

NORTHFIELD TOWNSHIP BOARD AGENDA

November 28, 2017 - 7:00 PM

8350 Main Street, 2nd Floor

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

AGENDA ITEMS

1. Presentation: Fiscal Year 2016-17 Audit Presentation from Pfeffer, Hanniford & Palka
2. Audit Report Approval
3. Consider Release of RFP for the North Village
4. Consider Conditional Use Approval for Ann Arbor Dog Training Club
5. Downtown Strategic Action Plan Recommendation
6. Zoning Administrator In-Office Cost Evaluation
7. Prioritize Goals from Board Retreat
8. Treasurer Recommendation to Transition to Huntington Bank
9. Resolution 17-576: Investment & Depository Designations
10. Consider Acceptance of Foreclosed Parcel
11. Receive Attorney Response Regarding Mr. Dockett's Pay
12. Discussion: Washtenaw County Community Mental Health & Public Safety Preservation Millage
13. Discussion: Medical Marijuana Dispensaries

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.



PFEFFER ■ HANNIFORD ■ PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
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Members:
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MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
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November 28, 2017

To the Board of Trustees
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Northfield Township as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered Northfield Township's internal control over financial reporting as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore material weakness or significant deficiencies may exist that were not identified. However, as discussed below, we identified deficiencies in internal control that we consider to be material weaknesses:

A deficiency in internal control exists when the design or operation of control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in Northfield Township's internal control to be material weaknesses.

1. Establish Control over the Financial Reporting Process

Management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation in the financial statements of financial position, results of operations, and cash flows, including the notes to financial statements, in conformity with U.S. generally accepted accounting principles.

At times, management may choose to outsource certain accounting functions due to cost or training considerations. Such accounting functions and service providers must be governed by the control policies and procedures of the Township. Management is as responsible for outsourced functions performed by a service provider as it would be if your personnel performed such functions. Specifically, management is responsible for management decisions and functions: for designating an individual with suitable skill, knowledge, or experience to oversee any outsourced services; and for evaluating the adequacy and results of those services and accepting responsibility for them.

As part of the audit, management requested us to prepare a draft of your financial statements, including the related notes to financial statements. Management reviewed, approved, and accepted responsibility for those financial statements prior to their issuance; however, management did not perform a detailed review of the financial statements. The absence of this control procedure is considered a material weakness because the potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the Township's internal control.

The existence of significant deficiencies or material weaknesses may already be known to management and may represent a conscious decision by management or those charged with governance to accept that degree of risk because of cost or other considerations. Management is responsible for making decisions concerning costs and the related benefits. We are responsible to communicate significant deficiencies and material weaknesses in accordance with professional standards regardless of management's decisions.

Response by Management

Management believes the perceived benefit of more control over the financial reporting process does not exceed the related cost. Therefore, management has chosen to continue to request the auditors to prepare the financial statements. Management has read, reviewed, understands and takes responsibility of the financial statements.

2. Segregate Accounting Duties

A good system of internal control provides for a proper segregation of the accounting functions. The Township does not have the proper segregation of duties over cash receipts and disbursements, accounts receivable, and accounts payable. Proper segregation is not always possible in a small organization, but limited segregation to the extent possible can and should be implemented to reduce the risk of errors or fraud. We recommend that management review the current assignment of accounting functions. Where possible, duties should be segregated to reduce the risk of errors or fraud.

Response by Management

Management has reviewed and continues to review the current assignment of accounting functions. Management believes that the cost of hiring of additional personnel will not substantiate the conceived benefits. However, management will continue to review methods of segregating duties without hiring additional personnel with the current staff.

Other Matters

- In June of 2014, the Township approved a Fund Balance Policy. The policy states that the “Goal of the Township Board was to maintain a minimum unassigned fund balance of no less than 85% of General Fund expenditures.” Currently the fund balance is below the proposed goal. We recommend coming up with a plan to meet this goal or consider if the current fund balance policy needs to be changed.
- The Township should update its fixed asset schedules and take a physical inventory of all assets including properties currently owned and recently purchased.
- In the current Tax Fund there are checks that have been outstanding for several years. These should be reissued or escheated to the State of Michigan.
- A Police Officer’s account is used to collect funds for flowers in case an incident occurs to an officer. The account is using the Township Federal Identification number and should be included as part of the Township’s funds and included in the general ledger. If it is not a Township account it should not use the Township Federal Identification number.
- We found instances where timesheets did not have adequate approval. We recommend that all employees paid hourly are reviewed and signed off.

- The Township has begun the process of implementing the State of Michigan's new uniform chart of accounts.
- The Township has a receivable in various funds for delinquent personal property taxes. The Township should evaluate whether these are deemed to be still collectable. Any delinquent personal property taxes over five years old should be expunged.
- There were some escrow balances in the Trust and Agency Fund that were overdrawn. Effort should be made to collect on those balances or write them off.
- There were instances where expenditures exceeded the budget. The Township should amend the budget prior to making expenditures in excess of the budget.

Conclusion

Thank you for your assistance and hospitality toward our firm while conducting the audit of Northfield Township.

If you should have any questions, comments or concerns please do not hesitate to call us.

This communication is intended solely for the information and use of management, Township Board of Trustees, and others with the organization, and is not intended to be and should not be used by anyone other than the specified parties.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

Northfield Township

Audit Presentation

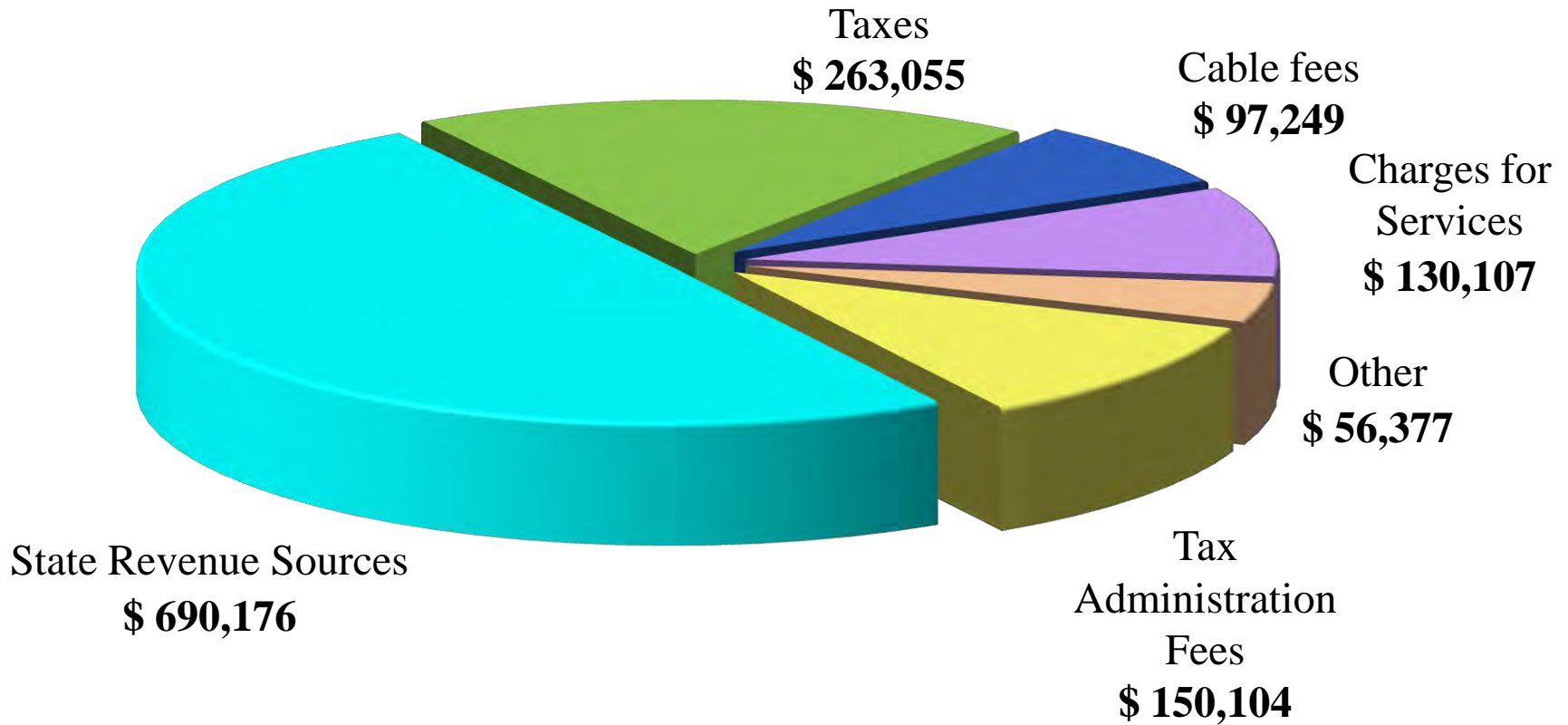
June 30, 2017



PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

BRIGHTON, MICHIGAN

**Northfield Township
General Fund Revenues
For The Year Ended June 30, 2017**

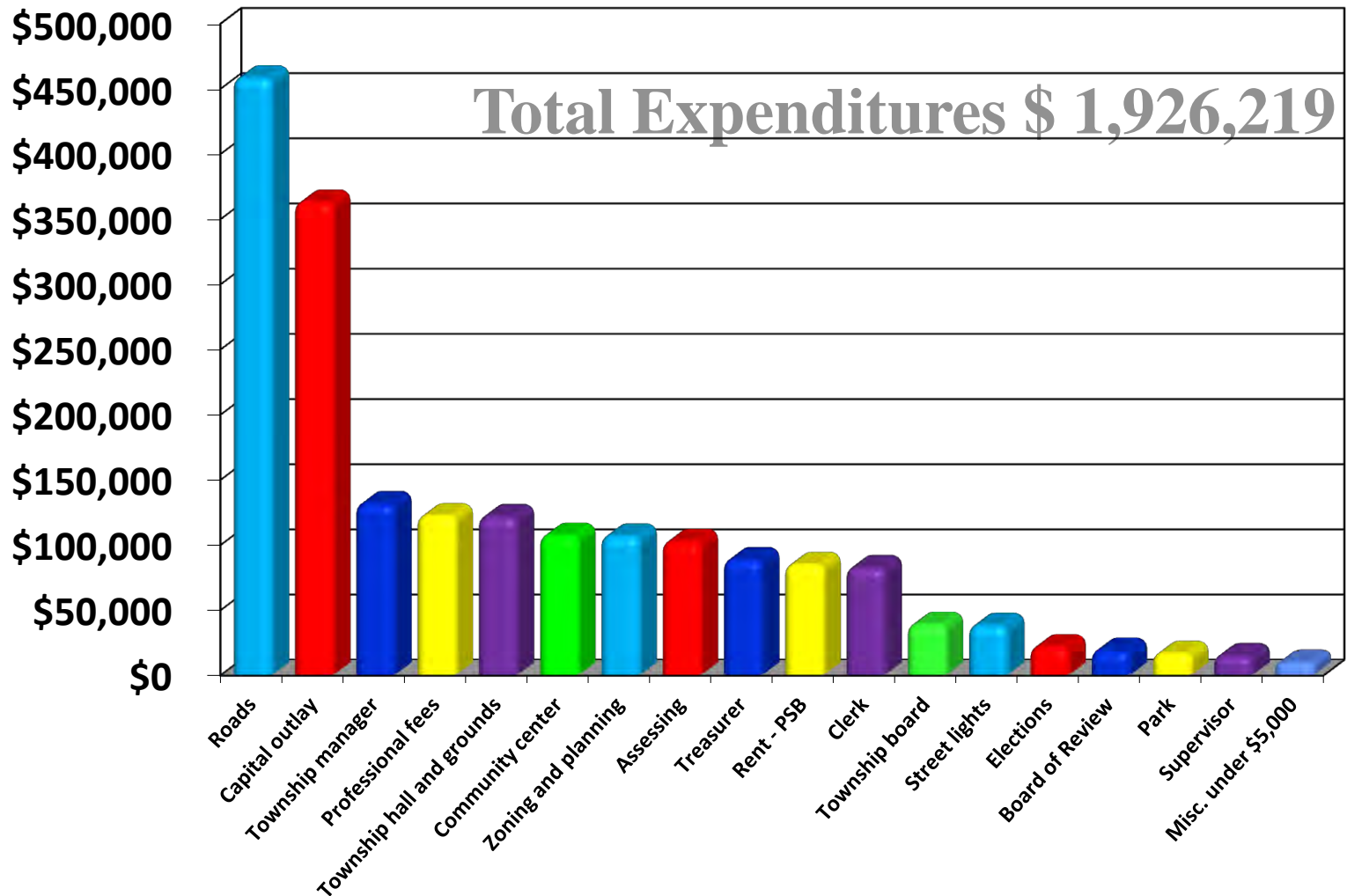


Total Revenues = \$ 1,387,068

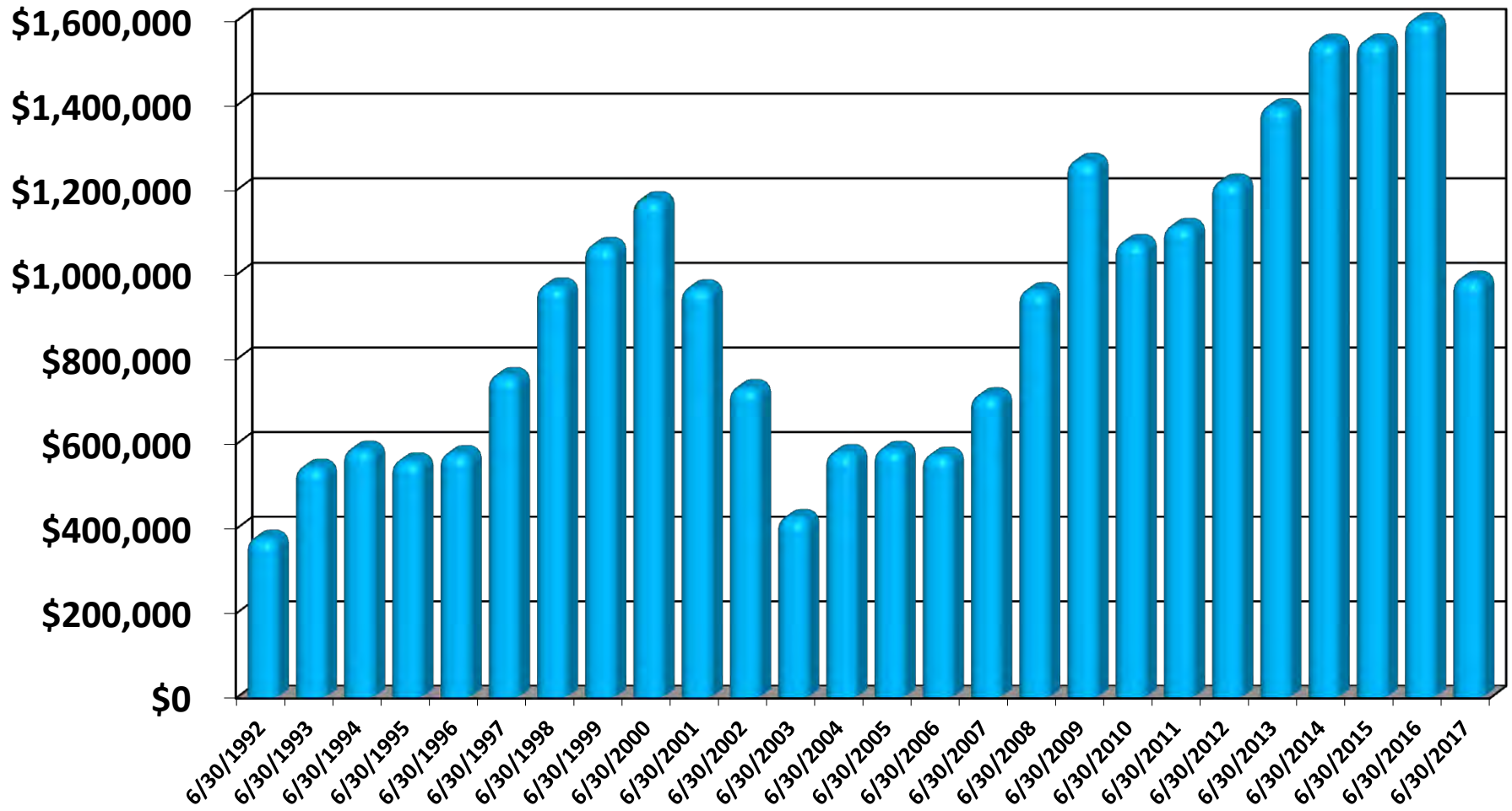
Northfield Township

General Fund Expenditures

For The Year Ended June 30, 2017



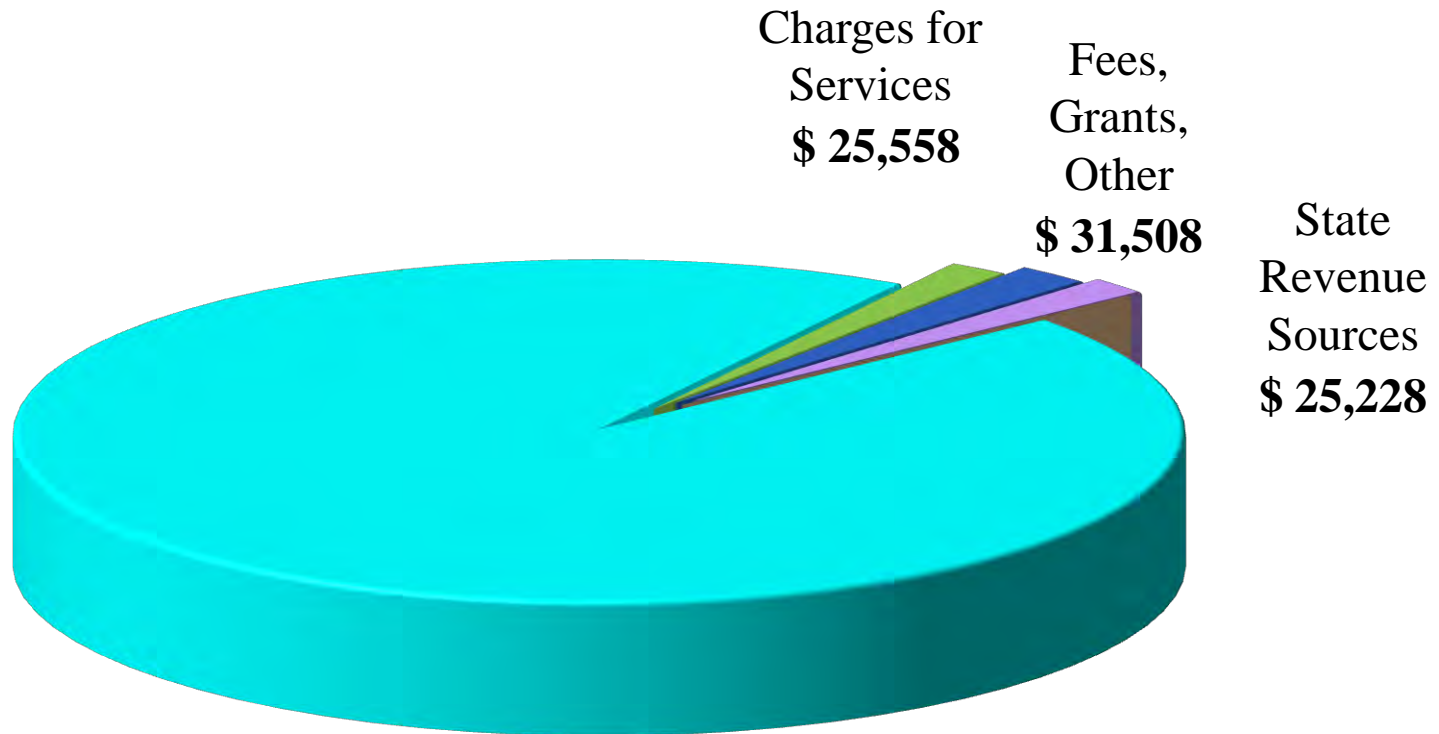
Northfield Township
General Fund
Fund Balance Comparison
June 30, 1992 - June 30, 2017



