING	MMEA	TRAINING & DEVELOPMENT	957	226	200.00
05/23/2016	MIF	41016	BR802	SIGNATURE FORD	EQUIPMENT	970	900	28,720.00
05/23/2016	MIF	41017*#	00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	251.77
05/23/2016	MIF	41021	REIMBURSE	TIMOTHY HARDESTY	OPERATING SUPPLIES	740	301	15.99
06/01/2016	MIF	41032*#	8245 12 484 007754	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	194.93
06/01/2016	MIF	41033*#	1000 6159 0814	CONSUMERS ENERGY	UTILITIES	920	301	16.81
			1000 0012 4642		UTILITIES	920	301	732.95
			1000 0950 4273		UTILITIES	920	301	22.79
			1000 0950 4356		UTILITIES	920	301	22.79
			1000 0950 4588		UTILITIES	920	301	22.79
			1000 1171 7061		UTILITIES	920	301	40.37

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
			1000 1171 6543		UTILITIES	920	301	72.29
			1000 0950 4497		UTILITIES	920	301	16.42
CHECK MIF 41033 TOTAL FOR FU								947.21
06/01/2016	MIF	41038*	2689 562 0003 7	DTE ENERGY	UTILITIES	920	301	11.79
			2689 463 0016 0		UTILITIES	920	301	25.11
			2689 463 0006 1		UTILITIES	920	301	24.25
			2689 463 0004 6		UTILITIES	920	301	55.24
			2689 463 0001 2		UTILITIES	920	301	30.25
			2689 562 0001 1		UTILITIES	920	301	55.88
			2689 463 0011 1		UTILITIES	920	301	111.44
			2689 055 0001 6		UTILITIES	920	301	44.24
			2689 463 0015 2		UTILITIES	920	301	21.10
			2689 463 0017 8		UTILITIES	920	301	155.90
			2689 463 0014 5		UTILITIES	920	301	379.42
			3146 792 0001 9		UTILITIES	920	301	13.68
CHECK MIF 41038 TOTAL FOR FU								928.30
06/01/2016	MIF	41040*#	0000-3319-1	DTE ENERGY	UTILITIES	920	301	1,364.93
06/01/2016	MIF	41051	4436 0370 3004 071	PNC BANK	UNIFORMS/GEAR & ALLOWANCE	741	301	413.38
			4436 0370 3004 071		REPAIRS & MAINTENANCE	930	301	380.00
CHECK MIF 41051 TOTAL FOR FU								793.38
06/01/2016	MIF	41054*#	8000-9090-0074-433	PURCHASE POWER	POSTAGE	851	301	870.06
06/07/2016	MIF	334(E)*#		PAYROLL	SEWER - SUPERINDDENT WAGES	701	226	2,519.23
					SEWER - FULL-TIME WAGES	702	226	7,398.96
					SEWER - FICA	715	226	749.99
					SEWER - PENSION	718	226	949.80
					PAYROLL FEE	727	301	8.85
CHECK MIF 334(E) TOTAL FOR F								11,626.83
TOTAL - ALL FUNDS								109,127.90
*# - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT								418,083.24
# - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT								



William E. Wagner, Jr.
 Director of Public
 Safety/Fire Chief

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
www.twp.northfield.mi.us



Timothy Greene
 Lieutenant
 Police Operations

May 2016 Northfield Township Fire Department Statistical Report

Responses May 2016:	59
Responses May 2015:	54
Total to Date 2016:	265
Fire Calls: 13	
Structure Fires	5
Vehicle Fire	0
Fire Alarms	3
Outside fire	3
Other	3
Emergency Medical Calls: 38	
Chest Pain	3
Difficulty Breathing	6
Unconscious/Cardiac Arrest	11
Diabetic/ Seizure	5
Trauma	4
CVA	2
Abdominal pain	2
Other	5
Motor Vehicle Accidents: 6	
Injury Crashes	3
Unknown	3
Pin In	0

Public Service calls: 2

Electrical wire down	1
Fuel Spill	0
Carbon Monoxide Alarm	1
Trees down	0
Animal Rescue	0
Lock out	0

Mutual Aid Given: 2

- Green Oak 1 structure fire
- Ann Arbor Twp station coverage

Mutual Aid Received: 1

- Green Oak, Lyon Twp, South Lyon Ann Arbor Twp 1 Salem and Superior Twp. Structure Fire

Responses in hamlet area:	36
Responses in rural area:	21
Responses outside the township:	2

Average response time for the month: 6:30



William Wagner



William E. Wagner, Jr.
Director of Public
Safety/Fire Chief

Northfield Township Public Safety

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Timothy Greene
Lieutenant
Police Operations

June 2016 Director of Public Safety Board Communication

- 1. Fire department activity for May:** Significant calls for May were the following. In Northfield Township we had a structure fire in the 4800 block of Five Mile. There were no injuries but there was significant damage. The fire appears to have started in the hot tub on the back patio. We assisted Green Oak fire with a structure fire on Whitmore Lake Rd. We also covered Ann Arbor Twp. fire department while they assisted Superior Twp. with a structure fire.
- 2. Fire Department training for May:** Our fire department training for the month of May consisted of a joint training with Ann Arbor Twp on Railroad safety. We also had a refresher training on the department boat.
- 3. Staffing issues in the Fire Department:** I finally have a meeting scheduled with the union on options for staffing within the fire department.
- 4. Fourth of July Activities:** We are finalizing details for all Fourth of July activities. The School will host a carnival at the middle school from June 30th through July 4th. The fireworks will be July 2nd at dusk. The 5/10 run and splash and dash will be July 2nd also. Lastly, the parade will be on the Fourth of July starting on Barker Rd and finishing at the Public Safety Building.
- 5. MDOT/ US 23 project:** We met with MDOT on May 16th. At this meeting MDOT disclosed some of their plans for next year's US 23 "Flex route" project. At this meeting they advised that they would be closing all maintenance crossovers in the project area. We expressed our concern over this as it will increase response times in some areas by up to five minutes. We will probably be discussing some additional automatic mutual aid with Ann Arbor Township as this will also have a significant impact on their response times as well. Also discussed at the meeting were the detour routes planned for during construction. Needless to say driving in Northfield Township next year will be extremely challenging. More to come.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT

MONTHLY OPERATIONS REPORT



MAY 2016

MAY 2016 MONTHLY REPORT

Calls For Service	433
Arrests	10
Mutual Aid Assistance To Other Departments Inside the Township	8
Mutual Aid Assistance To Other Departments Outside the Township	9
Average Response Time	6.87

NOTES & FACTS FROM THE DEPARTMENT

- **DATA:** 64 % of total complaints answered were in the hamlet area and 36 % were handled throughout the rest of the Township.

- **TRAINING:**

FORMAL - Ofc. M. Jensen – Domestic Violence
 Ofcs. Roberts, King, Paquette, & Howe – Emergency Vehicle Operations
 Reserve Ofc. S. Francoeur – Completion of Reserve Academy
 Reserve Ofc. R. Berkey - Emergency Vehicle Operations

- **EVENTS OF SIGNIFICANCE:**

BREAKING & ENTERING

On May 4, three local businesses on Barker Rd were broken into, or an attempt was made to do so. Officers responded and developed a suspect, whom they located and arrested on several felony charges. The prosecutor’s office authorized three felony charges on the subject and court proceedings are pending at this time.

FAIL TO REPORT ACCIDENT

On May 13, a report of an unknown crash came in on Six Mile Rd near Whitmore Lake Rd. The officer arrived on scene to find an unoccupied vehicle that was submerged in about 12” of water. A passerby stopped and advised the officer that he saw the driver on foot walking toward Main Street. The officer located the driver, who had a laceration to his head. The driver advised the officer that he had sustained this injury from a cell phone charger striking him in the head while he was swinging it. The driver was detained for further questioning and ultimately turned his keys over to the officer. The vehicle was impounded and the driver was issued a citation for Failure to Report a Crash.

BREAKING & ENTERING

On May 16, officers responded to an address on Lincoln Drive for a Breaking & Entering complaint. The homeowners advised that sometime during the morning hours while they were away, an unknown subject had entered their home through a window and had stolen cash, jewelry and prescription medications. The responding officer investigated at the scene and the case remains open at this time.

FLEE & ELUDE

On May 23, officers on routine patrol attempted to affect a traffic stop on a vehicle on Six Mile Rd for Driving on Suspended License. The vehicle pulled into a driveway and the driver immediately ran from the vehicle. Officers chased the suspect and he ran into a house. Officers made entry into the house and located the suspect hiding in a closet. Officers ordered him out at gunpoint. The suspect was not following verbal commands from the officers and the officers were forced to use their taser to get him to comply. He was then taken into custody. As officers were impounding the vehicle, they located alcohol inside the passenger compartment. The passenger admitted that it was hers and was issued a citation for Open Intoxicants in a Motor Vehicle. Some prescription meds were also taken as evidence. The case was submitted to the prosecutor and two charges were authorized.

CLEAR-1018 Verified Offense By Date

Agency: NR

5/1/2016 12:00:00 AM - 5/31/2016 12:00:00 AM

Offense Code	Description	Incident Count
1302	Agg/Fel Assault - Family - Other Weapon-Domestic	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	1
1380	Telephone Used for Harassment, Threats	1
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	2
2203	B&E - Burglary - Forced Entry - Non-Residence	1
2309	Larceny - From Yards (Grounds Surrounding a Building)	3
2606	Non-Sufficient Funds Checks	1
2609	Identity Theft	2
2674	Fraud (Larceny) by Conversion	1
2693	Uttering and Publishing Check	1
2901	Damage to Property - Business Property - MDOP	2
2902	Damage to Property - Private Property - MDOP	2
2905	Damage to Property - Private Property - MDOP With Explosives	1
4877	Fleeing or Eluding Police (Penal Code)	1
5275	Possession of Firearm in Commission of Crime	1
5707	Trespass (Other)	1
8013	Accident, Failed to Report	1
C2899	Juvenile - All Other	1
C2930	License / Title / Registration	1
C2931	DWLS OPS License Suspended / Revoked	1
C2933	Vehicle Registration - Improper / Expired	4
C2934	Vehicle Insurance - None / Expired	1
C2935	DWLS 2nd OPS License Suspended / Revoked	1
C3010	Felony Arrest Warrant (Originating Agency)	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	1
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	3
C3101	Acc, Single Motor Vehicle	1
C3145	Property Damage Traffic Crash PDA	8
C3155	Personal Injury Traffic Crash PIA	3
C3170	Private Property Traffic Crash	1
C3205	Sudden Death - Natural	1
C3208	Death Investigation - Cause Unknown	1
C3215	Adult Suicide	1
C3250	Mental Health Call	4
C3255	Occupational Injuries	1
C3262	Hospice Death	2
C3299	Welfare Check	4
C3310	Family Trouble	1
C3312	Neighborhood Trouble	2
C3316	Lost Property	1
C3318	Found Property	6
C3324	Suspicious Circumstances	7
C3326	Suspicious Vehicles	8
C3328	Suspicious Persons	13
C3329	Intelligence Information	1

CLEAR-1018 Verified Offense By Date
Agency: NR
5/1/2016 12:00:00 AM - 5/31/2016 12:00:00 AM

Offense Code	Description	Incident Count
C3330	Assist Other Law Enforcement Agency	2
C3331	Assist Medical	7
C3332	Assist Fire Department	8
C3333	Assist Motorist	8
C3334	Assist Other Govt Agency	2
C3336	Assist Citizen	15
C3337	Assist Citizen - Vehicle Lockout	5
C3345	Accidental Property Damage	2
C3355	Civil Matter - Other	8
C3702	Traffic Complaint / Road Hazard	8
C3704	Traffic Complaint / Abandoned Auto	1
C3707	Vehicle Release	3
C3708	Traffic Complaint / Private Impound	2
C3728	Traffic Complaint / Parking Complaint	1
C3799	Miscellaneous Traffic Complaint	2
C3803	Animal Barking Dog	2
C3804	Animal Complaint	6
C3808	Animal Bite / Scratch	7
C3812	Animal Pick-up - Alive	1
C3814	Animal Pick-up - Dead	1
C3902	Burglary Alarm	3
C4040	Hazardous Traffic Citation	4
C4041	Speeding Citation	20
C4046	Disobey Stop Sign Citation	1
C4047	Disobey Traffic Signal Citation	2
C4051	Wrong Way-One Way St. Citation	1
C4094	Open Hazardous Citations	1
C4105	Equipment Citation	3
C4307	Drove W/Expired Ops	1
C4313	Veh Reg Impr/Expired Citation	1
C4314	Veh Ins None/Expired Citation	1
C5015	Single Family Dwelling Fire	1
L3501	911 Hang Up - NR	4
L3503	Opened in Error - NR	2
L3504	PBT Station - NR	6
L3507	Fingerprints - NR	1
L3508	Ticket Sign Off - NR	2
L3509	Loud Party - NR	2
L3512	Vin Inspection - NR	2
L3514	Warrant Pick Up - NR	1
L3515	Special Detail - NR	1
L3526	False Alarm - NR	13
L3530	Wires Down - NR	1
L3532	Range Firearms - NR	1
L3535	GUN Permit, Applications, CCW Permits - NR	25

CLEAR-1018 Verified Offense By Date

Agency: NR

5/1/2016 12:00:00 AM - 5/31/2016 12:00:00 AM

Offense Code	Description	Incident Count
L3538	Property/Vacation Check - NR	1
L3540	Child Safety Seat Inspection - NR	1
L3542	BOL - NR	10
L3546	Trespass Notice Served - NR	1
L3550	Speed Sign Detail - NR	7
L3551	Sex Offender Registration/Verification - NR	1
L3552	Traffic Stop - NR	59
L3556	Blocked Drive - NR	1
L3557	Check Person - NR	2
L3568	Local Records Check - NR	3
L3569	Assist Other Police Agency - Inside Northfield - NR	8
L3570	Assist Other Police Agency - Outside Northfield - NR	9
L3571	Disorderly Person - NR	2
L3597	Non Terminal - NR	31
L4598	Information - NR	1
L6701	Follow Up - NR	2
	Sum:	433

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	May/2016	May/2015	% Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
09005 DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT	0	0	-
09006 IN-CUSTODY DEATH	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	-
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	1	4	-75.0%
13002 AGGRAVATED/FELONIOUS ASSAULT	1	2	-50.0%
13003 INTIMIDATION/STALKING	1	2	-50.0%
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	5	2	150.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	2	-100.0%
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSES/NATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	0	2	-100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	0	10	-100.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	1	-100.0%
23007 LARCENY -OTHER	3	0	-
24001 MOTOR VEHICLE THEFT	0	2	-100.0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	1	-100.0%
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	0	-
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	1	1	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	-100.0%
26003 FRAUD -IMPERSONATION	0	0	-
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
26007 FRAUD - IDENTITY THEFT	2	1	100.0%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	-
27000 EMBEZZLEMENT	0	0	-

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	May/2016	May/2015	% Change
28000 STOLEN PROPERTY	1	5	-80.0%
29000 DAMAGE TO PROPERTY	6	7	-14.3%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	0	2	-100.0%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	0	1	-100.0%
35002 NARCOTIC EQUIPMENT VIOLATIONS	1	1	0%
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	1	0	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
72000 ANIMAL CRUELTY	0	0	-
Total for Group A	120	129	-51.1%
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	2	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	-

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	May/2016	May/2015	% Change
48000 OBSTRUCTING POLICE	1	1	0%
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	3	-100.0%
53001 DISORDERLY CONDUCT	0	0	-
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	0	0	-
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	0	2	-100.0%
55000 HEALTH AND SAFETY	0	2	-100.0%
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	2	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 MISCELLANEOUS CRIMINAL OFFENSE	0	0	-
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
Total for Group B	17	41	-44.4%
2800 JUVENILE OFFENSES AND COMPLAINTS	1	1	0%
2900 TRAFFIC OFFENSES	9	9	0%
3000 WARRANTS	6	3	100.0%
3100 TRAFFIC CRASHES	13	12	8.3%
3200 SICK / INJURY COMPLAINT	15	12	25.0%
3300 MISCELLANEOUS COMPLAINTS	97	103	-5.8%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	1	-100.0%
3500 NON-CRIMINAL COMPLAINTS	196	184	6.5%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	17	12	41.7%
3800 ANIMAL COMPLAINTS	17	10	70.0%
3900 ALARMS	3	1	200.0%
Total for Group C	1721	1796	7.5%
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	31	23	34.8%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	3	3	0%
4200 PARKING CITATIONS	0	1	-100.0%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	3	0	-
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	1	0	-

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

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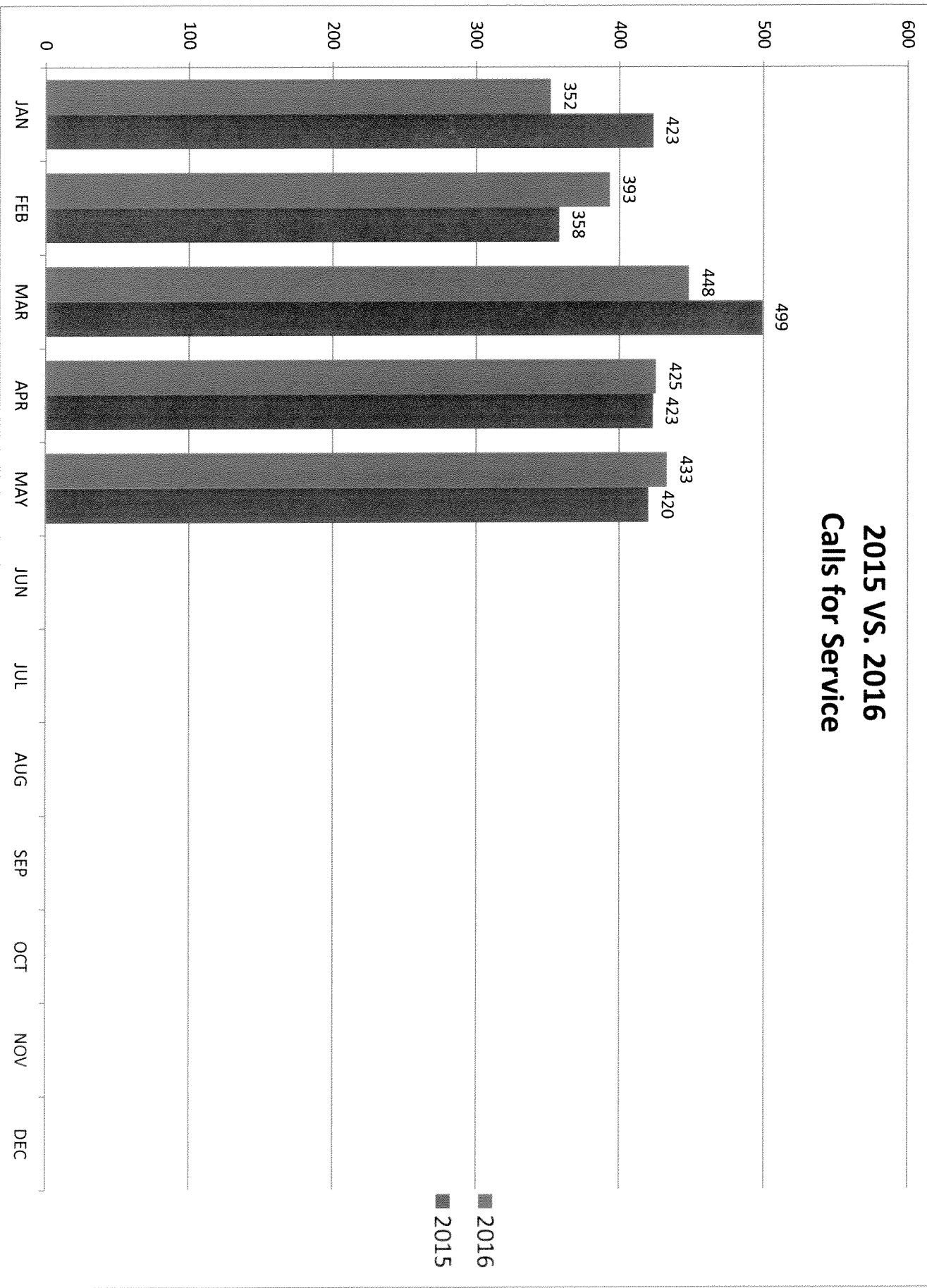
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Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of May

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	May/2016	May/2015	% Change
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	0	1	-100.0%
Total for Group D	209	195	35.7%
5000 FIRE CLASSIFICATIONS	1	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
Total for Group E	1	1	-
6000 MISCELLANEOUS ACTIVITIES (6000)	0	2	-100.0%
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200 ARREST ASSIST	0	0	-
6300 CANINE ACTIVITIES	0	0	-
6500 CRIME PREVENTION ACTIVITIES	0	0	-
6600 COURT / WARRANT ACTIVITIES	0	0	-
6700 INVESTIGATIVE ACTIVITIES	2	1	100.0%
Total for Group F	10	10	-33.3%
Total for All Groups	443	435	1.8%

2015 VS. 2016 Calls for Service

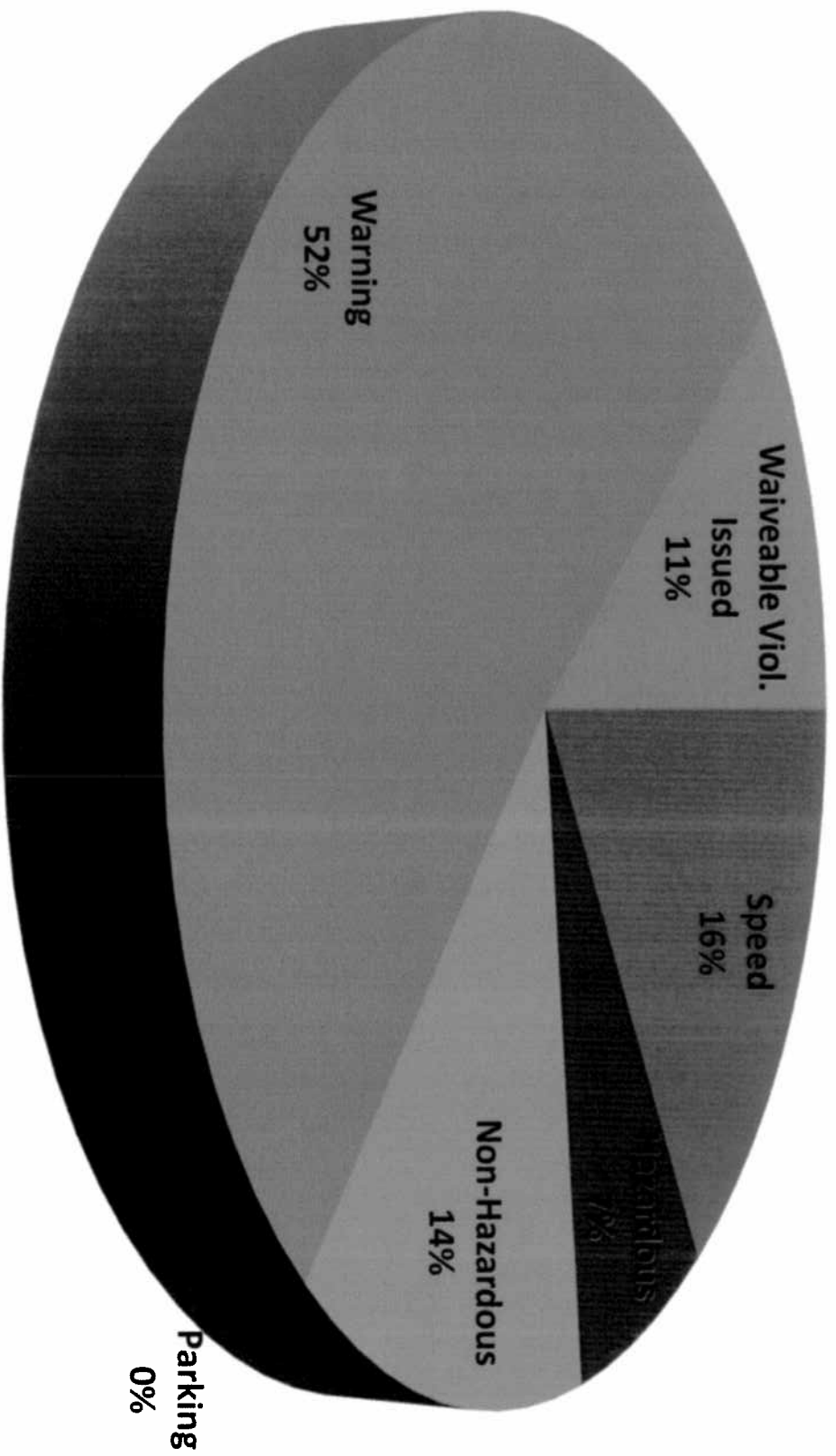


TRAFFIC VIOLATIONS SUMMARY

JANUARY 1, 2016 THROUGH DECEMBER 31, 2016													
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	12	33	34	41	22								142
Hazardous	8	7	11	7	9								42
Non-Hazardous	11	8	15	11	18								63
Parking	0	0	0	0	0								0
Warning	37	59	31	64	70								261
Waivable Viol. Issued	8	8	16	13	15								60
TOTAL	76	115	107	136	134	0	0	0	0	0	0	0	568
JANUARY 1, 2015 THROUGH DECEMBER 31, 2015													
2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	26	33	57	27	23								166
Hazardous	5	9	9	2	3								28
Non-Hazardous	15	19	29	18	4								85
Parking	0	0	0	0	0								0
Warning	56	22	88	51	36								253
Waivable	18	29	23	15	13								98
TOTAL	120	112	206	113	79	0	0	0	0	0	0	0	630

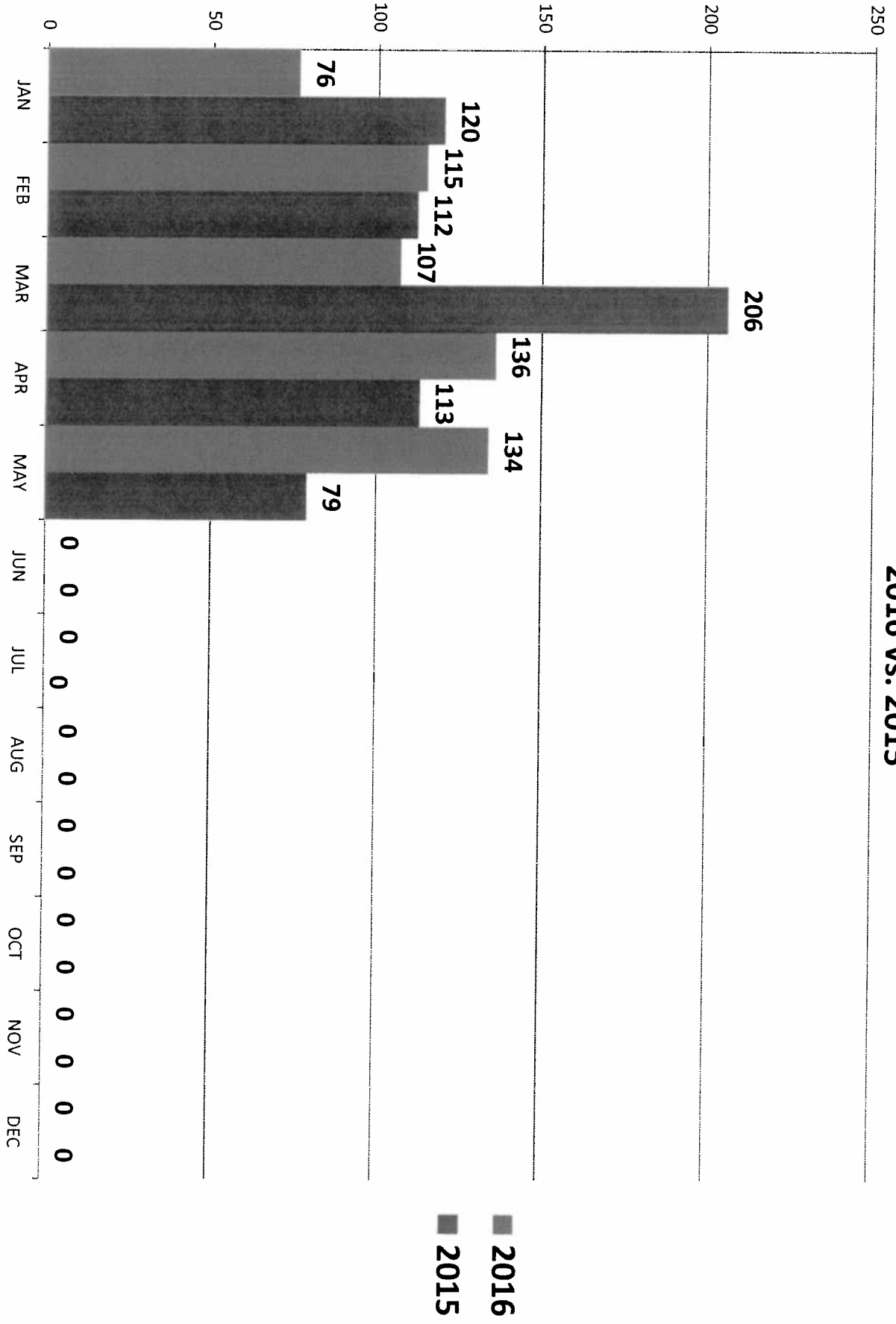
Note: Waivable citations are: Defective Equipment; No Operator's License on Person and No Registration

TRAFFIC VIOLATIONS ISSUED BY TYPE MAY 2016



NUMBER OF TRAFFIC VIOLATIONS BY MONTH

2016 vs. 2015



OVERTIME SUMMARY

OVERTIME BY TYPE													
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Court	24.75	6.5	9.5	9	17.75								67.5
Complaint Investigation	3.5	1.5	30.25	22.25	18.25								75.75
Report Writing	0	0	0	4	0								4
Training	3	0	0	0	10								13
Short Shift	10	87	83	111.75	20								311.75
Administrative	2.5	3	0.5	2	0.5								8.5
Special Detail	0	0	3	0	0								3
Holiday	96	48	23	0	44								211
TOTAL	139.75	146	149.25	149	110.5	0	0	0	0	0	0	0	694.5

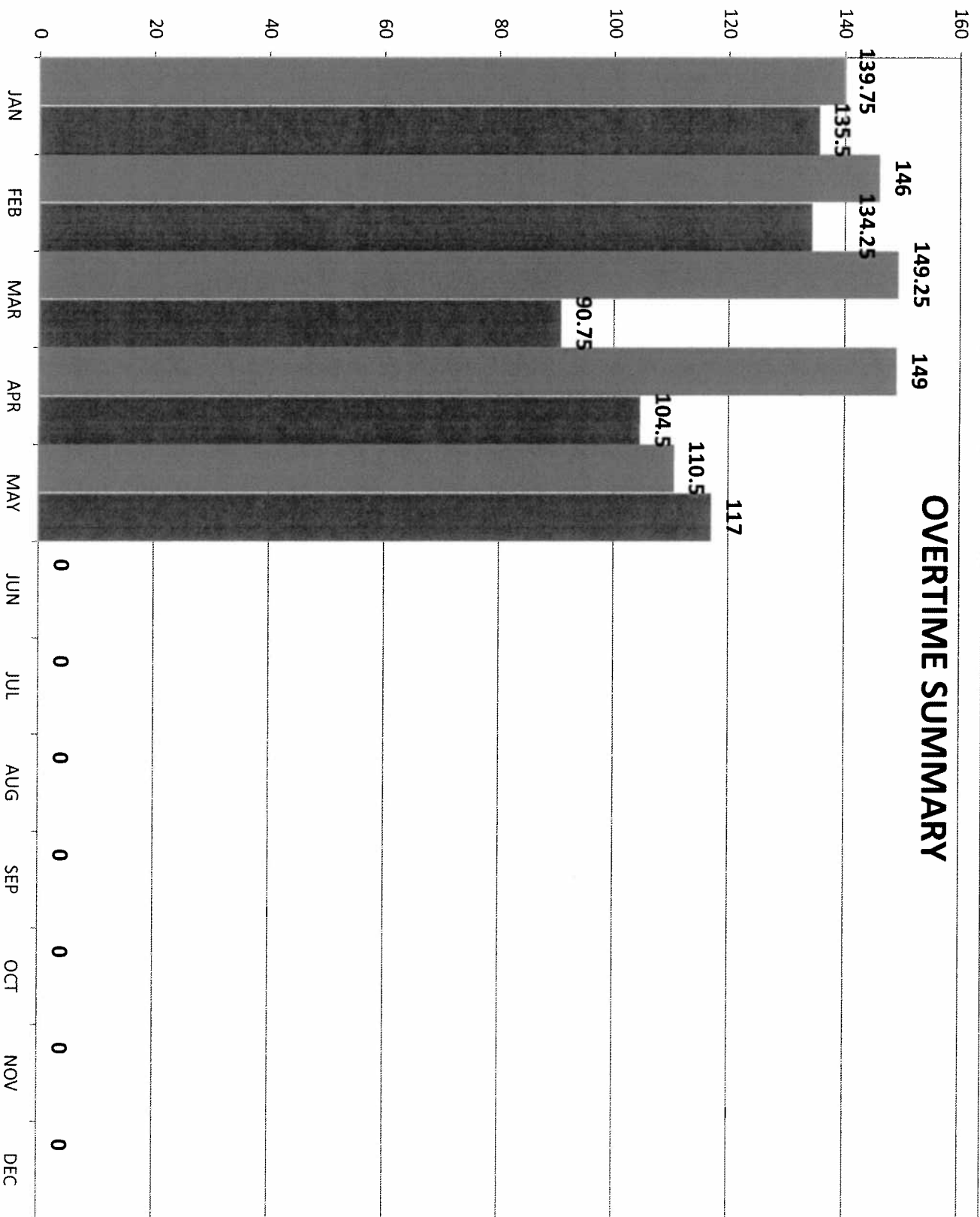
2015 VS. 2016													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016 - TOTAL	139.75	146	149.25	149	110.5	0	0	0	0	0	0	0	694.5
2015 - TOTAL	135.5	134.25	90.75	104.5	117								582

EMPLOYEE TIME OFF

2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Sick	0	100	27.25	0	20								147.25
Comp	21	19	9.5	43	48								140.5
Vacation	0	36	128	96	0								260
Holiday	20	10	10	0	8								48
PTO	138	104.5	74.75	90.25	99								506.5
Other	0	12	24	104	160								300
TOTAL	179	281.5	273.5	333.25	335	0	0	0	0	0	0	0	1402.25

**Other - Injury/Leave for employee during this month (Worker's Comp)

OVERTIME SUMMARY



■ 2016
■ 2015

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

To: Northfield Township Board of Trustees

From: Tim Hardesty Wastewater Treatment Plant Superintendent

Date: June 8th, 2016

Subject: May 2016 Monthly Report

5/1/16: Pulled pump #2 at Elmcrest pump station because of rags.

5/5/16: Repaired lawn and seeded grass from garbage truck damage.

5/9/16: Removed sections of bad sidewalk and prepped for new pouring new cement.

5/11/16: Removed section of bad drive and prepped for pouring new cement.

5/12/16: Repaired leak in filter building backflow preventer piping.

5/12/16: Call back for primary wet well high level alarm.

5/13/16: Poured new cement sidewalk and section of drive/parking area.

5/16/16: Worked with UIS on calibration of plant equipment.

5/18/16: Prepped the treatment plant drive for cold patching.

5/18/16: Started cold patching bad spots in drive.

5/19/16: Finished cold patching drive.

5/23/16: Marking force main and air relief manholes along expressway for MDOT.

5/24/16: Call back for high level alarm at East Shore #1 pump station.

5/31/16: Plugged sewer call at 11749 Lisa Dr. The problem was in the homeowners' line.