Northfield Township

Law Enforcement Fund Revenues

For The Year Ended June 30, 2017



Taxes
\$ 1,480,666

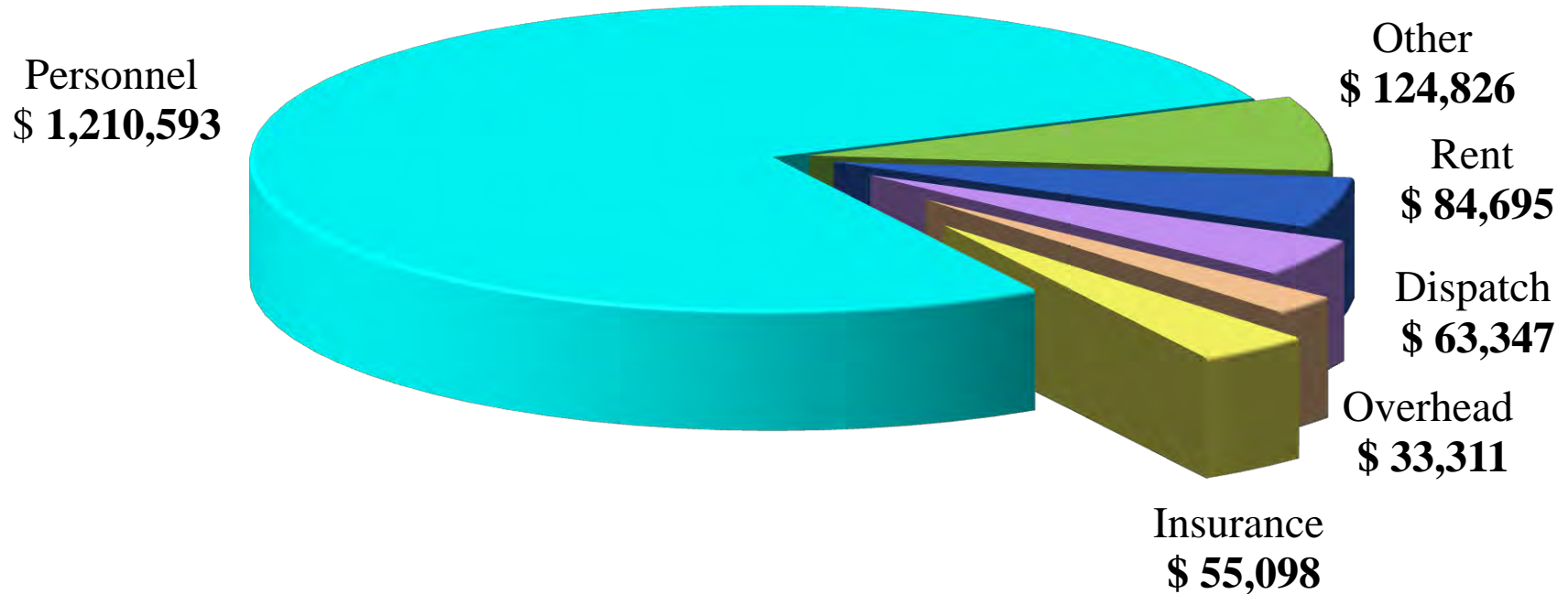
Charges for
Services
\$ 25,558

Fees,
Grants,
Other
\$ 31,508

State
Revenue
Sources
\$ 25,228

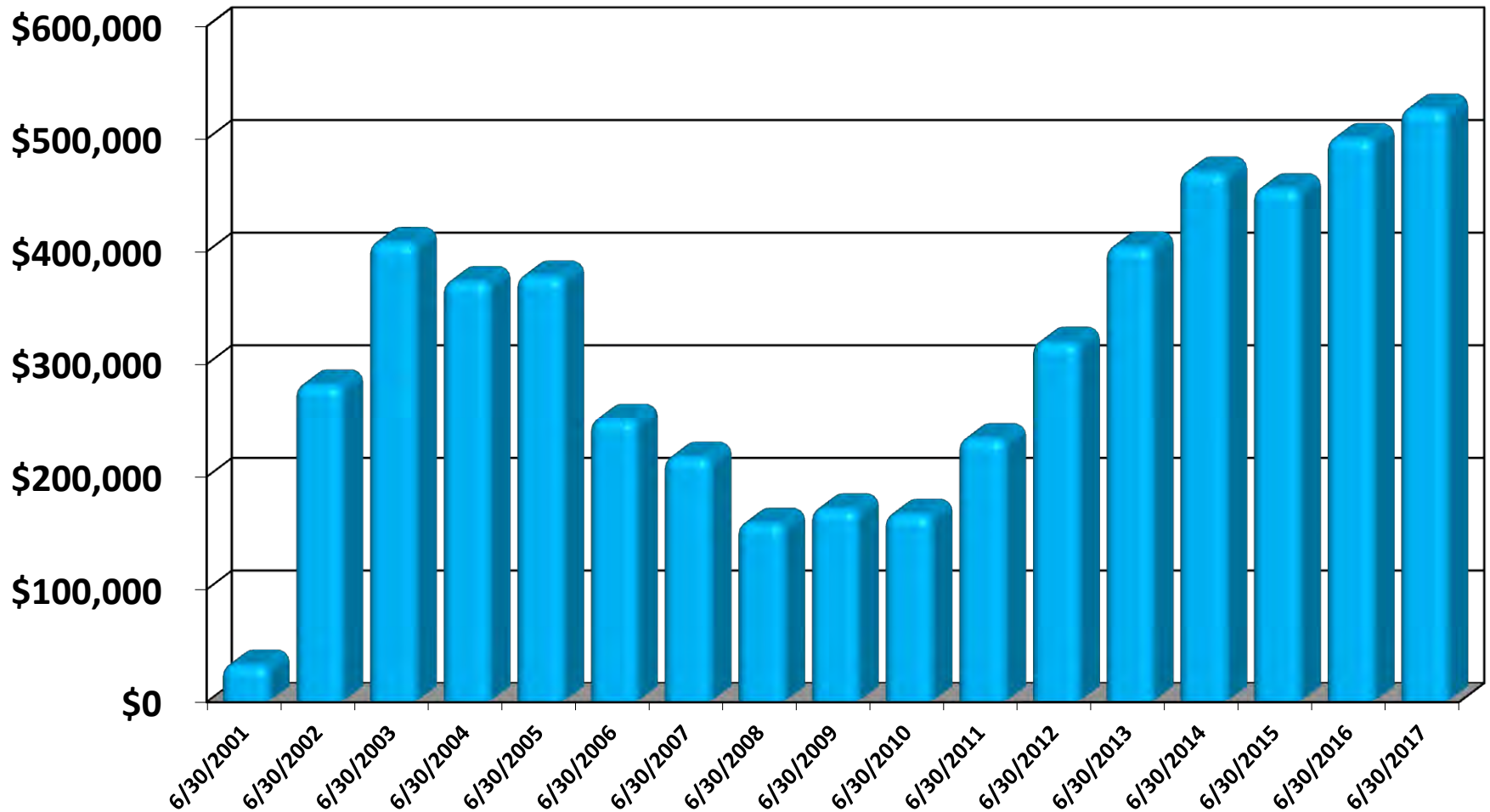
Total Revenues = \$ 1,562,960

Northfield Township
Law Enforcement Fund Expenditures
For The Year Ended June 30, 2017

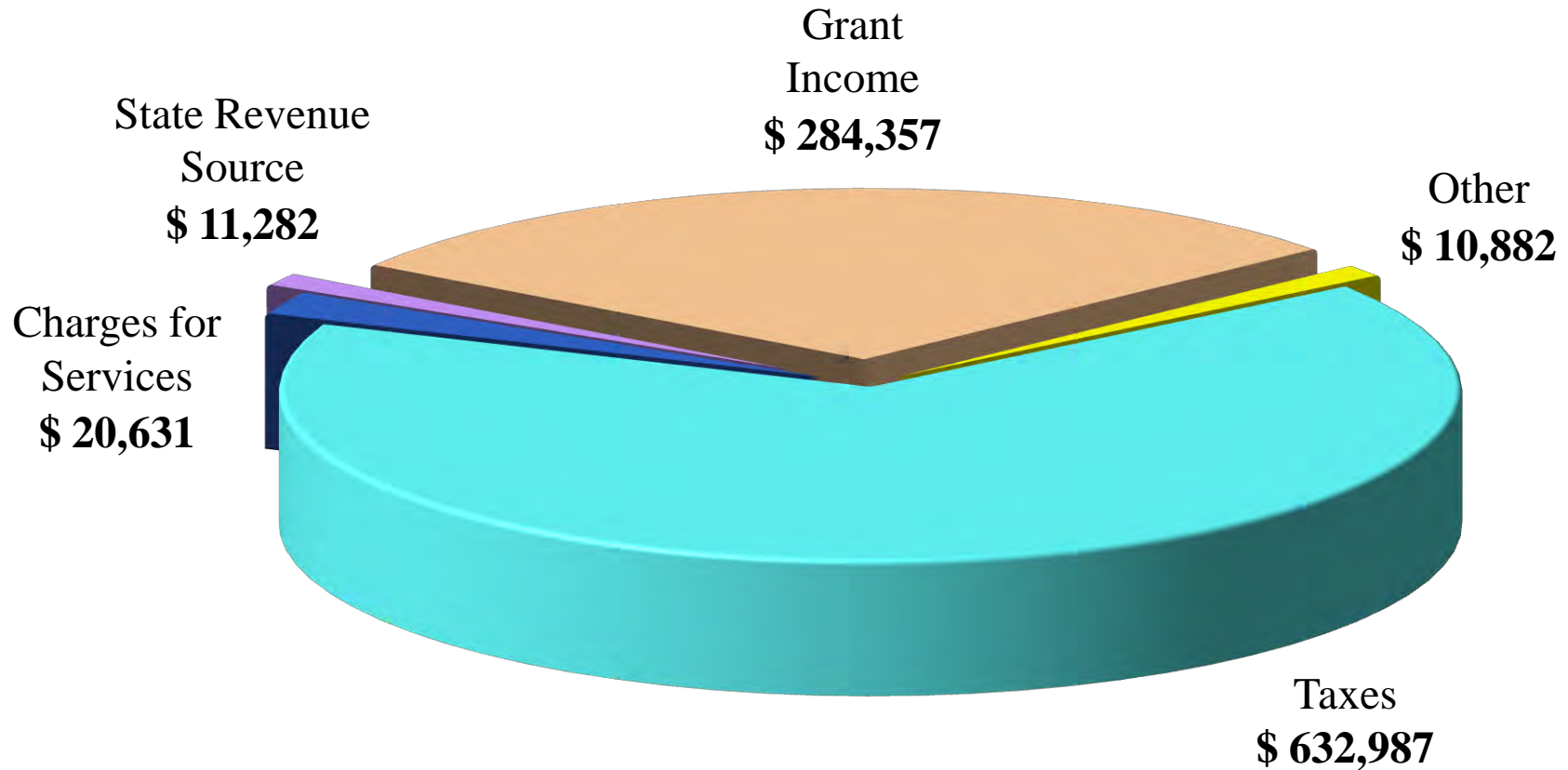


Total Expenditures = \$ 1,571,870

Northfield Township
Law Enforcement Fund
Fund Balance Comparison
June 30, 2001 - June 30, 2017

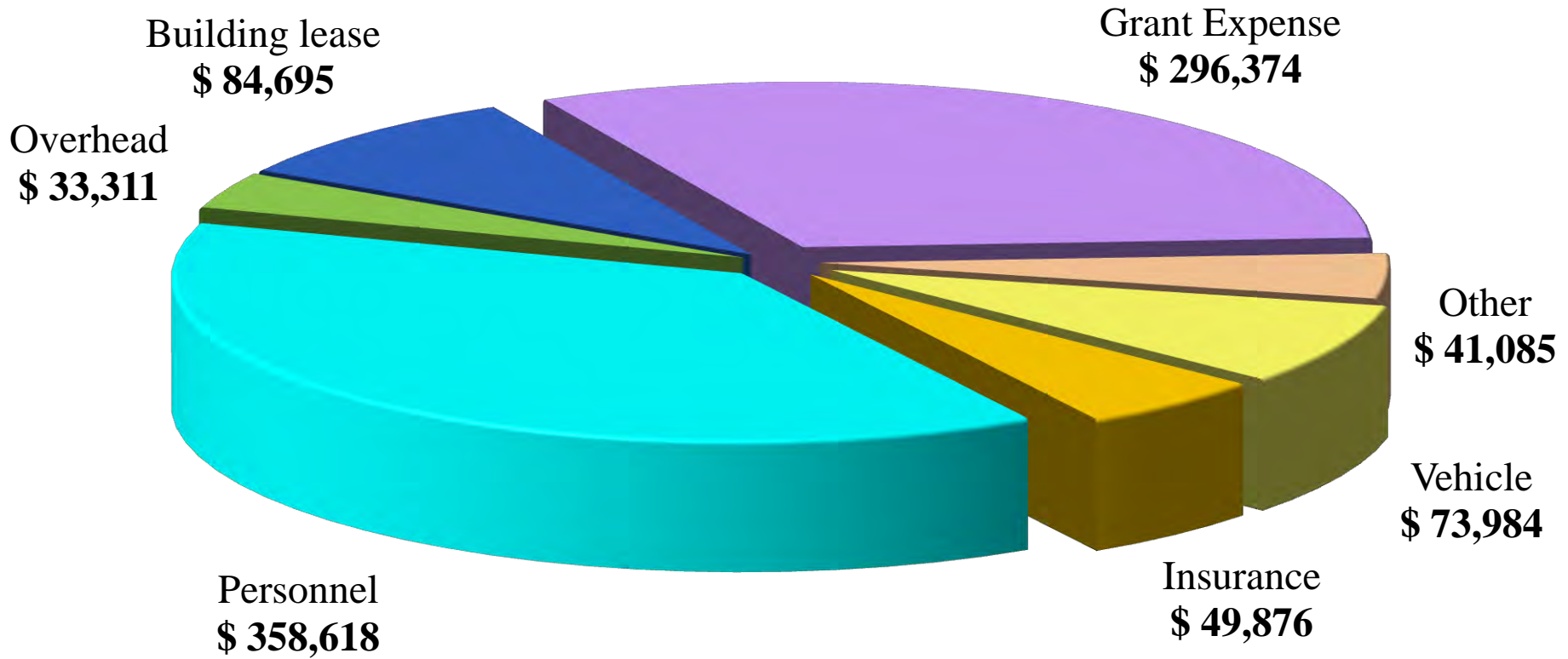


Northfield Township
Fire Fund Revenues
For The Year Ended June 30, 2017



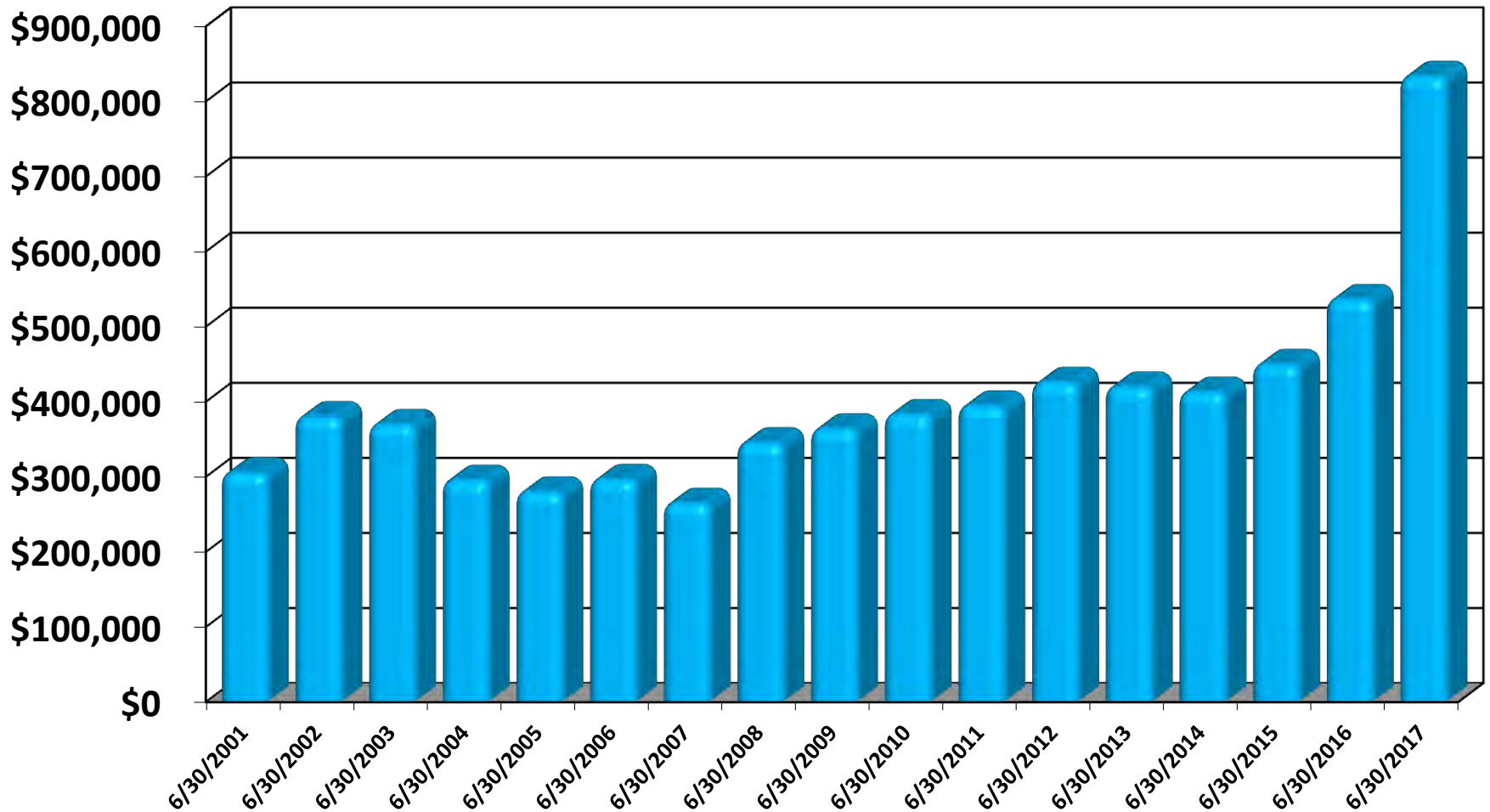
Total Revenues = \$ 960,139

**Northfield Township
Fire Fund Expenditures
For The Year Ended June 30, 2017**



Total Expenditures = \$ 937,943

Northfield Township
Fire Fund
Fund Balance Comparison
June 30, 2001 - June 30, 2017



Note : The fiscal year ending June 30, 2009 the Fire Protection and Medical Rescue funds were consolidated into one fund.

NORTHFIELD TOWNSHIP

Report on Audit of Financial Statements

For the Year Ended June 30, 2017

NORTHFIELD TOWNSHIP

TOWNSHIP OFFICIALS

Supervisor - Marlene Chockley
Clerk - Kathy Manley
Treasurer - Lenore Zelenock

TOWNSHIP BOARD

Tawn Beliger
Janet Chick
Marlene Chockley
Wayne Dockett
Kathy Manley
Jacquelyn Otto
Lenore Zelenock

TOWNSHIP ATTORNEYS

Paul E. Burns

TOWNSHIP AUDITORS

Pfeffer, Hanniford & Palka
Certified Public Accountants

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MACPA

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Brighton, Michigan 48116-1575
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FAX (810) 229-5578

INDEPENDENT AUDITORS' REPORT

November 28, 2017

To the Board of Trustees
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Northfield Township, Michigan, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Northfield Township, Michigan, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 9 -13 and 54 - 58 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Northfield Township, Michigan's basic financial statements. The combining and individual nonmajor fund financial statements, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

MANAGEMENT DISCUSSION AND ANALYSIS

Management Discussion and Analysis

June 30, 2017

Within this section of Northfield Township's annual financial report, the Township's management is providing a narrative discussion and analysis of the financial activities of the Township for the fiscal year ended June 30, 2017. This narrative discusses and analyzes the activity within the context of the accompanying financial statements and disclosures following this section. The discussion focuses on the Township's primary government and, unless otherwise noted, component units reported separately from the primary government are not included.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Township's basic financial statements. The basic financial statements include government-wide financial statements, fund financial statements, and notes to the financial statements. The Township also includes in this report additional information to supplement the basic financial statements.

Government-wide Financial Statements

The Township's annual reports include two government-wide financial statements. These statements provide both long-term and short-term information about the Township's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of these government-wide statements is the Statement of Net Position. This is the Township-wide statement of position presenting information that includes all the Township's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township as a whole is improving or deteriorating. Evaluation of the overall health of the Township may extend to various non-financial factors as well.

The second government-wide statement is the Statement of Activities which reports how the Township's net position changed during the current fiscal year. The design of this statement is to show the financial reliance of the Township's distinct activities or functions on the revenues generated by the Township.

Both government-wide financial statements distinguish governmental activities of the Township that are principally supported by taxes and revenue sharing from the business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include such activities as general government, public safety, and planning and zoning departments. Business-type activities include sewer system operations. Fiduciary activities such as tax collection are not included in the government-wide statements since these assets are not available to fund Township programs.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Township uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Township's most significant funds rather than the Township as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation. Individual fund data for non-major funds is provided in the combining statements later in this report as other supplementary information.

The Township has three kinds of funds:

Governmental funds are reported in the financial statements and encompass essentially the same functions as governmental activities in the government-wide financial statements except with a different focus on the financial activity. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of these resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term. Since the focus of the government-wide financial statements includes a long-term view, a reconciliation of these fund balances has been completed to detail its relation to net position.

Proprietary funds are reported in the fund financial statements and are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fiduciary funds are reported in the fiduciary fund financial statements, but are excluded from the government-wide statements. Fiduciary fund financial statements report resources that are not available to fund Township activities.

Notes to the financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of both the government-wide and fund financial statements.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Other supplementary information includes detail by fund for receivables, payables, transfers, and payments within the reporting entity.

Major funds are reported in the basic financial statements as discussed. Combining and individual statements and schedules for non-major funds are presented in a subsequent section of this report.

Financial Analysis of the Township as a Whole

The Township's net position at the end of the fiscal year was \$18,165,266. This is a \$531,084 increase over last year's net position of \$17,634,182. This increase is typical for the Township.

The following tables provide a summary of the Township's financial activities and changes in net position:

Summary of Net Position

	Governmental Activities		Business-type Activities		Total	
	6/30/2017	6/30/2016	6/30/2017	6/30/2016	6/30/2017	6/30/2016
Assets						
Current and other assets	\$ 3,016,158	\$ 3,288,876	\$ 3,390,071	\$ 3,534,045	\$ 6,406,229	\$ 6,822,921
Capital assets	7,634,588	7,055,815	8,903,481	9,056,508	16,538,069	16,112,323
Total assets	10,650,746	10,344,691	12,293,552	12,590,553	22,944,298	22,935,244
Deferred outflows of resources						
Pension	134,285	269,017			134,285	269,017
Liabilities						
Other liabilities	825,613	656,859	119,365	38,220	944,978	695,079
Long-term liabilities	2,700,310	3,145,607	1,224,690	1,729,393	3,925,000	4,875,000
Total liabilities	3,525,923	3,802,466	1,344,055	1,767,613	4,869,978	5,570,079
Deferred inflows of resources						
Pension	43,339				43,339	
Net position:						
Invested in capital assets, net of debt	4,934,278	3,910,208	7,678,791	7,327,115	12,613,069	11,237,323
Restricted	1,337,695	1,248,417	2,061,651	2,470,218	3,399,346	3,718,635
Unrestricted	943,796	1,652,617	1,209,055	1,025,607	2,152,851	2,678,224
Total net position	\$ 7,215,769	\$ 6,811,242	\$ 10,949,497	\$ 10,822,940	\$ 18,165,266	\$ 17,634,182

Summary of Changes in Net Position

	Governmental Activities		Business-type Activities		Total	
	6/30/2017	6/30/2016	6/30/2017	6/30/2016	6/30/2017	6/30/2016
Revenues:						
Program revenues:						
Charges for services	\$ 505,407	\$ 402,857	\$ 1,356,181	\$ 2,145,579	\$ 1,861,588	\$ 2,548,436
Operating grants and contributions	287,057	1,500			287,057	1,500
Capital grants and contributions			28,400	25,560	28,400	25,560
General revenues:						
State shared revenues	731,574	649,431			731,574	649,431
Property taxes	2,641,385	2,586,008			2,641,385	2,586,008
Interest	2,377	1,007	75,200	55,314	77,577	56,321
Other	369,173	502,300	5,589	9,387	374,762	511,687
Gain on sale of assets		11,740				11,740
Total revenues	<u>4,536,973</u>	<u>4,154,843</u>	<u>1,465,370</u>	<u>2,235,840</u>	<u>6,002,343</u>	<u>6,390,683</u>
Expenses						
General government	993,629	967,539			993,629	967,539
Fire protection	949,852	675,496			949,852	675,496
Police protection	1,790,994	1,776,194			1,790,994	1,776,194
Community center/community development	147,549	140,639			147,549	140,639
Public works/roads	176,469	167,815			176,469	167,815
Interest on long-term debt	73,953	86,843			73,953	86,843
Sewer system			1,338,813	1,240,403	1,338,813	1,240,403
Total expenses	<u>4,132,446</u>	<u>3,814,526</u>	<u>1,338,813</u>	<u>1,240,403</u>	<u>5,471,259</u>	<u>5,054,929</u>
Changes in net position	<u>404,527</u>	<u>340,317</u>	<u>126,557</u>	<u>995,437</u>	<u>531,084</u>	<u>1,335,754</u>
Beginning net position	<u>6,811,242</u>	<u>6,470,925</u>	<u>10,822,940</u>	<u>9,827,503</u>	<u>17,634,182</u>	<u>16,298,428</u>
Ending net position	<u>\$ 7,215,769</u>	<u>\$ 6,811,242</u>	<u>\$ 10,949,497</u>	<u>\$ 10,822,940</u>	<u>\$ 18,165,266</u>	<u>\$ 17,634,182</u>

Financial Analysis of the Township's Funds

The Township's General Fund had expenditures over revenues totaling \$814,151. This is due to large expenses for roads and pathways. The General Fund also made a large transfer to the Fire Fund.

The other major governmental funds of the Township are the Law Enforcement and Fire Fund.

The revenues exceeded expenditures for the Fire Fund in the amount of \$297,196 which is a large increase compared to the prior year. This is due to a large grant and a large transfer in.

The Law Enforcement Fund had revenues over expenditures of \$26,090 which is a smaller increase compared to last year. This is due to an increase in tax revenue and a reimbursement from the State for personal property taxes.

The Township's sole proprietary fund, the Sewage Disposal System Fund, reported net gain of \$126,557. The slight increase is due to a slight increase in billings and SAD interest.

General Fund Budgetary Highlights

The General Fund adopted its budget prior to the fiscal year in accordance with Public Act 493 of 2000. Total actual expenditures were less than budgeted appropriations by \$174,663. The budget was amended during the year to account for immaterial amounts in order to bring it closer to economic reality.

Capital Asset and Debt Administration

The governmental funds purchased \$881,854 of capital assets. Acquisitions included:

\$	360,728	Land purchase
	336,436	Non-motorized trail (construction in progress)
	184,690	Equipment

Additionally, the Township acquired land worth \$72,235 at no cost to the Township.

The business-type funds spent \$196,711 to complete a sewer expansion project that was classified as construction in progress in the prior year. The sewer expansion project was completed during the year and capitalized at a total cost of \$637,331. This expansion relates to the Whitmore Lake SAD charges.

The governmental funds made debt payments of \$445,297 during the year making the total outstanding of \$2,700,310.

The business-type funds made debt payments of \$504,703 during the year making the total outstanding of \$1,224,690.

Economic Conditions and Future Activities

After several years of fluctuations in State Shared Revenues, the Township saw an increase of 6% this year. The Township also saw a new source of State revenue for delinquent tax reimbursement of \$45,972.

Management is hopeful taxable values continue to increase as they have this year.

Contacting the Township's Financial Management

This report is designed to provide a general overview of the Township's financial position and comply with finance-related regulations. If you have any further questions about this report or request additional information please contact Northfield Township at 8350 Main Street, Whitmore Lake, MI 48189.

BASIC FINANCIAL STATEMENTS

GOVERNMENTAL-WIDE FINANCIAL STATEMENTS

NORTHFIELD TOWNSHIP

**STATEMENT OF NET POSITION
JUNE 30, 2017**

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and investments	\$ 2,710,874	\$ 912,902	\$ 3,623,776
Cash and investments - restricted		917,250	917,250
Receivables			
Taxes	10,569		10,569
State shared revenues	118,063		118,063
Accounts	24,396	411,887	436,283
Interest	396		396
Special assessments - restricted		1,144,401	1,144,401
Prepaid expenses	123,348		123,348
Intergovernmental	(3,631)	3,631	
Land contract receivable			
Current	3,214		3,214
Non-current	28,929		28,929
Capital assets, not being depreciated			
Non-depreciated	1,189,667	226,918	1,416,585
Depreciated, net	6,444,921	8,676,563	15,121,484
Total assets	10,650,746	12,293,552	22,944,298
DEFERRED OUTFLOW OF RESOURCES			
Pension investment activities	52,575		52,575
Pension change in actuarial assumptions	50,444		50,444
Pension contributions	31,266		31,266
Total deferred outflow of resources	134,285		134,285
DEFERRED INFLOW OF RESOURCES			
Pension expense	43,339		43,339
LIABILITIES			
Accounts payable	386,620	83,248	469,868
Accrued compensated absences	226,267	36,117	262,384
Net pension liability	212,726		212,726
Long term obligations			
Due within one year	486,404	113,596	600,000
Due beyond one year	2,213,906	1,111,094	3,325,000
Total liabilities	3,525,923	1,344,055	4,869,978
NET POSITION			
Invested in capital assets, net of related debt	4,934,278	7,678,791	12,613,069
Restricted	1,337,695	2,061,651	3,399,346
Unrestricted	943,796	1,209,055	2,152,851
Total net position	\$ 7,215,769	\$ 10,949,497	\$ 18,165,266

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017**

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Contributions	Governmental Activities	Business-type Activities	Total
GOVERNMENTAL ACTIVITIES							
General government	\$ (993,629)	\$ 451,592	\$	\$	\$ (542,037)	\$	\$ (542,037)
Fire protection	(949,852)	20,631	285,557		(643,664)		(643,664)
Police protection	(1,790,994)	33,184	1,500		(1,756,310)		(1,756,310)
Community development	(2,500)				(2,500)		(2,500)
Community center/recreation	(145,049)				(145,049)		(145,049)
Public works/roads	(176,469)				(176,469)		(176,469)
Interest on long-term debt	(73,953)				(73,953)		(73,953)
Total governmental	(4,132,446)	505,407	287,057		(3,339,982)		(3,339,982)
BUSINESS-TYPE ACTIVITIES							
Sewer system	(1,338,813)	1,356,181		28,400		45,768	45,768
Total	\$ (5,471,259)	\$ 1,861,588	\$ 287,057	\$ 28,400	(3,339,982)	45,768	(3,294,214)
General revenues							
Property taxes					2,641,385		2,641,385
State revenue sources					731,574		731,574
Interest income - cash and equivalents					2,377	2,631	5,008
Interest income - special assessments						72,569	72,569
Franchise fees					97,249		97,249
Rental income					21,160		21,160
Fines and forfeitures					130,081		130,081
Other income					48,448	5,589	54,037
Donated assets					72,235		72,235
Total general revenues					3,744,509	80,789	3,825,298
Changes in net position					404,527	126,557	531,084
Net position, July 1, 2016					6,811,242	10,822,940	17,634,182
Net position, June 30, 2017					\$ 7,215,769	\$ 10,949,497	\$ 18,165,266

The notes of the financial statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

NORTHFIELD TOWNSHIP

**BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2017**

	General Fund	Fire Fund	Law Enforcement Fund	Nonmajor Funds	Totals
ASSETS					
Cash and investments	\$ 858,482	\$ 828,728	\$ 521,821	\$ 501,843	\$ 2,710,874
Receivables					
Taxes receivable	1,641	2,412	5,423	1,093	10,569
State shared revenues	118,063				118,063
Accounts	23,816			580	24,396
Interest	396				396
Library	32,143				32,143
Due from other funds	1,494	11,282	25,228	4,963	42,967
Prepaid expenditures	122,551	319		478	123,348
Total assets	<u><u>\$ 1,158,586</u></u>	<u><u>\$ 842,741</u></u>	<u><u>\$ 552,472</u></u>	<u><u>\$ 508,957</u></u>	<u><u>\$ 3,062,756</u></u>
LIABILITIES					
Accounts payable	\$ 322,920	\$ 9,783	\$ 24,525	\$ 26,447	\$ 383,675
Due to other funds	45,130			1,494	46,624
Due to others	1,188		1,731		2,919
Total liabilities	<u>369,238</u>	<u>9,783</u>	<u>26,256</u>	<u>27,941</u>	<u>433,218</u>
FUND BALANCE					
Nonspendable - prepaid items	122,551	319		478	123,348
Nonspendable - library receivable	32,143				32,143
Restricted - fire		530,768			530,768
Restricted - law enforcement			526,216	251,198	777,414
Restricted - community development				27,932	27,932
Restricted - debt service				1,581	1,581
Committed - building department				167,560	167,560
Assigned for future budget deficit		301,871		32,267	334,138
Unassigned	634,654				634,654
Total fund balances	<u>789,348</u>	<u>832,958</u>	<u>526,216</u>	<u>481,016</u>	<u>2,629,538</u>
Total liabilities and fund balances	<u><u>\$ 1,158,586</u></u>	<u><u>\$ 842,741</u></u>	<u><u>\$ 552,472</u></u>	<u><u>\$ 508,957</u></u>	<u><u>\$ 3,062,756</u></u>

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**RECONCILIATION OF GOVERNMENTAL FUND BALANCES TO NET POSITION
OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2017**

Total fund balance per balance sheet	\$ 2,629,538
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.