May 2015 Daily Average Flow	.754MGD
May 2016 Daily Average Flow	.798MGD
Maximum May Daily Flow 2015	1.279MGD
Maximum May Daily Flow 2016	.999MGD
Minimum May Daily Flow 2015	.656MGD
Minimum May Daily Flow 2016	.617MGD
6 – Month Average Flow	.712MGD
12 – Month Average Flow	.699MGD
Total Gallons Treated May 2015	23,384,000MG
Total Gallons Treated May 2016	24,763,000MG
Rainfall (inches) May 2015	4.98”
Rainfall (inches) May 2016	2.03”
Connections / Tap-ins’ to system	4
Miss Dig Staking’s	8
Overtime hours for the month	33

Northfield Township Community Center
Monthly Report
May 2016
Tami Averill, Director

I. May Overview

The Senior Nutrition program continues to run smoothly. We have 76 registered seniors, with 12 to 20 attending on a daily basis. Lunches are served on Mondays, Wednesdays and Fridays at 12:15p.m.

I continue to search for volunteer drivers so we can get the home-delivered meals started. There are currently 3 people going through the background check process. We are still in need of at least 1 -2 more drivers. Trying to get enough volunteers so that no one will have to commit to more than one or two days per week.

THANK YOU to our Senior Lunch Volunteers – Sue Addy, Russ Hall, Linda Hartley, Debbie Leibert, Keith Matz, Karen Neigebauer, Donn Sleek, Ann Thompson, and Curtis Ward. They, along with our Sr. Nutrition Program Assistant, Amber Barsegian, do a wonderful job and keep things running smoothly.

A big thank you to our volunteers – Denise Creque, Ruth Hague, Linda Hartley, Cindy Hogston, Betty Jones, Alyssa Jones, Laura Misko, Donn Sleek, Ann Thompson, and Curtis Ward - for the work they contributed in May. Their hard work is always appreciated and helps to keep the Center running smoothly.

We have lost several members of our senior family this spring – June Barnhart, Linda Dellabaugh, Walter Handzlik, and Donna Rutledge. They will all be deeply missed by everyone here. June Barnhart's family asked that memorial donations be made to the Community Center to be used to further our library room with shelving and book purchases. These donations are truly appreciated.

II. Program Evaluation

a. On Going Services

Lisa Abrams and Peg Merica continue to offer reflexology sessions and therapeutic foot baths on Tuesday and Thursday afternoons and Wednesday evenings.

Dr. Anthony Mastrogiacomo from South Lyon Foot & Ankle Specialists continues to offer senior foot care once a month. His next visit will be June 30.

The Medical Loan Closet continues to be available to the community. Six items were loaned in May. We continue to ask for donations of wheelchairs, 4-wheeled walkers with seats, and shower benches. We received donations of 2 shower benches, a shower seat, several walkers, crutches, and a cane in May.

The Regency continues to send a Registered Nurse on the 2nd Tuesday of each month to do blood pressure screenings. They had 6 people in May.

b. Classes

Chair Yoga (5 participants/week) and Exercise with Becky (8-12 participants/week) continue on Tuesdays. Becky also has between 8 and 12 participants in her Thursday class.

Tai Chi class continued with 4 students. MAH Fitness begins a new session on May 5 with 3 students.

Gentle Yoga has 12 registered participants. Gentle Energy Exercises currently has 4 people participating. Zumba Gold class for seniors and beginners currently has 4 ladies participating.

Acrylic Painting for Beginners had 4 students for their May session. My thanks to instructor, Joyce Cantalini, for continuing to provide this class offering for us. The students love the class and are creating some beautiful paintings.

Our multi-talented Mah Jongg instructor, Phyllis Lindblade, started a new Primitive Rug Hooking class. She currently has 3 enthusiastic students learning this historic art form that is done with strips of wool fabric rather than yarn. They are creating some very lovely and colorful pieces.

c. **On-Going Activities**

Pinochle continues every Tuesday and Thursday afternoon. Attendance has been consistent at 8 to 12 players per day each week.

Mah Jongg Mondays continue to be popular. Eight people are currently participating, and stay well beyond the scheduled time each week.

The Knit, Crochet, Craft group continues to meet every Friday afternoon. 4-6 people attended each week during May.

The Whitmore Lake Portrait Group remains steady with their participation. Ten to twelve artists attend each week. The art gallery that showcases their art continues to be popular with our guests. Selections are changed out approximately every two months.

The Chamber of Commerce continues to hold their monthly meetings here on the first Wednesday of each month.

Both the Morning Kiwanis and the Evening Kiwanis continue to hold their regular meetings and Board meetings at the Community Center.

The Lost Voices Board of Directors also holds their monthly meetings here on the first Thursday evening of each month.

The Living Water Site Committee is currently meeting at the Center on a bi-weekly basis.

d. **Special Events**

"Karaoke Night at the Community Center," continued in May, with 12 people in attendance.

Nine people attended "Pizza & a Movie" on May 20 and enjoyed a pizza dinner and "The Muppets Most Wanted."

Fourteen seniors participated in a trip to the Older Person's Commission in Rochester on May 13. They enjoyed a luncheon and an original musical theater performance put on by the OPC's "650 Players."

Managers Report, June 2016

Van Curler Property

According to the proposal, the environmental and soil boring analysis should be ready for review at the next board meeting, June 28th. In addition, on the agenda for Tonight is discussion and possible voting on whether the board wishes to finance the property, and how you want to handle that financing. I am recommending an installment purchase contract as opposed to a bond issue. More information is detailed in my memo in tonight's packet.

Regarding a survey, we are requesting an ALTA survey as opposed to a boundary survey. An ALTA survey shows improvements, easements, rights-of-way and other elements impacting land ownership, while a boundary survey shows just the boundaries of the property. The purchase agreement provides for the sellers to pay for a boundary survey. As part of our due diligence, we are going to pay for the difference.

If you are satisfied with the environmental, soil boring analysis, survey and have made a determination on financing, I would recommend scheduling closing.

Downtown Planning Group

The Downtown Planning Group has met twice. The group is excited about their work and represents a very good cross-section of individuals, most of which are new to getting involved in Township planning. I truly believe that the work that comes out of the group will be valuable and hope that the Board of Trustees uses the plan they create as a road map / model for future downtown revitalization.

Parks and Recreation

The Community Garden is almost up and running. In fact, it should be running by the time of the board meeting. We have beds built, a water tank, soil, and wood chips on site. It is my hope that this site becomes a gathering point and a great example of community togetherness / beautification. Once the garden is up and running, most of the management / administration will be turned over to the gardeners.

Board Room Construction

The board room is mostly complete, with the exception of doors, which will be installed shortly. Hopefully, you all find the acoustics, air quality and general condition of room to be much improved. I am proud of the finished product.

FEMA

Over a year ago, we submitted letters to FEMA to be included in the Community Rating System. We finally received notice of our scheduled Community Assistance Visit, which is the first step in getting enrolled in the program. That meeting is scheduled for June 29th. It will include all the individuals involved in flood plain regulations and permitting. I will provide an update on how the visit went and a timeline of when we can expect to be

enrolled in the program. Please recognize that any timeline with respect to this program is a bit of a shot in the dark.

Arvin Sango

Arvin Sango has received site plan approval for their building on North Territorial. They have requested tax abatement, and previously the board recommended a 10 to 12 year abatement schedule. In your packets are the various documents to this effect and a schedule showing an approximate value of the abatement.

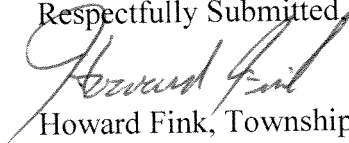
Non Motorized Path

We have sent drawings to the county on the board's decision for the Non-Motorized path and what that would look like. We are awaiting their determination and what improvements they will ultimately pay for out of the grant. As soon as I have some direction from the county, I will call a closed session for discussion.

Main Street Path

The main street path is moving along. The RFP will be issued shortly, contractors will be selected in July, and award will happen in July / August time frame. Construction should begin in September. As a side note, no general fund dollars was used in this project. We are using existing and future CDBG allocated funds.

Respectfully Submitted,



Howard Fink, Township Manager

MEMO

TO: Board of Trustees
Northfield Township

FROM: Sally Hodges, AICP, Senior Vice President
McKenna Associates

SUBJECT: Presentation on 6/14/16 re. Proposed Process for Public Input and Planning for
Township-Owned Waterfront Site

DATE: June 7, 2016

At your request, we are preparing a short presentation regarding planning and ideas for the Van Curler parcels, and will be in attendance at your June 14th meeting. This is a very exciting parcel of land at the major gateway into Whitmore Lake and the Township. Carefully planned and designed, this site can help create a vibrant community image, and include features that will enhance and benefit both the community as a whole and the downtown. The site has tremendous potential for public and private use and partnerships.

We are considering a variety of processes to most effectively engage multiple sectors of the public, boards and commissions, relevant agencies, and others in the planning for the site, and will share our recommended process with you Tuesday night.

The presentation will also include some concrete examples from other communities that are, or have managed planning and development of large parcels of land, including several waterfront communities. We will outline how they did it and what were some of the "lessons learned". And of course, we will provide fee estimates to assist you with various aspects of the planning process.

We look forward to meeting with you on June 14th.

RESOLUTION ESTABLISHING INDUSTRIAL DEVELOPMENT DISTRICT

**TOWNSHIP OF NORTHFIELD
COUNTY OF WASHTENAW, STATE OF MICHIGAN**

Minutes of a regular meeting of the Township Board of the Township of Northfield, County of Washtenaw, State of Michigan, held on the 14th day of June, 2016, at 7:00 p.m., Eastern Daylight Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, under the provisions of Act 198, Public Acts of Michigan, 1974, as amended ("Act 198"), the Township Board is authorized to establish one or more industrial development districts within the geographical boundaries of the Township of Northfield, County of Washtenaw, State of Michigan (the "Township"); and

WHEREAS, Arvin Sanglo has requested the establishment of an industrial development district in the Township, more particularly described in Exhibit A attached hereto and made a part hereof (the "District"); and

WHEREAS, written notice has been given to all owners of real property located within the proposed District, as required by Act 198; and

WHEREAS, on June 14, 2016, after due and legal notice, a public hearing was held at which the owners of all real property within the proposed District and other residents and taxpayers within the boundaries of the Township were afforded an opportunity to be heard; and

WHEREAS, the Township Board deems it to be in the public interest to establish the District as proposed.

NOW, THEREFORE, BE IT RESOLVED THAT:

I. Establishment of Industrial Development District. The land described on Exhibit A be and hereby is established as proposed as an Industrial Development District pursuant to the provisions of Act 198 and such District is hereby designated as the "955 E. North Territorial Road Industrial Development District".

2. Repealer. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Angela Westover
Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Township of Northfield, County of Washtenaw, State of Michigan, at a regular meeting held on June 14, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Angela Westover
Township Clerk

EXHIBIT A

INDUSTRIAL DEVELOPMENT DISTRICT

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF WASHTENAW, STATE OF MICHIGAN, AND IS DESCRIBED AS FOLLOWS:

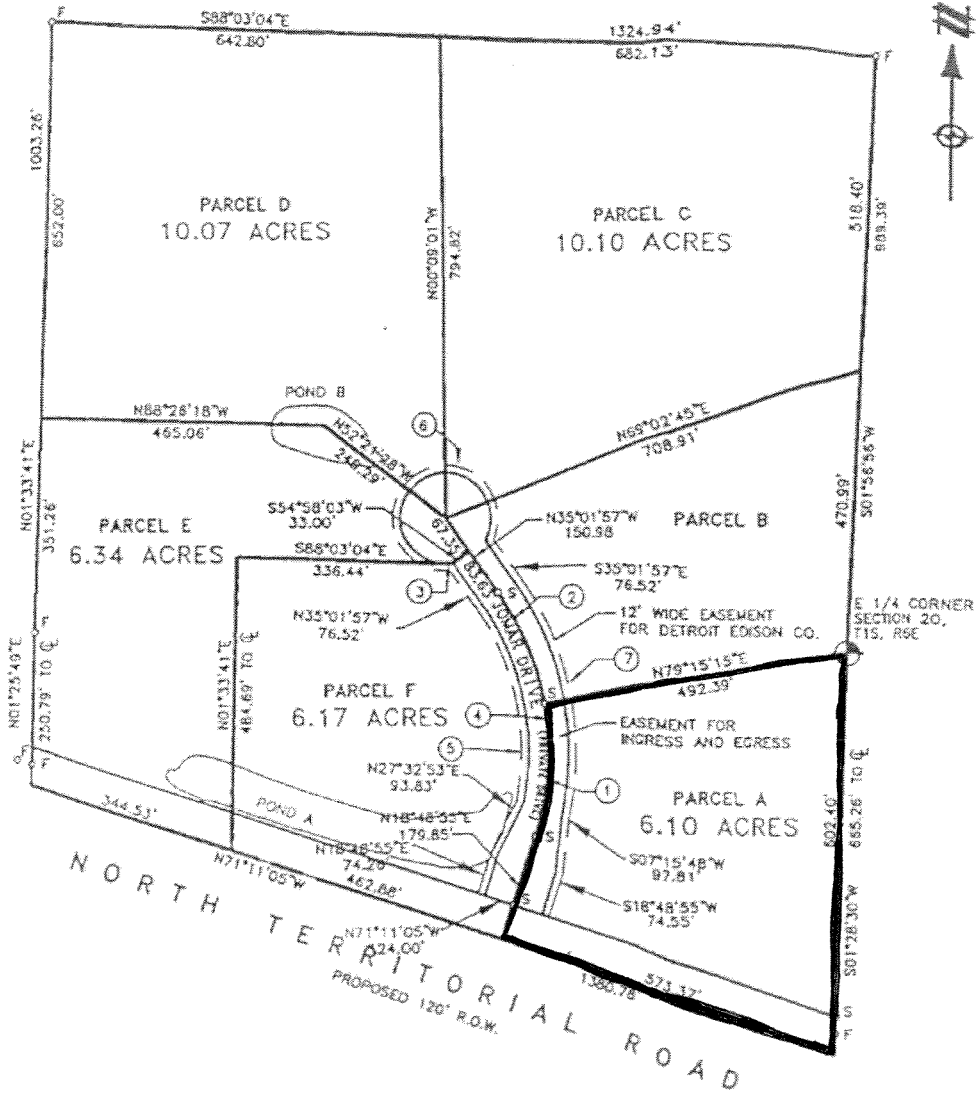
Situated in the Township of Northfield, County of Washtenaw, State of Michigan

Beginning at the East $\frac{1}{4}$ corner of Section 20, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan; Thence South 01 degrees 28' 30" West 665.26 feet along the East line of said Section 20; Thence North 71 degrees 11' 05" West 573.37 feet along the centerline of North Territorial Road (120 feet proposed); Thence North 18 degrees 48' 55" East 179.85 feet along the centerline of Jomar Drive; Thence continuing 221.03 feet along said centerline and the arc of a circular curve to the left, radius 450.00 feet, chord bearing North 04 degrees 44' 38" East 218.82 feet; Thence North 79 degrees 15' 15" East 492.39 feet to the place of beginning, being part of the Southeast $\frac{1}{4}$ of said Section 20.

Subject to and together with a private road easement described as: Commencing at the East $\frac{1}{4}$ corner of Section 20, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan; Thence South 01 degrees 28' 30" West 602.40 feet along the East Line of said Section 20; Thence North 71 degrees 11' 05" West 504.64 feet along the North proposed 60 foot right-of-way line of North Territorial Road (120 feet proposed) for a place of beginning; Thence continuing North 71 degrees 11' 05" West 100.00 feet; Thence North 18 degrees 48' 55" East 73.34 feet; Thence North 27 degrees 32' 53" East 94.53 feet; Thence 344.88 feet along the arc of a non-tangential circular curve to the left, radius 417.00 feet, chord bearing North 11 degrees 20' 20" West 335.14 feet; Thence North 35 degrees 01' 57" West 83.63 feet; Thence 402.90 feet along the arc of a non-tangential circular curve to the right, radius 75.00 feet, chord bearing North 54 degrees 58' 03" East 66.00 feet; Thence South 35 degrees 01' 57" East 83.63 feet; Thence 405.13 feet along the arc of a non-tangential circular curve to the right, radius 483.00 feet, chord bearing South 11 degrees 00' 11" East 393.36 feet; Thence South 07 degrees 15' 48" West 97.19 feet; Thence South 18 degrees 48' 55" West 73.34 feet to the place of beginning, being part of the East $\frac{1}{2}$ of said Section 20.

Parcel ID: B-02-20-100-020

Street Address: 955 East Territorial Rd., Northfield



Memo

To: Northfield Township Board
From: Howard Fink
Date: 6/9/2016
Re: Budget


Dear Township Board,

Attached is the Budget for the Upcoming fiscal year. Rick has put together a synopsis that covers any changes from previous years. The budget includes a 3% cost of living increase and some merit based raises for employees.

With respect to raises, as follows is a breakdown of the administrative employees and respective raises.

Name	Current Hourly Wage	Raise	% Increase
Tammy Averill	\$20.25	\$0.61	3%
Mary Bird	\$19.00	\$0.57	3%
Pam Boegler	\$21.21	\$0.63	3%
Jennifer Carlisle (Part Time)	\$17.00	\$0.51	3%
Dawn Samfilippo (Part Time)	\$15.00	\$16.50	9%
Cristina Wilson	\$16.25	\$19.00	15%
Rick Yeager	\$53.80	\$1.61	3%

Respectfully Submitted,



Howard Fink, Township Manager

NORTHFIELD TOWNSHIP

Memo

To: Northfield Township Board

From: Howard Fink

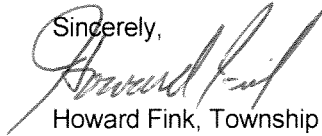
Date: 6/9/2016

Re: Establishment of IDD District

Dear Township Board,

Today you are voting on the establishment of the Industrial Development District for the benefit of Arvin Sango. We have notified all the taxing jurisdictions of this action. While you are not voting on the actual abatement schedule yet, its good practice to ensure that your recommendation of 10 to 12 year abatement still stands. I am recommending a 10 year abatement schedule. In your packet are the minutes from when you made that recommendation and a spreadsheet showing estimates of what such a abatement is worth to the applicant. Please let me know if you have questions or need additional impact information prior to the meeting.

Sincerely,



Howard Fink, Township Manager

**NORTHFIELD TOWNSHIP
Township Board
Minutes
August 25, 2015**

CALL TO ORDER

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

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Wastewater Treatment Plant Superintendent
Tim Hardesty
Public Safety Director William Wagner
Police Lt. Tim Greene
Community Center Director Tammy Averill
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

CONSENT AGENDA:

- Minutes
- Bills

At Dockett's request Bills and Minutes were added to the agenda as Item 13.

ADOPT BALANCE OF AGENDA

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

FIRST CALL TO THE PUBLIC

No comments.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

REPORTS

Dockett and Otto asked several questions about the Fire, Police, Community Center, and Manager's reports.

- ▶ **Motion:** Chick moved, Otto supported, to accept the resignation of Part-time Police Officer Patrick Leedle, effective July 28, 2015. **Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Otto supported, to approve the purchase of an In-Car Video System from L-3 Mobile Vision, Inc. for the sum of \$62,561.00, budgeted out of Federal Forfeiture Funds. **Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the participation in the NFIP Community Rating system through FEMA. **Motion carried 7—0 on a voice vote.**

AGENDA ITEMS

1.

Fee for Civic Event Permit: Elevate Concert Series

Fink explained that the organizing sponsoring of this event is non-profit, but does not have 501(c)(3) status. Dockett said permit fees should be waived for all non-profits or for none. Braun noted that the Board previously passed a motion waiving fees for 501(c)(3) organizations. It was agreed to add a motion to the next agenda to make that change to the ordinance.

- ▶ **Motion:** Chick moved, Thomas supported, that the \$100 Civic Event Permit application fee for the Elevate Concert Series be waived.

Fink noted that he has a business relationship with the person who runs this organization.

Motion carried 7—0 on a voice vote.

2.

Civic Event Permit: Homecoming Parade

- ▶ **Motion:** Engstrom moved, Thomas supported, to approve the Whitmore Lake High School Homecoming Parade civic event. **Motion carried 7—0 on a voice vote.**

3.

**Resolution for Road Closure:
Homecoming Parade**

- ▶ **Motion:** Chick moved, Otto supported, to approve the resolution regarding a Temporary Road Closure requested by Whitmore Lake Public Schools for the Homecoming Parade. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

4.

Kiwanis Request to Use 75 Barker Road

- ▶ **Motion:** Engstrom moved, Chick supported, to approve the use of 75 Barker Road for the Kiwanis rummage sale. **Motion carried 7—0 on a voice vote.**

5.

**Gyoa Leasing, Inc. (aka Steele Trucking):
Conditional Use Permit Approval**

- ▶ **Motion:** Chick moved, Braun supported, that a conditional use for Gyoa Leasing, Inc., also known as Steele Trucking, case JPC15005, for a trucking facility, maintenance shop, and retail sales use on a 10.1 acre site, zoned General Industrial, Parcel B02-21-300-015, at 1451 N. Territorial Road, with a list of materials as provided in a letter by Atwell LLC dated August 4, 2015, as a condition.
Motion carried 7—0 on a voice vote.

6.

**Library Request to Waive
Conditional Use and Site Plan Review Fees**

- ▶ **Motion:** Engstrom moved to approve the request to waive the conditional use and site plan review fees for the Library.

Dockett objected, noting that there are significant costs involved in holding Planning Commission meetings which must be covered.

Engstrom withdrew her motion.

Otto referred to the discussion earlier in the meeting about charging Township fees to some non-profits, but not others, and Fink said he does not believe that all costs must be covered by fees.

- ▶ **Motion:** Otto moved, Chick supported, that the \$750 conditional use permit fee and the \$750 site plan review fee for the 2015 Library building project be waived.

Dockett called for a roll call vote.

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

7.

Eagle Scout Project Funding Request

- ▶ **Motion:** Engstrom moved, Chick supported, that up to \$750 be authorized to go toward Garrett Bone's Eagle project on the Jennings Road high school Barker Road property, to be use toward that project, to be administered by the Township Manager as he sees appropriate.

Dockett called for a roll call vote.

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

8.

**Michigan Association of Fire Fighters
Union Contract**

Dockett objected to the contract being for a three year period, two years of which will be during the term of the next Board of Trustees.

- ▶ **Motion:** Chick moved, Otto supported, to approve the Michigan Association of Fire Fighters and Northfield Township Firefighters Association tentative agreement, with changes effective July 1, 2015, through June 30, 2018.
Motion carried 7—0 on a voice vote.

9.

Ordinance 15-44: Sewer Usage Appeals Process

Fink referred to the proposed ordinance and noted there are time limits on the majority of appeals that would be allowed. In answer to a question from Dockett, Wastewater Treatment Superintendent Hardesty said he and Fink had discussed the issue of whether vacant buildings or capped off services should be charged fees, and they agreed that could be addressed in a policy rather than in an ordinance.

- ▶ **Motion:** Engstrom moved, Thomas supported, that Ordinance 15-44, the appeals in billing procedures for sewers, be approved. **Motion carried 7—0 on a roll call vote. Ordinance adopted.**

10.

Beckett & Raeder Contract

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the contract with Beckett & Raeder as the Township's new planning consultants from 8/25/14 through 8/24/2016. **Motion carried 6—1 on a voice vote, Dockett opposed.**

11.

Mon-Motorized Path: Quotes for Appraisals

- ▶ **Motion:** Braun moved, Thomas supported, that the Board accept the Laurencelle appraisal company to appraise the four parcels on Barker Road as stated. **Motion carried 7—0 on a voice vote.**

12.

Township E-Mails

Fink said stronger retention of Township emails is needed and the County server does not have sufficient security or storage space, so he recommended contracting for this.

- ▶ **Motion:** Otto moved, Thomas supported, to allocate \$2,040 for 12 months for the contracting of an email server through Google.
Motion carried 7—0 on a voice vote.

13. MINUTES AND BILLS

Dockett made one correction to the minutes of July 14, 2015. Fink answered questions from Dockett about insurance costs and coverage and payments to the previous planning consultants and the consulting firm hired to prepare a township survey.

- ▶ **Motion:** Engstrom moved, Thomas supported, that the bills, and the corrected minutes of the regular Township Board meeting of July 14, 2015, and the minutes of the July 28, 2015, meeting, as presented, be approved, and to dispense with the reading of minutes. **Motion carried 7—0 on a voice vote.**

DISCUSSION ITEMS

1. Downtown Planning Group

The Board discussed the size and representation of the group, whether this is needed in addition to the Downtown Development Authority (DDA), and the desire to have different voices as part of this group. Braun questioned whether having a strong central commercial district is necessary to have a vibrant community, noting that Green Oak Township—which is three times the size of Northfield Township—has many excellent community services and activities without having a downtown.

Fink said he will give more thought to this and bring a new proposal to the Board.

2.

Living Water Proposal for 75 Barker Road

The Board discussed the proposal for lease or purchase of 75 Barker Road by Living Water Church for use as a community center. Frank Murdock, church elder, said the church's preference is to purchase the property.

- ▶ **Motion:** Otto moved, Chick supported, to start the process of due diligence with Living Water Church for the purchase of 75 Barker Road.

Dockett called for a roll call vote.

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

2. Tax Abatement
for Potential Industrial Company

Fink explained that this proposal for a prospective high tech/industrial prospect is very strong, but Northfield Township is in competition with three other communities for this investment. Board comments included a suggestion to limit the proposal to 10 years, concern about the low number of jobs associated with the proposal, and the possibility that this could jump start development in the area.

- ▶ **Motion:** Otto moved, Chick supported, to give Howard Fink the authorization to write a letter for an abatement incentive in the neighborhood of 10-12 years as a presentation to the company seeking the incentive. **Motion carried 7—0 on a voice vote.**

X

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 September 8, 2015.

4. Main Street Sidewalk

Fink reported the project has come in over the anticipated budget at \$91,742 and will probably increase \$10,000 to upgrade the crosswalk, but the County will allow the extra cost to come from future year Community Development Block Grant (CDBG) allocations to the Township. Dockett objected to spending Township funds on the crosswalk and the Township taking on responsibility for maintaining it. Other Board members noted many children walk in the area for a variety of purposes.

5. Parks & Recreation, ZBA, and Planning
Commission Updates

Otto reported that the ZBA granted two variances on August 17th and since no new applications have been submitted the September 21st meeting will be used for administrative matters. Chick reported that on August 18th the Planning Commission reviewed information from the Huron River Watershed Council study in the Township and gave direction to Cobalt Community Research regarding revisions to the community survey.

- ▶ **Motion:** Engstrom moved, Otto supported, to authorize Fink to instruct Cobalt Community Research to produce a revised community survey within two weeks.
Motion carried 7—0 on a voice vote.

SECOND CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, commented on the positive things being discussed for the community.

BOARD MEMBER COMMENTS

Library Expansion. Engstrom reported the groundbreaking ceremony for the Library expansion will take place on August 29th at 11:00 A.M.

Fire Training. In answer to a question, Wagner said the Fire Department is using the Curtis property for training and are planning a training burn in the winter. It was agreed that Fink should get quotes for reusing the sign on the property for the Community Center.

ADJOURNMENT

Engstrom adjourned the meeting at 8:43 P.M.

Angela Westover, Clerk

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

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Board of Directors

Date: June 14, 2016

From: Controller

RE: Fiscal 2016-2017 Budgets

Attached you will find the following budgets:

- General Fund (Revised)
- Police Fund
- Fire/Medical Rescue Fund
- Donation Fund
- DDA Fund
- State NARC Fund
- Federal NARC Fund
- Building Dept. Fund (Revised)
- WWTP Fund (Revised)

Shown below is a summary of the funds purpose and any significant changes between the Fiscal 2016 – 2017 and 2015-2016 budgets.

GENERAL FUND (#101)(REVISED)

The General Fund has been changed since presented back on May 24, 2016. The original showed a surplus of \$3,583 and that is now down to a surplus of \$1,070. The primary driver for the changes outlined below was a \$18,000 reduction in State Revenue Sharing just released within the last week. In order to accommodate that revenue reduction the following changes were made:

REVENUES:

Decreases:

- State Revenue Sharing was reduced \$18,000

Increases:

- Added \$1,000 for additional Meals on Wheels funding per a recent letter from the county.
- Added \$2,091 to sewer administration which was simply missed in the first presentation.
- Added \$2,000 to Cable Franchise Fees bringing the total to what was received in 2014/2015.
- Added \$1,000 to Penalties and Interest on Taxes based on recent collections.

EXPENDITURES

Township Manager:

Decreases:

- Admin. Assistant salary was reduced \$399 to reflect a \$.51/Hr. increase instead of a \$.75/Hr. increase.

- Social Security was reduced \$31 due to the decrease above.

Increases:

- None

Clerk:

Decreases:

- Deputy Salaries was reduced \$520 to reflect a \$2.75/Hr. increase instead of a \$3.00/Hr. increase.
- Social Security was reduced \$40 due to the decrease above
- Pension was reduced \$52 due to the wage decrease above

Increases:

- None

Board of Review:

Decreases:

- Tribunals and Drains was reduced \$5,000 to help offset the state revenue sharing reduction.

Increases:

- None

Treasurer:

Decreases:

- Clerical Salaries was reduced \$651 to reflect a \$1.50/Hr. increase instead of a \$2.00/Hr. increase.
- Social Security was reduced \$50 due to the wage reduction above.
- Postage was reduced \$300 to help offset the state revenue sharing reduction.

Increases:

- None

Assessing:

Decreases:

- Asst. Assessor salary was reduced \$374 to reflect a \$.57/Hr. increase instead of a \$.75/Hr. increase.
- Social Security was reduced \$29 due to the wage reduction above.
- Pension was reduced \$37 due to the wage reduction above.
- Training and Development was reduced \$1,000 to help offset the state revenue sharing reduction.

Increases:

- None

Hall and Grounds:

Decreases:

- None

Increases:

- Workers Comp Insurance was increased \$640 based on updated rates received a week ago.
- Allocate to Departments was increased \$58 due to the increase to Workers Comp Insurance

Community Center:

Decreases:

- Reduced Grounds/Cleaning/Janitorial by \$4,160 and added it to Janitorial Salaries.

Increases:

- Added \$4,160 to Janitorial Salaries which was previously in Grounds/Cleaning/Janitorial. The reason for the change is that we went from paying a cleaning company to having the township employee do the cleaning.
- Added \$320 to Social Security for the above salary increase.
- Workers Comp Insurance was increased \$185 based on updated rates received a week ago.

- Added \$1,000 to Fuel & Mileage to account for mileage claimed from workers transporting meals from Dexter.

Township Contingency:

Decreases:

- Reduced Contingency \$3,000 to help offset the state revenue sharing reduction.

Increases:

- None

POLICE FUND (#207)

The police fund is a dedicated millage fund that is used to provide police protection throughout the township.

Overall the Police Fund is showing Revenues at \$1,598,906, an increase of \$90,621 or 6% and Expenditures at \$1,577,902, an increase of \$69,630 or 4.6% for a net increase to fund balance of \$21,004, an increase of \$20,991 when compared to the amended 2015 - 2016 budget.

REVENUES:

Decreases:

- None

Increases:

- Current Property Tax is projected to increase \$78,471 or 5.6% due to 1) increasing the millage rate back to the maximum authorized by the electorate and 2) a slight increase in the 2016 tax values of township properties.
- Sale of Fixed Assets is projected to increase \$12,000 or 400% due to the sale of older police vehicles.

EXPENDITURES

Personnel:

Decreases:

- None

Increases:

- Salaries – Command is projected to increase \$4,942 or 2.5% due to a wage increase built into the budget.
- Salaries – Officers is projected to increase \$12,505 or 3.2% due to a wage increase built into the budget along with one officer moving up through the step program.
- Salaries-Part Time is projected to increase \$15,000 or 42.9% primarily due to additional coverage needed when a FT Officer is off on medical or workers comp related injury.
- Salaries-Overtime is projected to increase \$15,000 or 42.9% primarily due to additional coverage needed when a FT Officer is off on medical or workers comp related injury.
- Social Security is projected to increase \$3,931 or 6.5% due to the wage increases mentioned above.
- Workers Comp Insurance is projected to increase \$9,215 or 57.6% due to higher rates related to increased claims.
- Allocate to Departments is projected to increase \$3,266 or 5.6% due to a wage and benefit increase for the fire chief built into the budget.

Operating Costs:

Decreases:

- None

Increases:

- Insurance and Bonds is projected to increase \$11,357 or 64.9% due to a re-allocation of the insurance premium by the carrier.

Transportation:

Decreases:

- Fuel & Mileage is projected to decrease \$5,000 or 23.8% due to the decreased cost of fuel.

Increases:

- None

Debt Service:

Decreases:

- PSB Share of Bond Payment is projected to decrease \$3,127 or 3.6% due to a reduction in the principal payment this fiscal year.

Increases:

- None

FIRE FUND (#216)

The fire fund is a dedicated millage fund that is used to provide fire and medical rescue protection throughout the township.

Overall the Fire Fund is showing Revenues at \$725,212, an increase of \$51,339 or 7.6% and Expenditures at \$724,955 an increase of \$51,090 or 7.6% for a net increase to fund balance of \$257, an increase of \$249 when compared to the amended 2015 - 2016 budget.

REVENUES:

Decreases:

- None

Increases:

- Sale of Fixed Assets is projected to increase \$51,000 primarily due to the sale of a Medical Rescue Truck.

EXPENDITURES

Personnel:

Decreases:

- None

Increases:

- Salaries for the Fire Chief are projected to increase \$2,390 or 3% due to a 3% wage increase built into the budget.
- Salaries for the Duty Program are projected to increase \$26,000 or 19.4% due to wage increases built into the budget based on expected contract changes.
- Salaries – Part Time (Paid-on-Call Firefighters) is projected to increase \$5,000 or 9.1% due to wage increase built into the budget based on expected contract changes.
- Social Security is projected to increase \$2,400 or 10.4% primarily due to the wage increases mentioned above.
- Hospitalization is projected to increase \$3,720 or 16.2% due to expected premium increases.
- Workers Comp Insurance is projected to increase \$5,869 or 57.1% due to higher rates which are based on the number of claims submitted during the year.

Operating Costs:

Decreases:

- Insurance and Bonds is projected to decrease \$15,288 or 27.8% due to a re-allocation of the insurance premium by the carrier.

Increases:

- None

Transportation Costs:

Decreases:

- None

Increases:

- Repairs & Maintenance is projected to increase \$9,000 or 42.9% due to the continued aging of Fire Trucks.

Capital Outlay:

Decreases:

- None

Increases:

- Equipment is projected to increase \$4,000 or 66.7% due to additional equipment being purchased this fiscal year compared to the prior fiscal year.

Debt Service:

Decreases:

- PSB Share of Bond Payment is projected to decrease \$3,127 or 3.6% due to a reduction in the principal payment this fiscal year.
- Debt Service – Principal is projected to decrease \$45,900 or 100% due to making the final payment for the LaFrance Pumper last fiscal year.
- Debt Service – Interest is projected to decrease \$2,227 or 100% due to making the final interest payment on the LaFrance Pumper last fiscal year.

Increases:

- None

DONATION FUND (#230)

The donation fund tracks miscellaneous donations given to the township for various community events and also tracks the spending of those donations.

- There is very little activity in this fund except for the Bark Park. A donation of \$500 is being budgeted along with \$500 in expenditures.

DDA FUND (#248)

The DDA Fund captures tax dollars from the General, Fire, Police and Library Funds along with capturing tax dollars from Washtenaw County and Washtenaw Community College. These funds are used to make improvements throughout the township. Due to decreased property values that have fallen below the base established when the DDA was started, they are not projected to collect any tax dollars this coming fiscal year.

- Due to the lack of revenue dollars the plan for 2016-2017 is limited. They plan on spending \$5,000 for resurfacing the parking lot at 75 Barker, another \$5,000 for flowers on Mainstreet, \$20,000 for the non-motorized path and \$1,000 for Grounds Maintenance. They will be dipping into fund balance to the tune of \$31,000.

STATE NARC FUND (#265)

The State NARC Fund is a fund used to collect drug forfeiture monies from the state level. These funds can be used to supplement some items within the Police Fund.