Historical cost	\$ 12,261,707
Accumulated depreciation	<u>(4,627,119)</u>

Capital assets net of accumulated depreciation	7,634,588
---	------------------

Pension related activities are not a consumption of current resources and therefore are reported as deferred outflows of resources in the Statement of Net Position.

Investments deficient (in excess) of projections	52,575
Differences in actuarial assumptions	50,444
Differences in actuarial experience to actual	(43,339)
Contributions subsequent to measurement date	<u>31,266</u>

Deferred outflows of resources related to pension activities	90,946
---	---------------

Pension liabilities, net of pension plan fiduciary net position, are not due and payable in the current period and are not reported in the fund financial statements.

Net pension liability	(212,726)
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Some liabilities are not due and payable in the current period and therefore are not reported in the funds. These include:

Long-term debt	(2,700,310)
Compensated absences	<u>(226,267)</u>

Total	<u>(2,926,577)</u>
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Net position of governmental activities	<u><u>\$ 7,215,769</u></u>
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The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2017**

	General Fund	Fire Fund	Law Enforcement Fund	Nonmajor Funds	Total
REVENUES					
Taxes	\$ 263,055	\$ 632,987	\$ 1,480,666	\$ 264,677	\$ 2,641,385
Grant		284,357			284,357
State shared revenues and tax reimbursement	690,176	11,282	25,228	4,888	731,574
Licenses and permits			3,386	168,681	172,067
Contributions		1,200	1,500		2,700
Rental income	12,760	8,400		254,086	275,246
Franchise fees	97,249				97,249
Charges for services	280,211	20,631	29,798	2,700	333,340
Fines and forfeitures			17,730	112,351	130,081
Interest	2,377				2,377
Other income	41,240	1,282	4,652	1,274	48,448
Total revenues	1,387,068	960,139	1,562,960	808,657	4,718,824
EXPENDITURES					
Current:					
General government	959,757			109,527	1,069,284
Fire rescue		865,206			865,206
Police protection			1,459,917	160,732	1,620,649
Community center	107,120				107,120
Roads	121,606				121,606
Community development	2,500				2,500
Public works	38,072			16,791	54,863
Capital outlay:					
General government	360,728				360,728
Recreation	336,436				336,436
Police protection			111,953		111,953
Fire protection		72,737			72,737
Debt service:					
Principal				445,297	445,297
Interest/fees				73,953	73,953
Total expenditures	1,926,219	937,943	1,571,870	806,300	5,242,332
Excess of revenues over (under) expenditures	(539,151)	22,196	(8,910)	2,357	(523,508)

NORTHFIELD TOWNSHIP

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS - continued
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>General Fund</u>	<u>Fire Fund</u>	<u>Law Enforcement Fund</u>	<u>Nonmajor Funds</u>	<u>Total</u>
OTHER FINANCING SOURCES (USES)					
Transfers in		275,000	35,000		310,000
Transfers (out)	(275,000)			(35,000)	(310,000)
Total other financing sources (uses)	(275,000)	275,000	35,000	(35,000)	
Net changes in fund balances	(814,151)	297,196	26,090	(32,643)	(523,508)
FUND BALANCE, JULY 1, 2016	1,603,499	535,762	500,126	513,659	3,153,046
FUND BALANCE, JUNE 30, 2017	<u>\$ 789,348</u>	<u>\$ 832,958</u>	<u>\$ 526,216</u>	<u>\$ 481,016</u>	<u>\$ 2,629,538</u>

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017**

Net change in fund balances - governmental funds \$ (523,508)

Amounts reported for governmental activities in the Statement of Activities
are different because:

Governmental funds report capital outlay as expenditures.
However, in the Statement of Activities the cost of those
assets are allocated over their useful lives as depreciation
expense. The amount by which capital outlay exceeded
depreciation and losses on disposal is as follows:

Capital outlay	\$ 881,854
Depreciation expense	(375,316)
Donated assets	<u>72,235</u>

Total	578,773
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Some pension contributions in the Statement of Activities do not
require the use of current financial resources, and therefore, are
not reported as expenditures in the Governmental Funds.

Pension expense	(47,668)
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Repayment of bond and contracts payable is an expenditure
in the governmental funds, but the repayment reduces long-term
liabilities in the Statement of Net Position.

Repayment of:

Bonds/contracts payable	445,297
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Accrued absences for vacation for the employees is
recorded on the Statement of Net Assets

	<u>(48,367)</u>
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Change in net position of governmental activities	<u>\$ 404,527</u>
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The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**STATEMENT OF NET POSITION
PROPRIETARY FUND
JUNE 30, 2017**

	<u>Sewage Disposal System Fund</u>	
CURRENT ASSETS		
Cash	\$ 890,657	
Investments	22,245	
Sewer billings receivable	389,017	
Due from other funds	3,631	
Other receivables	<u>22,870</u>	
Total current assets		\$ 1,328,420
RESTRICTED ASSETS		
Cash	900,670	
Investments	16,580	
Special assessments receivable - capital and debt	<u>1,144,401</u>	
Total restricted assets		2,061,651
PLANT, PROPERTY AND EQUIPMENT		
Non-depreciated	226,918	
Depreciated, net	<u>8,676,563</u>	
Net plant, property, and equipment		<u>8,903,481</u>
Total assets		<u>12,293,552</u>
CURRENT LIABILITIES		
Accounts payable	83,248	
Accrued compensated absences	36,117	
Contracts payable - current portion	<u>113,596</u>	
Total current liabilities		232,961
LONG-TERM LIABILITIES		
Contracts payable - less current portion		<u>1,111,094</u>
Total liabilities		<u>1,344,055</u>
NET POSITION		
Invested in capital assets, net of related debt	7,678,791	
Restricted for capital and debt	2,061,651	
Unrestricted	<u>1,209,055</u>	
Total net position		<u>\$ 10,949,497</u>

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Sewage Disposal System Fund</u>
OPERATING REVENUES	
User charges	\$ 1,356,181
OPERATING EXPENSES	
Salaries and wages	\$ 296,625
Employee benefits/payroll taxes	146,860
Depreciation	349,738
Other operating expenses	<u>481,499</u>
Total operating expenses	<u>1,274,722</u>
Operating income	81,459
NON-OPERATING REVENUES AND (EXPENSES)	
Interest income - cash and cash equivalents	2,631
Interest income - special assessments	72,569
Other revenues	5,589
Interest expense	(62,529)
Bond fees	<u>(1,562)</u>
Total non-operating revenues and (expenses)	<u>16,698</u>
Net income before capital contributions	98,157
CAPITAL CONTRIBUTIONS	
Connection fees	<u>28,400</u>
Change in net position	126,557
NET POSITION, JULY 1, 2016	<u>10,822,940</u>
NET POSITION, JUNE 30, 2017	<u><u>\$ 10,949,497</u></u>

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP
STATEMENT OF CASH FLOWS
SEWAGE DISPOSAL SYSTEM FUND
FOR THE YEAR ENDED JUNE 30, 2017

CASH FLOWS FROM OPERATING ACTIVITIES

Cash receipts from customers	\$ 1,313,104
Cash payments to employees	(282,184)
Cash payments to suppliers of goods and services	<u>(564,347)</u>
Net cash provided by operating activities	466,573

**CASH FLOWS FROM CAPITAL
AND RELATED FINANCING ACTIVITIES**

Connection fees received	\$ 28,400
Special assessments and interest received	280,890
Other revenue (expense)	5,589
Acquisition of capital assets	(196,711)
Repayment of principal on bonds/contracts	(568,794)
Investment activity	<u>1,174,534</u>
Net cash (used in) capital and related financing activities	723,908

CASH FLOWS FROM INVESTING ACTIVITIES

Interest on cash and cash equivalents	<u>2,631</u>
Net increase in cash and cash equivalents	1,193,112

CASH AND CASH EQUIVALENTS AT, JULY 1, 2016

598,215

CASH AND CASH EQUIVALENTS AT, JUNE 30, 2017

\$ 1,791,327

**RECONCILIATION OF OPERATING INCOME TO NET CASH
PROVIDED BY OPERATING ACTIVITIES**

Operating income	\$ 81,459
Adjustments to reconcile operating income to net cash (used in) operating activities:	
Depreciation	\$ 349,738
Change in assets and liabilities:	
(Increase) decrease in receivables	(22,731)
(Increase) decrease in prepaid expenses	252
(Increase) decrease in other receivables	(23,290)
Increase (decrease) in accounts payable/accrued compensated absences	<u>81,145</u>
Total adjustments	<u>385,114</u>
Net cash provided by operating activities	<u><u>\$ 466,573</u></u>

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP
STATEMENT OF ASSETS AND LIABILITIES
ALL AGENCY FUNDS
JUNE 30, 2017

	Current Tax Collection Fund	Trust and Agency Fund	Payroll Fund	Totals
ASSETS				
Cash	\$	\$ 60,984	\$ 7,143	\$ 68,127
Due from other funds	26			26
Due from others		7,944	857	8,801
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u><u>\$ 26</u></u>	<u><u>\$ 68,928</u></u>	<u><u>\$ 8,000</u></u>	<u><u>\$ 76,954</u></u>
LIABILITIES				
Bank overdraft	\$ 26	\$	\$	\$ 26
Due to others		68,928	8,000	76,928
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u><u>\$ 26</u></u>	<u><u>\$ 68,928</u></u>	<u><u>\$ 8,000</u></u>	<u><u>\$ 76,954</u></u>

The notes of the financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the Township relating to the funds and account groups included in the accompanying combined financial statements conform to generally accepted accounting principles applicable to state and local governments. The more significant accounting policies of the Township are described below.

A. BASIC FINANCIAL STATEMENTS

In accordance with GASB standards, the basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (Statement of Net Position and Statement of Activities) report on the Township as a whole, excluding fiduciary activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All activities, both governmental and business-type, are reported in the government-wide financial statements using the economic resources measurement focus and the accrual basis of accounting, which includes long-term assets and receivables as well as long-term debt and obligations. The government-wide financial statements focus more on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

Generally, the effect of interfund activity has been removed from the government-wide financial statements. Net interfund activity and balances between governmental activities and business-type activities are shown in the government-wide financial statements.

The government-wide Statement of Net Position reports all financial and capital resources of the Township (excluding fiduciary funds). It is displayed in a format of assets less liabilities equals net position, with the assets and liabilities shown in order of their relative liquidity. Net position is required to be displayed in three components: 1) invested in capital assets, net of related debt, 2) restricted, and 3) unrestricted. Invested in capital assets, net of related debt is capital assets net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Restricted net positions are those with constraints placed on their use by either: 1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations or other governments, or 2) imposed by law through constitutional provisions or enabling legislation. All net positions not otherwise classified as restricted, are shown as unrestricted. Generally the Township would first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

The Government-Wide Statement of Activities demonstrates the degree to which both direct and indirect expenses of the various functions and programs of the Township are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or identifiable activity. Indirect expenses for administrative overhead are allocated among the functions and activities using a full cost allocation approach and are presented separately to enhance comparability of direct expenses between governments that allocate direct expenses and those that do not. Interest on general long-term debt is not allocated to the various functions. Program revenues include: 1) charges to customers or users who purchase, use or directly benefit from goods, services or privileges provided by a particular function or program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes, unrestricted investment income and other revenues not identifiable with particular functions or programs are included as general revenues. The general revenues support the net costs of the functions and programs not covered by program revenues.

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Also, part of the basic financial statements are fund financial statements for governmental funds and proprietary funds. The focus of the fund financial statements is on major funds, as defined by GASB Statement No. 34. Although this reporting model sets forth minimum criteria for determination of major funds (a percentage of assets, liabilities, revenues, or expenditures/expenses of fund category and of the governmental and enterprise funds combined), it also gives governments the option of displaying other funds as major funds. Other non-major funds are combined in a single column on the fund financial statements.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Law Enforcement Fund accounts for all the activity associated with providing police protection services. This fund is primarily supported through the collection of property taxes.

The Fire Fund accounts for all the activity associated with providing fire and medical rescue services. This fund is primarily supported through the collection of property taxes.

The Township reports the following major enterprise fund:

The Sewage Disposal System Fund accounts for all the activity associated with the operations and maintenance of a sewage treatment system.

B. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The governmental fund financial statements are prepared on a current financial resources measurement focus and modified accrual basis of accounting. To conform to the modified accrual basis of accounting, certain modifications must be made to the accrual method. These modifications are outlined below:

- A. Revenue is recorded when it becomes both measurable and available (received within 60 days after year-end). Revenue considered susceptible to accrual includes: property taxes, sales and use taxes, transient occupancy taxes, licenses, fees and permits, intergovernmental revenues, charges for services, fines, forfeits and penalties, and interest.
- B. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.
- C. Disbursements for the purchase of capital assets providing future benefits are considered expenditures. Bond proceeds are reported as another financing source. The former being a decrease in fund balances and the later being an increase in fund balances.

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

With this measurement focus, operating statements present increases and decreases in net current assets and unreserved fund balance as a measure of available resources.

This is the traditional basis of accounting for governmental funds and also is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to: 1) demonstrate legal and covenant compliance, 2) demonstrate the sources and uses of liquid resources, and 3) demonstrate how the Township's actual revenues and expenditures conform to the annual budget. Since the governmental funds financial statements are presented on a different basis than the governmental activities column of the government-wide financial statements, reconciliation is provided immediately following each fund statement. These reconciliations briefly explain the adjustments necessary to transform the fund financial statements into the governmental activities column of the government-wide financial statements.

The proprietary funds financial statements are prepared on the same basis (economic resources measurement focus and accrual basis of accounting) as the government-wide financial statements. Therefore, most lines for the total proprietary funds on the proprietary funds financial statements will directly reconcile to the business-type activities column on the government-wide financial statements. Because the proprietary funds are combined into a single business-type activities column on the government-wide financial statements, certain interfund activities between these funds are eliminated in the consolidation for the government-wide financial statements, but are included in the fund columns in the proprietary funds financial statements.

Proprietary funds account for operations where the intent of the Township is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Under GASB Statement No. 34, proprietary funds are also required for any activity whose principal revenue sources meet any of the following criteria: 1) any activity that has issued debt backed solely by the fees and charges of the activity, 2) if the cost of providing services for any activity, including capital costs such as depreciation or debt service, must legally be recovered through fees and charges of the activity, or 3) it is the policy of the Township to establish activity fees or charges to recover the cost of providing services, including capital costs.

On the proprietary funds financial statements, operating revenues are those that flow directly from the operations of the activity, i.e. charges to customers or users who purchase or use the goods or services of that activity. Operating expenses are those that are incurred to provide those goods or services. Non-operating revenues and expenses are items such as investment income and interest expense that are not a result of the direct operations of the activity.

Fiduciary funds account for assets held by the Township in a trustee or agency capacity on behalf of others and, therefore, are not available to support Township programs. Fiduciary funds are not included in the government-wide financial statements as they are not an asset of the Township available to support Township programs. The Township currently maintains three agency funds. One accounts for the collection and disbursement of property taxes, another is a clearing account for payroll transactions and the final one accounts for monies held in escrow for certain development projects.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

C. CAPITAL ASSETS

Under GASB Statement No. 34, all capital assets, whether owned by governmental activities or business-type activities are recorded and depreciated in the government-wide financial statements. No long-term capital assets or depreciation are shown in the governmental fund financial statements.

Capital assets, including public domain infrastructure (e.g., roads, bridges, sidewalks and other assets that are immovable and of value only to the Township) are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life greater than one year. Capital assets are recorded at cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at the estimated fair market value at the date of donation. Real property is considered a capital asset regardless of initial cost.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings, structures and improvements	5 to 50 years
Utility plant	5 to 50 years
Machinery and equipment	2 to 40 years
Infrastructure	25 to 75 years

Capital assets transferred between funds are transferred at their net book value (cost less accumulated depreciation), as of the date of the transfer.

D. ACCRUED COMPENSATED ABSENCES

The Township has recorded a liability for compensated absences. The policies regarding compensated absences are outlined in the Township's "Rules of Employment".

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

E. BUDGETARY DATA

The Board of Trustees follows the procedures as outlined in the Uniform Budgeting Manual for Local Units of Government in Michigan in the establishment of the various annual budgets.

The supervisor prepares the annual budgets through information received by the clerk. The proposed budget is then submitted for discussion and approved by the entire Township Board. The budget is approved by activity rather than line item. If and when it becomes necessary to amend certain amounts in the budget, a proposal outlining the desired changes is made to and approved by the Township Board at any of their regular meetings. Budget appropriations made, but not expended by year end, will lapse with the fiscal year end.

For the year ended June 30, 2017, expenditures exceeded appropriations in several departments in the General Fund.

F. PROPERTY TAXES

Property tax revenues are recognized in the fiscal year for which the taxes are levied. Property taxes are levied on December 1 each year. These taxes become liens on the property at that date. These taxes are due on February 14, with the final collection date of February 28. The delinquent real property taxes of Northfield Township are purchased by Washtenaw County. The county sold tax notes, the proceeds of which will be used to pay the Township for these property taxes. The 2016 adjusted taxable value of the Township totaled \$330,827,368. The Township levied the following millages during the current fiscal year ended June 30, 2017:

General operating	0.7952
Fire	1.9134
Police	4.4757
Public safety building	<u>0.8001</u>
Total millage	<u><u>7.9844</u></u>

G. OTHER FINANCING SOURCES (USES)

The transfers of cash between the various funds are budgeted but reported separate from revenues and expenditures as transfers in or (out) unless they represent temporary advances that are to be repaid, in which case they are carried as assets or liabilities of the advancing or borrowing fund.

H. INVESTMENTS

Investments are stated at market value.

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

I. CASH AND INVESTMENTS

Cash and investments include amounts in demand deposits and time deposits, including both negotiable and non-negotiable certificates of deposit.

For purposes of the statement of cash flows, demand deposits and short-term investments with a maturity date of three months or less when acquired are considered to be cash equivalents.

J. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disaster. The Township maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Township. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

L. RECEIVABLES

When necessary the Township utilizes an allowance for uncollectable accounts to value its receivables. The Township considers all of its trade and special assessment receivables to be collectable.

M. EQUITY

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, or unassigned. Nonspendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by creditors, grantors, contributors, by enabling legislation or constitutional provisions. Committed fund balance is a limitation imposed by the Township Board through approval of resolutions. Assigned fund balances is a limitation imposed by a designee of the Township Board. Unassigned fund balance in the General Fund is the net resources in excess of what can be properly classified in one of the above four categories. Negative unassigned fund balance in other governmental funds represents excess expenditures incurred over the amounts restricted, committed, or assigned to those purposes. Proprietary fund equity is classified the same as in the government-wide statements.

When both restricted and unrestricted fund balances are available for use, it is the Township policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

For the government-wide financial statements, net position is reported as restricted when constraints placed on net positions are either: (1) Externally imposed by creditors (such as debt covenants), grantors, contributors, laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

N. DEFERRED OUTFLOWS AND DEFERRED INFLOWS OF RESOURCES

Under GASB standards the Township will report two sections in the Statement of Net Position (Government Wide Statements) and in the Balance Sheet (Fund Statements) which are called Deferred Outflow (previously called assets).

These separate financial statement elements which meet the definition of deferred outflow are no longer considered assets.

Deferred outflow of resources represent a consumption of net position that applies to a future period. The element will not be recognized as an expense and (or) expenditure until the time restriction is met.

For the year ended June 30, 2017 the Township records deferred outflow of resources relating to pension differences in expected investment returns compared to actual, changes in experience, and changes in actuarial assumptions. In addition, the Township records deferred outflow of resources for pension contributions made subsequent to Net Pension Liability measurement date of December 31, 2016.

In addition to liabilities, the Statement of Net Position and governmental fund balance sheet will report a separate section for deferred inflow of resources. Deferred inflow of resources represents an acquisition of net position or fund balance that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Deferred outflow/(inflow) of resources related to pension activities as of June 30, 2017 are as follows:

	Deferred Outflows	Deferred Inflows
Differences in experience	\$	\$ (43,339)
Differences in actuarial assumptions	50,444	
Differences in investment expectations versus actual	52,575	
Contributions made subsequent to pension liability measurement date	31,266	
Totals	\$ 134,285	\$ (43,339)

O. DEFINED PENSION BENEFIT PLAN

For purposes of measuring the Net Pension Liability, deferred outflows and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Municipal Employees Retirement System (MERS) of Michigan and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 2 - DESCRIPTION OF REPORTING ENTITY

In accordance with the provisions of the Governmental Accounting Standards Board (GASB) Statement No. 39, certain other governmental organizations are considered to be part of the reporting entity for financial statement purposes.

The criteria established by GASB Statement No. 39 for various governmental organizations to be included in the reporting entity's financial statements include accountability, control, and significant financial relationships.

The accompanying financial statements of Northfield Township as of June 30, 2017, include any and all boards, agencies, funds and account groups under the jurisdiction of the Northfield Township Board.

NOTE 3 - LAND CONTRACT RECEIVABLE - NORTHFIELD TOWNSHIP AREA LIBRARY

On May 15, 1989, the Township entered into a land contract with the Northfield Township Library Board for the purchase of property commonly known as the "Dodge House". This transaction, which represents monies expended from the Northfield Township general fund, was in the original amount of \$112,500, and is to be amortized over thirty-five (35) years, without interest. Annual installments of \$3,214 started on February 22, 1993. The total outstanding balance at June 30, 2017 was \$32,143.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the governmental and business-type activities for the year ended June 30, 2017 was as follows:

	<u>Balance 7/1/2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2017</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 420,268	\$ 432,963	\$	\$ 853,231
Construction in progress		336,436		336,436
Total cost - assets not being depreciated	<u>420,268</u>	<u>769,399</u>		<u>1,189,667</u>
Capital assets being depreciated:				
Buildings	8,659,747			8,659,747
Equipment	<u>2,227,603</u>	184,690		<u>2,412,293</u>
Total cost	<u>10,887,350</u>	<u>184,690</u>		<u>11,072,040</u>
Less accumulated depreciation for:				
Buildings	(2,440,496)	(194,488)		(2,634,984)
Equipment	<u>(1,811,307)</u>	<u>(180,828)</u>		<u>(1,992,135)</u>
Total accumulated depreciation	<u>(4,251,803)</u>	<u>(375,316)</u>		<u>(4,627,119)</u>
Capital assets being depreciated, net	<u>6,635,547</u>	<u>(190,626)</u>		<u>6,444,921</u>
Governmental activities capital assets, net	<u>\$ 7,055,815</u>	<u>\$ 578,773</u>	<u>\$</u>	<u>7,634,588</u>
Related long-term debt outstanding at June 30, 2017				<u>(2,700,310)</u>
Governmental activities capital assets, net of related long-term debt				<u><u>\$ 4,934,278</u></u>

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 4 - CAPITAL ASSETS - continued

	<u>Balance 7/1/2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2017</u>
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 226,918	\$	\$	\$ 226,918
Construction in progress	440,620	196,711		637,331
Total capital assets not being depreciated	<u>667,538</u>	<u>196,711</u>		<u>864,249</u>
Capital assets being depreciated:				
Plant and equipment	14,911,991			14,911,991
Less accumulated depreciation for:				
Plant and equipment	<u>(6,523,021)</u>	<u>(349,738)</u>		<u>(6,872,759)</u>
Capital assets being depreciated, net	<u>8,388,970</u>	<u>(349,738)</u>		<u>8,039,232</u>
Business-type activities capital assets, net	<u>\$ 9,056,508</u>	<u>\$ (153,027)</u>	<u>\$</u>	8,903,481
Less: related long-term debt outstanding as of June 30, 2017				<u>(1,224,690)</u>
Business-type activities capital assets net of related debt				<u>\$ 7,678,791</u>

Depreciation expense was distributed to the various activities as follows:

Governmental activities:	
General government	\$ 11,693
Fire protection and medical rescue	163,216
Police protection	162,478
Recreation	30,356
Community center	<u>7,573</u>
Subtotal	375,316
Business-type activities:	
Sewer service	<u>349,738</u>
Total	<u>\$ 725,054</u>

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 5 - LONG-TERM OBLIGATIONS

The following is a summary of the Township's governmental activity long-term debt:

Bonds Payable

1. General Obligation Unlimited Tax Refunding bonds were issued on July 30, 2012 for \$2,415,000 to refund the 2001 bonds related to the financing of the public safety building. Principal payments range from \$215,000 to \$265,000 due annually in April and maturing on April 2022. Interest is charged at 2.35%, payable semi-annually. The outstanding balance of the bonds at June 30, 2017 was \$1,265,000.
2. General Obligation Limited Tax Refunding bonds were issued on July 30, 2012 for \$2,930,000 to refund the 2002 and 2003 bonds related to the financing of the public safety building (84.43%) as well as the Seven Mile sewer project (15.57%). Principal payments range from \$223,000 to \$300,000 due annually in April and maturing on April 2023. Interest is charged at 2.35%, payable semi-annually. The governmental fund outstanding balance of the bonds at June 30, 2017 was \$1,435,310.

The following is a schedule of changes in the long-term obligations of government fund activities:

	<u>Balance 7/1/2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2017</u>	<u>Amount Due Within One Year</u>
Bonds Payable					
General Obligation Bond, Series 2012 Refunding of 7 Mile Extension	\$ 1,495,000	\$	\$ (230,000)	\$ 1,265,000	\$ 250,000
General Obligation Bond, Series 2012 Refunding of 2002/2003 Public Safety Building Bonds	<u>1,650,607</u>		<u>(215,297)</u>	<u>1,435,310</u>	<u>236,404</u>
Total bonds payable	<u>3,145,607</u>		<u>(445,297)</u>	<u>2,700,310</u>	<u>486,404</u>
Compensated absences					
General government	<u>177,900</u>	<u>48,367</u>		<u>226,267</u>	<u>37,646</u>
Governmental activities long term obligations	<u>\$ 3,323,507</u>	<u>\$ 48,367</u>	<u>\$ (445,297)</u>	<u>\$ 2,926,577</u>	<u>\$ 524,050</u>

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 5 - LONG-TERM OBLIGATIONS - continued

The following is a schedule of principal and interest payments to service the governmental long-term obligations of the Township:

	Bonds Payable	
	Principal	Interest
Year Ending:		
2018	\$ 486,404	\$ 63,458
2019	481,404	52,027
2020	477,183	40,714
2021	518,290	29,500
2022	509,068	17,320
2023	227,961	5,357
Totals	\$ 2,700,310	\$ 208,376

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 5 - LONG-TERM OBLIGATIONS - continued

The following is a summary of bonds payable debt for the business-type activities:

1. Loan payable to Michigan Municipal Bond Authority to finance the refunding bonds for the 1992 Junior Lien bonds originally issued in 1992. A net present value savings of \$84,344 was created by issuing these refunding bonds due to a decrease in interest rates. Principal payable in annual installments ranging from \$30,000 to \$45,000 starting April 2006, and maturing on April 2022. Interest is paid semi-annually charged at 2.00% to 5.00%. Outstanding balance of the bonds was \$225,000 at June 30, 2017.
2. Loan payable to Washtenaw County to finance the refunding bonds for the various expansion project bonds. A net present value savings of \$243,781 was created by issuing these refunding bonds due to a decrease in interest rates. Principal payable in annual installments ranging from \$400,000 to \$555,000 starting May 2008, and maturing on May 2017. Interest is paid semi-annually charged at 4.25%. This bond was repaid in full during the year ended June 30, 2017.
3. General Obligation Limited Tax Refunding bonds were issued on July 30, 2012 for \$2,930,000 to refund the 2002 and 2003 bonds related to the financing of the Public Safety Building (84.43%) as well as the Seven Mile Sewer Project (15.57%). Principal payments range from \$223,000 to \$300,000 due annually in April and maturing on April 2023. Interest is charged at 2.35%, payable semi-annually. The business-type fund outstanding balance portion of the bonds at June 30, 2017 was \$264,690.
4. General Obligation Limited Tax Special Assessment Bonds were issued on February 10, 2017 for \$760,000 to finance the construction of the Whitmore Lake Sewer Special Assessment District. Principal payments of \$25,000 and \$55,000 are due annually beginning April 2017 and maturing in April 2035. Interest is paid semi-annually at 2.00% to 4.00%. The outstanding balance portion of the bonds at June 30, 2017 was \$735,000.

The following is a schedule of changes in the long-term debt of business-type activities:

Bonds Payable	Balance 7/1/2016	Additions	Deletions	Balance 6/30/2017	Amount Due Within One Year
1. General Obligation Bond, Series 2004B (1992 Junion Lien refunding)	\$ 265,000	\$	\$ (40,000)	\$ 225,000	\$ 45,000
2. General Obligation Bond, Series 2007 (1997 Expansion, 8 Mile Pump and N. Territorial)	400,000		(400,000)		
3. General Obligation Bond, Series 2012 (7 Mile Extension refunding)	304,393		(39,703)	264,690	43,596
4. General Obligation Bond, Series 2016 (Whitmore Lake SAD)	760,000		(25,000)	735,000	25,000
Total bonds payable	1,729,393		(504,703)	1,224,690	113,596
Compensated absences					
Business-type	21,676	14,441		36,117	7,830
Total business-type activities long-term debt	\$ 1,751,069	\$ 14,441	\$ (504,703)	\$ 1,260,807	\$ 121,426

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 5 - LONG-TERM OBLIGATIONS - continued

The following is a schedule of principal and interest payments to service the business-type long term obligations of the Township:

	Bonds Payable		
	Principal	Interest	Total
2018	\$ 113,596	\$ 39,133	\$ 152,729
2019	113,596	35,640	149,236
2020	112,818	32,090	144,908
2021	116,710	28,446	145,156
2022	120,931	24,711	145,642
2023 - 2027	227,039	90,508	317,547
2028 - 2032	255,000	55,689	310,689
2033 - 2035	165,000	11,959	176,959
Totals	\$ 1,224,690	\$ 318,176	\$ 1,542,866

NOTE 6 - DEFINED CONTRIBUTION PENSION PLAN

The Township participates in a defined contribution plan for full-time employees and is a fully insured plan funded by both employer (2/3) and employee (1/3) contributions. Under the plan the employee is allowed to contribute pre-tax dollars up to 10% of their annual compensation. All participants are vested 100% immediately. The Northfield Township Area Library participates with the Township in this plan and is included in all subsequent data regarding the plan.

A participant includes all full-time employees as of the beginning of the anniversary date or June 1st of each year. The annual contributions are based on the following formula:

Employer contributes	10% of wages
Employee contributes	<u>5%</u> of wages
Annual contribution to pension plan	<u>15%</u> of wages

The plan name is "Group Pension Plan" #GN 53402 through John Hancock Financial. A summary of the plan's activity for the period July 1, 2016 to June 30, 2017, is as follows:

Current year contributions	
Township portion	\$ 71,630
Employee portion	<u>35,815</u>
Total contributions	\$ <u>107,445</u>

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 7 - DEFINED BENEFIT PLAN

Plan Description

The employer's defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The employer participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at www.mersofmich.com.

Benefits Provided

The defined benefit plan is open to all full time union police officers. The plan calls for benefits to be paid as 2.25% of the final average compensation for each year of service, with a maximum of 80%. Final average compensation is calculated based on the employees final 3 years wages. The plan has a vesting period of 6 years, with normal retirement at age 60. Early retirement is available at age 55 with 20 years of continuous service with normal benefits or at age 55 with 15 years of continuous service or age 50 with 25 years of continuous service with reduced benefits.

Employees covered by benefit terms

At the December 31, 2016 valuation date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	0
Inactive employees entitled to but not yet receiving benefits	3
Active employees	<u>10</u>
	<u>13</u>

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 7 - DEFINED BENEFIT PLAN - continued

Contributions

The Township is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

The Township contributes 10% of covered wages, with the enrolled employees contributing the remainder of the actuarial determined rate. The employee contribution for the year ended June 30, 2017 was 3.70% of eligible wages to fund the plan. The Township contributed \$59,011 to the plan during the reporting period.

Net Pension Liability

The employer's Net Pension Liability was measured as of December 31, 2016, and the total pension liability used to calculate the Net Pension Liability was determined by an annual actuarial valuation as of that date.

Actuarial assumptions

The total pension liability in the December 31, 2016 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation: 2.5%.

Salary Increases: 3.75%

Investment rate of return: 7.75%, net of investment expense, including inflation.

Although no specific price inflation assumptions are needed for the valuation, the 3.75% long-term wage inflation assumption would be consistent with price inflation of 2.5%.

Mortality rates used were based on the 2014 Healthy Annuitant Annuity Mortality table, Employee Mortality table, and Juvenile Mortality table with a 50% Male and 50% Female blend.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study of 2009 to 2013.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 7 - DEFINED BENEFIT PLAN - continued

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	57.50%	5.02%
Global Fixed Income	20.00%	2.18%
Real Assets	12.50%	4.23%
Diversifying Strategies	10.00%	6.56%

Discount Rate

The discount rate used to measure the total pension liability is 8.00% for 2016. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 7 - DEFINED BENEFIT PLAN - continued

Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a)-(b)
Balance at 12/31/2015	\$ 1,800,358	\$ 1,457,229	\$ 343,129
Changes for the year			
Service cost	72,652		72,652
Interest on total pension liability	146,935		146,935
Changes in benefits	3,918		3,918
Difference between expected and actual experience	(106,981)		(106,981)
Changes in assumptions			
Employer contributions		59,011	(59,011)
Employee contributions		19,534	(19,534)
Net investment income		171,765	(171,765)
Benefit payments, including employee refunds			
Administrative expense		(3,383)	3,383
Other changes			
Net changes	<u>116,524</u>	<u>246,927</u>	<u>(130,403)</u>
Balances as of 12/31/16	<u>\$ 1,916,882</u>	<u>\$ 1,704,156</u>	<u>\$ 212,726</u>

Sensitivity of the Net Pension Liability to changes in the discount rate

The following presents the Net Pension Liability of the employer, calculated using the discount rate of 8.00%, as well as what the employer's Net Pension Liability would be using a discount rate that is 1% point lower (7.00%) or 1% higher (9.00%) than the current rate.