Overall the SNARC Fund is showing Revenues at \$58,000, an increase of \$23,000 or 65.7% and Expenditures at \$56,000 an increase of \$27,000 or 93.1% for a net increase to fund balance of \$2,000, a decrease of \$4,000 when compared to the amended 2015 - 2016 budget.

REVENUES:

Decreases:

- None

Increases:

- Forfeitures is projected to increase \$23,000 or 65.7% based on current year activity.

EXPENDITURES

Operating Costs:

Decreases:

- None

Increases:

- Forfeiture Sharing is projected to increase \$15,000 or 100% due to the increase in forfeiture revenue. The township generally pays out 2/3 of the funds collected to other jurisdictions involved with the arrests.
- Miscellaneous is projected to increase \$3,000 or 150% due to the purchase of Ammunition this fiscal year.

Capital Outlay:

Decreases:

- None

Increases:

- Equipment is projected to increase \$9,000 or 100% due to the purchase of new Guns for the Police officers.

FEDERAL NARC FUND (#266)

The Federal NARC Fund is a fund used to collect drug forfeiture monies from the federal level. These funds can be used to supplement some items within the Police Fund but needs to be used within three years of receipt.

Overall the FNARC Fund is showing Revenues at \$100,000 which is the same as the 2015/2016 fiscal year and Expenditures at \$269,000 a decrease of \$13,000 or 4.6% for a net decrease to fund balance of \$169,000, an increase of \$13,000 when compared to the amended 2015 - 2016 budget.

REVENUES:

Decreases:

- None

Increases:

- None

EXPENDITURES

Operating Costs:

Decreases:

- None

Increases:

- Miscellaneous is projected to increase \$7,000 or 140% due to the purchasing of various computer software programs to upgrade police systems.

Capital Outlay:

Decreases:

- Equipment is projected to decrease \$85,000 or 50% due to purchasing less this fiscal year when compared to last fiscal year.

Increases:

- Vehicles are projected to increase \$65,000 or 108.3% due to the purchase of 4 vehicles this fiscal year. Two vehicles were slated to be bought in 2015/2016 but due to timing that wasn't going to happen so they were added to the 2016/2017 budget.

BUILDING DEPARTMENT FUND (#287)(REVISED)

The Building Department Fund has been changed since presented back on May 24, 2016. The original showed a deficit of \$32,461 and now shows a deficit of \$33,019. The only change was an increase to Workers Comp Insurance of \$558 based on rates received during the past week.

WASTE WATER TREATMENT PLANT (WWTP)(#571)(REVISED)

The WWTP Fund has been changed since presented back on May 24, 2016. The original showed a surplus of \$81,545 and that is now down to a surplus of \$79,780. The only change was an increase to Workers Comp Insurance of \$1,765 based on rates received during the past week.

This completes the budget presentation for the June 14, 2016 board meeting.

Thank You,

Rick Yaeger
Controller
Northfield Township

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Board of Directors

Date: May 24, 2016

From: Controller

RE: Fiscal 2016-2017 Budgets

Attached you will find the following budgets:

- General Fund
- Building Department
- Building Authority Debt Fund
- PSB Debt Fund
- Waste Water Treatment Plant (WWTP)
- Seven Mile Sewer Fund
- N.T. Sewer Fund

Shown below is a summary of the funds purpose and any significant changes between the Fiscal 2016 – 2017 and 2015-2016 budgets.

GENERAL FUND (#101)

The purpose of the General Fund is to capture revenue dollars from Property Taxes, State Revenue Sharing, Cable Franchise Fees, Administration Fees from Taxes, Planning & Zoning Fees and Other Misc. revenue sources and apply those dollars to the operation of the township offices. Township departments supported by the General Fund are as follows: Township Board, Supervisor, Township Manager, Elections, Clerk, Board of Review, Treasurer, Assessing, Hall & Grounds, Legal & Professional, Planning & Zoning, Streetlights, Road Work, Senior Citizen Center, Capital Outlay and Debt Service.

Overall the General Fund is showing Revenues at \$1,289,384, a decrease of \$207,635 or 13.9% and Expenditures at \$1,285,801, a decrease of \$281,899 or 18% for a net increase to fund balance of \$3,583 and an increase of \$74,264 or 105.1% when compared to the amended 2015 - 2016 budget.

REVENUES

Decreases:

- Fiber Footage Fees are projected to decrease \$1,500 or 16.7% primarily due to decreases we have experienced over the past two years.
- Grant Income is projected to decrease \$250,000 or 100% due to not having a firm plan in place when budgets were prepared.
- Rental Income – Barker Rd. is projected to decrease \$1,800 or 15.3% due to a reduction in the monthly rent.
- CC Programs is projected to decrease \$2,000 or 40% due to less activity than anticipated when the 2015-16 budgets were prepared.

Increases:

- Cablevision Franchise Fees are projected to increase \$5,000 or 5.7% which will bring this budget closer to what has been received in recent years.
- State Revenue Sharing is projected to increase \$15,000 or 2.3% primarily due to better forecasts received from the state of Michigan.
- Elections Reimbursement/Other Income is projected to increase \$6,500 or 100% due to the March, 2016 election which is reimbursable.
- CC Trips is projected to increase \$4,000 or 80% primarily due greater activity in 2015-16 than originally anticipated.
- Reimbursement/Other Income for the Community Center is projected to increase \$7,500 or 100% due to funding received from the county for the Meals on Wheels Program. These funds cover the cost of an assistant, supplies and licenses needed to run the program.

EXPENDITURES

Township Manager:

Decreases:

- Contractual Services is projected to decrease \$2,500 or 33.3% due to less monies needed for website development and codification of ordinances.

Increases:

- Salaries for Twp. Mgr. are projected to increase \$2,310 or 3% due to a 3% increase added to this year's budget.
- Clerical/Dep/Super/Election is projected to increase \$1,248 or 4.4% due to a 4.4% wage increase added to this year's budget.
- Controller is projected to increase \$1,687 or 3% due to a 3% wage increase added to the budget.
- Allocate to Departments is projected to increase \$8,419 or 20.5% primarily due a larger amount of the Township Managers wages and benefits getting allocated to the Building Department.

Elections:

Decreases:

- Wages are projected to decrease \$1,800 or 12% due to over-budgeting this line item when the 2015-16 budgets were prepared.

Increases:

- All other expenditure lines are increasing due to a higher number of expected elections in 2016-17 when compared to 205-16.

Clerk:

Decreases:

- None

Increases:

- Deputy salaries are projected to increase \$5,680 or 16.5% due to a large increase projected for this position.
- Social Security and Pension are also increasing anywhere from 12.1% to 16.5% due to the wage increase mentioned above.

Treasurer:

Decreases:

- Hospitalization is projected to decrease \$2,945 or 66.3% due to the Deputy Treasurer opting out of health insurance.
- Allocate to Departments is projected to decrease \$3,883 or 19% due to removing the Deputy Treasurer from being allocated to Planning and the Building Dept.
- Miscellaneous is projected to decrease \$1,225 or 55.1% primarily due to a \$1,125 check scanner purchased last fiscal year that is not expected to recur this fiscal year.

Increases:

- Deputy Treasurer is projected to increase \$1,940 or 4.5% due to a 3% wage increase added to the budget. (**Please Note:** Last year when raises went into effect we used unspent appropriations to cover the increase in the line item. This is why you are seeing an increase of 4.5% as opposed to 3%).
- Front Desk Clerical is projected to increase \$2,670 or 13.8% due to a 13.3% wage increase.
- Postage is projected to increase \$1,000 or 33.3% due to higher than anticipated charges in 2015-16.

Assessing:

Decreases:

- None

Increases:

- Assistant Assessor Wages are projected to increase \$2,600 or 6.8% due to a 3.9% increase added to the budget. (**Please Note:** Last year when raises went into effect we used unspent appropriations to cover the increase in the line item. This is why you are seeing an increase of 6.8% as opposed to 3%).
- Hospitalization is projected to increase \$2,240 or 10% due to a 10% increase added to this line item.
- Contractual Services is projected to increase \$3,780 or 6.2% primarily due to a 5% increase projected for the Outsourced Assessing Manager.
- Allocate to Departments is projected to increase \$36,828 or 100% due to a change that allocates the Assistant Assessor to Zoning and Building. This is new for 2016-17.

Hall & Grounds:

Decreases:

- PSB Maint. & Ops Allocation is projected to decrease \$3,985 or 8.1% due to less operating expenses in the PSB Fund.
- Communication is projected to decrease \$5,280 or 46.8% primarily due to switching companies and getting a better rate.
- Insurance and Bonds is projected to decrease \$5,658 or 18.4% due to better rates obtained with the last contract.
- Allocate to Departments is projected to increase \$4,012 or 100% due to a change that now allocates a small percentage of H&G costs to the Building Department Fund.

Increases:

- Grounds/Cleaning/Janitorial Services is projected to increase \$3,250 or 65% primarily due to the higher than anticipated cost of Snow Plowing and Salting in 2015-16.

Planning/Zoning:

Decreases:

- Legal is projected to decrease \$5,000 or 100% due to not spending anything over the past three years.
- Code Enforcement is projected to decrease \$6,600 or 38.8% due to the elimination of Pittsfield Twp. who will no longer be doing code enforcement.
- Contractual Services is projected to decrease \$8,416 or 100% due to not needing another property survey.

Increases:

- Planner Fees are projected to increase \$9,250 or 30.1% due to increased usage by the planning department.
- Zoning Administration is projected to increase \$15,000 or 100% due to this being a new budgeted line item.
- Allocate to Departments is projected to increase \$22,505 or 341.2% primarily due to adding the Asst. Assessor to the allocation. 50% of the Asst. Assessors time is spent in Planning and Building.

Roadwork:

Decreases:

- Grant Expense is projected to decrease \$250,000 or 100% due to not having a firm plan in place when budgets were prepared.

Increases:

- Roadwork is projected to increase \$4,000 or 15.4% in anticipation of higher Brine Applications.
- Road Improvements are projected to increase \$10,000 or 9.4% in an effort to put more money towards road repairs.

Senior Center:

Decreases:

- Insurance and Bonds is projected to decrease \$980 or 49% due to better rates obtained with the last contract.

Increases:

- Salaries for the CC Director are projected to increase \$5,110 or 13.4% primarily due to a 3% wage increase added to the budget. (**Please Note:** Last year when raises went into effect we used unspent appropriations to cover the increase in the line item. This is why you are seeing an increase of 13.4% as opposed to 3%).
- Salaries for the Assistant are projected to increase \$4,830 or 100%. Funding for this position comes from the county Meals on Wheels program.
- Hospitalization is projected to increase \$865 or 10% due to a 10% increase added to this line item.
- Supplies are projected to increase \$800 or 40%. \$500 is being requested by the director and \$300 is for a Food Service License funded by the county Meals on Wheels program.
- CC Trips is projected to increase \$4,000 or 88.9%. This is the result of separating trips and programs and trying to understand what to budget in each based on this past year's activity. We are projected to make \$500.
- CC Programs is projected to increase \$2,000 or 14.8%. This is the result of separating trips and programs and trying to understand what to budget in each based on this past year's activity. This line item captures the cost of programs where residents pay a fee and where the event is free and the cost is absorbed by the township.
- Senior Nutrition is projected to increase \$2,000 or 100%. Funding for this comes from the county Meals on Wheels program.
- Community Expense is projected to increase \$1,200 or 100%. This is a new line item that uses community donations to help pay for things residents can't afford.

Recreation:

Decreases:

- None

Increases:

- Recreation is projected to increase \$10,000 or 100% due to adding monies into a new department.

Capital Outlay:

Decreases:

- Computer is projected to decrease \$7,500 or 65.2% due to having paid off the BS&A .Net conversion cost over the past three years.
- Construction (Board Room Remodel) is projected to decrease \$60,000 or 100% due to not having another construction project slated for 2016-17.

Increases:

- None

Debt Service:

Decreases:

- The PSB Share of the Bond Payment is projected to decrease \$3,127 or 3.6%. This fiscal year the decrease is the result of a lower principal payment (\$255,000 vs. \$260,000) and less interest (\$45,942.50 vs. \$52,052.50) when compared to the 2015-16 budget. **Please Note:** Based on how the loan was structured this line item will be an increase in next year's budget due to an increase in the principal payment (\$280,000 vs. \$255,000).

Increases:

- None

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 and some minor operating expenses.

Overall the Building Department Fund is showing Revenues at \$93,060, an increase of \$34,320 or 58.4% and Expenditures at \$125,521, an increase of \$68,377 or 119.7% for a net decrease to fund balance of \$32,461 and a decrease of \$34,057 when compared to the amended 2015 - 2016 budget.

Please Note: The Building Department has been restructured for the 2016-17 fiscal year. We dissected the revenues and expenditures and made a few changes to account names to better identify the line item. We now have several expenditure line items that that can be tracked against revenues to insure proper billings. The remaining line items show township revenues used to cover department overhead costs.

REVENUES:

Decreases:

- None

Increases:

- Building Plan Review Fees is projected to increase \$3,960 or 132% and is the direct result of activity in 2015-16.
- Permit and Application Fees (Formerly Building Permit Fees) are projected to increase \$8,630 or 29.5% due to increased activity in 2015-16. This line item used to capture all building fees, some inspection fees and some application fees. It is now set up to capture all Building Permit Fees (\$4/1000 sf) and all application fees. These fees are strictly for the township and do not have any direct charges against them except overhead costs.
- Inspector Fees (Formerly Trade Permit Fees) are projected to increase \$20,730 or 82.9% due to increased activity in 2015-16. This line item now captures all inspection fees and there are two expenditure accounts for charges from sub-contractors (Electrical, Plumbing and Mechanical) and Pittsfield township (Building).

EXPENDITURES

Personnel:

Decreases:

- None

Increases:

- Allocate to Departments is projected to increase \$17,763 or 95.8% primarily due to adding 15% of the Assistant Assessors costs to this budget along with increasing the Township Managers time from 5% of total costs to 12.5% of total costs.

Government Shared Services:

Decreases:

- Building Inspections (Formerly Inspector Expenses) is projected to decrease \$7,837 or 31.6% primarily due to other inspections (Plumbing and Mechanical) getting moved to another line item.

Increases:

- Plan Review is projected to increase \$5,800 or 100%. This is a new line item and tracks the cost of plan review charged by Pittsfield Township.
- Miscellaneous is projected to increase \$3,000 or 100%. This is also a new line item and tracks miscellaneous charges from Pittsfield Township. (ie. time in the office, on-site meetings and misc. correspondence).

Operating Costs:

Decreases:

- None

Increases:

- Electric, Plumb & Mech Inspections is projected to increase \$16,494 or 219.9% due to shifting Plumbing and Mechanical inspections from Inspection Expenses above.
- Contractual Services is projected to increase \$30,000 or 100%. This is a new line item set up to capture expenses related to digitizing all building plans currently stored in file cabinets.
- Allocate to Departments is projected to increase \$3,012 or 301.2% due to increasing the percentage of H & G costs to be allocated to the Building Department from the General Fund.

BUILDING AUTHORITY DEBT FUND (#369)

The sole purpose of the Building Authority Debt Fund is to capture the \$2.93 million principal and interest bond payments. The revenue side of this fund comes from the General, Fire and Police funds who split the bond payments equally or 1/3 each.

REVENUES:

Decreases:

- Funds Transfer for 2.93 Bond Pmt. is projected to decrease \$9,379 or 3.6% due to a reduction in principal and interest for this fiscal year.

Increases:

- None.

EXPENDITURES

Debt Service::

Decreases:

- 2.93 M Bond Bldg. Auth. Is projected to decrease \$4,221 or 1.9% due to a reduction in principal.
- Interest 2.93 M Bond is projected to decrease \$5,158 or 11.7% due to a reduction in interest.

Increases:

- None.

PSB DEBT FUND (#370)

The purpose of this fund is twofold: 1) To capture the \$2.415 million principal and interest bond payment, which is covered by its own township millage and 2) To capture expenditures related to the PSB building. Total costs over and above the principal and interest payments are again split equally between General, Fire and Police.

REVENUES:

Decreases:

- Current Property Taxes are projected to decrease \$10,520 or 3.8% primarily due to the re-financing of the \$3.8 Million bond. The re-financing effort saved the township interest expense, thus reducing the Millage rate needed to be levied to collect enough to make payment.
- Contribution Other Funds is projected to decrease \$11,957 or 8.1% due to less expense needed to operate the PSB building.

Increases:

- None

EXPENDITURES

Operating Costs:

Decreases:

- Contractual Services is projected to decrease \$1,525 or 13% primarily due to a reduction in the HVAC Maintenance Contract.
- Utilities are projected to decrease \$12,000 or 15% primarily due to the switch to LED lighting.

Increases:

- None

Debt Service:

Decreases:

- 2.415 M PSB Bond is projected to decrease \$5,000 or 2.1% based on the payment schedule from PNC.
- Interest on the \$2.415 million bond is projected to decrease \$5,520 or 13.6% based on the payment schedule from PNC.

Increases:

- None

WASTE WATER TREATMENT PLANT (WWTP)(#571)

The purpose of this fund and the smaller SAD district funds is to account for all daily activities related to our sewer systems throughout the township. It captures Usage Fees charged to residents, which is the bulk of their revenues (99%+) and various expenditures including labor and related benefits, legal and professional fees, operational expenses including repairs, bond interest payments and capital purchases.

Overall the WWTP Fund is showing Revenues at \$1,368,355, a decrease of \$89,209 or 6.1% and Expenditures at \$1,286,810, a decrease of \$121,611 or 8.6% for a net increase to fund balance of \$81,545, an increase of \$32,402 when compared to the amended 2015 - 2016 budget.

REVENUES:

Decreases:

- Usage Fees are projected to decrease \$87,500 or 6% due to an over-calculation of last year's usage based on unbilled REU's. The increase has not yet materialized and is the main reason for scaling back the 2016-17 usage projection.
- Reimbursement/Other Income is projected to decrease \$2,200 or 55% due to a reimbursement from a resident for a damaged sewer line that is not expected to occur in the next fiscal year.

Increases:

- Interest Income is projected to increase \$500 or 50% due to a more accurate calculation of Interest Income to be received in 2015-16.

EXPENDITURES

Personnel:

Decreases:

- None

Increases:

- Salaries for all other employees are projected to increase \$4,403 or 2.3% due to various wage increases built into the budget.
- Hospitalization is projected to increase \$8,300 or 8.3% primarily due to a 10% increase added to this year's budget.

Legal and Professional:

Decreases:

- Engineer costs are projected to decrease \$10,000 or 25% due to less work needed for Asset Management Planning.

Increases:

- None

Operating Costs:

Decreases:

- Utilities are projected to decrease \$15,000 or 13% due to over-budgeting last fiscal year.
- Depreciation Expense is projected to decrease \$4,866 primarily due to older items coming off the depreciation schedule because they are fully depreciated.

Increases:

- None

O&M – Bond & Interest:

Decreases:

- Interest expense on the \$4.965 M bond (61%) is projected to decrease \$14,389 or 58.1% and is directly related to less principal to calculate interest on. This fiscal year is the final year making payments on this bond.

Increases:

- None

Capital Outlay:

Decreases:

- Equipment is projected to decrease \$70,000 or 43.8% primarily due to less equipment needs budgeted this fiscal year.
- Computer is projected to decrease \$20,000 or 100%. A GIS computer system was purchased in the 2014-15 budget year and happened after budgets were approved. Nothing will be purchased in 2015-16 and the \$20,000 will remain unspent.

Increases:

- None

DISTRICT #5 SEVEN MILE SEWER FUND (#815)

This is an active 20-year Special Assessment District (SAD) for the Seven Mile Sewer Project completed back in 2003-2004. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment.

REVENUES:

Decreases:

- SAD Interest Income is down \$1,135 due to lower principal amounts still owed by residents.

Increases:

- None

EXPENDITURES

Decreases:

- Debt Service – Interest is down \$952 due to lower interest payments on debt.

Increases:

- None

NORTH TERRITORIAL SEWER DISTRICT FUND (#890)

This is an active 20-year Special Assessment District (SAD) for the North Territorial Sewer Project completed back in 1998-1999. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment.

REVENUES:

Decreases:

- SAD Interest Income is down \$11,095 or 28.5% due to lower principal amounts still owed by residents.

Increases:

- None

EXPENDITURES

Debt Service:

Decreases:

- Interest expense on the 4.965 M bond (39%) is projected to decrease \$9,200 or 58.1% and is directly related to less principal to calculate interest on.

Increases:

- None

This completes the budget presentation for the May 24, 2016 board meeting.

Thank You,

Rick Yaeger
Controller
Northfield Township

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND
2016-2017 FISCAL YEAR
AS OF 6/2/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 6/2/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
101-000-426	PRIOR YEAR TAX INTEREST	344	0	0	638	0	0	0.00%
101-000-452	PEDDLER'S LICENSES	85	340	0	328	500	500	0.00%
101-000-453	CABLEVISION FRANCHISE FEES (Based on Current Agreement)	92,535	97,379	90,000	74,403	97,000	7,000	7.78%
101-000-455	FIBER FOOTAGE FEES (Based on Current Agreement)	8,586	7,557	9,000	0	7,500	(1,500)	-16.67%
101-000-574	STATE SHARED REVENUE (Based on Latest Info From State which shows \$674,000 including \$20K for CVTRS)	618,499	650,034	655,000	433,720	652,000	(3,000)	-0.46%
101-000-590	GRANT INCOME (Phase 3 of Pathway)	232,326	0	250,000	0	0	(250,000)	-100.00%
101-000-615	INSURANCE PROCEEDS	0	456	0	0	0	0	0.00%
101-000-626	COPY & FOIA INCOME	269	55	250	120	200	(50)	-20.00%
101-000-655	ORDINANCE FINES	0	0	0	200	0	0	0.00%
101-000-665	INTEREST INCOME	1,919	181	300	183	1,000	700	233.33%
101-000-671	REIMBURSEMENT/OTHER INCOME (Farm Lease @ \$150)	1,019	2,860	650	884	150	(500)	-76.92%
101-000-675	CONTRIBUTION-PRIVATE SOURCES	9	0	0	0	0	0	0.00%
101-000-688	RENTAL INCOME - BARKER RD (\$830 x 12 Mths)	9,960	11,460	11,760	10,260	9,960	(1,800)	-15.31%
101-000-690	UNREALIZED GAIN/LOSS	(38,174)	124	0	(75)	0	0	0.00%
Totals for dept 000		927,377	770,446	1,016,960	520,661	768,310	(248,650)	-24.45%
Dept 191-ELECTIONS								
101-191-671	REIMBURSEMENT/OTHER INCOME	2,312	0	0	5,741	6,500	6,500	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND
2016-2017 FISCAL YEAR
AS OF 6/2/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 6/2/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
(Refund of March, 2016 Election)								
Totals for dept 191-ELECTIONS		2,312			5,741	6,500	6,500	0.00%
Dept 253-TREASURER								
101-253-402	CURRENT PROPERTY TAX	252,329	256,344	263,700	245,457	263,500	(200)	-0.08%
(Based on 2016 Millage Rates and Tax Value of Properties)								
101-253-404	MOBILE HOME LICENSE FEES	3,139	2,900	2,850	2,131	2,820	(30)	-1.05%
(Monthly Tax on the Total Number of Mobile Homes (470 x \$.50 per Mth) Currently Being Used)								
101-253-445	PENALTY & INTEREST ON TAXES	151	2,826	500	3,552	1,500	1,000	0.00%
(For Late Payments of Property Taxes)								
101-253-627	SUMMER TAX PREPARATION	13,480	13,488	13,490	4,050	13,580	90	0.67%
(Dex-16; WL-3,796 = 3,812 x \$2.50 + SL-663; AA-147 = 810 x \$5.00)								
101-253-680	TAX ADMINISTRATION FEES	133,477	136,940	137,000	134,395	140,000	3,000	2.19%
(1% Fee Added to Tax Bills)								
Totals for dept 253-TREASURER		402,576	412,498	417,540	389,585	421,400	3,860	0.92%
Dept 336-CONTRIBUTIONS								
101-336-624	DDA	22,790	20,000	0	0	0	0	0.00%
101-336-625	SEWER ADMINISTRATION	39,000	43,969	46,469	48,560	48,560	2,091	4.50%
(Admin Fee from Sewer - \$37,500 and Library - \$11,060)								
Totals for dept 336-CONTRIBUTIONS		61,790	63,969	46,469	48,560	48,560	2,091	4.50%
Dept 412-PLANNING/ZONING DEPT								
101-412-477	ZONING COMPLIANCE PERMITS	10,400	5,500	3,000	6,300	5,880	2,880	96.00%
101-412-607	ZONING ADMINISTRATIVE FEES	500	0	0	0	0	0	0.00%
101-412-608	VARIANCES/APPEALS	2,118	1,420	2,000	2,265	2,700	700	35.00%
101-412-629	ZONING COPIES	15	0	50	0	25	(25)	-50.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 6/2/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 6/2/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-412-637	SPLIT APPLICATIONS	2,100	850	500	2,250	2,400	1,900	380.00%
Totals for dept 412-PLANNING/ZONING DEPT		15,133	7,770	5,550	10,815	11,005	5,455	98.29%
Dept 666-COMMUNITY CENTER								
101-666-590	GRANT INCOME	2,550	0	0	0	0	0	0.00%
101-666-643	CC TRIPS	15,441	11,657	5,000	7,543	9,000	4,000	80.00%
101-666-644	CC PROGRAMS	0	0	5,000	2,583	3,000	(2,000)	-40.00%
101-666-649	SCC MEMBERSHIP	1,363	0	0	0	0	0	0.00%
101-666-671	REIMBURSEMENT/OTHER INCOME (County Funding of Meals on Wheels Program)	0	4,817	0	5,500	8,500	8,500	0.00%
101-666-676	CONTRIBUTIONS - SCC (\$100/Mth from Lighthouse to be used as needed)	580	1,491	500	816	1,200	700	140.00%
Totals for dept 666-COMMUNITY CENTER		19,934	17,965	10,500	16,442	21,700	11,200	106.67%
TOTAL ESTIMATED REVENUES		1,429,122	1,272,648	1,497,019	991,804	1,277,475	(219,544)	-14.67%
APPROPRIATIONS								
Dept 101-TOWNSHIP BOARD								
101-101-701	SALARIES (\$2,500 x 4)	8,958	9,892	10,000	8,125	10,000	0	0.00%
101-101-715	SOCIAL SECURITY (\$10,000 x 7.65%)	685	757	765	652	765	0	0.00%
101-101-807	MEMBERSHIP DUES (\$5,500 MTA, \$225 Bri C of C, \$1,475 SEMCOG, \$1,100 WATS, \$1,100 Huron River Watershed, \$925 Other)	8,231	9,552	10,500	9,121	10,500	0	0.00%
101-101-836	WELFARE COSTS	0	0	10,000	10,000	10,000	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND
2016-2017 FISCAL YEAR
AS OF 6/2/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 6/2/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-101-900	PRINTING & PUBLICATIONS	7,347	7,073	7,000	6,225	7,500	500	7.14%
	(Publishing of Minutes from Twp Board Mtgs and Ads for Employment - \$5,000; Newsletter - \$2,500)							
101-101-957	TRAINING & DEVELOPMENT	238	509	1,000	0	2,000	1,000	100.00%
	(Possible Training for New Board Members)							
Totals for dept 101-TOWNSHIP BOARD		25,459	27,783	39,265	34,123	40,765	1,500	3.82%
Dept 171-SUPERVISOR								
101-171-701	SALARIES	12,500	12,500	12,500	11,538	12,500	0	0.00%
	(\$12,500 x 7.65%)							
101-171-715	SOCIAL SECURITY	50	(661)	957	758	957	0	0.00%
101-171-807	MEMBERSHIP DUES	0	0	120	0	120	0	0.00%
101-171-860	FUEL & MILEAGE	0	0	200	0	200	0	0.00%
	(Misc. Conferences)							
101-171-956	MISCELLANEOUS	0	0	100	0	100	0	0.00%
101-171-957	TRAINING & DEVELOPMENT	0	286	1,000	0	1,000	0	0.00%
	(Possible Training for New Supervisor)							
Totals for dept 171-SUPERVISOR		12,550	12,125	14,877	12,296	14,877	0	0.00%
Dept 172-TOWNSHIP MANAGER								
101-172-701	SALARIES	77,063	77,000	77,000	71,077	79,310	2,310	3.00%
101-172-704	CLERICAL/DEP /SUPER/ELECTION	11,228	25,326	28,288	23,519	29,137	849	3.00%
	(\$17.51 x 32 Hrs/Wk x 52 Wks)(Includes a 3% Increase)							
101-172-715	SOCIAL SECURITY	10,825	11,995	12,335	11,282	12,705	370	3.00%
	(\$166,074 x 7.65%)							
101-172-716	HOSPITALIZATION	13,082	6,534	1,500	1,500	1,500	0	0.00%
	(Chose Buyout = \$1,500)							
101-172-717	LIFE/DISB. INSURANCE	1,022	975	1,020	975	1,025	5	0.49%
	(\$81.29 X 5%) X 12)							
101-172-718	PENSION	7,700	7,214	7,700	7,108	7,931	231	3.00%

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101-172-722	(Base Wage of Twp Mgr x 10%) CONTROLLER	53,213	54,478	55,940		57,627	1,687	3.02%
101-172-818	(20 Hrs/Wk x \$55.41 x 52 Wks)(includes a 3% Increase) CONTRACTUAL SERVICES	9,958	5,859	7,500	3,516	5,000	(2,500)	-33.33%
101-172-850	(Website Annual Renewal for Maintenance - \$1,000; Codification of Ordinance's - \$3,500; Other - \$500) COMMUNICATION	848	606	1,000	554	720	(280)	-28.00%
101-172-860	(Telephone @ \$60/Mth) FUEL & MILEAGE	276	0	500	0	500	0	0.00%
101-172-927	ALLOCATE TO DEPARTMENTS	(30,863)	(36,501)	(41,017)	(31,068)	(49,436)	(8,419)	20.53%
101-172-957	(Controller Allocation to Police, Fire, Bldg Dept and WWTP - \$37,457)(Twp. Mgr. Allocation to Bldg Dept. - \$11,979) TRAINING & DEVELOPMENT	851	745	1,000	698	1,000	0	0.00%
Totals for dept 172-TOWNSHIP MANAGER		155,203	154,231	152,766	89,161	147,019	(5,747)	-3.76%
Dept 191-ELECTIONS								
101-191-704	CLERICAL/DEP /SUPER/ELECTION	1,400	9,417	15,000	7,125	13,200	(1,800)	-12.00%
101-191-727	(Based on 4 Elections) SUPPLIES	1,442	4,930	1,500	1,477	3,000	1,500	100.00%
101-191-818	CONTRACTUAL SERVICES	0	1,760	0	500	2,000	2,000	0.00%
101-191-851	(Equipment Inspections) POSTAGE	200	0	200	621	800	600	300.00%
101-191-900	(Mailing of Election Material) PRINTING & PUBLICATIONS	234	2,472	250	711	2,600	2,350	940.00%
Totals for dept 191-ELECTIONS		3,276	18,579	16,950	10,434	21,600	4,650	27.43%
Dept 215-CLERK								
101-215-701	SALARIES	16,485	11,538	12,500	11,538	12,500	0	0.00%
101-215-703	DEPUTY SALARIES	28,518	38,508	34,360	30,379	39,520	5,160	15.02%
(\$16.25 + \$2.75 = \$19.00 x 2080)(includes a \$2.75/Hr increase)								

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101-215-715	SOCIAL SECURITY	3,443	3,829	3,585	3,419	3,980	395	11.02%
	(\$52,020 x 7.65%)							
101-215-716	HOSPITALIZATION	0	0	1,125	1,125	1,500	375	33.33%
	(Chose Buyout = \$1,500)							
101-215-717	LIFE/DISB. INSURANCE	0	0	500	618	525	25	5.00%
	(\$41.19 X 5%) X 12)							
101-215-718	PENSION	0	0	3,436	2,445	3,952	516	15.02%
	(Base Wage x 10%)							
101-215-723	RECORD SEC	4,768	6,148	7,720	4,040	7,720	0	0.00%
	(Recording Sec - \$195/Mtg x 24 Mtgs plus \$125/Mtg over 3 Hrs x 8; Video Operator - \$85/Mtg x 24 Mtgs)							
101-215-807	MEMBERSHIP DUES	0	0	100	0	100	0	0.00%
101-215-860	FUEL & MILEAGE	102	61	150	0	150	0	0.00%
101-215-922	LATE FEES AND PENALTIES	361	(26)	0	0	0	0	0.00%
101-215-957	TRAINING & DEVELOPMENT	288	0	1,000	0	1,000	0	0.00%
	(Possible Training for New Clerk)							
Totals for dept 215-CLERK		53,965	60,058	64,476	53,564	70,947	6,471	10.04%
Dept 247-BOARD OF REVIEW								
101-247-706	BOARD OF REVIEW FEE	1,356	1,389	2,000	969	2,000	0	0.00%
101-247-715	SOCIAL SECURITY	104	106	153	74	153	0	0.00%
101-247-723	RECORD SEC	0	1,050	1,200	1,520	1,200	0	0.00%
101-247-900	PRINTING & PUBLICATIONS	506	682	800	640	800	0	0.00%
101-247-959	TRIBUNALS AND DRAINS	1,966	10,497	20,000	7,539	15,000	(5,000)	0.00%
Totals for dept 247-BOARD OF REVIEW		3,932	13,724	24,153	10,742	19,153	(5,000)	0.00%
Dept 253-TREASURER								

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101-253-701	SALARIES	12,500	12,500	12,500	11,538	12,500	0	0.00%
101-253-703	DEPUTY SALARIES (Includes a 3% Increase)	45,293	42,771	43,500	40,284	45,440	1,940	4.46%
101-253-704	CLERICAL/DEP /SUPER/ELECTION (\$15.00 + \$1.50 = \$16.50 x 24 Hrs x 44 Wks + \$16.50 x 30 Hrs x 8 Wks)(Includes a \$1.50 Increase)	19,255	21,681	19,365	12,613	21,384	2,019	10.43%
101-253-715	SOCIAL SECURITY (\$79,975 x 7.65%)	5,894	5,887	5,765	4,840	6,070	305	5.29%
101-253-716	HOSPITALIZATION (Chose Buyout = \$1,500)	5,784	10,090	4,445	4,444	1,500	(2,945)	-66.25%
101-253-717	LIFE/DISB. INSURANCE ((\$38.40 x 5%) X 12)	541	461	485	461	485	0	0.00%
101-253-718	PENSION (Deputy Only - Base Salary x 10%)	4,087	4,213	4,350	4,028	4,544	194	4.46%
101-253-803	LEGAL (\$500/Mth)	6,000	6,000	6,000	5,500	6,000	0	0.00%
101-253-804	TAX STATEMENT PREPARATION (Tax Bill Printing)	1,248	1,441	1,650	1,582	1,700	50	3.03%
101-253-807	MEMBERSHIP DUES (MMTA Dues for Treasurer & Deputy @ \$55 Ea.)	100	100	130	100	110	(20)	-15.38%
101-253-851	POSTAGE (Tax Bill Mailing)	3,243	3,573	3,000	3,480	3,700	700	23.33%
101-253-860	FUEL & MILEAGE	127	217	200	212	225	25	12.50%
101-253-927	ALLOCATE TO DEPARTMENTS (Deputy Asst. Allocation to Building & Planning)	(14,794)	(21,036)	(20,488)	(11,227)	(16,605)	3,883	-18.95%
101-253-956	MISCELLANEOUS (Bank Service Charges)	377	3,138	2,225	2,214	1,000	(1,225)	-55.06%
101-253-957	TRAINING & DEVELOPMENT (Possible Training for New Treasurer)	0	0	1,000	0	1,000	0	0.00%
Totals for dept 253-TREASURER		89,655	91,036	84,127	80,069	89,053	4,926	5.86%
Dept 257-ASSESSING								
101-257-709	ASST ASSESSOR	4,564	23,098	38,480	35,584	40,706	2,226	5.78%