	1% Decrease 7.00%	Current Discount Rate 8.00%	1% Increase 9.00%
Net Pension Liability at 12/31/16	\$ 212,726	\$ 212,726	\$ 212,726
Changes in Net Pension Liability (NPL) from change in discount rate	<u>362,111</u>		<u>(293,576)</u>
Calculated NPL	<u>\$ 574,837</u>	<u>\$ 212,726</u>	<u>\$ (80,850)</u>

Note: The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because for GASB purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes, it is net of administrative expenses.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 7 - DEFINED BENEFIT PLAN - continued

Pension Expense and Deferred Outflow/Inflow of Resources Related to Pension

For the year ended June 30, 2017, the Township recognized pension expense of \$111,350. The Township reported deferred outflow and inflow of resources related to pensions from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources	Totals
Differences in experience	\$	\$ (43,339)	\$ (43,339)
Differences in assumptions	50,444		50,444
Excess (Deficit) of investment returns	52,575		52,575
Total to be amortized as pension expense	103,019	(43,339)	59,680
Contributions subsequent to the measurement date	31,266		31,266
Totals	<u>\$ 134,285</u>	<u>\$ (43,339)</u>	<u>\$ 90,946</u>

Amounts reported as deferred outflow and inflow of resources related to pensions will be recognized in pension expense as follows:

Year Ended	Expense
2018	\$ 23,580
2019	23,579
2020	18,895
2021	(9,423)
2022	1,014
2023-2024	2,035
Total	<u>\$ 59,680</u>

The amounts reported as deferred outflow of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction in the Net Pension Liability for the year ended June 30, 2017.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 8 - INTERFUND RECEIVABLE AND PAYABLE BALANCES AND TRANSFERS

Interfund receivables and payables exist at June 30, 2017. These represent short-term borrowings and amounts owed for reimbursements between other funds.

The following is a summary of the outstanding borrowings between the various funds of the Township:

	<u>Interfund Receivable</u>		<u>Interfund Payable</u>
General Fund	\$ 1,494	Downtown Development Authority	\$ 1,494
Law Enforcement Fund	25,228	General Fund	25,228
Fire Fund	11,282	General Fund	11,282
Public Safety Fund	4,888	General Fund	4,888
Current Tax Fund	26	General Fund	26
Sewer Fund	3,631	General Fund	3,631
Building Fund	75	General Fund	75
Total interfund balances	<u><u>\$ 46,624</u></u>		<u><u>\$ 46,624</u></u>

Interfund transfers for the year ended June 30, 2017 were as follows:

<u>Transfer In</u>	<u>Transfer Out</u>	<u>Purpose</u>	<u>Amount</u>
Law Enforcement Fund	Federal Narcotics Fund	Pay operating expenditures	\$ 35,000
Fire Fund	General Fund	Pay operating expenditures	25,000
Fire Fund	General Fund	Fire truck replacement	250,000
			<u><u>\$ 310,000</u></u>

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 9 - DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, (Public Act 20 of 1943, as amended) authorizes the Township to make deposits and invest in the accounts of federally insured banks, credit union, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or Federal Agency obligation repurchase agreements; bankers acceptance of United States banks, commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan. The Township's deposits are in accordance with statutory authority.

As of June 30, 2017 deposits and investments consist of the following:

	<u>Total</u>	<u>Cash</u>	<u>Investments</u>
Deposits			
Checking accounts	\$ 4,588,907	\$ 4,588,907	\$
Non-negotiable certificates of deposit	<u>35,452</u>	<u></u>	<u>35,452</u>
Total deposits	4,624,359	4,588,907	35,452
Investments			
Negotiable certificates of deposit	<u>38,825</u>	<u></u>	<u>38,825</u>
Total investments	<u>38,825</u>	<u></u>	<u>38,825</u>
Total deposits and investments	<u><u>\$ 4,663,184</u></u>	<u><u>\$ 4,588,907</u></u>	<u><u>\$ 74,277</u></u>

Cash and investments are presented in the financial statements in the following areas:

Statement of Net Position:

Cash and investments	\$ 3,623,776
Restricted cash and investments	<u>917,250</u>
	4,541,026

Fiduciary Funds

Cash	<u>68,127</u>
Total cash and investments	<u><u>\$ 4,609,153</u></u>

The carrying amount of cash and investments is stated at \$4,609,153 as of June 30, 2017. The difference between the carrying amounts and the amounts mentioned above stem from cash on hand of \$500, other outstanding items of \$54,531.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 9 - DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS - continued

Custodial Credit Risk

Deposits - This is the risk that in the event of a bank failure, the Township will not be able to recover its deposits. The Township does not have a deposit policy for custodial credit risk. The Township evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

Insured by FDIC	\$ 285,452
Uninsured and uncollateralized	<u>4,338,907</u>
Total	<u>\$ 4,624,359</u>

Investments - This is the risk that in the event of the failure of a counterparty to a transaction, the Township will not be able to recover the value of its investments. The Township does not have a policy to cover custodial credit risk of investments. The Township evaluates each financial institution with which it invests and assesses the level of risk of each institution. Investments are made only with those institutions with an acceptable estimated risk level.

As of June 30, 2017, none of the Township's investments were exposed to custodial credit risk.

FDIC insurance covers up to \$250,000 for the combined amount of all time and savings accounts (including NOW accounts), and up to \$250,000 for the combined amount of all demand deposit accounts.

Concentration of Credit Risk

Concentration of credit risk is the risk attributed to the magnitude of the Township's investment in a single issuer. The Township's investment policy requires diversification with a primary focus on safety. However, the policy does not place a fixed percentage limit for any one issuer.

<u>Investment Type/Issuer</u>	<u>Percent of Portfolio</u>
Non-negotiable CD	
First National Bank	48%
Negotiable CD	
Standard Federal Bank	<u>52%</u>
	100%

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 9 - DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS - continued

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates and could possibly adversely affect the fair values of investments and cash deposits. The Township's investment policy does not specifically limit investment maturities that would help manage its exposure to fair value losses from increasing interest rates.

As of June 30, 2017 the Township had the following investment maturities:

<u>Investment Type</u>	<u>Investment Maturities (In Years)</u>		
	<u>Value</u>	<u>Less than 1</u>	<u>1 - 5</u>
Negotiable CD	\$ 38,825	\$	\$ 38,825
Non-negotiable CD's	35,452	35,452	
	<u>\$ 74,277</u>	<u>\$ 35,452</u>	<u>\$ 38,825</u>

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Township investment policy limits investments to those authorized by Public Act 20 of 1943. Commercial paper must be rated within the two (2) highest classifications established by not less than two (2) standard ratings services. Ratings are not required for U.S. Treasuries and money market accounts. As of June 30, 2017, the Township's investments were not rated.

NOTE 10 - STATEMENT OF CASH FLOWS

Pursuant to the Governmental Accounting Standards Board (GASB) statement number 9, a statement of cash flows is presented. The purpose of the statement of cash flows is to explain the change in cash and cash equivalents during the year. Cash equivalents are defined as short-term, highly liquid investments with original maturities of three months or less. The direct method was utilized to represent cash flows from operations.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 11 - GRANT ACTIVITIES

The Township has been a recipient of several grant funds for law enforcement, medical rescue, and recreation activities. These funds are subject to federal and state grant audit requirements.

NOTE 12 - ASSETS RESTRICTED FOR CAPITAL AND DEBT

Restricted assets in the Sewage Disposal System Fund as of June 30, 2017 consisted of the following:

	<u>Sewage Disposal System Fund</u>
Cash and investments	\$ 917,250
Special assessment receivables	<u>1,144,401</u>
Total	<u><u>\$ 2,061,651</u></u>

REQUIRED SUPPLEMENTARY INFORMATION

NORTHFIELD TOWNSHIP

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	Budgets			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
REVENUES				
Taxes	\$	\$ 263,500	\$ 263,055	\$ (445)
State revenue sources		652,000	690,176	38,176
Charges for services		344,365	377,460	33,095
Interest		1,000	2,377	1,377
Miscellaneous revenue		28,610	54,000	25,390
Total revenues	1,277,475	1,289,475	1,387,068	97,593
EXPENDITURES				
Township board		43,265	38,825	4,440
Supervisor		14,877	14,802	75
Township manager		151,120	131,496	19,624
Elections		21,600	21,564	36
Clerk		80,636	82,431	(1,795)
Board of review		20,233	18,964	1,269
Treasurer		97,460	88,525	8,935
Assessor		108,318	102,396	5,922
Township hall and grounds		132,503	121,606	10,897
Professional fees		113,200	122,139	(8,939)
Community development		2,500	2,500	
Zoning and planning departments		126,719	106,644	20,075
Street lights		35,520	38,072	(2,552)
Roads		200,950	458,127	(257,177)
Community Center		119,335	107,120	12,215
Solid waste management		2,000		2,000
Contingency - liens		5,000	3,041	1,959
Recreation board		10,000	4,059	5,941
Parks		16,684	16,500	184
Capital outlay		364,940	362,713	2,227
Rent - PSB		84,696	84,695	1
Total expenditures	1,251,405	1,751,556	1,926,219	(174,663)
Excess of revenues over (under) expenditures	26,070	(462,081)	(539,151)	(77,070)
OTHER FINANCING SOURCES (USES)				
Transfers (out)	(25,000)	(275,000)	(275,000)	
Net change in fund balance	1,070	(737,081)	(814,151)	(77,070)
FUND BALANCE, JULY 1, 2016	1,603,499	1,603,499	1,603,499	
FUND BALANCE, JUNE 30, 2017	\$ 1,604,569	\$ 866,418	\$ 789,348	\$ (77,070)

NORTHFIELD TOWNSHIP

LAW ENFORCEMENT FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	Budgets			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
REVENUES				
Taxes	\$	\$	\$ 1,480,666	\$
Local stabilization reimbursement			25,228	
Fines and court fees			17,730	
Traffic tickets and impound fees			4,240	
Liquor law license fees			3,386	
Contributions			1,500	
Charges for services			25,558	
Miscellaneous			4,652	
Total revenues	1,548,906	1,548,906	1,562,960	14,054
EXPENDITURES	1,577,902	1,580,048	1,571,870	8,178
Excess of revenues over (under) expenditures	(28,996)	(31,142)	(8,910)	22,232
OTHER FINANCING SOURCES (USES)				
Sale of assets	15,000	15,000		(15,000)
Transfer in	35,000	35,000	35,000	
Total other financing sources (uses)	50,000	50,000	35,000	(15,000)
Net change in fund balance	21,004	18,858	26,090	7,232
FUND BALANCE, JULY 1, 2016	500,126	500,126	500,126	
FUND BALANCE, JUNE 30, 2017	\$ 521,130	\$ 518,984	\$ 526,216	\$ 7,232

NORTHFIELD TOWNSHIP

FIRE FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017

	Budgets			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
REVENUES				
Taxes	\$	\$	\$ 632,987	\$
Grant income			284,357	
Rental income			8,400	
Local stabilization reimbursement			11,282	
Charges for services			20,631	
Other income			1,282	
Contributions			1,200	
Total revenues	648,212	965,012	960,139	(4,873)
EXPENDITURES				
Salaries			300,794	
Payroll taxes			22,797	
Insurance - benefits			26,214	
Grant expense			296,374	
Pension			8,813	
Medical testing			885	
Uniforms			3,994	
Controller			6,589	
Audit fees			2,250	
Vehicle			73,984	
Training and development			6,649	
Membership fees			1,655	
Contractual services			1,762	
Dispatch services			12,026	
Telephone			6,773	
Supplies			7,364	
Insurance and bonds			49,876	
Office overhead			33,311	
PSB lease			84,695	
Printing and postage			147	
Utilities			5,185	
Repairs and maintenance			35,138	
Equipment			10,484	
Computers			3,828	
Tax chargebacks/drains			491	
Miscellaneous			814	
Personnel allocation			(64,949)	
Total expenditures	724,955	1,284,856	937,943	346,913
Excess of revenues over (under) expenditures	(76,743)	(319,844)	22,196	342,040
OTHER FINANCING SOURCES (USES)				
Sale of assets	52,000	52,000		(52,000)
Transfer in	25,000	275,000	275,000	
Total other financing sources (uses)	77,000	327,000	275,000	(52,000)
Net change in fund balance	257	7,156	297,196	290,040
FUND BALANCE, JULY 1, 2016	535,762	535,762	535,762	
FUND BALANCE, JUNE 30, 2017	\$ 536,019	\$ 542,918	\$ 832,958	\$ 290,040

NORTHFIELD TOWNSHIP

SCHEDULE OF EMPLOYER CONTRIBUTIONS FOR THE YEAR ENDED JUNE 30, 2017

Schedule of Employer Contributions

	<u>For the Plan Year Ended December 31, 2016</u>	<u>For the Plan Year Ended December 31, 2015</u>	<u>For the Plan Year Ended December 31, 2014</u>
Actuarial determined contributions	\$ 56,582	\$ 58,396	\$ 55,589
Contributions in relation to the actuarial determined contribution	59,011	58,396	55,589
Contribution deficiency (excess)	<u>\$ 2,429</u>	<u>\$</u>	<u>\$</u>
Covered employee payroll	<u>\$ 565,824</u>	<u>\$ 583,960</u>	<u>\$ 555,890</u>
Contributions as a percentage of covered payroll	<u>10.43%</u>	<u>10.00%</u>	<u>10.00%</u>

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available will be presented.

Amortization method	Level percentage of payroll, open
Remaining amortization period	Unfunded accrued liability - 23 years gain/ (loss) on investments - 22 years, Plan amendments - 22 years
Asset valuation method	5 years smoothed
Inflation	2.50%
Salary increases	3.75%
Investment rate of return	7.75%
Retirement age	Age 60. Early retirement with reduced benefits at 55 with 15 years of service or 50 with 25 years of service or with normal benefits at age 55 with 20 years of service.
	50% Female/50% Male 2014 Healthy Annuitant Annuity
Mortality	Mortality table, Employee Mortality table, and Juvenile Mortality table

Previous Actuarial Methods and Assumptions

A ten year smoothed asset valuation method was used for the time period of 2005 through 2014. Employee contributions have varied each year between 2.16% and 3.96%.

NORTHFIELD TOWNSHIP

**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED JUNE 30, 2017**

	For the Plan Year Ended December 31, 2016	For the Plan Year Ended December 31, 2015	For the Plan Year Ended December 31, 2014
Total pension liability			
Service cost	\$ 72,652	\$ 71,768	\$ 68,319
Interest	146,935	125,742	110,821
Changes in benefit terms	3,918	(14,904)	
Differences between expected and actual experience	(106,981)	64,631	
Changes of assumptions		64,856	
Benefit payments, including refunds of employee contributions			
Net change in total pension liability	116,524	312,093	179,140
Total pension liability - beginning	1,800,358	1,488,265	1,309,125
Total pension liability - ending	<u>\$ 1,916,882</u>	<u>\$ 1,800,358</u>	<u>\$ 1,488,265</u>
Plan fiduciary net position			
Contributions - employer	\$ 59,011	\$ 58,396	\$ 55,589
Contributions - employee	19,534	15,385	54,529
Net investment income	171,765	(22,425)	81,669
Benefit payments, including refunds of employee contributions			
Administrative expenses	(3,383)	(3,196)	(3,030)
Net change in plan fiduciary net position	246,927	48,160	188,757
Plan fiduciary net position, beginning	1,457,229	1,409,069	1,220,312
Plan fiduciary net position, ending	<u>\$ 1,704,156</u>	<u>\$ 1,457,229</u>	<u>\$ 1,409,069</u>
Net pension liability			
Total pension liability and plan fiduciary net position	<u>\$ 212,726</u>	<u>\$ 343,129</u>	<u>\$ 79,196</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>88.90%</u>	<u>80.94%</u>	<u>94.68%</u>
Covered employee payroll	<u>\$ 565,824</u>	<u>\$ 583,956</u>	<u>\$ 555,890</u>
Net pension liability as a percentage of covered employee payroll	<u>37.60%</u>	<u>58.76%</u>	<u>14.25%</u>

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available will be presented.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION

NORTHFIELD TOWNSHIP

**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE - BUDGETARY INFORMATION

Highlights of the budgetary process are disclosed in Note 1 of the Notes to Financial Statements.

Budget Overruns

In funds that were required by law to adopt budgets, during the year ended June 30, 2017 expenditures exceeded appropriations as follows:

	Final Budget	Actual Expenditures	Variance (Unfavorable)
General Fund			
Clerk	\$ 80,636	\$ 82,431	\$ (1,795)
Professional fees	113,200	122,139	(8,939)
Street lights	35,520	38,072	(2,552)
Roads	200,950	458,127	(257,177)
	<u>\$ 430,306</u>	<u>\$ 700,769</u>	<u>\$ (270,463)</u>

SUPPLEMENTARY INFORMATION

COMBINING FINANCIAL STATEMENTS

NORTHFIELD TOWNSHIP

COMBINING BALANCE SHEET

NONMAJOR GOVERNMENTAL FUNDS

JUNE 30, 2017

	SPECIAL REVENUE FUNDS						DEBT SERVICE	
	Building Department Fund	Fire Truck Fund	Narcotics Fund	Federal Narcotics Fund	Public Contribution Fund	Downtown Development Authority Fund	Public Safety Building Fund	Totals
ASSETS								
Cash and investments	\$ 175,616	\$	\$ 145,046	\$ 113,309	\$ 569	\$ 60,207	\$ 7,096	\$ 501,843
Taxes receivable							1,093	1,093
Accounts receivable		580						580
Prepaid expense			318				160	478
Due from other funds	75						4,888	4,963
Total assets	<u>\$ 175,691</u>	<u>\$ 580</u>	<u>\$ 145,364</u>	<u>\$ 113,309</u>	<u>\$ 569</u>	<u>\$ 60,207</u>	<u>\$ 13,237</u>	<u>\$ 508,957</u>
LIABILITIES								
Accounts payable	\$ 4,364	\$ 580	\$	\$ 157	\$ 70	\$ 9,780	\$ 11,496	\$ 26,447
Due to other funds						1,494		1,494
Total liabilities	<u>4,364</u>	<u>580</u>		<u>157</u>	<u>70</u>	<u>11,274</u>	<u>11,496</u>	<u>27,941</u>
FUND BALANCE								
Nonspendable - prepaid			318				160	478
Restricted								
Law enforcement			145,046	106,152				251,198
Community development					499	27,433		27,932
Committed								
Building department	167,560							167,560
Debt service							1,581	1,581
Assigned for future budget deficit	3,767			7,000		21,500		32,267
Total fund balances	<u>171,327</u>		<u>145,364</u>	<u>113,152</u>	<u>499</u>	<u>48,933</u>	<u>1,741</u>	<u>481,016</u>
Total liabilities and fund balance	<u>\$ 175,691</u>	<u>\$ 580</u>	<u>\$ 145,364</u>	<u>\$ 113,309</u>	<u>\$ 569</u>	<u>\$ 60,207</u>	<u>\$ 13,237</u>	<u>\$ 508,957</u>

NORTHFIELD TOWNSHIP

**COMBINING BALANCE SHEET
ALL AGENCY FUNDS
JUNE 30, 2017**

	<u>Current Tax Collection Fund</u>	<u>Trust and Agency Fund</u>	<u>Payroll Fund</u>	<u>Totals</u>
ASSETS				
Cash	\$	\$ 60,984	\$ 7,143	\$ 68,127
Due from other funds	26			26
Due from others		7,944	857	8,801
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 26</u>	<u>\$ 68,928</u>	<u>\$ 8,000</u>	<u>\$ 76,954</u>
LIABILITIES				
Bank overdraft	\$ 26	\$	\$	\$ 26
Due to others		68,928	8,000	76,928
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u>\$ 26</u>	<u>\$ 68,928</u>	<u>\$ 8,000</u>	<u>\$ 76,954</u>

NORTHFIELD TOWNSHIP

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2017**

	SPECIAL REVENUE FUNDS						DEBT SERVICE FUNDS		
	Building Department Fund	Fire Truck Fund	Narcotics Fund	Federal Narcotics Fund	Public Contributions Fund	Downtown Development Authority Fund	Building Authority Fund	Public Safety Building Fund	Totals
REVENUES									
Taxes	\$	\$	\$	\$	\$	\$	\$	\$ 264,677	\$ 264,677
Local stabilization reimbursement								4,888	4,888
Fines and forfeits			66,661	45,690					112,351
Charges for services	2,700								2,700
Licenses and permits	168,681								168,681
Rental income							254,086		254,086
Other income	130	580			475			89	1,274
Total revenues	171,511	580	66,661	45,690	475		254,086	269,654	808,657
EXPENDITURES									
General government	99,529				327			9,671	109,527
Police protection			15,441	145,291					160,732
Public works						16,791			16,791
Debt service									
Principal							215,297	230,000	445,297
Interest and fees							38,789	35,164	73,953
Total expenditures	99,529		15,441	145,291	327	16,791	254,086	274,835	806,300
Excess of revenues over (under) expenditures	71,982	580	51,220	(99,601)	148	(16,791)		(5,181)	2,357
OTHER FINANCING SOURCES (USES)									
Transfers (out)				(35,000)					(35,000)
Net changes in fund balances	71,982	580	51,220	(134,601)	148	(16,791)		(5,181)	(32,643)
FUND BALANCE, (DEFICIT) JULY 1, 2016	99,345	(580)	94,144	247,753	351	65,724		6,922	513,659
FUND BALANCE, JUNE 30, 2017	\$ 171,327	\$	\$ 145,364	\$ 113,152	\$ 499	\$ 48,933	\$	\$ 1,741	\$ 481,016

INDIVIDUAL FUNDS

GENERAL FUND

NORTHFIELD TOWNSHIP

**GENERAL FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash and investments	\$	858,482
Taxes receivable		1,641
Interest receivable		396
State shared revenue receivable		118,063
Accounts receivable - other		23,816
Due from other funds		1,494
Prepaid expenditures		122,551
Land contract receivable - Northfield Township Area Library		<u>32,143</u>
Total assets	\$	<u>1,158,586</u>

LIABILITIES

Accounts payable	\$	322,920
Due to others		1,188
Due to other funds		<u>45,130</u>
Total liabilities	\$	369,238

FUND BALANCE

Nonspendable - prepaid items	122,551
Nonspendable - Library receivable	32,143
Unassigned	<u>634,654</u>
Total fund balance	<u>789,348</u>
Total liabilities and fund balance	<u>\$ 1,158,586</u>

NORTHFIELD TOWNSHIP

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Taxes	\$ 263,500	\$ 263,055	\$ (445)
State revenue sources	652,000	690,176	38,176
Charges for services	344,365	377,460	33,095
Interest	1,000	2,377	1,377
Miscellaneous revenue	28,610	54,000	25,390
Total revenues	1,289,475	1,387,068	97,593
EXPENDITURES			
Township board	43,265	38,825	4,440
Supervisor	14,877	14,802	75
Township manager	151,120	131,496	19,624
Elections	21,600	21,564	36
Clerk	80,636	82,431	(1,795)
Board of review	20,233	18,964	1,269
Treasurer	97,460	88,525	8,935
Assessor	108,318	102,396	5,922
Township hall and grounds	132,503	121,606	10,897
Professional fees	113,200	122,139	(8,939)
Community development	2,500	2,500	
Zoning and planning departments	126,719	106,644	20,075
Street lights	35,520	38,072	(2,552)
Roads	200,950	458,127	(257,177)
Community Center	119,335	107,120	12,215
Solid waste mangement	2,000		2,000
Contingency - liens	5,000	3,041	1,959
Recreation board	10,000	4,059	5,941
Parks	16,684	16,500	184
Capital outlay	364,940	362,713	2,227
Rent - PSB	84,696	84,695	1
Total expenditures	1,751,556	1,926,219	(174,663)
Excess of revenues over (under) expenditures	(462,081)	(539,151)	(77,070)
OTHER FINANCING SOURCES (USES)			
Transfers (out)	(275,000)	(275,000)	
Net change in fund balance	(737,081)	(814,151)	(77,070)
FUND BALANCE, JULY 1, 2016	1,603,499	1,603,499	
FUND BALANCE, JUNE 30, 2017	\$ 866,418	\$ 789,348	\$ (77,070)

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF REVENUES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
TAXES	<u>\$ 263,500</u>	<u>\$ 263,055</u>	<u>\$ (445)</u>
STATE REVENUE SOURCES			
State shared revenues		685,603	
Local community stabilization reimbursement		<u>4,573</u>	
Total state revenue sources	<u>652,000</u>	<u>690,176</u>	<u>38,176</u>
CHARGES FOR SERVICES			
Tax administration fees		150,104	
Sewer administration		48,560	
Cablevision franchise fees		97,249	
Fiber footage fees		10,371	
Planning and zoning fees		21,925	
Mobile home park fees		2,874	
Summer tax collection fees		13,665	
Duplicating		82	
Penalties and interest on taxes		7,868	
Community Center		22,353	
Licenses and fines		<u>2,409</u>	
Total charges for services	<u>344,365</u>	<u>377,460</u>	<u>33,095</u>
INTEREST	<u>1,000</u>	<u>2,377</u>	<u>1,377</u>
MISCELLANEOUS REVENUE			
Rental income		12,760	
Miscellaneous		23,937	
Reimbursements		<u>17,303</u>	
Total miscellaneous revenue	<u>28,610</u>	<u>54,000</u>	<u>25,390</u>
Total revenues	<u>\$ 1,289,475</u>	<u>\$ 1,387,068</u>	<u>\$ 97,593</u>

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
TOWNSHIP BOARD			
Fees	\$	\$ 10,000	\$
Payroll taxes		765	
Membership and dues		10,350	
Printing and publishing		6,511	
Transportation		10,000	
Miscellaneous		1,199	
	<u>43,265</u>	<u>38,825</u>	<u>4,440</u>
Total township board			
SUPERVISOR			
Supervisor's salary		12,500	
Payroll taxes		993	
Miscellaneous		1,309	
	<u>14,877</u>	<u>14,802</u>	<u>75</u>
Total supervisor			
TOWNSHIP MANAGER			
Salaries		94,283	
Payroll taxes		11,360	
Insurance - benefits		2,069	
Pension		5,061	
Controller		52,709	
Contracted services		7,076	
Communication		306	
Training and development		410	
Personnel allocation		(41,964)	
Miscellaneous		186	
	<u>151,120</u>	<u>131,496</u>	<u>19,624</u>
Total township manager			
ELECTIONS			
Fees		10,550	
Payroll taxes		59	
Office supplies		7,289	
Contractual services		675	
Printing and postage		2,991	
	<u>21,600</u>	<u>21,564</u>	<u>36</u>
Total elections			

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - continued
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
CLERK			
Clerk's salary		12,500	
Deputy clerk's salary		40,900	
Payroll taxes		4,237	
Insurance - benefits		7,357	
Pension		4,060	
Recording secretary		12,855	
Miscellaneous		522	
	<u>80,636</u>	<u>82,431</u>	<u>(1,795)</u>
Total clerk			
	<u>80,636</u>	<u>82,431</u>	<u>(1,795)</u>
BOARD OF REVIEW			
Fees		825	
Recording secretary		1,280	
Payroll taxes		63	
Printing and publishing		682	
Tax tribunal and drains		16,114	
	<u>20,233</u>	<u>18,964</u>	<u>1,269</u>
Total board of review			
	<u>20,233</u>	<u>18,964</u>	<u>1,269</u>
TREASURER			
Treasurer's salary		12,500	
Deputy/clerical salaries		56,431	
Payroll taxes		5,220	
Insurance - benefits		11,465	
Pension		1,685	
Legal fees		6,000	
Tax roll preparation		2,355	
Contracted services		11,025	
Postage		4,469	
Fuel and mileage		682	
Miscellaneous		2,002	
Personnel allocation		(25,309)	
	<u>97,460</u>	<u>88,525</u>	<u>8,935</u>
Total treasurer			
	<u>97,460</u>	<u>88,525</u>	<u>8,935</u>

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - continued
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
ASSESSOR			
Salaries		42,480	
Payroll taxes		3,250	
Insurance - benefits		18,932	
Pension		4,218	
Supplies		778	
Fuel and mileage		154	
Contracted services		63,705	
Postage and printing		3,121	
Miscellaneous		38	
Personnel allocation		(34,280)	
		<u> </u>	<u> </u>
Total assessor	<u>108,318</u>	<u>102,396</u>	<u>5,922</u>
TOWNSHIP HALL AND GROUNDS			
Salaries		5,895	
Payroll taxes		451	
Insurance		26,255	
PSB allocation		33,403	
Janitor fees		12,825	
Office supplies		10,251	
Telephone		6,464	
Postage		2,673	
Utilities		198	
Repairs and maintenance		20,065	
Tax chargebacks		1,050	
Miscellaneous		10	
Equipment rental		5,756	
Personnel allocation		(3,690)	
		<u> </u>	<u> </u>
Total township hall and grounds	<u>132,503</u>	<u>121,606</u>	<u>10,897</u>
PROFESSIONAL FEES	<u>113,200</u>	<u>122,139</u>	<u>(8,939)</u>
COMMUNITY DEVELOPMENT	<u>2,500</u>	<u>2,500</u>	<u> </u>

NORTHFIELD TOWNSHIP

GENERAL FUND

**STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - continued
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
ZONING AND PLANNING DEPARTMENTS			
Board of appeals fees		6,306	
Salaries - recording secretary		9,620	
Payroll taxes		1,309	
Training and development		1,530	
Department allocation		23,467	
Planning commission fees		10,800	
Printing and publications		2,753	
Professional fees		35,051	
Zoning administration		10,938	
Code enforcement		4,100	
Fuel and mileage		570	
Miscellaneous		200	
	<u>126,719</u>	<u>106,644</u>	<u>20,075</u>
Total zoning and planning departments			
	<u>35,520</u>	<u>38,072</u>	<u>(2,552)</u>
STREET LIGHTS			
	<u>200,950</u>	<u>458,127</u>	<u>(257,177)</u>
ROADS			
COMMUNITY CENTER			
Salaries		50,373	
Payroll taxes		4,015	
Insurance - benefits		9,650	
Pension		4,496	
Programs		13,772	
Janitorial service		2,142	
Senior nutrition		2,415	
Supplies		1,723	
Dues		110	
Telephone		2,492	
Printing and publications		1,488	
Insurance - general liability		1,552	
Utilities		2,874	
Repair and maintenance		7,961	
Small equipment		1,051	
Miscellaneous		1,006	
	<u>119,335</u>	<u>107,120</u>	<u>12,215</u>
Total community center			

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - continued
FOR THE YEAR ENDED JUNE 30, 2017**

	Budget	Actual	Variance Favorable (Unfavorable)
SOLID WASTE MANAGEMENT	<u>2,000</u>	<u></u>	<u>2,000</u>
CONTINGENCY - LIENS	<u>5,000</u>	<u>3,041</u>	<u>1,959</u>
RECREATION BOARD	<u>10,000</u>	<u>4,059</u>	<u>5,941</u>
PARKS	<u>16,684</u>	<u>16,500</u>	<u>184</u>
CAPITAL OUTLAY	<u>364,940</u>	<u>362,713</u>	<u>2,227</u>
RENT - PSB	<u>84,696</u>	<u>84,695</u>	<u>1</u>
Total expenditures	<u><u>\$ 1,751,556</u></u>	<u><u>\$ 1,926,219</u></u>	<u><u>\$ (174,663)</u></u>

BUILDING DEPARTMENT FUND

NORTHFIELD TOWNSHIP
BUILDING DEPARTMENT FUND
BALANCE SHEET
JUNE 30, 2017

ASSETS

Cash	\$ 175,616
Due from other funds	<u>75</u>

Total assets	<u>\$ 175,691</u>
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LIABILITIES

Accounts payable	\$ 4,364
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FUND BALANCE	<u>171,327</u>
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Total liabilities and fund balance	<u>\$ 175,691</u>
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NORTHFIELD TOWNSHIP

BUILDING DEPARTMENT FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Building permit fees	\$	\$ 168,681	\$
Contractor's registration		2,700	
Other income		130	
Total revenues	<u>128,060</u>	<u>171,511</u>	<u>43,451</u>
EXPENDITURES			
Inspections		46,140	
Other professional services		1,679	
Telephone		440	
Supplies		40	
Personnel allocation		47,515	
Controller		2,635	
Insurance		1,080	
Total expenditures	<u>138,255</u>	<u>99,529</u>	<u>38,726</u>
Net change in fund balance	<u>(10,195)</u>	<u>71,982</u>	<u>82,177</u>
FUND BALANCE, JULY 1, 2016	<u>99,345</u>	<u>99,345</u>	
FUND BALANCE, JUNE 30, 2017	<u><u>\$ 89,150</u></u>	<u><u>\$ 171,327</u></u>	<u><u>\$ 82,177</u></u>

FIRE FUND

NORTHFIELD TOWNSHIP

**FIRE FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$ 828,728
Taxes	2,412
Prepaid expenses	319
Due from other funds	<u>11,282</u>

Total assets	\$ 842,741
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LIABILITIES

Accounts payable	\$ 9,783
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FUND BALANCE

Restricted - Fire	<u>832,958</u>
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Total liabilities and fund balance	\$ 842,741
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NORTHFIELD TOWNSHIP

FIRE FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Taxes	\$	\$ 632,987	\$
Grant income		284,357	
Rental income		8,400	
Local stabilization reimbursement		11,282	
Charges for services		20,631	
Other income		1,282	
Contributions		1,200	
Total revenues	<u>965,012</u>	<u>960,139</u>	<u>(4,873)</u>
EXPENDITURES			
Salaries		300,794	
Payroll taxes		22,797	
Insurance - benefits		26,214	
Grant expense		296,374	
Pension		8,813	
Medical testing		885	
Uniforms		3,994	
Controller		6,589	
Audit fees		2,250	
Vehicle		73,984	
Training and development		6,649	
Membership fees		1,655	
Contractual services		1,762	
Dispatch services		12,026	
Telephone		6,773	
Supplies		7,364	
Insurance and bonds		49,876	
Office overhead		33,311	
PSB lease		84,695	
Printing and postage		147	
Utilities		5,185	
Repairs and maintenance		35,138	
Equipment		10,484	
Computers		3,828	
Tax chargebacks/drains		491	
Miscellaneous		814	
Personnel allocation		(64,949)	
Total expenditures	<u>1,284,856</u>	<u>937,943</u>	<u>346,913</u>
Excess of revenues over (under) expenditures	(319,844)	22,196	342,040
OTHER FINANCING SOURCES (USES)			
Sale of assets	52,000		(52,000)
Transfers in	275,000	275,000	
Total other financing sources (uses)	<u>327,000</u>	<u>275,000</u>	<u>(52,000)</u>
Net change in fund balance	7,156	297,196	290,040
FUND BALANCE, JULY 1, 2016	<u>535,762</u>	<u>535,762</u>	
FUND BALANCE, JUNE 30, 2017	<u>\$ 542,918</u>	<u>\$ 832,958</u>	<u>\$ 290,040</u>