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101-257-713	(40 Hrs/Wk x \$19.57/Hr x 52 Wks)(Includes a 3% Increase) ASSESSOR	62,884	5,598	0	0	0	0	0.00%
101-257-715	SOCIAL SECURITY	5,160	2,195	2,944	2,722	3,114	170	5.77%
101-257-716	(\$40,706 x 7.65%) HOSPITALIZATION	7,913	5,770	22,510	22,488	24,750	2,240	9.95%
101-257-717	(2015/2016 Totals plus 10%; \$22,500 x 110%) LIFE/DISB. INSURANCE	905	0	700	682	575	(125)	-17.86%
101-257-718	(\$45.44 X 5%) X 12) PENSION	6,138	236	3,848	3,415	4,071	223	5.80%
101-257-720	(Base Salary x 10%) BANKED PTO	(1,655)	(3,235)	0	0	0	0	0.00%
101-257-727	SUPPLIES	1,003	1,186	1,500	843	1,500	0	0.00%
101-257-807	MEMBERSHIP DUES	290	0	500	13	250	(250)	-50.00%
101-257-818	CONTRACTUAL SERVICES	235	59,848	60,600	58,704	64,380	3,780	6.24%
101-257-851	(Outsource Assessing Mgr - Includes a 5% Increase plus \$750 Apex Software Renewal) POSTAGE	1,513	2,203	2,500	2,373	2,500	0	0.00%
101-257-860	FUEL & MILEAGE	818	0	1,000	113	500	(500)	-50.00%
101-257-900	PRINTING & PUBLICATIONS	0	0	1,000	956	1,000	0	0.00%
101-257-927	ALLOCATE TO DEPARTMENTS	0	0	0	0	(36,828)	(36,828)	100.00%
101-257-957	(Assessor Allocation to Building & Zoning) TRAINING & DEVELOPMENT	510	1,050	2,500	0	1,500	(1,000)	0.00%
Totals for dept 257-ASSESSING		90,278	97,949	138,082	127,893	108,018	(30,064)	-21.77%
Dept 265-HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES (\$42/Hr x 2.75 Hrs/Wk x 52 Wks)	5,280	5,240	6,000	5,280	6,006	6	0.10%

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101-265-715	SOCIAL SECURITY (\$6,006 x 7.65%)	404	456	460	404	460	0	0.00%
101-265-716	HOSPITALIZATION	197	(146)	0	0	0	0	0.00%
101-265-721	UNEMPLOYMENT BENEFITS	56	0	0	0	0	0	0.00%
101-265-727	SUPPLIES	11,468	9,976	10,000	10,135	10,000	0	0.00%
101-265-731	WORKERS COMP INSURANCE	961	1,896	2,050	2,108	2,740	690	33.66%
101-265-816	GROUPS/CLEANG/JANITORL SERVIC	4,574	5,295	5,000	7,540	8,250	3,250	65.00%
101-265-821	(Center Island Flower Beds - \$1,050; Lawn Maintenance - \$1,200; Snow Removal & Salting - \$6,000) PSB MAINT & OPS ALLOCATION	52,442	44,890	48,975	30,844	44,990	(3,985)	-8.14%
101-265-850	COMMUNICATION	10,285	8,917	11,280	7,514	6,000	(5,280)	-46.81%
101-265-851	(Phone & Internet Service - \$150/Mth; Livestreaming @ \$45/Mth, PEG Station @ \$55/Mth; Email System - \$3,000) POSTAGE	4,708	4,597	5,500	4,033	5,500	0	0.00%
101-265-910	(Sewer Bill Mailings - \$4,500; Newsletter Mailing - \$850; Extra Misc - \$150) INSURANCE & BONDS	26,016	23,453	30,700	24,488	25,042	(5,658)	-18.43%
101-265-920	UTILITIES	432	218	200	150	200	0	0.00%
101-265-927	(Siren Electric @ \$50/Qtr) ALLOCATE TO DEPARTMENTS	0	0	0	0	(4,070)	(4,070)	100.00%
101-265-930	(H & G and PSB Maint & Ops. Allocation to Bldg Dept) REPAIRS & MAINTENANCE	15,640	20,029	20,000	20,260	20,000	0	0.00%
101-265-938	(\$11,400 BS&A Sfrwr, Anti-Virus @ \$114/Mth, \$3,000 On-Site Flex Contract for IT, \$1,000 Postage Mach Maint., \$1,100 Siren & Extinguisher Maint, \$2,132 Misc) CHARGEBACKS - PRIOR TAX YEARS	23,891	4,048	2,500	131	2,500	0	0.00%
101-265-940	RENTAL EQUIPMENT	3,534	3,676	4,300	3,232	4,585	285	6.63%
101-265-956	(\$2,500 Copier Lease, \$100 P.O. Box Rental, \$168 Water Cooler, \$1,685 (\$140.12/Mth) Postage Meter Rental, \$132 Misc) MISCELLANEOUS	186	264	300	41	300	0	0.00%
Totals for dept 265-HALL AND GROUNDS		160,074	132,809	147,265	116,160	132,503	(14,762)	-10.02%
Dept 270-LEGAL/PROFESSIONAL								

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101-270-800	OTHER PROFESSIONAL FEES	500	925	500	0	500	0	0.00%
101-270-802	AUDIT FEES (Per Signed Agreement)	4,500	4,500	6,300	6,300	6,300	0	0.00%
101-270-803	LEGAL (\$66,000 P. Burns Retainer + \$30,000 Other)	91,442	100,997	96,000	76,409	96,000	0	0.00%
101-270-806	ENGINEER (\$500 Annual Stormwater Permit, \$4,500 Misc Stormwater Work, \$5,000 Misc. Engineering)	3,466	12,214	10,000	8,068	10,000	0	0.00%
101-270-927	ALLOCATE TO DEPARTMENTS	(45,600)	(45,600)	(45,600)	(41,800)	(45,600)	0	0.00%
Totals for dept 270-LEGAL/PROFESSIONAL		54,308	73,036	67,200	48,977	67,200	0	0.00%
Dept 336-CONTRIBUTIONS								
101-336-933	CONTRIBUTION - INDEPENDENCE DAY CELEBR	2,000	2,500	2,500	0	2,500	0	0.00%
101-336-963	CONTRIBUTION - WWTP	0	15,000	0	0	0	0	0.00%
101-336-964	CONTRIBUTION-FIRE & MED RES	32,866	30,890	25,000	0	25,000	0	0.00%
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	0	5,000	0	0	0	0	0.00%
Totals for dept 336-CONTRIBUTIONS		34,866	53,390	27,500	0	27,500	0	0.00%
Dept 412-PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	1,300	3,100	3,000	2,200	3,000	0	0.00%
101-412-715	SOCIAL SECURITY (\$15,000 x 7.65%)	949	1,140	1,071	1,109	1,148	77	7.19%
101-412-723	RECORD SEC (Recording Sec - \$195/Mtg x 24 Mtgs; Video Operator - \$85/Mtg x 24 Mtgs)	5,108	5,598	6,720	3,755	6,720	0	0.00%
101-412-726	PLANN COMM	11,100	11,800	11,000	12,700	12,000	1,000	9.09%

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101-412-727	SUPPLIES	76	172	200	65	200	0	0.00%
101-412-800	OTHER PROFESSIONAL FEES	4,720	4,098	6,000	0	5,000	(1,000)	-16.67%
101-412-801	PLANNER FEES	34,101	29,932	30,750	29,309	40,000	9,250	30.08%
101-412-803	LEGAL	0	0	5,000	0	0	(5,000)	-100.00%
101-412-809	CODE ENFORCEMENT	10,068	16,641	17,000	12,993	10,400	(6,600)	-38.82%
101-412-818	(C.E. Officer \$25/Hr x 8 Hrs/Wk=\$10,400) CONTRACTUAL SERVICES	0	8,416	8,416	0	0	(8,416)	-100.00%
101-412-823	ZONING ADMINISTRATION	0	0	0	484	15,000	15,000	0.00%
101-412-851	(6 Hrs. Every 2 Weeks @ \$60/Hr. plus \$5,640 additional) POSTAGE	0	14	500	84	250	(250)	-50.00%
101-412-860	FUEL & MILEAGE	96	611	1,200	351	600	(600)	-50.00%
101-412-900	(Code Enforcement Mileage @ \$50/Mth) PRINTING & PUBLICATIONS	3,713	3,070	1,800	1,917	1,800	0	0.00%
101-412-927	ALLOCATE TO DEPARTMENTS	7,397	7,600	6,596	3,913	29,101	22,505	341.19%
101-412-957	(14% of Dep. Trea. Asst. - \$3,321 plus 35% of Ass't Assessor - \$25,780) TRAINING & DEVELOPMENT	570	1,429	2,000	164	1,500	(500)	-25.00%
Totals for dept 412-PLANNING/ZONING DEPT		79,198	93,621	101,253	69,044	126,719	25,466	25.15%
Dept 448-STREET LIGHTS								
101-448-920	UTILITIES	35,700	35,029	35,520	29,172	35,520	0	0.00%
(Ornamental and Overhead Lights @ \$2,960/Mth)								
Totals for dept 448-STREET LIGHTS		35,700	35,029	35,520	29,172	35,520	0	0.00%
Dept 449-ROAD WORK								
101-449-813	ROADWORK	18,436	17,358	26,000	24,772	30,000	4,000	15.38%

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101-449-814	(Brine Applications) ROAD IMPROVEMENTS	44,757	101,978	106,000	103,635	116,000	10,000	9.43%
101-449-929	(Drainage, Limestone and \$11,000 County Drains) GRANT EXPENSE	232,326	0	250,000	3,748	0	(250,000)	-100.00%
	(Phase 3 of Pathway) Totals for dept 449-ROAD WORK	295,519	119,336	382,000	132,155	146,000	(236,000)	-61.78%
Dept 523-SOLID WASTE MANAGEMENT								
101-523-880	MAY/OCT CLEANUP PROGRAM (Annual Spring Cleanup)	0	0	0	0	2,000	2,000	100.00%
	Totals for dept 523-SOLID WASTE MANAGEMENT	0	0	0	0	2,000	2,000	100.00%
Dept 666-COMMUNITY CENTER								
101-666-701	SALARIES (Includes a 3% Increase)	26,895	37,423	38,275	37,221	43,385	5,110	13.35%
101-666-702	SALARIES (Assistant for Meals on Wheels)	0	0	0	4,252	4,830	4,830	100.00%
101-666-710	JANITORIAL SALARIES (\$80/Wk. x 52 Wks)	0	0	0	2,080	4,160	4,160	100.00%
101-666-715	SOCIAL SECURITY (\$52,375 x 7.65%)	2,057	2,863	2,930	3,256	4,010	1,080	36.86%
101-666-716	HOSPITALIZATION (2015/2016 Totals plus 10%; \$8,650 x 110%)	6,021	8,611	8,650	8,760	9,515	865	10.00%
101-666-717	LIFE/DISB. INSURANCE ((\$43.68 x 5%) x 12)	401	524	550	524	550	0	0.00%
101-666-718	PENSION (Base Salary x 10%)	3,140	3,734	3,828	3,722	4,339	511	13.35%
101-666-727	SUPPLIES (Includes \$300 for Food Service License)	1,481	2,531	2,000	1,781	2,800	800	40.00%
101-666-731	WORKERS COMP INSURANCE	250	315	340	348	535	195	57.35%
101-666-807	MEMBERSHIP DUES (Costco Memberships 2 @ \$125 Ea.)	295	110	220	255	250	30	13.64%

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101-666-812	CC TRIPS	18,131	20,281	4,500	5,470	8,500	4,000	88.89%
101-666-815	CC PROGRAMS	0	163	13,500	11,977	15,500	2,000	14.81%
101-666-816	(Includes an additional \$3,000) GROUNDS/CLEANG/JANITORL SERVIC	7,434	4,435	8,225	2,750	3,425	(4,800)	-58.36%
101-666-822	(\$800 Grass, \$125 Beds, \$2,500 Snow) SENIOR NUTRITION	0	129	0	1,496	2,000	2,000	100.00%
101-666-836	COMMUNITY EXPENSE	0	0	0	0	1,200	1,200	0.00%
101-666-850	(Donation Spend) COMMUNICATION	2,256	3,523	2,700	2,027	2,220	(480)	-17.78%
101-666-851	(Charter for Phones, Internet & TV @ \$185/Mth) POSTAGE	660	617	1,050	586	1,010	(40)	-3.81%
101-666-860	(Mailing = \$.47x275x6)+(4 rolls of stamps @ \$47 Ea.) + 45 Extra) FUEL & MILEAGE	0	0	0	0	1,000	1,000	100.00%
101-666-900	(Mileage for Workers Transporting Meals from Dexter) PRINTING & PUBLICATIONS	0	1,252	1,000	1,050	1,300	300	30.00%
101-666-910	(\$200 per mailing x 6 + \$100 Extra) INSURANCE & BONDS	1,070	903	2,000	997	1,020	(980)	-49.00%
101-666-920	UTILITIES	2,538	2,903	3,000	2,373	3,036	36	1.20%
101-666-929	(Sewer @ \$84/Mth; Con Pow @ \$62.50/Mth; DTE @ \$75/Mth and Constellation @ \$87.50/Mth) GRANT EXPENSE	1,790	519	0	0	0	0	0.00%
101-666-930	REPAIRS & MAINTENANCE	2,207	4,944	4,500	2,600	4,500	0	0.00%
101-666-970	(Misc. Repairs at the Community Center Building) EQUIPMENT	105	6	400	62	250	(150)	-37.50%
Totals for dept 666-COMMUNITY CENTER		76,731	95,786	97,668	93,587	119,335	21,667	22.18%
Dept 753-RECREATION								
101-753-727	RECREATION	0	0	0	0	10,000	10,000	100.00%
Totals for dept 753-RECREATION		0	0	0	0	10,000	10,000	100.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND
2016-2017 FISCAL YEAR
AS OF 6/2/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 6/2/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Dept 850-TOWNSHIP CONTINGENCY								
101-850-905	CONTINGENCY FUNDS	500	645	10,775	6,945	5,000	(5,775)	-53.60%
Totals for dept 850-TOWNSHIP CONTINGENCY		500	645	10,775	6,945	5,000	(5,775)	-53.60%
Dept 900-CAPITAL OUTLAY								
101-900-972	COMPUTER (2 New Computers)	16,259	8,926	11,500	11,874	4,000	(7,500)	-65.22%
101-900-975	CONSTRUCTION	0	0	60,000	41,633	0	(60,000)	-100.00%
101-900-978	LAND ACQUISITION	1,605	98,583	4,500	865	4,500	0	0.00%
Totals for dept 900-CAPITAL OUTLAY		17,864	107,509	76,000	54,372	8,500	(67,500)	-88.82%
Dept 905-DEBT SERVICE								
101-905-985	PSB SHARE OF BOND PMT (1/3 of Total Payment - Final Payment in 2023)	87,417	85,221	87,823	87,822	84,696	(3,127)	-3.56%
Totals for dept 905-DEBT SERVICE		87,417	85,221	87,823	87,822	84,696	(3,127)	-3.56%
TOTAL APPROPRIATIONS		1,276,495	1,271,867	1,567,700	1,056,516	1,276,405	(291,295)	-18.58%
NET OF REVENUES/APPROPRIATIONS - FUND 101								
BEGINNING FUND BALANCE		1,396,754	1,549,378	1,550,163	XXXXXXXXXXXXXX	1,481,972	71,751	-101.51%
ENDING FUND BALANCE		1,549,381	1,550,159	1,481,972	XXXXXXXXXXXXXX	1,483,042		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2016-2017 FISCAL YEAR
AS OF 4/7/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 04/07/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
207-000-402	CURRENT PROPERTY TAX	1,357,584	1,379,181	1,404,685	1,320,766	1,483,156	78,471	5.59%
	(Based on 2016 Millage Rates)							
207-000-445	PENALTY & INTEREST ON TAXES	726	2,112	1,000	312	500	(500)	-50.00%
207-000-570	LIQUOR LICENSE & PERMITS	2,605	2,635	3,000	3,165	3,000	0	0.00%
207-000-626	COPY & FOIA INCOME	2,031	2,284	1,600	1,208	1,600	0	0.00%
207-000-656	FINES & COURT FEES	28,075	25,063	30,000	12,086	30,000	0	0.00%
207-000-658	IMPOUND FEES	2,120	2,140	2,000	1,580	2,500	500	25.00%
207-000-664	FEES PAID FOR OFFICER WAGES	3,671	6,298	6,500	6,160	6,650	150	2.31%
	(German Park Reimbursement of Overtime)							
207-000-671	REIMBURSEMENT/OTHER INCOME	3,714	3,400	3,000	2,020	3,000	0	0.00%
207-000-673	SALE OF FIXED ASSET	3,986	605	3,000	15,658	15,000	12,000	400.00%
207-000-681	OT REIMBURSEMENT	16,846	17,110	17,000	14,828	17,000	0	0.00%
Totals for dept 000		1,421,358	1,440,828	1,471,785	1,377,783	1,562,406	90,621	6.16%
Dept 336-CONTRIBUTIONS								
207-336-588	CONTRIBUTION OTHER FUND(S)	35,000	41,000	35,000	0	35,000	0	0.00%
	(From the Fed. NARC Fund to Cover a Portion of the PSB Bond Payment - \$35,000)							
207-336-683	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	1,000	1,500	1,500	0	1,500	0	0.00%
Totals for dept 336-CONTRIBUTIONS		36,000	42,500	36,500	0	36,500	0	0.00%
TOTAL ESTIMATED REVENUES		1,457,358	1,483,328	1,508,285	1,377,783	1,598,906	90,621	6.01%
APPROPRIATIONS								
Dept 226-PERSONNEL								

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2016-2017 FISCAL YEAR
AS OF 4/7/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 04/07/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
207-226-701	SALARIES (Lt. & Sgt. Wages)(Includes a 3% Increase)	187,204	195,514	198,005	147,866	202,947	4,942	2.50%
207-226-702	SALARIES (Full Time Officer Wages)(Includes a 3% Increase)	364,740	386,642	393,879	307,713	406,384	12,505	3.17%
207-226-704	CLERICAL/DEP /SUPER/ELECTION (Includes a 3% Increase)	60,905	63,952	69,401	57,256	71,508	2,107	3.04%
207-226-708	SALARIES-PART TIME	22,916	30,632	35,000	22,036	50,000	15,000	42.86%
207-226-710	JANITORIAL SALARIES (Twice/Wk = 104 x \$85/Cleaning)	4,240	8,240	8,320	6,515	8,840	520	6.25%
207-226-711	SALARIES-OVERTIME	58,941	52,947	35,000	32,348	50,000	15,000	42.86%
207-226-714	HOLIDAY (Additional Pay for Holidays Paid Annually in December)	31,838	34,215	35,257	35,064	36,306	1,049	2.98%
207-226-715	SOCIAL SECURITY (\$838,185 x 7.65%)	57,593	60,958	60,190	48,097	64,121	3,931	6.53%
207-226-716	HOSPITALIZATION (F'16 Actual plus 10%)	129,915	159,261	162,555	129,128	158,000	(4,555)	-2.80%
207-226-717	LIFE/DISB. INSURANCE	8,405	7,673	8,028	6,433	8,028	0	0.00%
207-226-718	PENSION (Base Salary x 10%)	57,506	60,782	63,219	48,348	65,104	1,885	2.98%
207-226-719	EMPLOYEE FRINGE-LONGEVITY (Per Union Contract)	4,800	5,400	5,700	5,700	6,000	300	5.26%
207-226-720	BANKED PTO	(119,213)	0	0	0	0	0	0.00%
207-226-730	MEDICAL TESTING	713	146	500	307	500	0	0.00%
207-226-731	WORKERS COMP INSURANCE	7,536	15,023	16,010	16,009	25,225	9,215	57.56%
207-226-741	UNIFORMS/GEAR & ALLOWANCE (Per Union Contract)	5,900	6,200	6,200	5,900	6,200	0	0.00%
207-226-927	ALLOCATE TO DEPARTMENTS (PSB Director @ 50% of Total Salary & Benefit Package Allocated from Fire)	54,568	59,485	58,604	34,648	61,870	3,266	5.57%
207-226-957	TRAINING & DEVELOPMENT	1,790	50	350	0	1,000	650	185.71%
Totals for dept 226-PERSONNEL		940,297	1,147,120	1,156,218	903,368	1,222,033	65,815	5.69%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2016-2017 FISCAL YEAR
AS OF 4/7/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 04/07/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Dept 265-HALL AND GROUNDS								
207-265-821	PSB MAINT & OPS ALLOCATION	52,441	44,889	48,975	21,920	45,000	(3,975)	-8.12%
		(\$134,968 x 33.33%)						
Totals for dept 265-HALL AND GROUNDS		52,441	44,889	48,975	21,920	45,000	(3,975)	-8.12%
Dept 270-LEGAL/PROFESSIONAL								
207-270-722	CONTROLLER	7,982	8,171	6,993	3,857	7,203	210	3.00%
		(12.5% of Total Cost)						
207-270-802	AUDIT FEES	3,060	3,060	2,250	2,250	2,250	0	0.00%
		(12.5% of Total Cost)						
207-270-803	LEGAL	39,700	39,600	40,000	30,700	40,000	0	0.00%
		(\$39,600 Allocated from General: \$400 Other)						
Totals for dept 270-LEGAL/PROFESSIONAL		50,742	50,831	49,243	36,807	49,453	210	0.43%
Dept 301-OPERATING COSTS								
207-301-727	SUPPLIES	4,397	6,090	3,000	3,642	5,000	2,000	66.67%
207-301-741	UNIFORMS/GEAR & ALLOWANCE	2,673	58	0	0	0	0	0.00%
207-301-807	MEMBERSHIP DUES	1,746	760	1,000	745	1,000	0	0.00%
207-301-818	CONTRACTUAL SERVICES	17,547	13,914	18,000	12,938	18,000	0	0.00%
207-301-820	DISPATCH SERVICES	63,347	63,347	68,000	52,789	68,000	0	0.00%
		(\$5,667/Mth)						
207-301-850	COMMUNICATION	16,932	13,547	20,000	10,018	20,000	0	0.00%
207-301-851	POSTAGE	137	321	200	200	250	50	25.00%
207-301-900	PRINTING & PUBLICATIONS	263	100	400	86	500	100	25.00%
207-301-910	INSURANCE & BONDS	20,675	17,226	17,513	28,267	28,870	11,357	64.85%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND

2016-2017 FISCAL YEAR

AS OF 4/7/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 04/07/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
207-301-930	REPAIRS & MAINTENANCE	3,850	1,589	2,000	1,419	4,000	2,000	100.00%
	(L3 Communication Maint. Contract, Misc. Dept. Maint. And Maint. Supplies)							
207-301-932	RADIO REPAIR	1,100	1,100	1,100	0	1,100	0	0.00%
	(Annual Maint. Contract for Radio Repairs)							
207-301-938	CHARGEBACKS - PRIOR TAX YEARS	74,885	12,347	0	174	0	0	0.00%
207-301-940	RENTAL EQUIPMENT	1,319	1,568	2,300	1,034	3,000	700	30.43%
	(Copier & Printer Cost)							
207-301-972	COMPUTER	2,608	2,400	0	0	0	0	0.00%
Totals for dept 301-OPERATING COSTS		211,479	134,367	133,513	111,312	149,720	16,207	12.14%
Dept 333-TRANSPORTATION								
207-333-860	FUEL & MILEAGE	29,483	21,948	21,000	11,590	16,000	(5,000)	-23.81%
	(Gas for Police Vehicles)							
207-333-930	REPAIRS & MAINTENANCE	10,834	13,727	11,500	8,596	11,000	(500)	-4.35%
	(Repairs to Police Vehicles)							
Totals for dept 333-TRANSPORTATION		40,317	35,675	32,500	20,186	27,000	(5,500)	-16.92%
Dept 336-CONTRIBUTIONS								
207-336-964	CONTRIBUTION-FIRE & MED RES	7,867	0	0	0	0	0	0.00%
Totals for dept 336-CONTRIBUTIONS		7,867	0	0	0	0	0	0.00%
Dept 900-CAPITAL OUTLAY								
207-900-972	COMPUTER	371	73	0	0	0	0	0.00%
Totals for dept 900-CAPITAL OUTLAY		371	73	0	0	0	0	0.00%
Dept 905-DEBT SERVICE								
207-905-985	PSB SHARE OF BOND PMT	87,417	85,221	87,823	7,325	84,696	(3,127)	-3.56%
(1/3 of Total Pynt - Final Pynt in 2023)(\$35,000 of the 1/3 Payment is Coming From the Fed. NARC Fund)								

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
 2016-2017 FISCAL YEAR
 AS OF 4/7/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 04/07/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Totals for dept 905-DEBT SERVICE		87,417	85,221	87,823	7,325	84,696	(3,127)	-3.56%
TOTAL APPROPRIATIONS		1,390,931	1,498,176	1,508,272	1,100,918	1,577,902	69,630	4.62%
NET OF REVENUES/APPROPRIATIONS - FUND 207		66,427	(14,848)	13	276,865	21,004	20,991	
BEGINNING FUND BALANCE		403,951	470,378	455,531	455,531	455,544		
ENDING FUND BALANCE		470,378	455,530	455,544	732,396	476,548		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE/MEDICAL RESCUE FUND
2016-2017 FISCAL YEAR
AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
216-000-402	CURRENT PROPERTY TAX	607,117	616,776	634,473	590,660	634,062	(411)	-0.06%
216-000-445	PENALTY & INTEREST ON TAXES	338	944	500	140	200	(300)	-60.00%
216-000-482	HOUSE NUMBERS	400	800	500	240	300	(200)	-40.00%
216-000-588	CONTRIBUTION OTHER FUND(S)	25,000	25,000	25,000	0	25,000	0	0.00%
216-000-590	GRANT INCOME	22	4,841	0	0	0	0	0.00%
216-000-626	COPY & FOIA INCOME	23	25	0	31	50	50	0.00%
216-000-635	RESPONSE FEES	20,755	9,568	8,000	11,906	10,000	2,000	25.00%
216-000-639	DRIVEWAY INSPECTIONS	550	750	400	490	600	200	50.00%
216-000-671	REIMBURSEMENT/OTHER INCOME (Football Standby and German Park EMS)	4,719	2,583	3,000	974	2,000	(1,000)	-33.33%
216-000-673	SALE OF FIXED ASSET (Sale of Medical Rescue Truck)	3,058	980	1,000	409	52,000	51,000	5100.00%
216-000-675	CONTRIBUTION-PRIVATE SOURCES	100	0	0	0	0	0	0.00%
Totals for dept 000		662,082	662,267	672,873	604,850	724,212	51,339	7.63%
Dept 336-CONTRIBUTIONS								
216-336-588	CONTRIBUTION OTHER FUND(S)	15,733	5,890	0	0	0	0	0.00%
216-336-683	CONTRIBUTION - INDEPENDENCE DAY CELEBF	1,000	1,000	1,000	0	1,000	0	0.00%
Totals for dept 336-CONTRIBUTIONS		16,733	6,890	1,000	0	1,000	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE/MEDICAL RESCUE FUND
2016-2017 FISCAL YEAR
AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
	TOTAL ESTIMATED REVENUES	678,815	669,157	673,873	604,850	725,212	51,339	7.62%
	APPROPRIATIONS							
	Dept 226-PERSONNEL							
216-226-701	SALARIES (Fire Chief Salary - Includes a 3% Increase)	77,052	79,221	79,310	73,209	81,700	2,390	3.01%
216-226-702	SALARIES (Duty Program)	124,669	123,046	134,000	118,362	160,000	26,000	19.40%
216-226-705	ADMINISTRATIVE ASSISTANT	5,318	5,758	7,000	3,998	8,000	1,000	14.29%
216-226-708	(385 Hrs @ \$20.71/Hr)(Includes a 3% Increase)	48,032	52,991	55,000	35,848	60,000	5,000	9.09%
216-226-712	SALARIES - OFFICERS (Paid-on-Call)	11,245	8,925	14,000	8,500	12,000	(2,000)	-14.29%
216-226-715	(Officer Stipens and Run Response Bonus)	21,170	21,627	23,130	18,816	25,530	2,400	10.38%
216-226-716	SOCIAL SECURITY (\$333,700 x 7.65%)	17,521	24,931	23,000	24,291	26,720	3,720	16.17%
216-226-717	HOSPITALIZATION (2015/2016 Totals plus 10%; \$24,291 x 110%)	967	845	900	845	945	45	5.00%
216-226-718	LIFE/DISB. INSURANCE ((\$71.40 x 5%) x 12)	7,700	7,913	7,931	7,321	8,170	239	3.01%
216-226-720	PENSION (Base Pay x 10%)	(13,882)	0	0	0	0	0	0.00%
216-226-720	BANKED PTO							
216-226-730	MEDICAL TESTING	422	585	4,000	399	3,500	(500)	-12.50%
216-226-731	WORKERS COMP INSURANCE	7,429	9,600	10,280	10,574	16,149	5,869	57.09%
216-226-927	ALLOCATE TO DEPARTMENTS (PSB Director @ 50% of Total Salary & Benefit Package Allocated to Police)	(54,568)	(59,485)	(58,604)	(46,397)	(61,870)	(3,266)	5.57%
216-226-957	TRAINING & DEVELOPMENT	4,416	4,567	10,000	8,760	12,000	2,000	20.00%
216-226-958	TRAINING WAGES	10,422	12,739	13,000	7,736	12,000	(1,000)	-7.69%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2016-2017 FISCAL YEAR

AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Totals for dept 226-PERSONNEL		267,913	293,263	322,947	272,262	364,844	41,897	12.97%
Dept 265-HALL AND GROUNDS								
216-265-816	GROUND/CLEANG/JANITORL SERVIC (Station #2 Snow Plowing)	2,294	1,610	2,000	1,140	2,000	0	0.00%
216-265-821	PSB MAINT & OPS ALLOCATION (\$134,968 x 33.33%)	52,441	44,889	48,975	30,843	45,000	(3,975)	-8.12%
Totals for dept 265-HALL AND GROUNDS		54,735	46,499	50,975	31,983	47,000	(3,975)	-7.80%
Dept 270-LEGAL/PROFESSIONAL								
216-270-722	CONTROLLER (12.5% of Total Cost)	7,982	8,171	6,993	5,282	7,203	210	3.00%
216-270-802	AUDIT FEES (12.5% of Total Cost)	3,060	3,060	2,250	2,250	2,250	0	0.00%
216-270-803	LEGAL	0	0	2,000	0	2,000	0	0.00%
Totals for dept 270-LEGAL/PROFESSIONAL		11,042	11,231	11,243	7,532	11,453	210	1.87%
Dept 301-OPERATING COSTS								
216-301-727	SUPPLIES	8,167	6,530	8,000	6,879	8,000	0	0.00%
216-301-741	UNIFORMS/GEAR & ALLOWANCE (Turn Out Gear)	3,410	13,502	8,000	3,136	10,000	2,000	25.00%
216-301-807	MEMBERSHIP DUES	1,701	1,175	1,500	1,255	1,500	0	0.00%
216-301-818	CONTRACTUAL SERVICES	8,286	1,594	2,000	847	1,000	(1,000)	-50.00%
216-301-820	DISPATCH SERVICES (Approximately \$1,080/Mth)	10,585	10,274	11,800	10,810	13,000	1,200	10.17%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE/MEDICAL RESCUE FUND
2016-2017 FISCAL YEAR
AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
216-301-850	COMMUNICATION	6,399	4,231	7,200	5,291	8,000	800	11.11%
216-301-851	POSTAGE	38	100	50	24	50	0	0.00%
216-301-900	PRINTING & PUBLICATIONS	0	204	200	0	200	0	0.00%
216-301-910	INSURANCE & BONDS	65,114	54,585	55,000	38,928	39,712	(15,288)	-27.80%
216-301-920	UTILITIES	15,891	9,098	11,000	7,100	10,000	(1,000)	-9.09%
216-301-930	(Propane at Station #2) REPAIRS & MAINTENANCE	2,357	2,816	4,000	4,219	5,000	1,000	25.00%
216-301-932	(Station #2 Repairs) RADIO REPAIR	2,830	2,200	3,000	2,600	2,500	(500)	-16.67%
216-301-938	CHARGEBACKS - PRIOR TAX YEARS	33,484	5,521	0	78	0	0	0.00%
216-301-972	COMPUTER (Computer Lease)	0	0	3,000	2,666	3,000	0	0.00%
Totals for dept 301-OPERATING COSTS		158,262	111,830	114,750	83,833	101,962	(12,788)	-11.14%
Dept 333-TRANSPORTATION								
216-333-860	FUEL & MILEAGE (Gas for Fire Trucks)	13,601	10,337	11,000	5,834	10,000	(1,000)	-9.09%
216-333-930	REPAIRS & MAINTENANCE (Repairs to Fire Trucks that continue to Age)	15,698	21,273	21,000	22,478	30,000	9,000	42.86%
Totals for dept 333-TRANSPORTATION		29,299	31,610	32,000	28,312	40,000	8,000	25.00%
Dept 900-CAPITAL OUTLAY								
216-900-970	EQUIPMENT (Misc. Equipment)	28,008	3,898	6,000	4,188	10,000	4,000	66.67%
216-900-972	COMPUTER	704	704	0	0	0	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2016-2017 FISCAL YEAR

AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
216-900-974	VEHICLES	0	0	0	0	65,000	65,000	0.00%
	(New Fire Truck)							
Totals for dept 900-CAPITAL OUTLAY		28,712	4,602	6,000	4,188	75,000	69,000	1150.00%
Dept 905-DEBT SERVICE								
216-905-985	PSB SHARE OF BOND PMT	87,417	85,221	87,823	87,822	84,696	(3,127)	-3.56%
	(1/3 of Total Pymt - Final Pymt in 2023)							
216-905-991	DEBT SERVICE - PRINCIPAL	41,751	43,775	45,900	45,899	0	(45,900)	-100.00%
216-905-995	DEBT SERVICE - INTEREST	6,374	4,349	2,227	2,226	0	(2,227)	-100.00%
Totals for dept 905-DEBT SERVICE		135,542	133,345	135,950	135,947	84,696	(51,254)	-37.70%
TOTAL APPROPRIATIONS		685,505	632,380	673,865	564,057	724,955	51,090	7.58%
NET OF REVENUES/APPROPRIATIONS - FUND :		(6,690)	36,777	8	40,793	257		
BEGINNING FUND BALANCE		419,121	412,432	449,206	XXXXXXXXXXXX	449,214		
ENDING FUND BALANCE		412,431	449,209	449,214	XXXXXXXXXXXX	449,471		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 230: DONATION FUND

2016-2017 FISCAL YEAR

AS OF 6/08/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/08/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
230-000-690	DONATION - DOG PARK	3,350	0	0	0	500	500	0.00%
230-000-691	DONATION - FIREWORKS	350	1,200	1,000	0	0	(1,000)	-100.00%
230-000-692	DONATION - EVENTS/COMMUNITY PROJECTS	1,350	2,300	1,500	0	0	(1,500)	-100.00%
230-000-698	DONATIONS - ALL OTHER SCC	20	0	0	0	0	0	0.00%
Totals for dept 000-		5,070	3,500	2,500	0	500	(2,000)	-80.00%
TOTAL ESTIMATED REVENUES								
		5,070	3,500	2,500	0	500	(2,000)	-80.00%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
230-301-903	KIWANIS	0	1,025	0	1,400	0	0	0.00%
230-301-904	EVENTS/COMMUNITY PROJECTS	1,506	1,377	1,500	2,767	0	(1,500)	-100.00%
230-301-905	BARK PARK	0	0	0	170	500	500	0.00%
(Cost to Maintain Bark Park)								
Totals for dept 301-OPERATING COSTS		1,506	2,402	1,500	4,337	500	(1,000)	-66.67%
TOTAL APPROPRIATIONS								
		1,506	2,402	1,500	4,337	500	(1,000)	-66.67%
NET OF REVENUES/APPROPRIATIONS - FUND :								
		3,564	1,098	1,000	(4,337)	0	(1,000)	-100.00%
BEGINNING FUND BALANCE								
		500	4,064	5,163	XXXXXXXXXXXX	6,163		
ENDING FUND BALANCE								
		4,064	5,162	6,163	XXXXXXXXXXXX	6,163		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 248: DDA FUND

2016-2017 FISCAL YEAR

AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
248-000-671	REIMBURSEMENT/OTHER INCOME	20	4	0	0	0	0	#DIV/0!
248-000-675	CONTRIBUTION-PRIVATE SOURCES	25,347	0	0	0	0	0	#DIV/0!
Totals for dept 000		25,367	4	0	0	0	0	#DIV/0!
TOTAL ESTIMATED REVENUES								
		25,367	4	0	0	0	0	#DIV/0!
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
248-301-800	OTHER PROFESSIONAL FEES	1,100	5,538	0	0	5,000	5,000	#DIV/0!
248-301-816	GROUNDS/CLEANG/JANITORL SERVIC	1,200	0	1,200	0	1,000	(200)	-16.67%
Totals for dept 301-OPERATING COSTS		2,300	5,538	1,200	0	6,000	4,800	400.00%
Dept 449-ROAD WORK								
248-449-814	ROAD IMPROVEMENTS	22,790	20,000	0	0	20,000	20,000	#DIV/0!
Totals for dept 449-ROAD WORK		22,790	20,000	0	0	20,000	20,000	#DIV/0!
Dept 900-CAPITAL OUTLAY								
248-900-925	STREETSCAPING	0	0	3,000	242	5,000	2,000	66.67%
Totals for dept 900-CAPITAL OUTLAY		0	0	3,000	242	5,000	2,000	66.67%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 248: DDA FUND

2016-2017 FISCAL YEAR

AS OF 5/25/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/25/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
	TOTAL APPROPRIATIONS	25,090	25,538	4,200	242	31,000	26,800	638.10%
	NET OF REVENUES/APPROPRIATIONS - FUND :	277	(25,534)	(4,200)	(242)	(31,000)	(26,800)	638.10%
	BEGINNING FUND BALANCE	91,222	91,499	65,965	XXXXXXXXXXXXXX	61,765		
	ENDING FUND BALANCE	91,499	65,965	61,765	XXXXXXXXXXXXXX	30,765		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 265: STATE NARC FUND
2016-2017 FISCAL YEAR
AS OF 6/9/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/09/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
265-000-661	FORFEITURES	29,373	74,709	35,000	92,543	58,000	23,000	65.71%
Totals for dept 000-		29,373	74,709	35,000	92,543	58,000	23,000	65.71%
TOTAL ESTIMATED REVENUES								
		29,373	74,709	35,000	92,543	58,000	23,000	65.71%
APPROPRIATIONS								
Dept 226-PERSONNEL								
265-226-957	TRAINING & DEVELOPMENT	275	0	0	0	0	0	0.00%
Totals for dept 226-PERSONNEL		275	0	0	0	0	0	0.00%
Dept 301-OPERATING COSTS								
265-301-727	SUPPLIES	0	0	4,000	2,819	4,000	0	0.00%
265-301-899	FORFEITURE SHARING	14,086	13,386	15,000	52,300	30,000	15,000	100.00%
(Amounts paid to other jurisdictions that aided in arrest)								
265-301-956	MISCELLANEOUS	2,645	134	2,000	405	5,000	3,000	150.00%
(Bank Service Charges and Ammunition)								
265-301-972	COMPUTER	0	0	8,000	5,187	8,000	0	0.00%
(Computer Lease)								
Totals for dept 301-OPERATING COSTS		16,731	13,520	29,000	60,711	47,000	18,000	62.07%
Dept 336-CONTRIBUTIONS								
265-336-967	CONTRIBUTION-LAW ENFORCEMENT	0	1,000	0	0	0	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 265: STATE NARC FUND

2016-2017 FISCAL YEAR

AS OF 6/9/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/09/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT

Totals for dept 336-CONTRIBUTIONS		0	1,000	0	0	0	0	0.00%

Dept 900-CAPITAL OUTLAY								

265-900-970	EQUIPMENT	300	6,591	0	1,104	9,000	9,000	0.00%
		(Guns)						

Totals for dept 900-CAPITAL OUTLAY		300	6,591	0	1,104	9,000	9,000	0.00%

TOTAL APPROPRIATIONS		17,306	21,111	29,000	61,815	56,000	27,000	93.10%

NET OF REVENUES/APPROPRIATIONS - FUND :		12,067	53,598	6,000	30,728	2,000	(4,000)	-66.67%

BEGINNING FUND BALANCE		34,179	46,246	99,844	XXXXXXXXXXXXXX	105,844		

ENDING FUND BALANCE		46,246	99,844	105,844	XXXXXXXXXXXXXX	107,844		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
287-000-481	SIGN PERMITS	1,055	0	0	180	0	0	0.00%
287-000-484	BUILDING PLAN REVIEW FEES	3,372	3,243	3,000	5,000	6,960	3,960	132.00%
287-000-485	PERMIT AND APPLICATION FEES (Permit Fee @ \$4/1000 sf plus All Application Fees)	34,683	35,170	29,240	42,617	37,870	8,630	29.51%
287-000-486	CONTRACTOR'S REGISTRATION	630	2,340	1,500	2,220	2,500	1,000	66.67%
287-000-488	INSPECTION FEES (Electrical, Mechanical, Plumbing and Building Inspections)	21,300	32,054	25,000	31,300	45,730	20,730	82.92%
Totals for dept 000		61,040	72,807	58,740	81,317	93,060	34,320	58.43%
TOTAL ESTIMATED REVENUES								
		61,040	72,807	58,740	81,317	93,060	34,320	58.43%
APPROPRIATIONS								
Dept 226-PERSONNEL								
287-226-720	BANKED PTO	(10,886)	0	0	0	0	0	0.00%
287-226-731	WORKERS COMPENSATION	0	0	0	0	500	500	100.00%
287-226-927	ALLOCATE TO DEPARTMENTS (15% of Ass't Assessor Costs - \$11,048; 56% of Front Desk Help - \$13,284; 12.5% of Twp Mgr. Costs - \$11,979)	7,397	18,341	18,548	10,914	36,311	17,763	95.77%
Totals for dept 226-PERSONNEL		(3,489)	18,341	18,548	10,914	36,811	18,263	98.46%
Dept 261-GOVERNMENT SHARED SERVICES								
BUILDING ADMINISTRATION (Pittsfield Twp. - Kurt Weiland)								
287-261-725	- BUILDING INSPECTIONS	24,123	31,200	25,000	29,524	17,163	(7,837)	-31.35%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 266: FEDERAL NARC FUND

2016-2017 FISCAL YEAR

AS OF 6/9/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/09/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
266-000-661	FORFEITURES	453,900	93,272	100,000	104,628	100,000	0	0.00%
Totals for dept 000		453,900	93,272	100,000	104,628	100,000	0	0.00%
TOTAL ESTIMATED REVENUES								
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
266-301-727	SUPPLIES	1,214	9,537	12,000	12,153	12,000	0	0.00%
266-301-956	MISCELLANEOUS (Software Programs)	0	4,588	5,000	5,286	12,000	7,000	140.00%
Totals for dept 301-OPERATING COSTS		1,214	14,125	17,000	17,439	24,000	7,000	41.18%
Dept 336-CONTRIBUTIONS								
266-336-967	CONTRIBUTION-LAW ENFORCEMENT (To cover a portion of the PSB Bond Payment)	35,000	35,000	35,000	0	35,000	0	0.00%
Totals for dept 336-CONTRIBUTIONS		35,000	35,000	35,000	0	35,000	0	0.00%
Dept 900-CAPITAL OUTLAY								
266-900-970	EQUIPMENT (Traffic Control Devices, Building Camera's, New Phones, Vehicle Outfitting, Infrared Car Camera's and Misc.)	16,871	137,069	170,000	161,792	85,000	(85,000)	-50.00%
266-900-974	VEHICLE (4 New Vehicles - 2 are from 2015/2016 that were never purchased)	89,188	62,874	60,000	0	125,000	65,000	108.33%
Totals for dept 900-CAPITAL OUTLAY		106,059	199,943	230,000	161,792	210,000	(20,000)	-8.70%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 266: FEDERAL NARC FUND
2016-2017 FISCAL YEAR
AS OF 6/9/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/09/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
TOTAL APPROPRIATIONS		142,273	249,068	282,000	179,231	269,000	(13,000)	-4.61%
NET OF REVENUES/APPROPRIATIONS - FUND :		311,627	(155,796)	(182,000)	(74,603)	(169,000)	13,000	-7.14%
BEGINNING FUND BALANCE		204,082	515,709	359,912	XXXXXXXXXXXX	177,912		
ENDING FUND BALANCE		515,709	359,913	177,912	XXXXXXXXXXXX	8,912		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 287: BUILDING DEPARTMENT FUND
2016-2017 FISCAL YEAR
AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
287-261-737	- PLAN REVIEW	0	0	0	0	5,800	5,800	100.00%
287-261-738	- MISC	0	0	0	0	3,000	3,000	100.00%
	(Time in Office & Other)							
	Totals for dept 261-GOVERNMENT SHARED SERVICES	24,123	31,200	25,000	29,524	25,963	963	3.85%
Dept 270-LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER	1,596	1,634	2,796	2,113	2,881	85	3.04%
	(5% of Total Cost)							
287-270-802	AUDIT FEES	900	900	900	900	900	0	0.00%
	(5% of Total Cost)							
	Totals for dept 270-LEGAL/PROFESSIONAL	2,496	2,534	3,696	3,013	3,781	85	2.30%
Dept 301-OPERATING COSTS								
287-301-725	ELECTRIC, PLUMB & MECH INSPECTIONS	10,793	5,545	7,500	6,390	23,994	16,494	219.92%
287-301-727	SUPPLIES	0	392	500	285	500	0	0.00%
287-301-818	CONTRACTUAL SERVICES	0	0	0	0	30,000	30,000	100.00%
287-301-850	COMMUNICATION	524	346	300	8	360	60	20.00%
	(Bldg Phone @ \$30/Mth)							
287-301-910	INSURANCE & BONDS	600	0	600	0	600	0	0.00%
287-301-927	ALLOCATE TO DEPARTMENTS	0	0	1,000	0	4,070	3,070	307.00%
	(H & G (\$3,170) and PSB Maint & Ops. (\$900) Allocation from General Fund)							
	Totals for dept 301-OPERATING COSTS	11,917	6,283	9,900	6,683	59,524	49,624	501.25%
TOTAL APPROPRIATIONS								
		35,047	58,358	57,144	50,134	126,079	68,935	120.63%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
	NET OF REVENUES/APPROPRIATIONS - FUND :	25,993	14,449	1,596	31,183	(33,019)	(34,615)	-2168.86%
	BEGINNING FUND BALANCE	39,422	65,414	79,862	XXXXXXXXXXXXXX	81,458		
	ENDING FUND BALANCE	65,415	79,863	81,458	XXXXXXXXXXXXXX	48,439		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND
2016-2017 FISCAL YEAR
AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
571-000-445	PENALTY & INTEREST ON TAXES	6	10	0	15	0	0	0.00%
571-000-500	TAP-IN FEES	3,550	7,100	0	7,810	0	0	0.00%
571-000-651	USAGE FEES	1,160,288	1,347,408	1,452,500	1,117,816	1,365,000	(87,500)	-6.02%
571-000-665	INTEREST INCOME	2,720	2,474	1,000	814	1,500	500	50.00%
571-000-671	REIMBURSEMENT/OTHER INCOME	2,166	5,024	4,000	6,420	1,800	(2,200)	-55.00%
571-000-672	(DTE Bill Refund From Whitmore Lake Condo's) SAD INTEREST	82	73	64	64	55	(9)	-14.06%
571-000-673	SALE OF FIXED ASSET	5,000	0	0	0	0	0	0.00%
571-000-690	UNREALIZED GAIN/LOSS	(42,597)	3,008	0	0	0	0	0.00%
Totals for dept 000		1,131,215	1,365,097	1,457,564	1,132,939	1,368,355	(89,209)	-6.12%
Dept 336-CONTRIBUTIONS								
571-336-588	CONTRIBUTION OTHER FUND(S)	0	15,000	0	0	0	0	0.00%
Totals for dept 336-CONTRIBUTIONS		0	15,000	0	0	0	0	0.00%
TOTAL ESTIMATED REVENUES		1,131,215	1,380,097	1,457,564	1,132,939	1,368,355	(89,209)	-6.12%
APPROPRIATIONS								
Dept 226-PERSONNEL								
571-226-701	SALARIES	60,469	65,310	65,500	57,942	65,500	0	0

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
571-226-702	(No Increase) SALARIES	185,551	184,858	195,221	174,959	199,624	4,403	2.26%
571-226-711	(Includes various % increases) SALARIES-OVERTIME	5,892	11,684	18,000	1,107	18,000	0	0
571-226-715	SOCIAL SECURITY	19,271	20,032	21,325	17,932	21,660	335	1.57%
571-226-716	(\$283,124 x 7.65%) HOSPITALIZATION	73,669	99,421	100,600	98,990	108,900	8,300	8.25%
571-226-717	(F'2016 Totals plus 10%) LIFE/DISB. INSURANCE	3,444	3,021	3,175	2,770	3,175	0	0
571-226-718	(((\$251.77 x 5%) x 12) PENSION	22,887	23,815	24,977	21,835	25,417	440	1.76%
571-226-720	(10% of Base Pay) BANKED PTO	(3,828)	12,359	0	0	0	0	0.00%
571-226-731	WORKERS COMP INSURANCE	2,347	4,312	4,518	4,511	6,750	2,232	49.40%
571-226-957	TRAINING & DEVELOPMENT	1,395	2,070	3,500	470	3,500	0	0
Totals for dept 226-PERSONNEL		371,097	426,882	436,816	380,516	452,526	15,710	3.60%
Dept 270-LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER	13,303	13,620	19,579	14,791	20,170	591	3.02%
571-270-802	(35% of Total Costs) AUDIT FEES	6,480	6,480	6,300	6,300	6,300	0	0
571-270-803	(35% of Total Costs) LEGAL	0	0	500	0	500	0	0
571-270-806	(\$400 Bendzinski Annual Filing; Other - \$100) ENGINEER	13,824	29,127	40,000	43,044	30,000	(10,000)	-25.00%
Totals for dept 270-LEGAL/PROFESSIONAL		33,607	49,227	66,379	64,135	56,970	(9,409)	-14.17%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Dept 301-OPERATING COSTS								
571-301-727	SUPPLIES	1,812	1,444	2,000	1,801	2,500	500	25.00%
571-301-740	OPERATING SUPPLIES	36,857	41,118	55,000	38,200	55,000	0	0
571-301-741	UNIFORMS/GEAR & ALLOWANCE	775	2,771	2,500	658	2,500	0	0
571-301-807	MEMBERSHIP DUES	765	590	1,000	620	1,000	0	0
571-301-817	(MRWA - \$650; Stormwater Ind. Cert - \$100; American Waterworks - \$165; Add'l for Price Increases - \$85) LAB & TESTING	1,319	8,613	7,000	4,615	7,000	0	0
571-301-819	COLLECTION SYS ANNUAL MAINT	37,569	45,319	55,000	32,490	55,000	0	0
571-301-825	(\$35,000 Sludge Hauling; \$20,000 Collection System) SEWER ADMINISTRATION FEES	35,000	35,000	37,500	37,500	37,500	0	0
571-301-850	COMMUNICATION	7,120	4,217	7,000	5,148	6,000	(1,000)	-14.29%
571-301-851	POSTAGE	2,703	3,501	3,000	1,572	2,500	(500)	-16.67%
571-301-900	PRINTING & PUBLICATIONS	41	0	200	19	200	0	0
571-301-910	INSURANCE & BONDS	20,166	17,016	20,300	21,112	21,598	1,298	6.39%
571-301-920	UTILITIES	111,143	103,261	115,000	78,320	100,000	(15,000)	-13.04%
571-301-930	REPAIRS & MAINTENANCE	63,593	89,031	110,000	59,498	110,000	0	0
571-301-940	RENTAL EQUIPMENT	832	832	1,000	690	750	(250)	-25.00%
571-301-941	UNIFORMS - RENTALS	2,889	0	0	0	0	0	0.00%
571-301-950	LAND LEASING	258	258	0	258	260	260	100.00%
571-301-968	(Dept of Transportation - 12" Sewer line in ROW S. of Hamburg 11/1/15 - 10/31/16) DEPRECIATION EXPENSE	234,283	241,242	260,327	0	255,461	(4,866)	-1.87%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND
2016-2017 FISCAL YEAR
AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
(Std Depre from Schedule plus \$4,500 Extra for Capital Purchases Below)								
Totals for dept 301-OPERATING COSTS		557,125	594,213	676,827	282,501	657,269	(19,558)	-2.89%
Dept 333-TRANSPORTATION								
571-333-860	FUEL & MILEAGE	4,219	6,555	7,000	4,768	7,000	0	0
571-333-930	REPAIRS & MAINTENANCE	1,879	36	2,000	402	1,500	(500)	-25.00%
Totals for dept 333-TRANSPORTATION		6,098	6,591	9,000	5,170	8,500	(500)	-5.56%
Dept 528-O & M - BOND & INTEREST								
571-528-954	AGENT FEES	658	648	700	648	700	0	0
571-528-989	INTEREST 2.93 M BOND (Final Payment in 2022)	16,739	15,339	13,940	13,939	12,240	(1,700)	-12.20%
571-528-995	INTEREST - 4.965 M BOND	52,628	38,628	24,759	24,758	10,370	(14,389)	-58.12%
Totals for dept 528-O & M - BOND & INTEREST (61% of Total - Final Payment in 2017)		70,025	54,615	39,399	39,345	23,310	(16,089)	-40.84%
Dept 900-CAPITAL OUTLAY								
571-900-970	EQUIPMENT (CL2 Pumps - \$35,000; New 2016 Pick-up Truck - \$30,000; Filter Influent Check Valves - \$25,000)	6,274	0	160,000	146,778	90,000	(70,000)	-43.75%
571-900-972	COMPUTER	0	1,505	20,000	0	0	(20,000)	-100.00%
Totals for dept 900-CAPITAL OUTLAY		6,274	1,505	180,000	146,778	90,000	(90,000)	-50.00%
TOTAL APPROPRIATIONS		1,044,226	1,133,033	1,408,421	918,445	1,288,575	(119,846)	-8.51%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
	NET OF REVENUES/APPROPRIATIONS - FUND :	86,989	247,064	49,143	214,494	79,780	30,637	62.34%
	BEGINNING FUND BALANCE	5,914,773	6,001,763	6,248,829	XXXXXXXXXXXXXX	6,297,972		
	ENDING FUND BALANCE	6,001,762	6,248,827	6,297,972	XXXXXXXXXXXXXX	6,377,752		
	CASH & RECEIVABLES LESS LIABILITIES (WORKING CAPITAL)					717,242		
	FIXED ASSETS NET OF DEPRECIATION					5,660,510		
	ENDING FUND BALANCE					6,377,752		

Memo

To: Northfield Township Board

From: Howard Fink

Date: 6/9/2016

Re: Budget

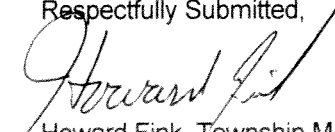
Dear Township Board,

Attached is the Budget for the Upcoming fiscal year. Rick has put together a synopsis that covers any changes from previous years. The budget includes a 3% cost of living increase and some merit based raises for employees.

With respect to raises, as follows is a breakdown of the administrative employees and respective raises.

Name	Current Hourly Wage	Raise	% Increase
Tammy Averill	\$20.25	\$0.61	3%
Mary Bird	\$19.00	\$0.57	3%
Pam Boegler	\$21.21	\$0.63	3%
Jennifer Carlisle (Part Time)	\$17.00	\$0.51	3%
Dawn Samfilippo (Part Time)	\$15.00	\$16.50	9%
Cristina Wilson	\$16.25	\$19.00	15%
Rick Yeager	\$53.80	\$1.61	3%

Respectfully Submitted,


Howard Fink, Township Manager

**NORTHFIELD TOWNSHIP
GENERAL APPROPRIATIONS ACT**

RESOLUTION NO. 16-_____

A resolution to establish a general appropriations act for Northfield Township; to define the powers and duties of the Northfield Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

Section 1: Title

The resolution shall be known as the Northfield Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Township Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administration Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in AnnArbor.com, a newspaper of general circulation, on June 5, 2016 and a public hearing on the proposed budget was held on June 14, 2016.

Section 5: Estimated Revenues

Estimated revenues for fiscal year 2016 – 2017 for the various township funds, including an allocated millage of .7952 mills for the General Fund, 4.4757 mills for the Law Enforcement Fund, 1.9134 mills for the Fire/Medical Rescue Fund and various miscellaneous revenues shall total for each fund as follows:

GENERAL FUND REVENUES

Taxes	\$ 263,500
Tax Administrative Fees	\$ 140,000
State Shared Revenue	\$ 652,000
Cable Franchise and Fiber Footage Fees	\$ 104,500
Interest and Rentals	\$ 10,960
Other Revenue	\$ 106,515
Total Revenue and Other Sources	\$ 1,277,475

POLICE FUND REVENUES

Taxes	\$ 1,483,156
Fines & Court Fees	\$ 30,000
Other Revenue	\$ 85,750
Total Revenue and Other Sources	\$ 1,598,906

FIRE/MEDICAL RESCUE FUND REVENUES

Taxes	\$ 634,062
Contribution from General	\$ 25,000
Other Revenue	\$ 66,150
Total Revenue and Other Sources	\$ 725,212

DDA FUND REVENUES

Taxes	\$	0
Other Revenues	\$	<u>0</u>
Total Revenue and Other Sources	\$	0

STATE NARC FUND

Forfeitures	\$	58,000
Other Revenues	\$	<u>0</u>
Total Revenue and Other Sources	\$	58,000

FEDERAL NARC FUND

Forfeitures	\$	100,000
Other Revenues	\$	<u>0</u>
Total Revenue and Other Sources	\$	100,000

BUILDING DEPARTMENT FUND

Building Permit Fees	\$	37,870
Inspection Fees	\$	45,730
Building Plan Review Fees	\$	6,960
Other Revenue	\$	<u>2,500</u>
Total Revenue and Other Sources	\$	93,060

BUILDING AUTHORITY DEBT FUND

Funds Transfer for Bond Payment	\$	254,087
Other Revenue	\$	<u>0</u>
Total Revenue and Other Sources	\$	254,087

PSB FUND

Taxes	\$	265,135
Contribution Other Funds	\$	134,968
Other Revenue	\$	<u>0</u>
Total Revenue and Other Sources	\$	400,103

WWTP FUND

Usage Fees	\$	1,365,000
Interest	\$	1,500
Other Revenue	\$	<u>1,855</u>
Total Revenue and Other Sources	\$	1,368,355

SEVEN MILE SEWER FUND

SAD Interest	\$	7,950
Interest	\$	150
Other Revenue	\$	<u>0</u>
Total Revenue and Other Sources	\$	8,100

DONATION FUND

Donation – Dog Park	\$	<u>500</u>
Total Revenue and Other Sources	\$	500

N.T SEWER FUND

SAD Interest	\$	27,897
Interest	\$	750
Other Revenue	\$	<u>0</u>
Total Revenue and Other Sources	\$	28,647

Section 6: Transfers In (Out) Between Funds

Transfers In:

General Fund	\$.00
Building Department Fund	\$.00
Law Enforcement Fund	\$.00
Narcotics Fund	\$.00
Fire/Medical Rescue Fund	\$.00
Fire Truck Bond Millage Fund	\$.00
Wastewater Treatment Fund	\$.00
Sewer District #3 Fund	\$.00
Sewer District #5 SAD Fund	\$.00
North Territorial Sewer SAD Fund	\$.00
Public Safety Building Debt Fund	\$.00
Building Authority Debt Fund	\$.00
Downtown Development Authority Fund	\$.00
Contingency Fund	\$.00
Roadwork Fund	\$.00
Capital Improvement Fund	\$.00
Total Transfers In	\$.00

Transfers Out:

General Fund	\$.00
Building Department Fund	\$.00
Law Enforcement Fund	\$.00
Narcotics Fund	\$.00
Fire/Medical Rescue Fund	\$.00
Fire Truck Bond Millage Fund	\$.00
Wastewater Treatment Fund	\$.00
Sewer District #3 Fund	\$.00
Sewer District #5 SAD Fund	\$.00
North Territorial Sewer SAD Fund	\$.00
Public Safety Building Debt Fund	\$.00
Building Authority Debt Fund	\$.00
Downtown Development Authority Fund	\$.00
Total Transfers Out	\$.00

Section 7: Estimated Expenditures

Estimated expenditures for fiscal year 2016 – 2017 for various township funds as follows:

GENERAL FUND EXPENDITURES

101	TOWNSHIP BOARD	\$	40,765
171	SUPERVISOR	\$	14,877
172	TOWNSHIP MANAGER	\$	147,019
191	ELECTIONS	\$	21,600
215	CLERK	\$	70,947
247	BOARD OF REVIEW	\$	19,153
253	TREASURER	\$	89,053
257	ASSESSING	\$	108,018
265	HALL AND GROUNDS	\$	132,503
270	LEGAL/PROFESSIONAL	\$	67,200
336	CONTRIBUTIONS	\$	27,500
412	PLANNING/ZONING	\$	126,719
448	STREET LIGHTS	\$	35,520
449	ROADWORK	\$	146,000
523	SOLID WASTE MANAGEMENT	\$	2,000
666	SENIOR CENTER	\$	119,335
753	RECREATION	\$	10,000
850	TOWNSHIP CONTINGENCY	\$	5,000
900	CAPITAL OUTLAY	\$	8,500
905	DEBT SERVICE	\$	84,696
Total General Fund Expenditures		\$	1,276,405

207	POLICE FUND	\$	1,577,902
216	FIRE/MEDICAL RESCUE FUND	\$	724,955
230	DONATION FUND	\$	500
248	DDA FUND	\$	31,000
265	STATE NARC FUND	\$	56,000
266	FEDERAL NARC FUND	\$	269,000
287	BUILDING DEPARTMENT FUND	\$	126,079
369	BLDG AUTHORITY DEBT FUND	\$	254,087
370	PSB FUND	\$	400,103
571	WWTP FUND	\$	1,288,575
815	SEVEN MILE SEWER FUND	\$	24,672
890	N.T. SEWER FUND	\$	81,267

Section 8: Adoption of Budget by Reference

The various fund budgets of Northfield Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5, 6 and 7 of this resolution.

Section 9: Adoption of Budgets by Activities

The Board of Trustees of Northfield Township adopts the 2016 – 2017 fiscal year funds by activity. Township officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized for each activity, and may make transfers among the various line items contained in the activities appropriation, according to the policy set forth in section 11.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Transfer Authority

The Chief Administrative Officer (Township Manager) shall have the authority to make transfers among the various line items within a department budget without prior board approval, if the amount to be transferred does not exceed the appropriation items from which the transfer is to be made. As a general practice, Department Heads shall recommend transfers within various line items to the Township Manager for approval, so long as the activity budgets are not negative. Budget amendments, as required by law, will be made when activities are negative and or additional appropriations must be approved for expenditures to be made. Additional appropriations would be made when new revenue is available or to deplete fund balance. Such budget amendments, unless authorized by the board in the form of a motion to approve an expenditure, shall be made prior to said expenditure. Otherwise, budget amendments shall be done at least twice annually.

Department heads shall submit to the manager a transfer request when line items within activities are negative. Such transfers shall be permitted under the following limits:

Public Safety Director	\$4,000
Manager	\$5,000
Waste Water Treatment Plant	\$4,000
Senior Center Director	\$1,000
Clerk	\$1,000
Treasurer	\$1,000

Transfers shall not be permitted in salary and personnel line items from expenditure accounts 701 to 725. Such transfers shall be done by budget amendments or prior authorization by the board in the form of a motion to approve an expenditure.

When budget amendments are made, the Board shall be notified on the details. Under no circumstances may the total fund budget be changed without prior board approval. The Township board reserves the right to alter the transfer policy at any time.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the Board at the end of each month, a report of financial operations, including, but not limited to:

- a. a summary statement of actual financial condition of the funds at the end of the previous month (balance sheet);
- b. a summary statement showing the receipts and expenditures for the previous month and for the current fiscal year to the end of the previous month (revenue/expenditure report).

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriations and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Fiscal Officer of the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Fiscal Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year.

Section 15: Violation of the Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in PA 621 (1978) and the Northfield Township personnel manual.

Section 16: Board Adoption

Motion made by _____, supported by _____, to adopt the foregoing resolution as submitted.

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED JUNE 14, 2016.

Marilyn Handloser-Engstrom
Northfield Township Supervisor

Dated: June 14, 2016

PROPOSED 2016 MILLAGE RATES
RESOLUTION NO. 16-16-543

At a regular meeting of the Northfield Township Board of Trustees held at the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, on the 14th day of June 2016 at 7:00 o'clock p.m.

PRESENT:

ABSENT:

The following preamble and resolution was offered by member _____ and supported by member _____.

WHEREAS, Truth in Taxation, Public Act 5 of 1982 required publication of a notice to hold a public hearing to allow the Northfield Township Board of Trustees to approve additional millage not subject to rollback; and,

WHEREAS, based on 2016 assessed valuation as submitted by the Northfield Township assessor and reviewed by the County Board of Commissioners, established at \$331,379,693 the general allocation and voter-authorized millage rate is subject to Truth in Taxation rollback as well as Headlee rollback; and,

WHEREAS, it is within the complete authority of the Northfield Township Board of Trustees to establish the number of mills to be levied from within its authorized millage rate; and,

WHEREAS, the following millages are authorized by the electorate and allocated by the county:

General Operating	1.160 mills	
Fire/Medical Services	1.924 mills	2014 – 2016 inclusive
Police Protection	4.500 mills	2016 – 2020 inclusive
Building Bond	As required to make bond payment	

THEREFORE, BE IT RESOLVED that the maximum allowable millage levies for 2016 are as follows:

General Operating	.7952 mills
Fire/Medical Services	1.9134 mills
Police Protection	4.4757 mills
Building Bond	.8001 mills

ROLL CALL VOTE:

AYE:

NAY:

Resolution declared adopted:

Marilyn Handloser-Engstrom
Northfield Township Supervisor

DATE: June __, 2016

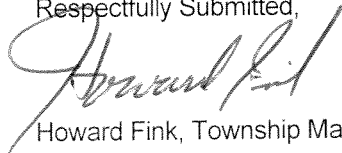
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 6/9/2016
Re: Civic Event Application – Celebrate Whitmore Lake

Dear Township Board,

The Civic Event Application for the Whitmore Lake Public School's carnival "Celebrate Whitmore Lake!" is on the agenda. The school has already been in contact with Chief Wagner regarding set-up and regulations. I am recommending approval for this application.

Respectfully Submitted,



Howard Fink, Township Manager



Civic Event Application Northfield Township

8350 Main Street
Whitmore Lake, Michigan 48189
(734) 449-2880

OFFICE USE ONLY
<u>6/3/16</u> Date Received
_____ By

FEE - \$100.00
<u>waived</u> Date Received
<u>waived</u> By

**** APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW ****

Application Date: _____ Name of Organization: Whitmore Lake Public Schools Name of Applicant: Tom DeKeyser

Street Address: 8845 Main St. City: Whitmore Lake State: MI Zip: 48189

Cell Phone: 734-645-2901 Home Phone: _____ Work Phone: 734-449-4461 x5000 Fax: 734-449-5336

Email Address (optional): tom.dekeyser@wlps.net

Event Title: Celebrate Whitmore Lake!
Event Location: 8845 Main St.

EVENT DAYS / TIMES (Please stipulate the following information for each date of event)

DATE	Day of Week	Beginning Time	Ending Time
<u>6/30</u>	<u>Thur</u>	<u>4 p.m.</u>	<u>11 p.m.</u>
<u>7/1</u>	<u>Fri</u>	<u>2 p.m.</u>	<u>11 p.m.</u>
<u>7/2</u>	<u>Sat</u>	<u>Noon</u>	<u>11 p.m.</u>
<u>7/3</u>	<u>Sun</u>	<u>1 p.m.</u>	<u>11 p.m.</u>
<u>7/4</u>	<u>Mon</u>	<u>11 a.m.</u>	<u>11 p.m.</u>
Set up Time: Day	Tear down Time Day*	Rain Date (if applicable)	
<u>6/27 a.m.</u>	<u>7/5: 7/6 a.m.</u>	<u>N/A</u>	

RECEIVED

JUN 03 2016

NORTHFIELD TOWNSHIP

* Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the teardown of all materials with their on-site vendors, sponsors, etc. is complete by the teardown time given above.

ORGANIZATION / APPLICANT INFORMATION

Applications for Civic Events in Northfield Township shall NOT be approved for applicants in default to the Township. Therefore, each Application for Civic Events shall be routed to the Township Treasurer for a determination of any defaults to the Township. In the event a default to the Township exists, the Application shall be disapproved by the Treasury Department, with the nature of the default described as the reason of the disapproval.

TAX IDENTIFICATION NUMBER: 38-6004080

BRIEF DESCRIPTION OF ORGANIZATION'S PURPOSE AND/OR FUNCTION:

Pioneer exceptional, personalized education in partnership with student, parents and community.

IS THE ORGANIZATION NON-PROFIT? YES NO
If yes, attach a copy of the organizations Sales Tax Exempt Certificate.

DOES YOUR GROUP PRESENTLY HAVE LIABILITY INSURANCE? YES NO

GENERAL LIABILITY INSURANCE IS REQUIRED NAMING NORTHFIELD TOWNSHIP AS ADDITIONAL INSURED. IF FOOD IS BEING SERVED, PRODUCT LIABILITY MUST BE INCLUDED. LIMITS OF LIABILITY SHOULD BE NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE.

PLEASE GIVE A DESCRIPTION OF THE PROPOSED CIVIC EVENT. (Attach additional pages if necessary)

A carnival that is family friendly to compliment the 4th of July festivities in Whitmore Lakes.

ANNUAL EVENT: Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): Weekend around 4th of July

Or Next year's specific date(s): _____

PROCEEDS OF THIS EVENT WILL BE USED FOR:

Whitmore Lake Public Schools

IF THE PROPOSED CIVIC EVENT IS A PARADE OR RUN/WALK EVENT, PLEASE LIST THE POINT OF ORIGIN, PATH, TERMINATION POINT, NUMBER OF ENTRIES AND TRAFFIC CONTROL PLAN AS NECESSARY. (Use attached map to clarify the route)(FEE IS WAIVED FOR 4TH OF JULY PARADE AND HOMECOMING PARADE)

N/A

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE?

YES

NO

IF YES, WHAT KIND AND HOW MUCH?

Armbands - daily \$22.00

Single tickets: \$1.25 ; 20 tickets: \$20.00

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND?

YES

NO

IF YES, COMPLETELY FILL OUT THE ATTACHED VENDOR CONTACT INFORMATION SHEET(S).

WHAT IS THE FEE CHARGED FOR EACH VENDOR? 15% total gross ride receipts

DO YOU PLAN TO CONTRIBUTE REVENUES RECEIVED FROM THIS EVENT TO LOCAL ORGANIZATIONS AND/OR COMMUNITY GROUPS?

YES

NO

IF YES, TO WHOM AND HOW MUCH?

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT? 200 daily

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES? YES NO

NUMBER OF VOLUNTEERS / STAFF? 75

HOW WILL THIS EVENT BENEFIT THE RESIDENTS AND/OR IMPROVE THE QUALITY OF LIFE IN NORTHFIELD TOWNSHIP?

Draw more people in to enjoy 4th of July in Whitmore Lake --- one of it's best moments to highlight what makes the town special. Also provides additional family-friendly fun for residents.

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

N/A

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

N/A

TOWNSHIP FACILITIES REQUESTED (Please Be as Accurate as Possible)

N/A

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES YES NO

IF SO, WHAT LOCATION IS PLANNED? Jennings athletic complex as needed.

WHAT IS YOUR PLAN FOR TRANSPORTATION FROM THE PARKING AREA TO THE EVENT LOCATION?

It is within walking distance.

SIGNAGE REQUESTED (Detail sign locations on the attached map and provide sign renderings)

Number of Signs 100

Types of Signs Yield signs

Locations of Signs see attached map

Date Signs Posted Week of 6/13

Date Signs Removed 7/6

PLEASE ATTACH LIST OF EQUIPMENT; STAGE, TENTS, VEHICLES, ETC., THAT YOU PROPOSE TO USE IN THE EVENT OR BRING ONTO TOWNSHIP PROPERTY, STREETS OR PARK AREAS - (ALL SUBJECT TO APPROVAL).

STREET CLOSURE

ARE YOU REQUESTING A STREET CLOSURE FOR YOUR EVENT? YES NO
If yes, detail the street(s) you would like closed, and the location of the closure(s) on the attached map.

ALCOHOL

DO YOU WANT TO SELL AND/OR SERVE ALCOHOL? YES NO

IF YES, PLEASE SEE THE ATTACHED SHEET TITLED "ALCOHOL" AND FILL IN THE QUESTIONS COMPLETELY AND IN DETAIL.

SECURITY

If the event requires the overnight setup or storage of goods, equipment, etc. security is the responsibility of the event applicant.

IF YOUR EVENT REQUIRES OVERNIGHT SECURITY, PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR SECURITY PLAN:

ON SITE REPRESENTATIVES NAMES AND CONTACT NUMBERS:

<u>Name</u>	<u>Contact number</u>
<u>MaH McDonagh</u>	<u>989-239-5703</u>
<u>Kerry McDonagh</u>	<u>989-397-7237</u>
<u>Haley McCormack</u>	<u>615-986-8946</u>

Owner(s) Affidavit*

I, WLPS, have authorized Tom DeKeyer as My
(company or organization owner) (Civic Event Applicant)

Representative for the purpose of obtaining a Civic Event permit(s) from Northfield Township

for my organization located at 8845 Main St. Whitmore Lake, MT 48189
(company or organization address)

Tom DeKeyer
Owners Signature

5/26/16
Date

INDEMNIFICATION AGREEMENT

The WLPS agree(s) to defend, indemnify, and hold harmless the Township of
(business/organization)

Northfield, Michigan, and its agents, officials and employees from any claim, demand, suit, loss, cost of expense, or any damage that may be asserted, claimed or recovered against or from the WLPS (business/organization) and/or the Township of Northfield, by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of Northfield Township or by third parties, or by the agents, servants, employees or factors of any of them.

Signature T. DeK Date 5/26/16

Witness Marcus Date 5/26/16

ALCOHOL

N/A

PLEASE GIVE A BRIEF DESCRIPTION OF THE TYPE OF ALCOHOL TO BE SOLD / SERVED

WHO WILL BE THE ALOCHOL LICENSE HOLDER?

ON THE ATTACHED MAP, DETAIL THE LOCATIONS WHERE ALOCHOL WILL BE SOLD / SERVED.

DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN

**** IF ALCOHOL SALES OR SERVICE IS APPROVED BY THE TOWNSHIP BOARD AS PART OF THIS EVENT, THE APPLICANT MUST ALSO RECEIVE APPROVAL FROM THE LIQUOR CONTROL COMMISSION**

**** IF ALCOHOL SALES OR SERVICE IS APPROVED, EVENT INSURANCE MUST INCLUDE AN ADDITIONAL INDEMNIFICATION FOR ALOCHOL**

ADDITIONAL CIVIC EVENT REQUIREMENTS

- Inspection by Northfield Township Fire and Police Departments is required prior to start of event.
- Any temporary electrical supply provided during a civic event shall be subject to Northfield Township inspection and approval
- A site map shall be provided for all civic events, as required by Northfield Township Public Safety Officials
- No pets are permitted downtown during civic events, unless approved as part of the event.
- No open flame cookers or heaters are permitted without prior approval from the Northfield Township Fire Department.
- Any additional restroom facilities deemed necessary by Northfield Township for this event are to be supplied by the event organizer
- Event organizer staff / volunteers / vendors are responsible for trash control and cleanup.
- Depending upon the type of event, organizer may be required to provide security.
- If radio communications are utilized during civic event, event organizer shall ensure Northfield public safety officials have access to radio or frequencies.
- Event organizer is responsible for arranging for EMS (Ambulance) at the event.
- If privately-owned property is to be utilized by the event organizer as part of any civic event for parking, staging, or similar uses, the event organizer shall be responsible for ensuring there exists all necessary land usage agreements with the private property owner(s), which shall be reviewed and approved by Northfield Township, to ensure adequate ingress, egress, police and fire protection, insurance, etc.

Accepted and agreed to:

EVENT ORGANIZER



By:

Its: *Superintendent of WLPS*

Dated: 5/26, 2016

**NORTHFIELD TOWNSHIP
APPROVALS/RECOMMENDATIONS/COMMENTS**

Celebrate Whitmore Lake

Event Title

Police Dept: _____ Date: _____

Comments: _____

Fire Dept: _____ Date: _____

Comments: _____

Other, if necessary: _____ Date: _____

Comments: _____

Clerk: _____ Date: _____

Comments: _____

BOARD OF TRUSTEES ACTION: _____ Date: _____

CERTIFICATE OF INSURANCE

Producer
SET SEG
 415 W. Kalamazoo Street
 Lansing, MI 48933

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

Insured
Whitmore Lake Public Schools
 8845 Main Street
 Whitmore Lake, MI 48189-9597

A MASB-SEG Property/Casualty Pool, Inc.


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

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Incidental Medical Malpractice Coverage <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-00087-201507	7/1/15	7/1/17	BI & PD COMBINED OCCURRENCE	\$1,000,000
					BI & PD COMBINED AGGREGATE	N/A
					PERSONAL INJURY OCCURRENCE	\$1,000,000
					PERSONAL INJURY AGGREGATE	N/A

DESCRIPTION Northfield Township is hereby added as an additional insured for liability, but only as respects the activities performed by or on behalf of the named Insured for the districts' participation in the carnival June 30-July 4, 2016.

CERTIFICATE HOLDER
 Northfield Township
 8350 Main Street
 Whitmore Lake, MI 48189

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

 Karen Carr
 PROPERTY/CASUALTY DEPARTMENT

Date May 13, 2016

Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: TYPE OF PURCHASE

A. One-Time Purchase
Order or Invoice Number: _____

C. Blanket Certificate
Expiration Date (maximum of four years): _____

B. Blanket Certificate. Recurring Business Relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased.
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. For Lease. Enter Use Tax Registration Number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____

The following exemptions DO NOT require the purchaser to provide a number:

3. Agricultural Production. Enter percentage: _____%
4. Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
5. Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)*).
6. For Resale at Wholesale.
7. Industrial Processing. Enter percentage: _____%
8. Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).
9. Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
10. Rolling Stock purchased by an Interstate Motor Carrier.
11. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name Whitmore Lake Public Schools		Type of Business (see codes on page 2) 14
Business Address 8845 Main Street		City, State, ZIP Code Whitmore Lake, MI 48189
Business Telephone Number (include area code) (734) 839-6301		Name (Print or Type) Denise Kerrigan
Signature and Title <i>Denise Kerrigan</i>		Date Signed

Director of Business Operations

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank.
Whitmore Lake Public Schools

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Other (see instructions) ▶ **Nonprofit corporation exempt under IRS Code Section 501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
8845 Main St.

6 City, state, and ZIP code
Whitmore Lake, MI 48189

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

3	8	-	6	0	0	4	0	8	0
---	---	---	---	---	---	---	---	---	---

Part II Certification

- Under penalties of perjury, I certify that:
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 - I am a U.S. citizen or other U.S. person (defined below); and
 - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

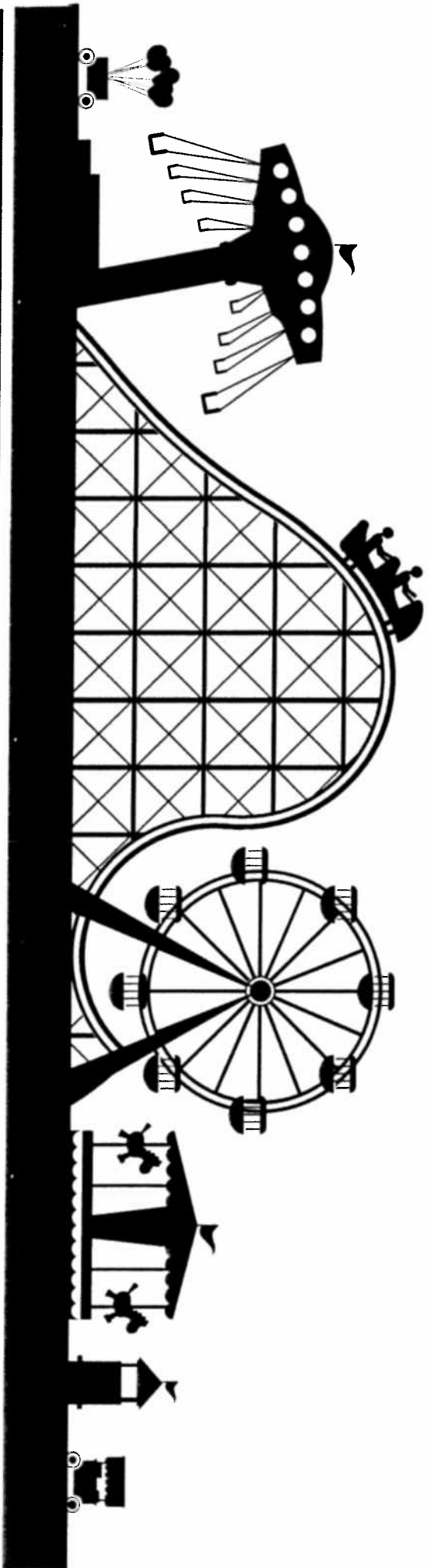
- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 - Certify that you are not subject to backup withholding, or
 - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



CELEBRATE

WASHINGTON MORE LAKE!



JUNE 30th - JULY 4th



Help Sheet And Tips To Expedite The Civic Events Process

To help you be prepared for approvals of your event, please follow these steps to ensure a smooth process:

Your main points of contact after you pick up the application from the Township Office are our Public Safety officials. Our Public Safety Director, William Wagner, will assist you with items necessary for safety compliance as it relates to Fire Department items. Lieutenant Tim Greene will assist you with items necessary for safety compliance issues as it relates to Police Department operational matters.

For any street closures, parking easements for ingress and egress, traffic or crowd control items, our Public Safety officials will provide you with the guidance necessary to ensure a safe event. Road closures need Washtenaw County Road Commission approval, and contacting them is the responsibility of the event promoter.

Please follow the guidelines in the event policy, include maps, drawings, and as much detail as you can to help facilitate the process. The more complete the application, the smoother and faster the process goes. Completed applications should be turned in to our Township Manager, Howard Fink. Contact names and numbers are below for your convenience and reference. Thank you for bringing an event to our community and we are here to help you provide a safe event.

William Wagner Public Safety Director/Fire Chief Northfield Township	734-449-2385	wagnerw@twp.northfield.mi.us
Timothy Greene Lieutenant Northfield Township Police Department	734-449-9911	greenet@twp.northfield.mi.us
Howard Fink Northfield Township Manager	734-449-2880 ext. 12	finkh@twp.northfield.mi.us
Washtenaw County Road Commission Matt MacDonnell http://www.wcroads.org/Permits/Procedures/Sec7	734-761-1500 ext. 688	macdonnellm@wcroads.org

Equipment List

ID#	MAKE	MODEL
0451	FRIEGHTLINER	TRACTOR
0018	FREIGHTLINER	TRACTOR
9964	FREIGHTLINER	TRACTOR
0234	FREIGHTLINER	TRACTOR
0650	INTERNATIONAL	REEFER
0424	FREIGHTLINER	TRACTOR
,0735	PETERBILT	TRACTOR
,0707	PETERBILT	TRACTOR
HEAVY DUTY TRUCK		
9889	FORD	
9767	INTERNATIONAL	
9958	INTERNATIONAL	
9747	NISSAN	VAN
9008	GMC	TOP PICK
0331	GMC	C4500
0527	CHEVY DIESEL	C5500
1552	DODGE	
1065	CHEVY/MATT'S OLD	SILVERADO
0419	CHEVY	EXPRESS VAN
0148	FORD	F350
1140	CHEVY/4DOOR	

1491	CHEVY /2DOOR	SILVERADO
KIDDIE RIDES		
,0802	HAMPTON	TRAILER
,0902	FREDERIKSEN	TRAILER
9545	WISDOM	TRAILER
9928	ZAMPERLA	TRAILER
9777	WISDOM	TRAILER
8767	WISDOM	TRAILER
9967	ZAMPERLA	TRAILER
9100	RABEL	TRAILER
8109	HARDIN	TRAILER
,0167	MAJESTIC	TRAILER
9696	BARRELL	TRAILER
1503	SHOWTIME	13FMGR
9408	FUNNI-FRITE	TRAILER
,0173	OWENS	TRAILER
8517	VENTURE	CENTER
,0000	HAMPTON	TRAILER
	ZAMPERLA	TRAILER
1369	FAUME	TRAILER
MEJOR RIDES		
9181	WISDOM	TRAILER

7090	HDM	TRAILER
7091	HDM	TRAILER
1302	OTTERBACHER	TRAILER
,0396	LRSN	TRAILER
9707	WISDOM	TRAILER
9801	CWPC	TRAILER
9903	ASPT	TRAILER
7005	HELWOOD	TRAILER
9095	CHANCE RIDES INC.	TRAILER
9897	WILROY	TRAILER
GAMES		
0474	GAUTIER	TRAILER
		TRAILER
0938	VERTICAL	TRAILER
TRAILERS		
0185	KENTUCKY	TRAILER
9520	GREAT DANE	TRAILER
8911	OTTERBACHER	TRAILER
,0094	CALUMET	TRAILER
9897	WILROY	TRAILER

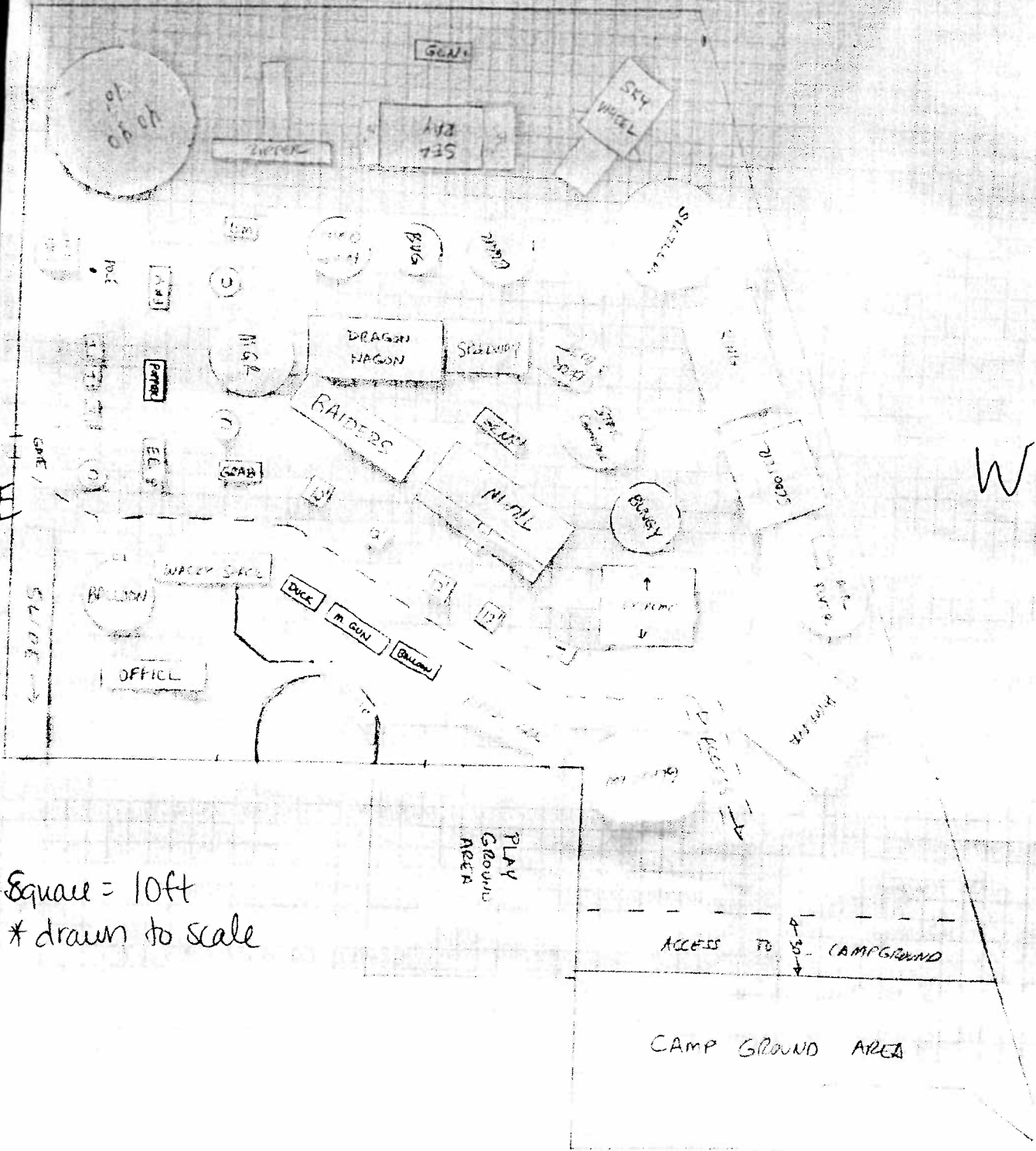
,0108	VACATIONAIRE	TRLR COACH
9701	OTTERBACHER	TRAILER
,0153	VACATIONAIRE	TRLR COACH
,0507	HITCH HIKER	TRAILER
9904	GREAT DANE	TRAILER
,0630	OTTERBACHER	TRAILER
9037	LEONARD	TRAILER
,0279	GLOBE	TRAILER
,0213	UNI GLIDE	TRAILER
1551	TRAVEL BY DESING	TRAILER
,0629	OTTERBACHER	TRAILER
,0148	UNI GLIDE	TRAILER
1364	AMERICAN HAUL	TRAILER
9401	FRUEHAUF	TRAILER
1360	TRAVEL BY DESING	TRAILER
1485	TRAVEL BY DESING	TRAILER
1525	CHESTER	TRAILER
1524	CHESTER	TRAILER
,0098	CATERPILLAR	GENERATOR
8892	ALLOY	TRAILER
9839	SHOWTIME	TRAILER
1650	TRAVEL BY DESING	TRAILER

9091	EMPIRE	RV
9653	VACATIONAIRE	RV
PERSONAL VEHICLES		
1589	CHEVYMATT'S NEW	SILVERADO LTZ
1566	MOBILE SUITE	RV
1442	PALOMINO	RV
1464	VOLKSWAGEN	GTI
9924	YAMAHA	KASEA
1183	KAWASAKI	X85
,0576	YAMAHA	
1282	CADILLA	CTS
1459	LAND ROVER	RR EVOQUE
	CADILLAC	ESCALADE
SOLD	VEHICLES	
6593	MANCHESTER	TRAILER
8455	SCRAMBLER	TRAILER
,0317	EXPO	TRAILER
1191	CHEVY	TAHOE K1500
	TRAVEL BY DESING	TRAILER

S

W

N



* Square = 10ft
 * drawn to scale

Mary Bird

From: Smalley, Erik (MDOT) <SmalleyE@michigan.gov>
Sent: Wednesday, May 25, 2016 2:24 PM
To: BirdM@twp.northfield.mi.us
Cc: Randall.Wilson@ohm-advisors.com; Andrew Sherwood; Hammad, Mohammad (MDOT)
Subject: Fee Waiver for 2 temporary signals for Job 123268.

Mary-

As you are aware of the project for 2 locations for temporary signals for this job, please consider this as a request to waive any fees associated with establishing addresses for these signals. The signals will be temporary for construction purposes and will be removed at the end of the construction.

Thank you,

Erik M. Smalley, P.E.
Engineer Manager, Traffic Signal Design
Operations Field Services Division
Traffic Signals Section - MDOT
6333 Lansing Road
Lansing, MI 48917
Office Phone: (517) 636-6108
Cell Phone: (517) 881-0187

NORTHFIELD TOWNSHIP
ADDRESS APPLICATION
8350 Main Street, Whitmore Lake, MI 48189
Office: 734 449-5000 Fax: 734 449-0123

RECEIVED

MAY 6 2016

NORTHFIELD TOWNSHIP
ASSESSOR'S OFFICE

Date Received: _____

Fee: \$40.00 Check/Cash
Name: CHM ADVISORS ON BEHALF OF MDOT
Mailing Address: 34000 Plymouth RD. QUONIA 48150
Telephone: 734 466-4442

Please Submit:

Proof of Ownership (Land Documents)

Legal Description of Property

Plot Plan

MDOT / LCRC PROPERTY

Tax Code Number:

#B-02-18-100-020 ^{T.D.M.} 5/11/16

Subdivision Name:

N/A

Lot Number:

N/A

Reason for Address Request:

MDOT TRAFFIC SIGNAL - METELED SERVICE

Address Assigned:

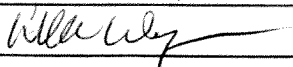
50 Six Mile

Approvals:

T.D.M.

Date / 5/11/16

Assessor



Date / 5-17-16

Fire Department

A N N.T.S.

Schwarz 85 87-50

UNQUAHAT BEHM A REV TRUST
B-02-18-190-001

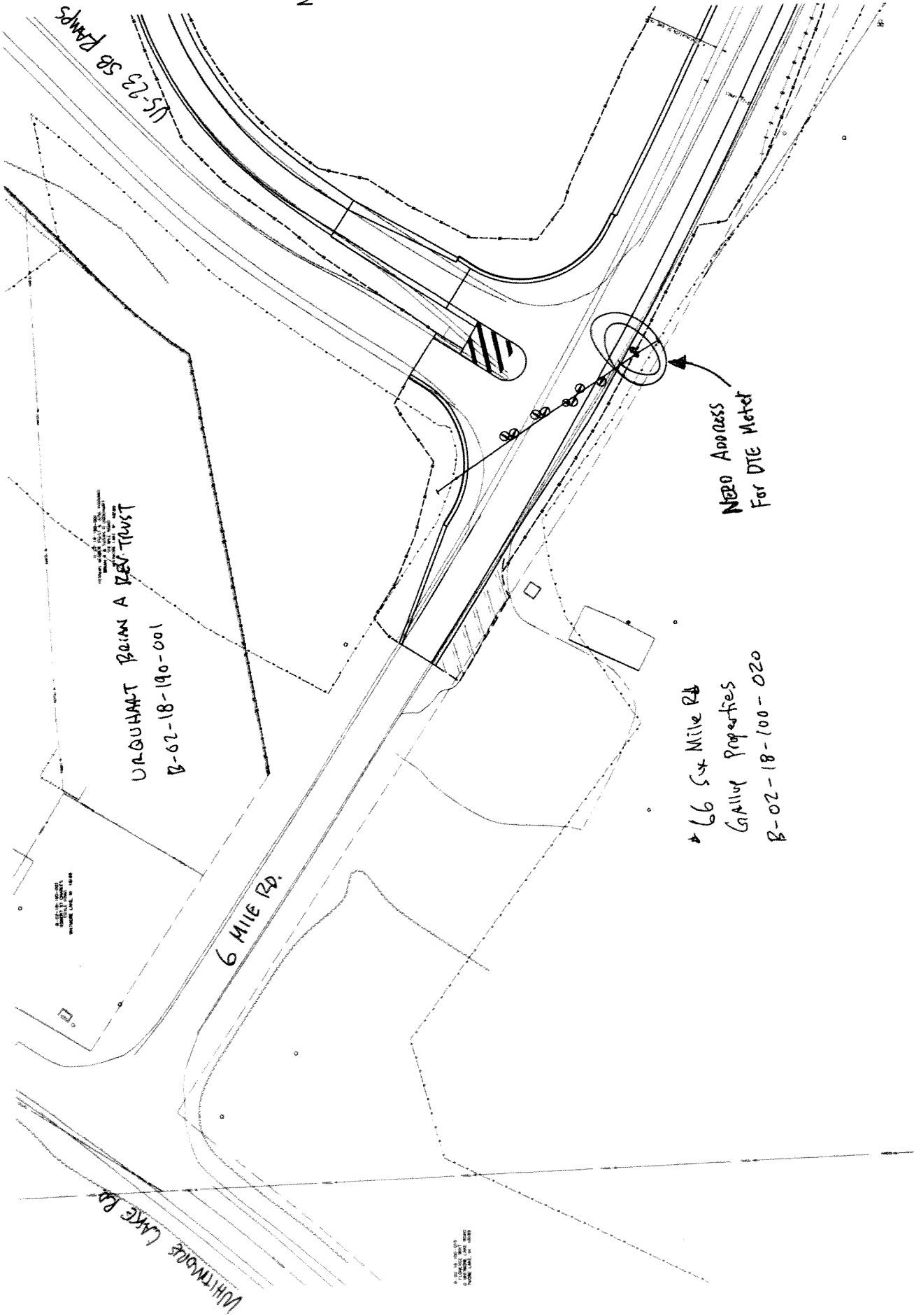
6 MILE RD.

WATKINS LARGE RD.

NEED ADDRESS
FOR DTE METER

66 5/4 Mile Rd
Gallor Properties
B-02-18-100-020

PLANNING & ENGINEERING
1000 W. 10TH ST. SUITE 100
SPOKANE, IDAHO 83402
PHONE: (208) 325-1111
FAX: (208) 325-1112



NORTHFIELD TOWNSHIP
ADDRESS APPLICATION
8350 Main Street, Whitmore Lake, MI 48189
Office: 734 449-5000 Fax: 734 449-0123

RECEIVED

MAY 6 2016

NORTHFIELD TOWNSHIP
ASSESSOR'S OFFICE

Date Received:

Fee: \$40.00 Check/Cash
Name: CHM ADVISORS ON BEHALF OF MDOT
Mailing Address: 34000 PLYMOUTH RD LIVONIA MI 48150
Telephone: 734-466-4442

Please Submit:

Proof of Ownership (Land Documents)

Legal Description of Property

Plot Plan

MDOT / LCRC PROPERTY

Tax Code Number:

B-02-20-200-007 T.D.M. 5/11/16

Subdivision Name:

N/A

Lot Number:

N/A

Reason for Address Request:

MDOT TRAFFIC SIGNAL - METERED SERVICE

Address Assigned:

421 E. North Territorial

Approvals:

<u>T.D.M.</u>	Date / <u>5/11/16</u>	Assessor
<u>Walter Wg</u>	Date / <u>5-17-16</u>	Fire Department

US-23 NB RAMP

5 Mile Rd (Relocated)

Meyers, Chom CVT
B-02-20-200-007

#500 E. North Territorial
Meyers Inc.

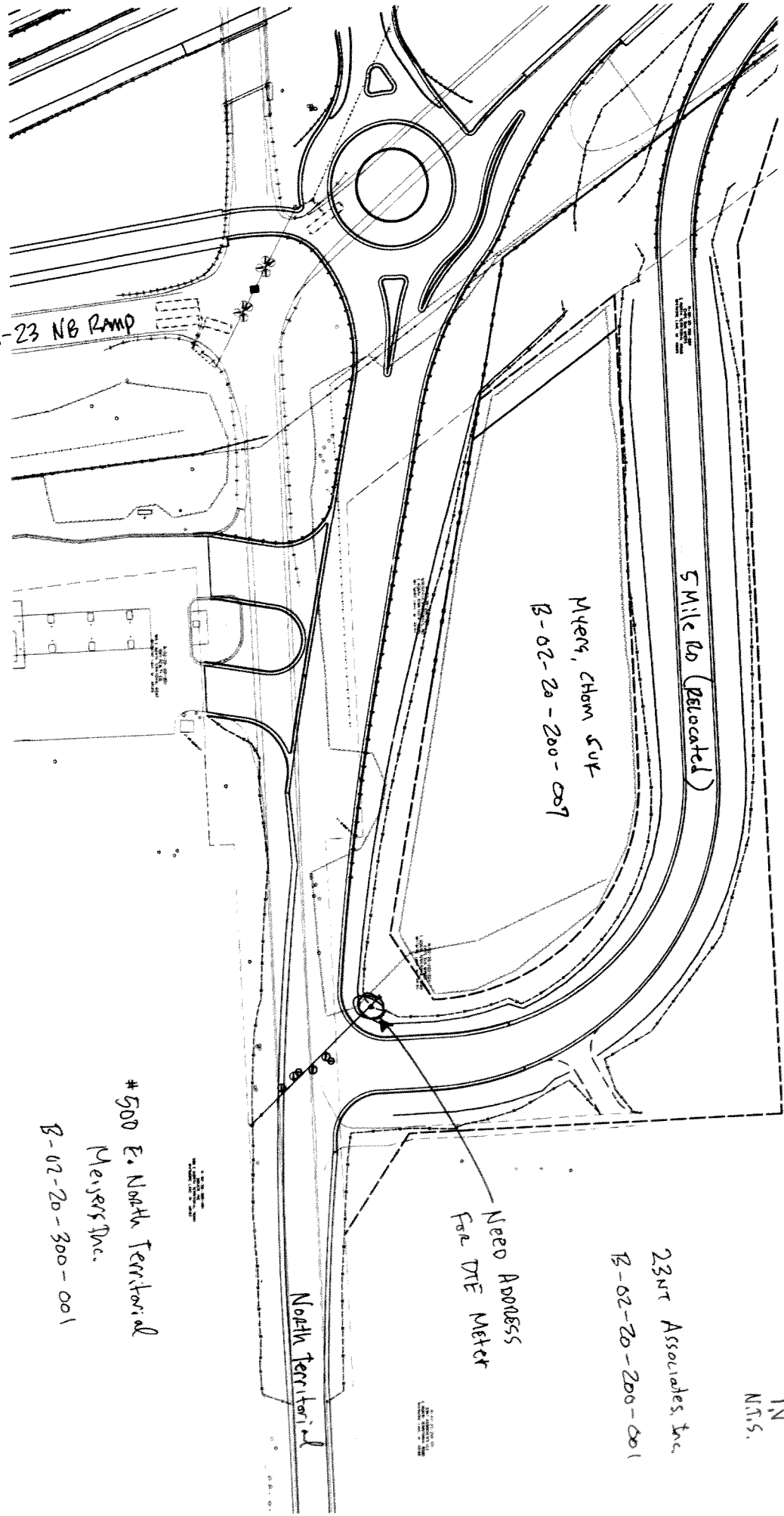
B-02-20-300-001

North Territorial

NEED ADDRESS
FOR DTE METER

23NT Associates, Inc.
B-02-20-200-001

N
N.T.S.



Memo

To: Northfield Township Board

From: Howard Fink

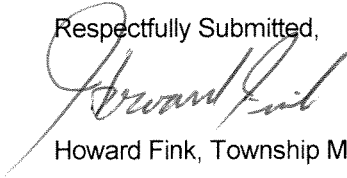
Date: 6/9/2016

Re: Roundabouts

Dear Township Board,

MDOT is asking if Northfield Township is interested in maintaining the landscaping that will be installed when they construct the roundabouts at North Territorial. They will install it, but apparently, the Township is responsible for the maintenance. Green Oak Township has already committed to the roundabout at 8 mile road. Does the Township Board wish to fund the maintenance at North Territorial? If so, this would be included in our landscaping contract that will be re-bid next year.

Respectfully Submitted,



Howard Fink, Township Manager

Memo

To: Northfield Township Board

From: Howard Fink

Date: 6/9/2016

Re: Fees

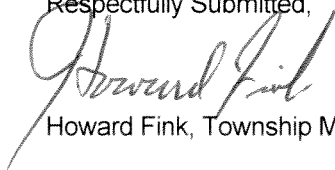
Dear Township Board,

As a policy, every year at budget time, the board should review their fees and associated revenue. Attached is the Townships fees in a single document for your review. I am recommending the following changes in fees.

- Increasing the fees for building plan review from \$50 per hour to \$60 per hour.
- Increase solicitation permit application fee from \$5 to \$25.
- Have a separate zoning compliance fee for new commercial construction or any additions at \$200
- Set tax abatement application fees at \$500 plus any legal expenses.
- Increase Land Division / Combinations from \$250 to \$400 to offset the costs that McKenna Charges for this service.

All other fees are remaining the same.

Respectfully Submitted,



Howard Fink, Township Manager

NORTHFIELD TOWNSHIP FEE SCHEDULE

ADOPTED _____

NORTHFIELD TOWNSHIP DEPARTMENT OF BUILDING SAFETY FEES

Minimum construction value shall be established by applying 70% of the most recent ICC Building Valuation Data, (BVD) square foot construction cost tables.

PROJECT TYPE	NF TWP FEES	NOTES/FEE ADDITIONS
PLAN REVIEW FEE		
New Residential, per unit (Single family, duplex, and townhouse)	\$60/hr.	
Minor Plan Reviews or Revisions	\$25	
Commercial Plans	\$132/hr.	\$60 Minimum
Note: Applicant is responsible for all plan review cost incurred by the Township even if the project is canceled.		

PERMITS FEES		
Building Permit Application Fee	\$25	Non-refundable
Construction Cost Fee	\$4/\$1000	Ex. \$10,000 remodel = \$40 Fee
For minor improvements not included in the International Code Council Building Valuation Data the following extra costs will be included in total construction value to calculate the <i>construction cost fee</i> .		
Basement Finishes	\$20/sf	
Concrete Flat Work	\$5/sf	
Porches w/ Roof	\$20/sf	
Porches/Decks without Roof	\$13/sf	Add \$2/sf for composite decking
Screened Porches/Gazebo's	\$20/sf	
R3 Accessory Structures w/o concrete floor	\$15/sf	Sheds, garages, pole barns
Mechanical, Electrical, Plumbing	\$25	
Change of Use Permit	\$125	Plus Plan Review & Inspection
Demolition Permit	\$75	Plus Inspection
Industrial/Commercial Annual Trade Permits	\$225	Plus Plan Review & Inspection
Barrier Free Ramps - Residential	No Charge	
Note: Building permits DO NOT cover the associated installation or changes to electrical, mechanical, or plumbing work. Separate trade permits are required.		

INSPECTION FEES		
Initial & Additional Inspections	\$50/ea.	30 Minute Inspection
Re-Inspections	\$45/ea.	
Special Inspections	\$100/ea.	After Hours/Weekends/Holidays
Code Compliance Inspection	\$50	
Code Compliance Inspection, Cert	\$75	With Certificate
Building Safety/Liquor Inspection	\$100	
Note: If an inspection takes longer than 30 minutes, an additional \$50 fee applies.		

PROJECT TYPE	NF TWP FEES	NOTES/FEE ADDITIONS
OTHER CHARGES		
Contractor (License) Registration Fees	\$15	Expires Each Calendar Year
Violation-Work without permits	\$45	
Posting of STOP WORK ORDER	\$45	
Special Inspection Reports	\$50/hr.	
Residential Certificate of Occupancy	\$25	Plus Inspection, if applicable
Residential Temporary C of O*	\$75	Plus Inspection, if applicable
Commercial Certificate of Occupancy	\$100	Plus Inspection, if applicable
Commercial Temporary C of O*	\$100	Plus Inspection, if applicable
Construction Board of Appeals	WC	Current Washtenaw County Fees

Note: C of O required for: Remodels, Additions, Renewals, & Replacements

*PERFORMANCE BONDS		
Residential Temporary C of O	\$500/item	
Commercial Temporary C of O	\$1000/min.	
Demolition Bond	\$5,000	
Structure Moving	\$5,000	
Sales/Construction Trailer	\$500	
Applicant Performance Bond**	TBD	Based on Value of Construction

** The Applicant Performance Bond is required for each permit issued to an applicant that has been notified and has failed to act in good faith to complete expired uncompleted permits within the Township.

Certificate of Occupancy Information:

A home is NOT to be occupied until a Certificate of Occupancy has been issued. In some cases, a Temporary Certificate of Occupancy can be issued for extenuating circumstances.

Refund of Fees: Prior to the permits expiration date, the applicant may submit for a refund of unused fees paid. The request must be in writing and all fees will be refunded except: the application fee and 25% of the permit fee plus \$50 for each inspection completed.

SOLICITATION PERMIT FEES

Application Fee	\$25
Background Check Fee	\$10
Daily Permit Fee	\$5 for the first 6 days, 1 dollar for each subsequent day
Monthly Permit Fee	\$25
Yearly Permit Fee	\$50

Note: Each Permit/Person requires 2 forms of picture ID (Driver's license/State ID, Employer ID, College ID, Military ID, etc.), copy of a vehicle registration, and copy of Sales Tax License (if applicable). Applicant will receive a copy of the Solicitation Ordinance.

PROJECT TYPE	NORTHFIELD TWP FEE (\$)	CWA FEE (\$)	OHM FEE (\$)	FIXED FEES (\$)	NOTES AND FEE ADDITIONS	RESUBMITTALS
SITE PLAN (NON-RESIDENTIAL)						
NEW DEVELOPMENT CONCEPT PLAN	no charge	350	500	850	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
NEW DEVELOPMENT SITE PLAN	750	400	800	1950	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN	no charge	350	800	1150	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
ADDITION/EXPANSION SITE PLAN	750	400	800	1200	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
SITE PLAN (RESIDENTIAL)						
NEW DEVELOPMENT CONCEPT PLAN	no charge	350	500	850	CWA plus \$25/acre; OHM plus \$50/acre	1/2 of original consultant fees
NEW DEVELOPMENT SITE PLAN	750	400	800	1950	CWA plus \$25/acre; OHM plus \$50/acre	1/2 of original consultant fees
NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN	no charge	350	500	850	CWA plus \$15/acre; OHM plus \$45/acre	1/2 of original consultant fees
ADDITION/EXPANSION SITE PLAN	750	400	800	1950	CWA plus \$15/acre; OHM plus \$45/acre	1/2 of original consultant fees
ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
PLANNED UNIT DEVELOPMENT						
PUD MINOR/MAJOR AMENDMENT	750	*	*	750	*TBD if required	1/2 of original consultant fees
PUD SITE PLAN	750	400	800	1950	CWA plus \$30/acre; OHM plus \$45/acre	1/2 of original consultant fees
PUD CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
DEVELOPMENT AGREEMENT	no charge	hourly if required	hourly if required	hourly if needed	plus legal review fees incurred	hourly if required
PLAT						
TENTATIVE PRELIMINARY PLAT	750	400	800	1950	CWA plus \$10/acre; OHM plus \$45/acre	1/2 of original consultant fees

FINAL PRELIMINARY PLAT	750	400	800	1950	CWA plus \$35/acre; OHM plus \$45/acre	1/2 of original consultant fees
FINAL PLAT	750	300	600	1650	CWA plus \$10/acre; OHM plus \$10/lot	1/2 of original consultant fees
PROJECT TYPE	NORTHFIELD TWP ADMIN FEE (\$)	CWA FEE (\$)	OHM FEE (\$)	FIXED FEES (\$)	NOTES AND FEE ADDITIONS	RESUBMITTALS
ZONING						
ZONING COMPLIANCE PERMIT (residential)	100	NA	NA	100		
ZONING COMPLIANCE PERMIT (commercial)	200	NA	NA	200	The extra 200 fee is for proposed new commercial construction or additions	
TRAILER AT JOBSITE	75	NA	NA	75	\$500 bond also required	
REZONING	750	400	hourly if required	1150	CWA plus \$15/acre	1/2 of original consultant fees
CONDITIONAL USE PERMIT AMENDMENT TO CONDO MASTER DEED	750	300	500	1550	OHM applies if use is changed plus legal review fees incurred	1/2 of original consultant fees hourly if required
LAND DIVISION/ COMBINATION	400	hourly if required	hourly if required	400	plus legal review fees incurred; includes up to 4 divisions; \$50 for each additional	hourly if required
VARIANCE - RESIDENTIAL VARIANCES (single unit - excludes subdivisions, site condo plans, apartment bulidings greater then 4 units and any commercial apartment complex)	295	250	hourly if required	545	\$50 increase for any previous violation (non conforming property cited)	1/2 of original consultant fees
VARIANCE - ALL OTHERS	495	250	hourly if required	745	\$100 increase for any previous violation (non conforming property cited)	1/2 of original consultant fees
MISCELLANEOUS						
CONDOMUNIUM DOCUMENT	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
DEVELOPMENT AGREEMENT	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
WETLANDS REVIEW	no charge	400	400	800	CWA plus \$25/acre; OHM plus \$25/acre	1/2 of original consultant fees
PRIVATE ROAD	500	400	800	1700	OHM plus \$50/parcel	1/2 of original consultant fees
MEETING WITH CONSULTANT (1 HOUR)	no charge	150	150	300		same as original consultant fees

SPECIAL BOARD MEETING	1000	125	hourly if required	1125		same as original consultant fees
PRE-APPLICATION MEETING	no charge	125	250	375		same as original consultant fees

CONSTRUCTION PLAN (DETAILED ENGINEERING) REVIEW CALCULATION

Estimated Construction Cost	Review Fee %
Up to \$500,000	2.0% (min. fee \$1,000)
\$500,001 - \$1,000,000	1.50%
\$1,000,001 - \$2,000,000	0.75%

not including building structures.

required, an additional fee of \$1000.00 to offset the Township's additional cost of public notices and affidavits of notice shall be

Tax Abatement Application Fees	
IDD Application Fee	\$500
IFT Application Fee	\$500

All legal costs incurred for a tax abatement application will be transferred to the applicant in addition to the above fees.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT FEE SCHEDULE ADOPTED IN 2000

SERVICE ITEM	FEE
Incident Reports	\$5.00
Supplement Reports	\$2.00
Photographs from Reports	\$5.00/Page
Bond Processing	\$10.00
Freedom of Information (Extensive)	\$16.50/Hour
In-Car Video Copy	\$35.00
Non-Criminal INKED Fingerprints	\$10.00
Non-Criminal DIGITAL Fingerprints	Prices Vary based on State Fee
Court Ordered Fingerprints	No Charge
Background Clearance Letter (Residents)	No Charge
PBT (Preliminary Breath Test)	\$10.00
Salavge Vehicle Inspection	\$100.00
Impound Vehicle Release Fee	\$40.00
Accident Cost Recovery	

VEHICLES
OFFICERS
RECONSTRUCTION

	30MIN	45MIN	60MIN	75MIN	90MIN	105MIN
	\$193.00	\$193.00	\$193.00	\$193.00	\$193.00	\$193.00
	\$25.00	\$38.00	\$50.00	\$63.00	\$75.00	\$88.00
	\$50.00	\$75.00	\$100.00	\$125.00	\$150.00	\$175.00

Adopted 2016

NORTHFIELD TOWNSHIP MICHIGAN

June 7, 2016

To: Northfield Board of Trustees
Marilyn Engstrom
Angela Westover
Kathy Braun
Wayne Dockett
Jackie Otto
Janet Chick

Re: Assessment Department Disposal of Obsolete Items

Dear Board of Trustees,

The Assessment Department is in the process of reorganizing files and clearing out old items that are broken, no longer needed or supplies are obsolete. We are requesting the Board of Trustees to allow the Assessor to discard any items that can no longer be of use. Thank you for your time and cooperation on this matter.

Sincerely,

Thomas D. Monchak /TMB

Thomas D. Monchak, MAAO

Memo

To: Northfield Township Board
From: Howard Fink
Date: 6/9/2016
Re: Van Curler Property

Dear Township Board,

In your packets, you will see a sample debt service schedule on an installment purchase contract. According to our financial advisors and bond council, there are two likely ways to finance the property. 1) A bond issue and 2) an installment purchase contract. A bond issue would be costly, and not necessary unless the board wishes to bond for future improvements now. I don't feel we are ready for such a step, and instead feel that just a financing of the purchase costs is appropriate. This would be best done through an installment purchase contract. Installment purchase contracts are quite similar to land contracts. There are costs associated with borrowing, both interest and fees associated with document preparation and legal / financial representation.

The board has set an 85% fund balance policy. By borrowing, you are able to spread the payments over time, and still have sufficient fund balance to improve the property. Borrowing also frees up dollars to be used in other areas of need. We are in a strong fiscal position, and thus am comfortable making this recommendation to borrow.

Respectfully Submitted,



Howard Fink, Township Manager

\$330,000
 TOWNSHIP OF NOTHFIELD
 COUNTY OF WASHTENAW, STATE OF MICHIGAN
 INSTALLMENT PURCHASE CONTRACT

SCHEDULE OF DEBT SERVICE REQUIREMENTS

On a Calendar Year Basis

Year	Principal Due April 1	Interest Rate	Interest Due April 1	Interest Due October 1	Total Principal & Interest Requirements
2017	33,202	3.250%	5,363 *	4,823	43,387
2018	28,919	3.250%	4,823	4,353	38,095
2019	29,859	3.250%	4,353	3,868	38,080
2020	30,829	3.250%	3,868	3,367	38,064
2021	31,831	3.250%	3,367	2,850	38,047
2022	32,865	3.250%	2,850	2,316	38,030
2023	33,933	3.250%	2,316	1,764	38,013
2024	35,036	3.250%	1,764	1,195	37,995
2025	36,175	3.250%	1,195	607	37,977
2026	37,351	3.250%	607	0	37,958
	<u>\$330,000</u>		<u>\$30,504</u>	<u>\$25,142</u>	<u>\$385,646</u>

Assumptions:

Bonds Dated:	10/01/2016
First Interest Payment:	04/01/2017
Number of Days:	180 *
Subsequent Interest Payment:	10/01/2017
Number of Days:	180
First Principal Payment:	04/01/2017
Projected Interest Rate	3.25%

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

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

\$330,000
 TOWNSHIP OF NOTHFIELD
 COUNTY OF WASHTENAW, STATE OF MICHIGAN
 INSTALLMENT PURCHASE CONTRACT

SCHEDULE OF DEBT SERVICE REQUIREMENTS

On a Calendar Year Basis

Year	Principal Due April 1	Interest Rate	Interest Due April 1	Interest Due October 1	Total Principal & Interest Requirements
2017	22,510	4.000%	6,600 *	6,150	35,260
2018	16,810	4.000%	6,150	5,814	28,773
2019	17,483	4.000%	5,814	5,464	28,761
2020	18,182	4.000%	5,464	5,100	28,746
2021	18,909	4.000%	5,100	4,722	28,731
2022	19,666	4.000%	4,722	4,329	28,717
2023	20,452	4.000%	4,329	3,920	28,701
2024	21,270	4.000%	3,920	3,494	28,684
2025	22,121	4.000%	3,494	3,052	28,667
2026	23,006	4.000%	3,052	2,592	28,650
2027	23,926	4.000%	2,592	2,113	28,631
2028	24,883	4.000%	2,113	1,616	28,612
2029	25,878	4.000%	1,616	1,098	28,592
2030	26,914	4.000%	1,098	560	28,572
2031	27,990	4.000%	560	0	28,550
	<u>\$330,000</u>		<u>\$56,623</u>	<u>\$50,023</u>	<u>\$436,647</u>

Assumptions:

Bonds Dated:	10/01/2016
First Interest Payment:	04/01/2017
Number of Days:	180 *
Subsequent Interest Payment:	10/01/2017
Number of Days:	180
First Principal Payment:	04/01/2017
Projected Interest Rate	4.00%

615 Griswold Street, Suite 1225, Detroit, Michigan 48226-3997

PHONE: (313) 961-8222 FAX: (313) 961-8220

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

Memo

To: Northfield Township Board
From: Howard Fink
Date: 6/9/2016
Re: DTE

Dear Township Board,

DTE is requesting a easement on the Van Curler Property to run an transmission line across U.S. 23 that would serve both the Townships property and Mr. LaFave's property. DTE does not pay for these type of easements, as they benefit the property owner. DTE had estimated the benefit to be \$61,000 to the township. While we cannot sign the easement until we have ownership of the property, I recommend a conditional acceptance contingent on us closing on the property. At such time, I will sign the easement and DTE will be free to begin improvements.

Respectfully Submitted,



Howard Fink, Township Manager

DTE Electric Company Overhead Easement (Right of Way) No. _____

On _____, 2016, for the consideration of system betterment, Grantor grants to Grantee a permanent, non-exclusive overhead easement ("Right of Way") in, on, and across that part of Grantor's Land to be referred to herein as the "Right of Way Area".

"Grantor" is: WHITMORE LAKE PROPERTIES, LLC, A MICHIGAN LIMITED LIABILITY COMPANY WHOSE ADDRESS IS 2010 HOGBACK ROAD, SUITE #2, ANN ARBOR, MI 48105

"Grantee" is: DTE Electric Company, a Michigan corporation, One Energy Plaza Drive, Detroit, Michigan 48226

"Grantor's Land" is in the Northeast quarter of Section 6, Northfield Township, County of Washtenaw, and State of Michigan, and is described as follows:

THE LEGAL DESCRIPTION IS MORE PARTICULARLY DESCRIBED ON EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Tax Identification Number(s): B-02-06-105-009

More commonly known as: NO ADDRESS, MAIN STREET, WHITMORE LAKE

The "Right of Way Area" is a twenty (20') foot wide easement on part of Grantor's Land. The centerline of the Right of Way Area shall be established in the as-built location of the centerline of Grantee's facilities, and shall be installed on Grantor's Land in the approximate location described as follows:

THE EASEMENT DRAWING IS MORE PARTICULARLY DESCRIBED ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Tax Identification Number(s): B-02-06-105-009

More commonly known as: NO ADDRESS, MAIN STREET, WHITMORE LAKE

- 1. Purpose:** The purpose of this Right of Way is to construct, reconstruct, modify, add to, repair, replace, inspect, operate and maintain overhead utility facilities which may consist of poles, guys, anchors, wires, transformers and accessories.
- 2. Access:** Grantee has the right of pedestrian and vehicular ingress and egress to and from the Right of Way Area over and across Grantor's Land.
- 3. Buildings or other Permanent Structures:** No buildings or other permanent structures or improvements may be constructed or placed in the Right of Way Area without Grantee's prior, written consent. Grantor agrees, at its own expense, to remove any improvement that interferes with the safe and reliable operation, maintenance and repair of Grantee's facilities upon the written demand of Grantee. If Grantor fails to comply with such demand, Grantor agrees that Grantee may remove any such improvement and bill Grantor for the cost thereof, which cost Grantor shall pay within thirty (30) days after demand therefor.
- 4. Excavation:** Pursuant to 2013 Public Act 174, MISS DIG (1-800-482-7171 or 811 in some areas) must be called before any excavation in the Right of Way Area may proceed.
- 5. Trees, Bushes, Branches, Roots, Structures and Fences:** Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing or that could grow or fall in the Right of Way Area and remove any structures, improvements, fences, buildings or landscaping in the Right of Way Area that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's facilities. Grantee shall not be responsible for any damage to, or removal of, landscaping, trees, plant life, structures, improvements and/or fences located in the Right of Way Area.
- 6. Restoration:** If Grantee's agents, employees, contractors, subcontractors, vehicles or equipment damage Grantor's Land while entering Grantor's Land for the purposes stated in this Right of Way, then Grantee will restore Grantor's Land as nearly as is reasonably practicable to the condition in which it existed prior to such damage. Restoration with respect to paved surfaces shall consist of asphalt cold patching of the damaged portion of any asphalted surfaces when the weather conditions suggest such use and

the cement patching of the damaged portion of any cemented surfaces. Grantee shall have no liability, however, for the restoration or cost of any improvements located within the Right of Way Area, including, but not limited to, parking islands, gutters, fences or landscaping such as trees, bushes, or flowers (but not a simple lawn which, if damaged, will be patched and re-seeded by Grantee) that are damaged by Grantee in the course of constructing, reconstructing, modifying, adding to, repairing, replacing, operating or maintaining its facilities as described in paragraph 1 above.

7. **Successors:** This Right of Way runs with the land and binds and benefits Grantor's and Grantee's successors and assigns.

8. **Exemptions:** This Right of Way is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

9. **Governing Law:** This Right of Way shall be governed by the laws of the State of Michigan.

Grantor:

Whitmore Lake Properties, LLC, a Michigan Limited Liability Company

By: _____

Name: _____

Title: _____

Acknowledged before me in _____ County, Michigan, on _____, 20____, by _____, [the _____ of _____].	
Notary's Stamp _____ Acting in _____ County, Michigan	Notary's Signature _____

Drafted by and when recorded, return to: _____

Exhibit A

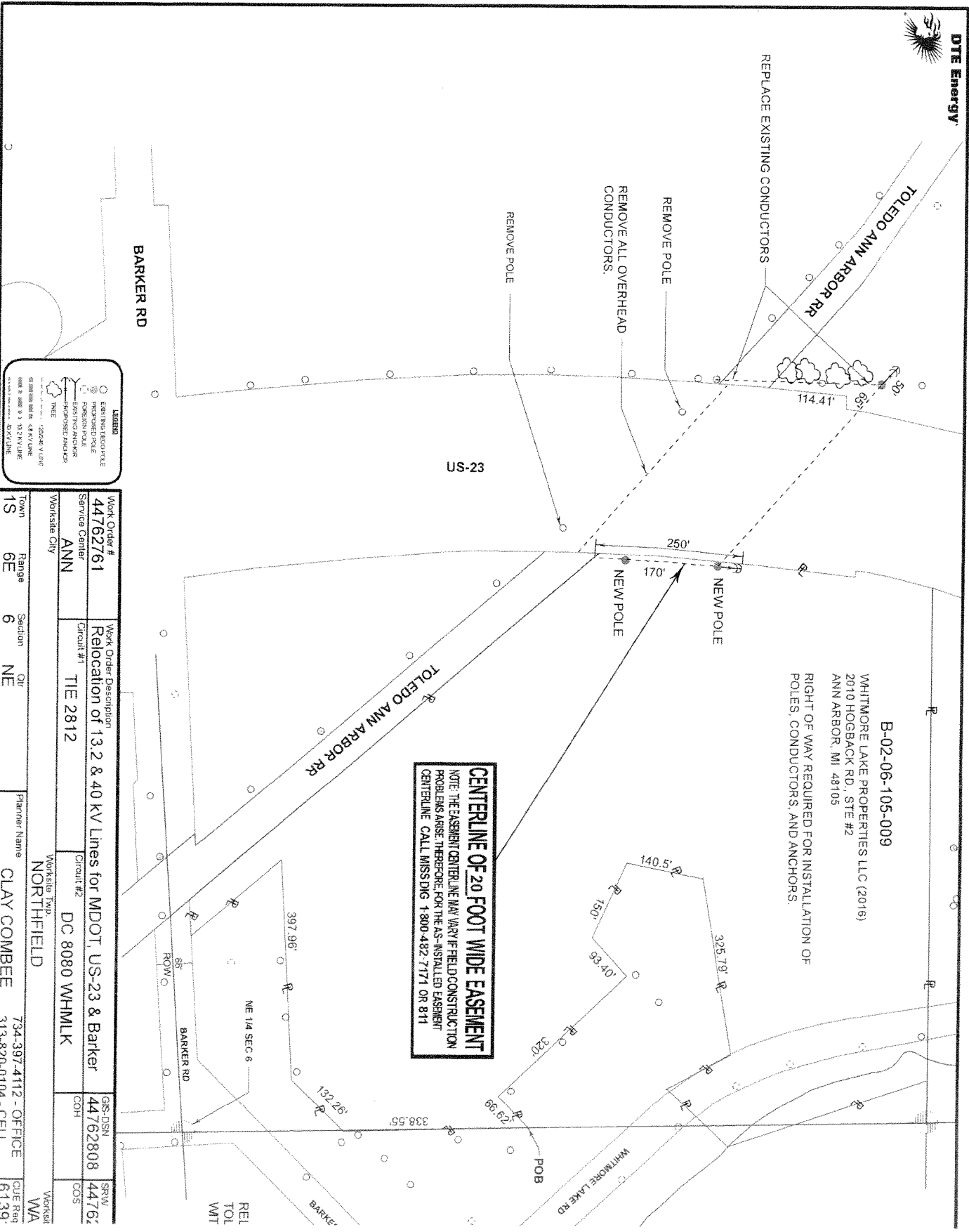
Commencing at the East ¼ corner of Section 6, T1S, R6E, Northfield Township, Washtenaw County, Michigan; thence Northerly along the East line of said Section 6, 628.32 feet for a PLACE OF BEGINNING; thence deflecting 129°45' to the left 66.22 feet; thence deflecting 90°00' to the right 320.0 feet; thence deflecting 90°00' to the right to the water's edge of Whitmore Lake; thence Northerly along said Water's edge to a point which is 650.68 feet North of the PLACE OF BEGINNING; thence West to a point on the East line of said Section 6 which is 650.68 feet North of the PLACE OF BEGINNING; thence continuing West on a line parallel to the East and West ¼ line of said section 919 feet more or less to the Easterly line of the relocate US-23 highway; thence Southerly along said Easterly line 450 feet more or less in the arc of a circular curve concave to the East radius 3,669.83 feet to a point where said Easterly line intersects the Northeasterly line of the Toledo & Ann Arbor Railroad right-of-way; thence Northeasterly along said railroad right-of-way 10 feet more or less; thence deflecting 90°00' to the right and continuing along said railroad right-of-way 809 feet; thence deflecting 52°43'30" to the left 397.96 feet; thence Northeasterly 132.26 feet to a point on the East line of said section 338.55 feet South of the PLACE OF BEGINNING; thence along said East line deflecting 49°03' to the left 338.55 feet to the PLACE OF BEGINNING; being part of the Northwest ¼ of Section 5, T1S, R6E, Northfield Township, Washtenaw County, Michigan, and the Northeast ¼ of said Section 6; also subject to the rights of the public over a parcel of land 66.0 feet in width thereof as occupied by old US-23 highway, of which the Easterly and Westerly line are 33.0 (measured at right angles) and parallel to the survey centerline of said old US-23 highway, being described as follows: Commencing at the East ¼ corner of Section 6, T1S, R6E, Northfield Township, Washtenaw County, Michigan; thence Northerly 1,279 feet along the East line of said section; thence Westerly on a line parallel to the East and West ¼ line of said section 108.9 feet to the centerline of old US-23 highway and the PLACE OF BEGINNING; thence Southerly deflecting 96°08' to the left 94.77 feet along said centerline; thence Southeasterly 335.35 feet in the arc of a circular curve concave to the Northeast; radius 574.74 feet, chord deflects 16°43'30" to the left 330.61 feet for a PLACE OF ENDING; being in the Northwest ¼ of Section 5, T1S, R6E, Northfield Township, and the Northeast ¼ of said Section 6.

Also including the following described parcel:

A strip of land 50 feet wide lying Easterly of and adjacent to a line 33 feet Easterly and parallel to the centerline of Ann Arbor Railroad and extending Northerly from the North right of way of Barker Road which runs East and West on the quarter line of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, for a distance of 1,000 feet EXCEPTING THEREFROM the right of way from US-23.

Excepting from the above mentioned property land conveyed in Warranty Deed recorded in Liber 1895, Page 740, Washtenaw County Records.

Parcel ID No.: B-02-06-105-009



LEGEND

- EXISTING POLE
- PROPOSED POLE
- EXISTING POLE
- PROPOSED POLE
- EXISTING PILE
- PROPOSED PILE
- EXISTING ANCHOR
- PROPOSED ANCHOR
- EXISTING TIE
- PROPOSED TIE
- EXISTING WIRE
- PROPOSED WIRE

1" = 200.00' VERTICAL
 1" = 200.00' HORIZONTAL
 1" = 100.00' CURVES

B-02-06-105-009

WHITMORE LAKE PROPERTIES LLC (2016)
 2070 HOGBACK RD., STE #2
 ANN ARBOR, MI 48105

RIGHT OF WAY REQUIRED FOR INSTALLATION OF
 POLES, CONDUCTORS, AND ANCHORS.

CENTERLINE OF 20 FOOT WIDE EASEMENT
 NOTE: THE EASEMENT CENTERLINE MAY VARY IF FIELD CONSTRUCTION PROBLEMS ARISE THEREFORE FOR THE AS-INSTALLED EASEMENT CENTERLINE CALL MISS DIG 1-800-482-7171 OR 811

Work Order # 44762761	Work Order Description Relocation of 13.2 & 40 kV Lines for MDOT, US-23 & Barker	GS-DSN 44762808	SRW 44762
Service Center ANN	Circuit #1 TIE 2812	COH 44762808	COS 44762
Worksite City ANN	Circuit #2 DC 8080 WHMLK		
Worksite City NORTHFIELD	Planner Name CLAY COMBEE		
Town 1S	Range 6E	Section 6	Worksite WA
			734-397-4112 - OFFICE
			313-820-0104 - CELL
			6139-

Subject: Fw: DTE Site 17 Project/Whitmore Lake Properties Project
From: Howard Linnabary (howdi@sbcglobal.net)
To: finkh@mp.northfield.mi.us;
Date: Friday, June 3, 2016 1:39 PM

Mr. Fink, per our phone conversation this morning, attached is the DTE project involving the Whitmore Lake Properties LLC. If you have any questions give me a call. Thank's Howard Linnabary 517-745-4500.

On Tuesday, May 17, 2016 2:24 PM, Howard Linnabary <howdi@sbcglobal.net> wrote:

E-Mail to Mr. Dever Attorney for Whitmore Lake Properties LLC

On Tuesday, May 17, 2016 11:45 AM, Howard Linnabary <howdi@sbcglobal.net> wrote:

Mr. Dever

Attached, please find a diagram of the proposed relocation of the pole line. DTE's position with respect to the "value add" of this relocation is that typically the property owner would pay for any atypical cost associated with bringing power to the owner's service pedes benefit of more than 250' of service to the property due to the service being relocated as proposed in the attached diagram. If the proposed electric distribution line was installed on this property it would be charged to the property owner at a cost of \$61,100.00.

Please see the attached Exhibit B to the Easement depicting the current location of the distribution line south of the railroad right f way as well as the location of the relocation on the west side of your client's property.

Regarding your question concerning MDOT expansion - this proposed easement will not expand MDOT's rights on your client's property.

The diagram hopefully addresses your questions regarding calculation of the "additional property sought."

If you have any other additional questions concerning this matter, please E-Mail me or give me a call @ 517-745-4500.

Howard Linnabary

Thanks, Howard Linnabary
Land Agent
NSI Consulting & development, Inc.
(Representing DTE)
24079 Research Drive
Farmington Hills, MI 48335

Attachments

- DTE #17 - Whitmore Lake Properties,LLC.pdf (2.62MB)

Subject: DTE Site 17 Project/Whitmore Lake Properties Project
From: Howard Linnabary (howdi@sbcglobal.net)
To: dad@dhdmlaw.com;
Date: Tuesday, May 17, 2016 11:45 AM

Mr. Dever

Attached, please find a diagram of the proposed relocation of the pole line. DTE's position with respect to the "value add" of this relocation is that typically the property owner would pay for any atypical cost associated with bringing power to the owner's service pedestal. In this case Whitmore Properties, LLC would get the benefit of more than 250' of service to the property due to the service being relocated as proposed in the attached diagram. If the proposed electric distribution line was installed on this property it would be charged to the property owner at a cost of \$61,100.00.

Please see the attached Exhibit B to the Easement depicting the current location of the distribution line south of the railroad right of way as well as the location of the relocation on the west side of your client's property.

Regarding your question concerning MDOT expansion - this proposed easement will not expand MDOT's rights on your client's property.

The diagram hopefully addresses your questions regarding calculation of the "additional property sought."

If you have any other additional questions concerning this matter, please E-Mail me or give me a call @ 517-745-4500.

Howard Linnabary

Thanks, Howard Linnabary
Land Agent
NSI Consulting & development, Inc.
(Representing DTE)
24079 Research Drive
Farmington Hills, MI 48335

Attachments

- DTE #17 - Whitmore Lake Properties, LLC.pdf (2.62MB)

Subject: US 23 line relocation Whitmore Lake parcel
From: Dan Dever (DAD@dhdwlaw.com)
To: howdi@sbcglobal.net;
Cc: dcvanc@aol.com; maynes@peblaw.net; jchaconas@ccim.net; Richard.Timmons@colliers.com; debi.maghes@colliers.com; atriaparkbc@gmail.com;
Date: Monday, May 9, 2016 3:22 PM

To: Howard Linnabary

From: Dan Dever

Howard,

Thank you for speaking with me. I am the attorney for the LLC owning the property in Whitmore Lake, Northfield Township, along a portion of US 23 by the railroad. I understand that you are acting for a company working with DTE in connection with a proposed relocation of the power lines which run along the expressway, and that due to MDOT's plans, you are seeking to relocate the primary distribution line in that area approximately 20 feet further into the property owned by my client.

I copy the attorney for Northfield Township, which has a agreement in place to purchase this property, asking that he and his client participate in this discussion and ultimately our response.

Please send us an explanation and diagram of the proposed relocation. My understanding is that DTE does not proposed to pay for the real estate impacted, but would rather give the land owner a free connection to that power line as it crosses the impacted property. Please detail the position of DTE in that regard. Also, give a diagram and calculation of the additional property sought, including any expansion of the MDOT right of way.

Once we receive your materials, my client and the Township will review such, and respond.

Dana A. Dever

301 N. Main, Suite 250

Ann Arbor, MI 48104

Phone: (734)994-1295

Fax: (734)662-8003

Email: dad@dhdwlaw.com

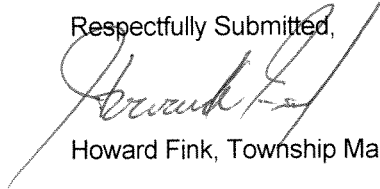
Memo

To: Northfield Township Board
From: Howard Fink
Date: 6/9/2016
Re: Metro Act Permit - Fibertech

Dear Township Board,

Under the Metro Act Permit Application requirements, fiber-optic companies are required to submit to local jurisdictions a permit for approval to locate fiber in the right of way. We are very limited in what we can require. Unless there are impacts to our infrastructure, these permits are mostly rubber stamps. We do not have any utility infrastructure in the area that Fibertech is wishing to locate. I recommend approval of their permit.

Respectfully Submitted,



Howard Fink, Township Manager



phone 585-697-5100
fax 585-442-8845
300 Meridian Centre
Rochester, NY 14618

June 08, 2016

Howard Fink, Township Manager
Angela Westover, Township Clerk
Township of Northfield
8350 Main St
Whitmore Lake, MI 48189

RE: METRO Act Permit Application Form

Dear Mr. Fink and Ms. Westover:

Please accept this letter as a request by Fiber Technologies Networks, L.L.C. ("Fibertech") for a METRO Act Permit in the Township of Northfield for access to and ongoing use of public rights-of-way within the Township for the purpose of constructing a fiber optic network extension to service its customers. I have also included a METRO Act Permit Bilateral Form, for your convenience.

Per the METRO Act Application Requirements, Attachments A-E are included with our application for your review. Here is a brief description of the attachments:

- Fibertech is a limited liability company formed in the State of New York. A copy of the New York Department of State's certification is included in Attachment A.
- Attachment B is a copy of Fibertech's Michigan Department of Licensing and Regulatory Affairs Filing Endorsement.
- Fibertech's Certificate of Authority from the Public Service Commission is included in Attachment C.
- A proposed network route map is shown in Attachment D.
- Attachment E includes a valid Certificate of Insurance and Worker's Compensation documentation.
- Check #30002520 for five hundred dollars and no cents (\$500.00) is included to cover a one-time application fee.

If you have questions concerning this application please contact me directly at 585-568-8485 or jnewkirk@lighttower.com.

Thank you.

Very truly yours,

Judith A. Newkirk
Director of Access & Permitting

JAN/tlh

**METRO Act Permit
Bilateral Form
Revised 12/06/02**

**RIGHT-OF-WAY
TELECOMMUNICATIONS PERMIT**

TERMS AND CONDITIONS

1 Definitions

- 1.1 Company shall mean Fiber Technologies Networks, L.L.C. organized under the laws of the State of New York whose address is 300 Meridian Centre, Rochester, New York 14618.
- 1.2 Effective Date shall mean the date set forth in Part 13.
- 1.3 Manager shall mean Municipality's [Mayor/Manager/Supervisor/Village President] or his or her designee.
- 1.4 METRO Act shall mean the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Act No. 48 of the Public Acts of 2002, as amended.
- 1.5 Municipality shall mean Township of Northfield, a Michigan municipal corporation.
- 1.6 Permit shall mean this document.
- 1.7 Public Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, alley, easement, or waterway, to the extent Municipality has the ability to grant the rights set forth herein. Public right-of-way does not include a federal, state, or private right-of-way.
- 1.8 Telecommunication Facilities or Facilities shall mean the Company's equipment or personal property, such as copper and fiber cables, lines, wires, switches, conduits, pipes, and sheaths, which are used to or can generate, receive, transmit, carry, amplify, or provide telecommunication services or signals. Telecommunication Facilities or Facilities do not include antennas, supporting structures for antennas, equipment shelters or houses, and any ancillary equipment and miscellaneous hardware used to provide federally licensed commercial mobile service as defined in Section 332(d) of Part I of Title III of the Communications Act of 1934, Chapter 652, 48 Stat. 1064, 47 U.S.C. 332 and further defined as commercial mobile radio service in 47 CFR 20.3, and service provided by any wireless, 2-way communications device.
- 1.9 Term shall have the meaning set forth in Part 7.

2 Grant

- 2.1 Municipality hereby grants a permit under the METRO Act to Company for access to and ongoing use of the Public Right-of-Way to construct, install and maintain Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A on the terms set forth herein.
- 2.1.1 Exhibit A may be modified by written request by Company and approval by Manager.
- 2.1.2 Manager shall not unreasonably condition or deny any request for a modification of Exhibit A. Any decision of Manager on a request for a modification may be appealed by Company to Municipality's legislative body.
- 2.2 Overlapping. Company shall not allow the wires or any other facilities of a third party to be overlapped to the Telecommunication Facilities without Municipality's prior written consent. Municipality's right to withhold written consent is subject to the authority of the Michigan Public Service Commission under Section 361 of the Michigan Telecommunications Act, MCL § 484.2361.
- 2.3 Nonexclusive. The rights granted by this Permit are nonexclusive. Municipality reserves the right to approve, at any time, additional permits for access to and ongoing usage of the Public Right-of-Way by telecommunications providers and to enter into agreements for use of the Public Right-of-Way with and grant franchises for use of the Public Right-of-Way to telecommunications providers, cable companies, utilities and other providers.

3 Contacts, Maps and Plans

- 3.1 Company Contacts. The names, addresses and the like for engineering and construction related information for Company and its Telecommunication Facilities are as follows:

The address, e-mail address, phone number and contact person (title or name) at Company's local office (in or near Municipality) is Jean Miller, Director of NW Expansion, 585-568-8483, 300 Meridian Centre, Rochester, New York 14618, jmiller@lighttower.com.

- 3.1.1 If Company's engineering drawings, as-built plans and related records for the Telecommunication Facilities will not be located at the preceding local office, the location address, phone number and contact person (title or department) for them is Jean Miller, Director of NW Expansion, 585-568-8483, 300 Meridian Centre, Rochester, New York 14618, jmiller@lighttower.com.

- 3.1.2 The name, title, address, e-mail address and telephone numbers of Company's engineering contact person(s) with responsibility for the design, plans and construction of the Telecommunication Facilities is Jean Miller, Director of NW Expansion, 585-568-8483, 300 Meridian Centre, Rochester, New York 14618, jmiller@lighttower.com.
- 3.1.3 The address, phone number and contact person (title or department) at Company's home office/regional office with responsibility for engineering and construction related aspects of the Telecommunication Facilities is Mike Dziulko, 585-743-1723, Vice President Regional Operations NW, 300 Meridian Centre, Rochester, New York 14618, mdziulko@lighttower.com.
- 3.1.4 Company shall at all times provide Manager with the phone number at which a live representative of Company (not voice mail) can be reached 24 hours a day, seven (7) days a week, in the event of a public emergency. Network Operating Center: 1-800-497-5578.
- 3.1.5 The preceding information is accurate as of the Effective Date. Company shall notify Municipality in writing as set forth in Part 12 of any changes in the preceding information.
- 3.2 Route Maps. Within ninety (90) days after the substantial completion of construction of new Facilities in a Municipality, a provider shall submit route maps showing the location of the Telecommunication Facilities to both the Michigan Public Service Commission and to the Municipality, as required under Section 6(7) of the METRO Act, MCLA 484.3106(7).
- 3.3 As-Built Records. Company, without expense to Municipality, shall, upon forty-eight (48) hours notice, give Municipality access to all "as-built" maps, records, plans and specifications showing the Telecommunication Facilities or portions thereof in the Public Right-of-Way. Upon request by Municipality, Company shall inform Municipality as soon as reasonably possible, of any changes from previously supplied maps, records, or plans and shall mark up maps provided by Municipality so as to show the location of the Telecommunication Facilities.

4 Use of Public Right-of-Way

- 4.1 No Burden on Public Right-of-Way. Company, its contractors, subcontractors, and the Telecommunication Facilities shall not unduly burden or interfere with the present or future use of any of the Public Right-of-Way. Company's aerial cables and wires shall be suspended so as to not endanger or injure persons or property in or about the Public Right-of-Way. If Municipality reasonably determines that any portion of the Telecommunication Facilities constitutes an undue burden or interference, due to changed circumstances, Company, at its sole

expense, shall modify the Telecommunication Facilities or take such other actions as Municipality may determine is in the public interest to remove or alleviate the burden, and Company shall do so within a reasonable time period. Municipality shall attempt to require all occupants of a pole or conduit whose facilities are a burden to remove or alleviate the burden concurrently.

- 4.2 No Priority. This Permit does not establish any priority of use of the Public Right-of-Way by Company over any present or future permittees or parties having agreements with Municipality or franchises for such use. In the event of any dispute as to the priority of use of the Public Right-of-Way, the first priority shall be to the public generally, the second priority to Municipality, the third priority to the State of Michigan and its political subdivisions in the performance of their various functions, and thereafter as between other permit, agreement or franchise holders, as determined by Municipality in the exercise of its powers, including the police power and other powers reserved to and conferred on it by the State of Michigan.
- 4.3 Restoration of Property. Company, its contractors and subcontractors shall immediately (subject to seasonal work restrictions) restore, at Company's sole expense, in a manner approved by Municipality, any portion of the Public Right-of-Way that is in any way disturbed, damaged, or injured by the construction, installation, operation, maintenance or removal of the Telecommunication Facilities to a reasonably equivalent (or, at Company's option, better) condition as that which existed prior to the disturbance. In the event that Company, its contractors or subcontractors fail to make such repair within a reasonable time, Municipality may make the repair and Company shall pay the costs Municipality incurred for such repair.
- 4.4 Marking. Company shall mark the Telecommunication Facilities as follows: Aerial portions of the Telecommunication Facilities shall be marked with a marker on Company's lines on alternate poles which shall state Company's name and provide a toll-free number to call for assistance. Direct buried underground portions of the Telecommunication Facilities shall have (1) a conducting wire placed in the ground at least several inches above Company's cable (if such cable is nonconductive); (2) at least several inches above that, a continuous colored tape with a statement to the effect that there is buried cable beneath; and (3) stakes or other appropriate above ground markers with Company's name and a toll-free number indicating that there is buried telephone cable below. Bored underground portions of the Telecommunication Facilities shall have a conducting wire at the same depth as the cable and shall not be required to provide the continuous colored tape. Portions of the Telecommunication Facilities located in conduit, including conduit of others used by Company, shall be marked at its entrance into and exit from each manhole and handhole with Company's name and a toll-free telephone number.

- 4.5 Tree Trimming. Company may trim trees upon and overhanging the Public Right-of-Way so as to prevent the branches of such trees from coming into contact with the Telecommunication Facilities, consistent with any standards adopted by Municipality. Company shall dispose of all trimmed materials. Company shall minimize the trimming of trees to that essential to maintain the integrity of the Telecommunication Facilities. Except in emergencies, all trimming of trees in the Public Right-of-Way shall have the advance approval of Manager.
- 4.6 Installation and Maintenance. The construction and installation of the Telecommunication Facilities shall be performed pursuant to plans approved by Municipality. The open cut of any Public Right-of-Way shall be coordinated with the Manager or his designee. Company shall install and maintain the Telecommunication Facilities in a reasonably safe condition. If the existing poles in the Public Right-of-Way are overburdened or unavailable for Company's use, or the facilities of all users of the poles are required to go underground then Company shall, at its expense, place such portion of its Telecommunication Facilities underground, unless Municipality approves an alternate location. Company may perform maintenance on the Telecommunication Facilities without prior approval of Municipality, provided that Company shall obtain any and all permits required by Municipality in the event that any maintenance will disturb or block vehicular traffic or are otherwise required by Municipality.
- 4.7 Pavement Cut Coordination. Company shall coordinate its construction and all other work in the Public Right-of-Way with Municipality's program for street construction and rebuilding (collectively "Street Construction") and its program for street repaving and resurfacing (except seal coating and patching) (collectively, "Street Resurfacing").
- 4.7.1 The goals of such coordination shall be to encourage Company to conduct all work in the Public Right-of-Way in conjunction with or immediately prior to any Street Construction or Street Resurfacing planned by Municipality.
- 4.8 Compliance with Laws. Company shall comply with all laws, statutes, ordinances, rules and regulations regarding the construction, installation, and maintenance of its Telecommunication Facilities, whether federal, state or local, now in force or which hereafter may be promulgated. Before any installation is commenced, Company shall secure all necessary permits, licenses and approvals from Municipality or other governmental entity as may be required by law, including, without limitation, all utility line permits and highway permits. Municipality shall not unreasonably delay or deny issuance of any such permits, licenses or approvals. Company shall comply in all respects with applicable codes and industry standards, including but not limited to the National Electrical Safety Code (latest edition adopted by Michigan Public Service Commission) and

the National Electric Code (latest edition). Company shall comply with all zoning and land use ordinances and historic preservation ordinances as may exist or may hereafter be amended. This section does not constitute a waiver of Company's right to challenge laws, statutes, ordinances, rules or regulations now in force or established in the future.

- 4.9 Street Vacation. If Municipality vacates or consents to the vacation of Public Right-of-Way within its jurisdiction, and such vacation necessitates the removal and relocation of Company's Facilities in the vacated Public Right-of-Way, Company shall, as a condition of this Permit, consent to the vacation and remove its Facilities at its sole cost and expense when ordered to do so by Municipality or a court of competent jurisdiction. Company shall relocate its Facilities to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards.
- 4.10 Relocation. If Municipality requests Company to relocate, protect, support, disconnect, or remove its Facilities because of street or utility work, or other public projects, Company shall relocate, protect, support, disconnect, or remove its Facilities, at its sole cost and expense, including where necessary to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards. The work shall be completed within a reasonable time period.
- 4.11 Public Emergency. Municipality shall have the right to sever, disrupt, dig-up or otherwise destroy Facilities of Company if such action is necessary because of a public emergency. If reasonable to do so under the circumstances, Municipality shall attempt to provide notice to Company. Public emergency shall be any condition which poses an immediate threat to life, health, or property caused by any natural or man-made disaster, including, but not limited to, storms, floods, fire, accidents, explosions, water main breaks, hazardous material spills, etc. Company shall be responsible for repair at its sole cost and expense of any of its Facilities damaged pursuant to any such action taken by Municipality.
- 4.12 Miss Dig. If eligible to join, Company shall subscribe to and be a member of "MISS DIG," the association of utilities formed pursuant to Act 53 of the Public Acts of 1974, as amended, MCL § 460.701 et seq., and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.
- 4.13 Underground Relocation. If Company has its Facilities on poles of Consumers Energy, Detroit Edison or another electric or telecommunications provider and Consumers Energy, Detroit Edison or such other electric or telecommunications provider relocates its system underground, then Company shall relocate its Facilities underground in the same location at Company's sole cost and expense.

4.14 Identification. All personnel of Company and its contractors or subcontractors who have as part of their normal duties contact with the general public shall wear on their clothing a clearly visible identification card bearing Company's name, their name and photograph. Company shall account for all identification cards at all times. Every service vehicle of Company and its contractors or subcontractors shall be clearly identified as such to the public, such as by a magnetic sign with Company's name and telephone number.

5 Indemnification

5.1 Indemnity. Company shall defend, indemnify, protect, and hold harmless Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses of any nature (collectively "claim" for this Part 5) (including, without limitation, attorneys' fees) arising out of or resulting from the acts or omissions of Company, its officers, agents, employees, contractors, successors, or assigns, but only to the extent such acts or omissions are related to the Company's use of or installation of facilities in the Public Right-of-Way and only to the extent of the fault or responsibility of Company, its officers, agents, employees, contractors, successors and assigns.

5.2 Notice, Cooperation. Municipality shall notify Company promptly in writing of any such claim and the method and means proposed by Municipality for defending or satisfying such claim. Municipality shall cooperate with Company in every reasonable way to facilitate the defense of any such claim. Municipality shall consult with Company respecting the defense and satisfaction of such claim, including the selection and direction of legal counsel.

5.3 Settlement. Municipality shall not settle any claim subject to indemnification under this Part 5 without the advance written consent of Company, which consent shall not be unreasonably withheld. Company shall have the right to defend or settle, at its own expense, any claim against Municipality for which Company is responsible hereunder.

6 Insurance

6.1 Coverage Required. Prior to beginning any construction in or installation of the Telecommunication Facilities in the Public Right-of-Way, Company shall obtain insurance as set forth below and file certificates evidencing same with Municipality. Such insurance shall be maintained in full force and effect until the end of the Term. In the alternative, Company may satisfy this requirement through a program of self-insurance, acceptable to Municipality, by providing reasonable evidence of its financial resources to Municipality. Municipality's acceptance of such self-insurance shall not be unreasonably withheld.

- 6.1.1 Commercial general liability insurance, including Completed Operations Liability, Independent Contractors Liability, Contractual Liability coverage, railroad protective coverage and coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage, in an amount not less than Five Million Dollars (\$5,000,000).
 - 6.1.2 Liability insurance for sudden and accidental environmental contamination with minimum limits of Five Hundred Thousand Dollars (\$500,000) and providing coverage for claims discovered within three (3) years after the term of the policy.
 - 6.1.3 Automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000).
 - 6.1.4 Workers' compensation and employer's liability insurance with statutory limits, and any applicable Federal insurance of a similar nature.
 - 6.1.5 The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated. If more than one insurance policy is purchased to provide the coverage amounts set forth above, then all policies providing coverage limits excess to the primary policy shall provide drop down coverage to the first dollar of coverage and other contractual obligations of the primary policy, should the primary policy carrier not be able to perform any of its contractual obligations or not be collectible for any of its coverages for any reason during the Term, or (when longer) for as long as coverage could have been available pursuant to the terms and conditions of the primary policy.
- 6.2 Additional Insured. Municipality shall be named as an additional insured on all policies (other than worker's compensation and employer's liability). All insurance policies shall provide that they shall not be canceled, modified or not renewed unless the insurance carrier provides thirty (30) days prior written notice to Municipality. Company shall annually provide Municipality with a certificate of insurance evidencing such coverage. All insurance policies (other than environmental contamination, workers' compensation and employer's liability insurance) shall be written on an occurrence basis and not on a claims made basis.
- 6.3 Qualified Insurers. All insurance shall be issued by insurance carriers licensed to do business by the State of Michigan or by surplus line carriers on the Michigan Insurance Commission approved list of companies qualified to do business in Michigan. All insurance and surplus line carriers shall be rated A+ or better by A.M. Best Company.

- 6.4 Deductibles. If the insurance policies required by this Part 6 are written with retainages or deductibles in excess of \$50,000, they shall be approved by Manager in advance in writing. Company shall indemnify and save harmless Municipality from and against the payment of any deductible and from the payment of any premium on any insurance policy required to be furnished hereunder.
- 6.5 Contractors. Company's contractors and subcontractors working in the Public Right-of-Way shall carry in full force and effect commercial general liability, environmental contamination liability, automobile liability and workers' compensation and employer liability insurance which complies with all terms of this Part 6. In the alternative, Company, at its expense, may provide such coverages for any or all its contractors or subcontractors (such as by adding them to Company's policies).
- 6.6 Insurance Primary. Company's insurance coverage shall be primary insurance with respect to Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions (collectively "them"). Any insurance or self-insurance maintained by any of them shall be in excess of Company's insurance and shall not contribute to it (where "insurance or self-insurance maintained by any of them" includes any contract or agreement providing any type of indemnification or defense obligation provided to, or for the benefit of them, from any source, and includes any self-insurance program or policy, or self-insured retention or deductible by, for or on behalf of them).

7 Term

- 7.1 Term. The term ("Term") of this Permit shall be until the earlier of:
- 7.1.1 Fifteen years (15) from the Effective Date; provided, however, that following such initial term there shall be three subsequent renewal terms of five (5) years. Each renewal term shall be automatic unless Municipality notifies Company in writing, at least twelve (12) months prior to the end of any term then in effect, that due to changed circumstances a need exists to negotiate the subsequent renewal with Company. Municipality shall not unreasonably deny a renewal term; or
- 7.1.2 When the Telecommunication Facilities have not been used to provide telecommunications services for a period of one hundred and eighty (180) days by the Company or a successor of an assign of the Company; or
- 7.1.3 When Company, at its election and with or without cause, delivers written notice of termination to Municipality at least one-hundred and eighty (180) days prior to the date of such termination; or

7.1.4 Upon either Company or Municipality giving written notice to the other of the occurrence or existence of a default by the other party under Sections 4.8, 6, 8 or 9 of this Permit and such defaulting party failing to cure, or commence good faith efforts to cure, such default within sixty (60) days (or such shorter period of time provided elsewhere in this Permit) after delivery of such notice; or

7.1.5 Unless Manager grants a written extension, one year from the Effective Date if prior thereto Company has not started the construction and installation of the Telecommunication Facilities within the Public Right-of-Way and two years from the Effective Date if by such time construction and installation of the Telecommunication Facilities is not complete.

8 Performance Bond or Letter of Credit

8.1 Municipal Requirement. Municipality may require Company to post a bond (or letter of credit) as provided in Section 15(3) of the METRO Act, as amended [MCL § 484.3115(3)].

9 Fees

9.1 Establishment; Reservation. The METRO Act shall control the establishment of right-of-way fees. The parties reserve their respective rights regarding the nature and amount of any fees which may be charged by Municipality in connection with the Public Right-of-Way.

10 Removal

10.1 Removal; Underground. As soon as practicable after the Term, Company or its successors and assigns shall remove any underground cable or other portions of the Telecommunication Facilities from the Public Right-of-Way which has been installed in such a manner that it can be removed without trenching or other opening of the Public Right-of-Way. Company shall not remove any underground cable or other portions of the Telecommunication Facilities which requires trenching or other opening of the Public Right-of-Way except with the prior written approval of Manager. All removals shall be at Company's sole cost and expense.

10.1.1 For purposes of this Part 10, "cable" means any wire, coaxial cable, fiber optic cable, feed wire or pull wire.

10.2 Removal; Above Ground. As soon as practicable after the Term, Company, or its successor or assigns at its sole cost and expense, shall, unless waived in writing by Manager, remove from the Public Right-of-Way all above ground elements of

its Telecommunication Facilities, including but not limited to poles, pedestal mounted terminal boxes, and lines attached to or suspended from poles.

- 10.3 Schedule. The schedule and timing of removal shall be subject to approval by Manager. Unless extended by Manager, removal shall be completed not later than twelve (12) months following the Term. Portions of the Telecommunication Facilities in the Public Right-of-Way which are not removed within such time period shall be deemed abandoned and, at the option of Municipality exercised by written notice to Company as set forth in Part 12, title to the portions described in such notice shall vest in Municipality.
- 11 Assignment. Company may assign or transfer its rights under this Permit, or the persons or entities controlling Company may change, in whole or in part, voluntarily, involuntarily, or by operation of law, including by merger or consolidation, change in the ownership or control of Company's business, or by other means, subject to the following:
 - 11.1 No such transfer or assignment or change in the control of Company shall be effective under this Permit, without Municipality's prior approval (not to be unreasonably withheld), during the time period from the Effective Date until the completion of the construction of the Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A.
 - 11.2 After the completion of such construction, Company must provide notice to Municipality of such transfer, assignment or change in control no later than thirty (30) days after such occurrence; provided, however,
 - 11.2.1 Any transferee or assignee of this Permit shall be qualified to perform under its terms and conditions and comply with applicable law; shall be subject to the obligations of this Permit, including responsibility for any defaults which occurred prior to the transfer or assignment; shall supply Municipality with the information required under Section 3.1; and shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary, and
 - 11.2.2 In the event of a change in control, it shall not be to an entity lacking the qualifications to assure Company's ability to perform under the terms and conditions of this Permit and comply with applicable law; and Company shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary.
 - 11.3 Company may grant a security interest in this Permit, its rights thereunder or the Telecommunication Facilities at any time without notifying Municipality.

12 Notices

12.1 Notices. All notices under this Permit shall be given as follows:

12.1.1 If to Municipality, _____
_____.

12.1.2 If to Company, to Judith Newkirk, Director of Access & Permitting,
300 Meridian Centre, Rochester, New York 14618.

12.2 Change of Address. Company and Municipality may change its address or personnel for the receipt of notices at any time by giving notice thereof to the other as set forth above.

13 Other items

13.1 No Cable, OVS. This Permit does not authorize Company to provide commercial cable type services to the public, such as “cable service” or the services of an “open video system operator” (as such terms are defined in the Federal Communications Act of 1934 and implementing regulations, currently 47 U.S.C. §§ 522 (6), 573 and 47 CFR § 76.1500).

13.2 Duties. Company shall faithfully perform all duties required by this Permit.

13.3 Effective Date. This Permit shall become effective when issued by Municipality and Company has provided any insurance certificates and bonds required in Parts 6 and 8, and signed the acceptance of the Permit.

13.4 Authority. This Permit satisfies the requirement for a permit under Section 5 of the METRO Act [MCL 484.3105].

13.5 Amendment. Except as set forth in Section 2.1 this Permit may be amended by the written agreement of Municipality and Company.

13.6 Interpretation and Severability. The provisions of this Permit shall be liberally construed to protect and preserve the peace, health, safety and welfare of the public, and should any provision or section of this Permit be held unconstitutional, invalid, overbroad or otherwise unenforceable, such determination/holding shall not be construed as affecting the validity of any of the remaining conditions of this Permit. If any provision in this Permit is found to be partially overbroad, unenforceable, or invalid, Company and Municipality may nevertheless enforce such provision to the extent permitted under applicable law.

13.7 Governing Law. This Permit shall be governed by the laws of the State of Michigan.

[Township of Northfield]

Attest:

By: _____
Clerk

By: _____

Its: _____

Date: _____

“Company accepts the Permit granted by Municipality upon the terms and conditions contained therein.”

By: Fiber Technologies Networks, L.L.C.

By: _____

Mike Dziulko

Its: Vice President Regional Operations NW

Date: _____

::ODMA\PCDOCS\GRR\759319\6

Exhibit A

**Public Right-of-Way to be used by Telecommunication Facilities
(See Attachment D of Application Form)**

Exhibit B

Bond

METRO Act Permit Application Form
Revised April 6, 2012

Township of Northfield, Washtenaw County, Michigan
Name of Local Unit of Government

APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120

BY

Fiber Technologies Networks, L.L.C.
("APPLICANT")

Unfamiliar with METRO Act?--Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-241-6200 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at [insert address].

Angela Westover
Township Clerk
Township of Northfield
8350 Main St
Whitmore Lake, MI 48189
(734) 449-2880 ext. 14

Township of Northfield, Washtenaw County, Michigan

Name of local unit of government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

**By
Fiber Technologies Networks, L.L.C.
("APPLICANT")**

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1. GENERAL INFORMATION:

1.1 Date: April 15, 2016

1.2 Applicant's legal name: Fiber Technologies Networks, L.L.C.
Mailing Address: 300 Meridian Centre
Rochester, New York 14618

Telephone Number: (585) 697-5100

Fax Number: (585) 442-8845

Corporate website: http://www.lighttower.com

Name and title of Applicant's local manager (and if different) contact person regarding this application:

**Judith Newkirk, Director of Access & Permitting
Lighttower Fiber Networks
300 Meridian Centre
Rochester, New York 14618**

Telephone Number: (585) 568-8485 _____
Fax Number: (585) 442-8845 _____
E-mail Address: jnewkirk@lighttower.com _____

1.3 Type of Entity: (Check one of the following)

- Corporation
- General Partnership
- Limited Partnership
- Limited Liability Company
- Individual
- Other, please describe: _____

1.4 Assumed name for doing business, if any: _____

1.5 Description of Entity:

1.5.1 Jurisdiction of incorporation/formation; Applicant, Fiber Technologies Networks, L.L.C., is a limited liability company, formed in the State of New York. A copy of the New York Department of State's certification, reflecting Applicant's status as a Limited Liability Company, is attached hereto as Attachment A.

1.5.2 Date of incorporation/formation; **December 30, 1998**

1.5.3 If a subsidiary, name of ultimate parent company; **LTS Group Holdings, LLC**

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities).

**President & CEO – Rob Shanahan
CFO - Eric Sandman
General Counsel & Secretary – David Mayer**

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information. **See Attachment B.**

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: **No.** _____

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes No

If "yes," please describe the circumstances.

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes No X

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

If no financial statements are provided, please explain and provide particulars.
Applicant is privately held.

2. DESCRIPTION OF PROJECT:

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

Fiber Technologies Networks, L.L.C. is tariffed and registered as a Competitive Access Provider in the State of Michigan. A copy of the ITSP Registry is attached (Attachment C).

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

Service Provider, Fiber Technologies Networks, L.L.C., will build and operate fiber optic networks and associated equipment which may include Distributed Antenna Systems (DAS) antennas, equipment and supporting poles in the Township of Northfield. These open-access networks will be available for use by other communications companies wishing to do business in the municipality, and also by other entities desiring fiber-optic-based broadband connections.

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).

Proposed network route maps are shown in Attachment D.

2.4 Please provide an anticipated or actual construction schedule.

Construction is anticipated to begin 3rd or 4th Quarter, 2016.

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

None, other than Applicant and its present companies.

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

All facilities placed in the Public Right of Ways will be maintained by Applicant. Applicant may be contacted through its Network Operations Center (NOC). The NOC is open 24/7, 365 days a year and can be contacted at 800-497-5578.

Applicant intends to use existing utility poles and underground conduit to install its network facilities. The utility companies have requested that these agreements be kept confidential.

3. TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

3.1 Address of Applicant's nearest local office;
300 Meridian Centre, Rochester, New York 14618

3.2 Location of all records and engineering drawings, if not at local office;
300 Meridian Centre, Rochester, New York 14618

3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;

Ravi Harcharan, Vice President Network Assurance, 212-337-4088

Kyle Ramirez, Sr. Manager, NOC, 585-697-5119

3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

A Certificate of Liability Insurance is included in Attachment E.

3.4.1 Worker's compensation;

3.4.2 Commercial general liability, including at least:

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.

TBD

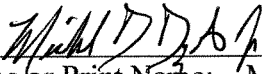
4. CERTIFICATION:

All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.

4/19/16
Date

NAME OF ENTITY ("APPLICANT")

Fiber Technologies Networks, L.L.C.

By: 
Type or Print Name: Mike Dziulko

Vice President Regional Operations NW
Title

S:\metroapplicationform.doc

Attachment A

Secretary of State (NY) Incorporation Documents

**State of New York
Department of State } ss:**

I hereby certify, that FIBER SYSTEMS, LLC a NEW YORK Limited Liability Company filed Articles of Organization pursuant to the Limited Liability Company Law on 04/22/1998, and that the Limited Liability Company is existing so far as shown by the records of the Department.

A Certificate of Amendment FIBER SYSTEMS, LLC, changing its name to FIBER TECHNOLOGIES NETWORKS, L.L.C., was filed 01/11/2001.



*Witness my hand and the official seal
of the Department of State at the City
of Albany, this 31st day of October
two thousand and thirteen.*

Anthony Giardina

Anthony Giardina
Executive Deputy Secretary of State

201311010181 * EZ

Faint, illegible text at the bottom left corner, possibly a stamp or a very light print.

Attachment B

Michigan Department of Licensing and Regulatory Affairs Filing
Endorsement

Michigan Department of Licensing and Regulatory Affairs

Filing Endorsement

This is to Certify that the APPLICATION FOR CERTIFICATE OF AUTHORITY

for

FIBER TECHNOLOGIES NETWORKS, L.L.C.

ID NUMBER: D9251N

received by facsimile transmission on May 2, 2013 is hereby endorsed

Filed on May 3, 2013 by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 3RD day of May, 2013.



A handwritten signature in black ink, appearing to read "Alan J. Scheffe".

**Alan J. Scheffe, Director
Corporations, Securities & Commercial Licensing Bureau**

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMERCIAL SERVICES**

Date Received: (FOR BUREAU USE ONLY)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name		
Fiber Technologies Networks Attn: Jennifer Heath		
Address		
300 Meridian Centre		
City	State	Zip Code
Rochester, NY		14618

EFFECTIVE DATE:

Document will be returned to the name and address you enter above. If left blank document will be mailed to the registered office.

B

**APPLICATION FOR CERTIFICATE OF AUTHORITY
TO TRANSACT BUSINESS IN MICHIGAN**

For use by Foreign Limited Liability Companies
(Please read information and instructions on last page)

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned limited liability company executes the following Application:

1. The name of the limited liability company is:

Fiber Technologies Networks, L.L.C.

2. (Complete this item only if the limited liability company name in item 1 is not available for use in Michigan.)
The assumed name of the limited liability company to be used in all its dealings with the Bureau and in the transaction of its business in Michigan is:

3. It is organized under the laws of New York

The date of its organization is 4/22/1998

The duration of the limited liability company if other than perpetual is _____

4. The address of the office required to be maintained in the state of organization or, if not so required, the principal office of the limited liability company is:

300 Meridian Centre, Rochester, NY 14618

(Street Address) (City) (State) (ZIP Code)

5. a. The address of its registered office in Michigan is:

30600 Telegraph Road Suite 2345, Bingham Farms, Michigan 48025-5720
(Street Address) (City) (ZIP Code)

b. The mailing address of the registered office if different than above:

_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)

c. The name of the resident agent at the registered office is:

The Corporation Company

6. The Department is appointed the agent of the foreign limited liability company for service of process if no agent has been appointed, or if appointed, the agent's authority has been revoked, the agent has resigned, or the agent cannot be found or served through the exercise of reasonable diligence.

The name and address of a member or manager or other person to whom the administrator is to send copies of any process served on the administrator is: (Must be different than agent shown in Item 5c)

Charles Stockdale, Esq. c/o Fiber Technologies Networks, L.L.C.

(Name)

300 Meridian Centre, Rochester, NY 14618

(Street Address)

(City)

(State)

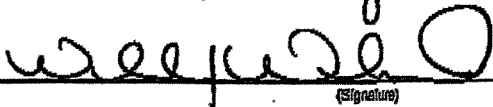
(ZIP Code)

7. The specific business which the limited liability company is to transact in Michigan is as follows:

Wireline Telecommunication

The limited liability company is authorized to transact such business in the jurisdiction of its organization.

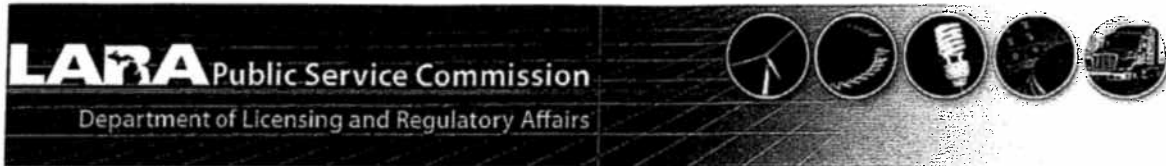
Signed this 2nd day of May, 2013

By 
(Signature)

William J. Woodard VP & CFO
(Type or Print Name) (Type or Print Title)

Attachment C

Certificate of Authority from the Public Service Commission (PSC)



- [ITSP \(/ITSPHome\)](#)
- [Glossary \(/ITSPGlossary\)](#)
- [Help \(/ITSPHelp\)](#)
- [Search \(/SearchRegisteredProviders\)](#)
- [My Account \(/ProviderRegistration\)](#)

Company Contact Information

MI.gov
(<http://www.michigan.gov>)

These companies have registered with the Michigan Public Service Commission (MPSC) per Commission Order U-11900 and Sec. 211a of the Michigan Telecommunications Act (MTA)

[Back to Registered Companies](#)

Company Contact:	<p>Fiber Technologies Networks, L.L.C. Fernanda H. Biehl Senior Director - Regulatory Affairs Lighttower 196 Van Buren Street Suite 250 Herndon, Virginia 20170, United States Phone: (703) 434-8533 Fax: (703) 434-8510 Email: fbiehl@lighttower.com (mailto:fbiehl@lighttower.com) Website: http://www.lighttower.com (http://www.lighttower.com)</p>
Customer Contact:	<p>Julie S. Adams Lighttower 196 Van Buren Street Suite 250 Herndon, Virginia 20170, United States Phone: (585) 697-5114 Fax: (703) 434-8510 Email: jsadams@lighttower.com (mailto:jsadams@lighttower.com)</p>
DBA:	
Registered as:	Competitive Access Provider (CAP)

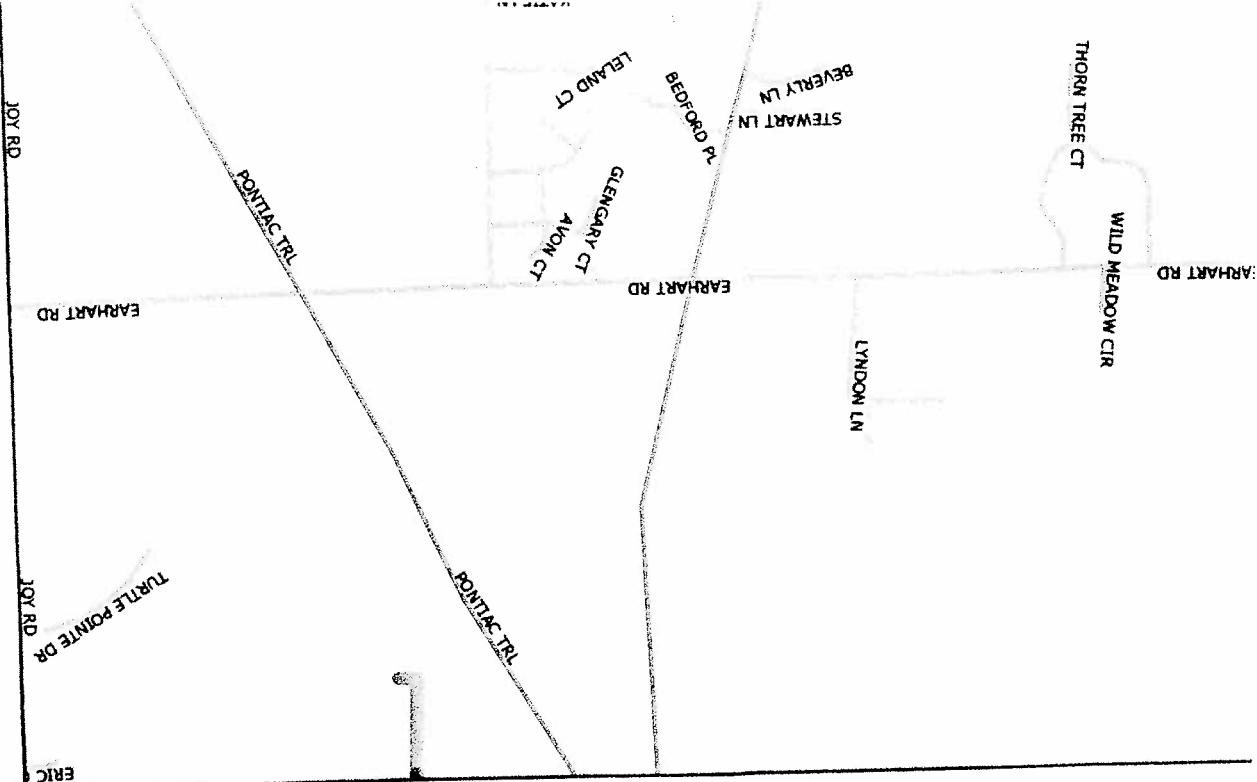
Michigan.gov (<http://www.michigan.gov/>) MPSC Home (<http://www.michigan.gov/mpsc/>) ITSP (/ITSPHome) State Web Sites (<http://www.michigan.gov/statewebsites>)

Policies (<http://www.michigan.gov/mpsc/0,4639,7-159-281460-,00.html>) Michigan News (<http://www.michigan.gov/minewswire>) Michigan.gov Survey (<http://www.michigan.gov/misurvey>)

Copyright © 2015 State of Michigan

Attachment D

Proposed Network Route Maps



Proposed Aerial - 0.03 Miles
Proposed Conduit - 0.25 Miles
Total Proposed Build - 0.28 Miles

THESE MAPS CONTAIN CONFIDENTIAL AND COMMERCIALY SENSITIVE INFORMATION



Attachment E

Certificate of Liability Insurance and Worker's Compensation



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2016

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

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

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com Fax: 212-948-4377 882520-FIBER-GAWXL-15-16	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER B : Great Northern Insurance Company</td> <td>20303</td> </tr> <tr> <td>INSURER C : Chubb Custom Insurance Company</td> <td>38989</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Federal Insurance Company	20281	INSURER B : Great Northern Insurance Company	20303	INSURER C : Chubb Custom Insurance Company	38989	INSURER D :		INSURER E :		INSURER F :
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** NYC-008455709-06 **REVISION NUMBER:** 43

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			36012542	12/01/2015	12/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 50,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			73581335	12/01/2015	12/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll. Deductible \$ 1,000/1,000
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			79837090	12/01/2015	12/01/2016	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N N/A	71736548	12/01/2015	12/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	POLLUTION LIABILITY			SF14ECP300813IV	11/25/2015	11/25/2016	Limit: 500,000 Deductible 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Township of Northfield is included as additional insured where required by written contract with respect to General Liability and Auto Liability. This insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract. With regard to the General Liability policy, if the insurer cancels this policy for any reason, other than non-payment of premium, the insurer will notify Township of Northfield, 8350 Main Street, Whitmore Lake MI 48189 at least 30 days in advance of the cancellation date.

CERTIFICATE HOLDER Township of Northfield 8350 Main St Whitmore Lake, MI 48189	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Susan Molloy <i>Susan Molloy</i>
--	--



ADDITIONAL REMARKS SCHEDULE

AGENCY MARSH USA, INC.		NAMED INSURED Fibertech Holdings Corp. 300 Meridian Centre, Suite 200 Rochester, NY 14618
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

ADDITIONAL NAMED INSURED:

- Fibertech Networks, LLC
- Fiber Technologies Networks LLC
- Fiber Technologies New York Networks, Inc.
- Fibertech Facilities Corp.

This insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract.

The General Liability policy includes Completed Operations and XCU coverages.

Certificate Holder is named as an additional insured (except workers' compensation) where required by written contract.

30002520

Company: LTSB
Vendor: TOWNOF595 Township of Northfield

Check Date: 4/14/2016

Check Number: 30002520

Ref Nbr	Inv Nbr	Account	Inv Date	Invoice Amount	Amount Paid	Net Check Amt
00247418	339233CR		04/14/2016	500.00	500.00	500.00

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRIINTED SECURITY



300 Meridian Centre Blvd
Rochester, NY 14618



10-4/220

30002520

30002520

Five Hundred and 00/100----- Dollars

DATE

AMOUNT

4/14/2016

\$*****500.00

PAY TO THE ORDER OF Township of Northfield
8350 Main St
Whitmore Lake, MI 48189

Tracy L Ford
MP

AUTHORIZED SIGNATURE



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK - TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT

⑈ 30002520⑈ ⑆ 022000046⑆

8890145223⑈