FIRE TRUCK FUND

NORTHFIELD TOWNSHIP

**FIRE TRUCK FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Due from others

\$ 580

LIABILITIES

Accounts payable

\$ 580

NORTHFIELD TOWNSHIP

**FIRE TRUCK FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2017**

REVENUES

Miscellaneous income	\$	580
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EXPENDITURES

Net change in fund balance		580
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FUND BALANCE (DEFICIT), JULY 1, 2016		(580)
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FUND BALANCE, JUNE 30, 2017	\$	
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LAW ENFORCEMENT FUND

NORTHFIELD TOWNSHIP

**LAW ENFORCEMENT FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash		\$	521,821
Taxes receivable			5,423
Due from other funds			<u>25,228</u>
Total assets		\$	<u><u>552,472</u></u>

LIABILITIES

Accounts payable	\$	24,525	
Due to others		<u>1,731</u>	
Total liabilities			\$ 26,256

FUND BALANCE

Restricted - law enforcement			<u>526,216</u>
Total liabilities and fund balance		\$	<u><u>552,472</u></u>

NORTHFIELD TOWNSHIP

LAW ENFORCEMENT FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Taxes	\$	\$ 1,480,666	\$
Local stabilization reimbursement		25,228	
Fines and court fees		17,730	
Traffic tickets and impound fees		4,240	
Liquor law license fees		3,386	
Contributions		1,500	
Charges for services		25,558	
Miscellaneous		4,652	
	<u>1,548,906</u>	<u>1,562,960</u>	<u>14,054</u>
Total revenues			
	1,548,906	1,562,960	14,054
EXPENDITURES	<u>1,580,048</u>	<u>1,571,870</u>	<u>8,178</u>
Excess of revenues over (under) expenditures	(31,142)	(8,910)	22,232
OTHER FINANCING SOURCES (USES)			
Sale of assets	15,000		(15,000)
Transfers in	35,000	35,000	
	<u>50,000</u>	<u>35,000</u>	<u>(15,000)</u>
Total other financing sources (uses)			
	50,000	35,000	(15,000)
Net change in fund balance	18,858	26,090	7,232
FUND BALANCE, JULY 1, 2016	<u>500,126</u>	<u>500,126</u>	
FUND BALANCE, JUNE 30, 2017	<u>\$ 518,984</u>	<u>\$ 526,216</u>	<u>\$ 7,232</u>

NORTHFIELD TOWNSHIP

**LAW ENFORCEMENT FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
EXPENDITURES			
Salaries	\$	\$ 864,148	\$
Payroll taxes		67,007	
Insurance - benefits		146,902	
Professional fees		44,250	
Pension		67,587	
Controller		6,589	
Membership dues		636	
Printing and postage		328	
Transportation		20,029	
Insurance and bonds		55,098	
Repairs and maintenance		12,833	
Telephone		16,153	
Supplies		5,983	
Equipment rental		2,608	
Office overhead		33,311	
PSB lease		84,695	
Contractual services		13,646	
Dispatch services		63,347	
Personnel allocation		64,949	
Tax chargebacks		1,097	
Miscellaneous		674	
	<u>\$ 1,580,048</u>	<u>\$ 1,571,870</u>	<u>\$ 8,178</u>
Total expenditures			

NARCOTICS FUND

NORTHFIELD TOWNSHIP

**NARCOTICS FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$ 145,046
Prepaid expenses	<u>318</u>

Total assets	<u><u>\$ 145,364</u></u>
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FUND BALANCE

Restricted - public safety	<u><u>\$ 145,364</u></u>
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NORTHFIELD TOWNSHIP

NARCOTICS FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Forfeitures	<u>\$ 58,000</u>	<u>\$ 66,661</u>	<u>\$ 8,661</u>
EXPENDITURES			
Public safety projects	<u></u>	<u>15,441</u>	<u></u>
Total expenditures	<u>56,000</u>	<u>15,441</u>	<u>40,559</u>
Net change in fund balance	<u>2,000</u>	<u>51,220</u>	<u>49,220</u>
FUND BALANCE, JULY 1, 2016	<u>94,144</u>	<u>94,144</u>	<u></u>
FUND BALANCE, JUNE 30, 2017	<u><u>\$ 96,144</u></u>	<u><u>\$ 145,364</u></u>	<u><u>\$ 49,220</u></u>

FEDERAL NARCOTICS FUND

NORTHFIELD TOWNSHIP

**FEDERAL NARCOTICS FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$ 113,309
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LIABILITIES

Accounts payable	\$ 157
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FUND BALANCE

Restricted - public safety	113,152
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Total liabilities and fund balance	\$ 113,309
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NORTHFIELD TOWNSHIP

FEDERAL NARCOTICS FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Forfeitures	<u>\$ 100,000</u>	<u>\$ 45,690</u>	<u>\$ (54,310)</u>
EXPENDITURES			
Supplies - miscellaneous		10,044	
Capital outlay		<u>135,247</u>	
Total expenditures	<u>234,000</u>	<u>145,291</u>	<u>88,709</u>
Excess of revenues over (under) expenditures	(134,000)	(99,601)	34,399
OTHER FINANCING SOURCES (USES)			
Transfers (out)	<u>(35,000)</u>	<u>(35,000)</u>	
Net change in fund balance	(169,000)	(134,601)	34,399
FUND BALANCE, JULY 1, 2016	<u>247,753</u>	<u>247,753</u>	
FUND BALANCE, JUNE 30, 2017	<u><u>\$ 78,753</u></u>	<u><u>\$ 113,152</u></u>	<u><u>\$ 34,399</u></u>

PUBLIC CONTRIBUTIONS FUND

NORTHFIELD TOWNSHIP

**PUBLIC CONTRIBUTIONS FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$ 569
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LIABILITIES

Accounts payable	\$ 70
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FUND BALANCE

499

Total liabilities and fund balance

\$ 569

NORTHFIELD TOWNSHIP

PUBLIC CONTRIBUTIONS FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Donations	\$ 500	\$ 475	\$ 25
EXPENDITURES	<u>500</u>	<u>327</u>	<u>173</u>
Net change in fund balance		148	148
FUND BALANCE, JULY 1, 2016	<u>351</u>	<u>351</u>	<u></u>
FUND BALANCE, JUNE 30, 2017	<u>\$ 351</u>	<u>\$ 499</u>	<u>\$ 148</u>

DOWNTOWN DEVELOPMENT AUTHORITY FUND

NORTHFIELD TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY FUND
BALANCE SHEET
JUNE 30, 2017

ASSETS

Cash	<u>\$ 60,207</u>
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LIABILITIES

Accounts payable	9,780
Due to other funds	<u>1,494</u>

Total liabilities	11,274
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FUND BALANCE

<u>48,933</u>

Total liabilities and fund balance	<u><u>\$ 60,207</u></u>
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NORTHFIELD TOWNSHIP

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES	<u>\$</u>	<u>\$</u>	<u>\$</u>
EXPENDITURES			
Project fees	<u>25,538</u>	<u>16,791</u>	<u>8,747</u>
Net change in fund balance	(25,538)	(16,791)	8,747
FUND BALANCE, JULY 1, 2016	<u>65,724</u>	<u>65,724</u>	<u></u>
FUND BALANCE, JUNE 30, 2017	<u><u>\$ 40,186</u></u>	<u><u>\$ 48,933</u></u>	<u><u>\$ 8,747</u></u>

BUILDING AUTHORITY DEBT SERVICE FUND

NORTHFIELD TOWNSHIP
BUILDING AUTHORITY DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2017

REVENUES

Rental income	<u>\$ 254,086</u>
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EXPENDITURES

Debt service	
Principal	215,297
Interest/fees	<u>38,789</u>

Total expenditures	<u>254,086</u>
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Net change in fund balance

FUND BALANCE, JULY 1, 2016	<u> </u>
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FUND BALANCE, JUNE 30, 2017	<u><u>\$</u></u>
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PUBLIC SAFETY BUILDING DEBT SERVICE FUND

NORTHFIELD TOWNSHIP

**PUBLIC SAFETY BUILDING DEBT SERVICE FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$ 7,096
Taxes receivable	1,093
Prepaid expenses	160
Due from other funds	<u>4,888</u>

Total assets	<u>\$ 13,237</u>
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LIABILITIES

Accounts payable	\$ 11,496
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FUND BALANCE

Restricted - debt	<u>1,741</u>
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Total liabilities and fund balance	<u>\$ 13,237</u>
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NORTHFIELD TOWNSHIP

**PUBLIC SAFETY BUILDING DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2017**

REVENUES

Property taxes	\$ 264,677
Local stabilization reimbursement	4,888
Other income	89

Total revenues	<u>269,654</u>
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EXPENDITURES

Supplies	1,059
Cleaning services	9,942
Contracted services	6,728
Telephone	5,814
Insurance	7,462
Utilities	63,207
Repairs and maintenance	15,176
Tax chargebacks	213
Bond - principal	230,000
Bond - interest	35,164
Overhead allocation	(99,930)

Total expenditures	<u>274,835</u>
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Net change in fund balance	(5,181)
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FUND BALANCE, JULY 1, 2016	<u>6,922</u>
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FUND BALANCE, JUNE 30, 2017	<u><u>\$ 1,741</u></u>
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SEWAGE DISPOSAL SYSTEM FUND

NORTHFIELD TOWNSHIP
SEWAGE DISPOSAL SYSTEM FUND
STATEMENT OF NET POSITION
JUNE 30, 2017

CURRENT ASSETS

Cash	\$ 890,657	
Investments	22,245	
Sewer billings receivable	389,017	
Due from other funds	3,631	
Other receivable	<u>22,870</u>	
Total current assets		\$ 1,328,420

RESTRICTED ASSETS

Cash and investments - capital and debt	917,250	
Special assessments receivable	<u>1,144,401</u>	
Total restricted assets		2,061,651

PLANT, PROPERTY AND EQUIPMENT

Land	226,918	
Plant	2,229,393	
Plant expansion	12,109,445	
Equipment	<u>1,210,484</u>	
	15,776,240	
Less: accumulated depreciation	<u>(6,872,759)</u>	
Net plant, property, and equipment		<u>8,903,481</u>
Total assets		<u><u>\$ 12,293,552</u></u>

CURRENT LIABILITIES

Accounts payable	\$ 83,248	
Accrued compensated absences	36,117	
Bonds payable - current portion	<u>113,596</u>	
Total current liabilities		\$ 232,961

LONG-TERM LIABILITIES

Bonds payable - less current portion		<u>1,111,094</u>
Total liabilities		1,344,055

NET POSITION

Total liabilities and net position		<u><u>\$ 12,293,552</u></u>
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NORTHFIELD TOWNSHIP

**SEWAGE DISPOSAL SYSTEM FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017**

OPERATING REVENUES

User charges \$ 1,356,181

OPERATING EXPENSES

Salaries and wages	\$ 296,625
Payroll taxes	21,445
Insurance - benefits	100,216
Pension	25,199
Training and development	630
Testing	3,874
Operating supplies	49,132
Uniforms	2,413
Professional services	30,624
Controller	18,448
Supplies	1,563
Equipment	59,654
Contracted services	42,160
Administration fees	37,500
Telephone	4,946
Transportation	4,022
Printing and postage	3,585
Insurance and bonds	30,171
Utilities	118,764
Repairs and maintenance	72,766
Equipment rental	1,247
Depreciation	349,738

Total operating expenses 1,274,722

Operating income 81,459

NON-OPERATING REVENUES AND (EXPENSES)

Interest income - cash and equivalents	2,631
Interest - special assessments	72,569
Other revenues	5,589
Interest expense	(62,529)
Agent fees	(1,562)

Total non-operating revenues and (expenses) 16,698

Net income before capital contributions 98,157

CAPITAL CONTRIBUTIONS

Connection fees 28,400

Change in net position 126,557

NET POSITION, JULY 1, 2016 10,822,940

NET POSITION, JUNE 30, 2017 \$ 10,949,497

NORTHFIELD TOWNSHIP
SEWAGE DISPOSAL SYSTEM FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2017

CASH FLOWS FROM OPERATING ACTIVITIES

Cash receipts from customers	\$ 1,313,104
Cash payments to employees	(282,184)
Cash payments to suppliers of goods and services	<u>(564,347)</u>
Net cash provided by operating activities	466,573

CASH FLOWS FROM CAPITAL

AND RELATED FINANCING ACTIVITIES

Connection fees received	\$ 28,400
Special assessments and interest received	280,890
Other revenue (expense)	5,589
Acquisition of capital assets	(196,711)
Repayment of principal on bonds/contracts	(568,794)
Investment activity	<u>1,174,534</u>
Net cash (used in) capital and related financing activities	723,908

CASH FLOWS FROM INVESTING ACTIVITIES

Interest on cash and cash equivalents	<u>2,631</u>
Net increase in cash and cash equivalents	1,193,112

CASH AND CASH EQUIVALENTS AT, JULY 1, 2016

598,215

CASH AND CASH EQUIVALENTS AT, JUNE 30, 2017

\$ 1,791,327

RECONCILIATION OF OPERATING INCOME TO NET CASH

PROVIDED BY OPERATING ACTIVITIES

Operating income	\$ 81,459
Adjustments to reconcile operating income to net cash (used in) operating activities:	
Depreciation	\$ 349,738
Change in assets and liabilities:	
(Increase) decrease in receivables	(22,731)
(Increase) decrease in prepaid expenses	252
(Increase) decrease in other receivables	(23,290)
Increase in accounts payable/accrued compensated absences	<u>81,145</u>
Total adjustments	<u>385,114</u>
Net cash provided by operating activities	<u><u>\$ 466,573</u></u>

CURRENT TAX COLLECTION FUND

NORTHFIELD TOWNSHIP
CURRENT TAX COLLECTION FUND
BALANCE SHEET
JUNE 30, 2017

ASSETS

Due from other funds

\$ 26

LIABILITIES

Bank overdraft

\$ 26

TRUST AND AGENCY FUND

NORTHFIELD TOWNSHIP

**TRUST AND AGENCY FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$ 60,984
Due from others	<u>7,944</u>
Total assets	<u><u>\$ 68,928</u></u>

LIABILITIES

Due to others	<u><u>\$ 68,928</u></u>
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PAYROLL FUND

NORTHFIELD TOWNSHIP

**PAYROLL FUND
BALANCE SHEET
JUNE 30, 2017**

ASSETS

Cash	\$	7,143
Due from others		<u>857</u>

Total assets	\$	<u><u>8,000</u></u>
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LIABILITIES

Due to others	\$	<u><u>8,000</u></u>
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TO: Board of Trustees
FROM: Steve Aynes, Township Manager
RE: Release of RFP for the North Village
DATE: November 22, 2017

The Township Attorneys have reviewed the RFP and have made some changes. The revised RFP is enclosed.

NORTHFIELD TOWNSHIP MICHIGAN

NORTHFIELD TOWNSHIP REQUEST FOR PROPOSALS FOR ~~A QUALIFIED~~ A QUALIFIED DEVELOPMENT ~~PARTNER~~ PARTNER FOR THE NORTH VILLAGE SITE AND PARK PROPERTY IN DOWNTOWN ~~WHITMORE LAKE~~ WHITMORE LAKE, NORTHFIELD TOWNSHIP

Invitation

Northfield Township, Michigan (Township) issues this "REQUEST FOR PROPOSALS FOR ~~A QUALIFIED~~ A QUALIFIED DEVELOPMENT ~~PARTNER~~ PARTNER FOR THE NORTH VILLAGE SITE AND PARK PROPERTY

IN DOWNTOWN ~~WHITMORE LAKE~~ WHITMORE LAKE, NORTHFIELD TOWNSHIP" packet for the Township-owned North Village redevelopment site and park property. The North Village site consists of approximately 23 acres. Based on the Township's preferred development concept for the site the proposed allocation for future public uses is approximately 68% and private uses is approximately 32%, as follows:

Proposed Public Uses	Approximate Acreage	Percent of Site
Town Green and Beach	1.5	7%
Central Lawn, Community Garden, Band Shell	8.25	36%
Trail	2.75	12%
Public Parking	3.25	14%
<i>Subtotal</i>	<i>15.75</i>	<i>68%</i>
Proposed Private Uses	Approximate Acreage	Percent of Site
Mixed Use Buildings w/ Parking	2.0	9%
Townhomes w/ Parking	1.25	5%
Loft Buildings w/ Parking	4	17%
<i>Subtotal</i>	<i>7.25</i>	<i>32%</i>
Total	23 Acres	100%

The site is located next to the Post Office in ~~Northfield Township~~ Whitmore Lake and within the boundaries of the ~~Township's~~ Downtown Development Authority. This project and corresponding development is intended to complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown ~~Northfield Township~~ Whitmore Lake ~~Whitmore Lake~~ while also addressing public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

The Township has planned the uses at North Village site to be complementary to Downtown ~~Northfield Township~~ Whitmore Lake ~~Whitmore Lake~~ and envisions mixed-use buildings with restaurants, retail, and second floor residential along Main Street. Those responding to this Request

NORTHFIELD TOWNSHIP MICHIGAN

for Proposals ("Respondents") Applicants are encouraged to be creative in achieving the goals outlined later in this document. Successful responsesdevelopment proposals will reflect an innovative approach to the development of the site and structure(s), will be submitted by a qualified Respondentdeveloper with qualified team members and will adequately implement the goals outlined in this application packet.

DRAFT

NORTHFIELD TOWNSHIP MICHIGAN

Attachments

The following documents are available to provide planning guidance to respondents to this RFP:

- North Village Master Plan, March 2017.
- Downtown Strategic Action Plan and Design Framework, September 2017.
- 2012 Master Plan, Northfield Township, Michigan. Revised July 2014.
- Downtown Whitmore Lake Strategic Action Plan and North Village Plan FAQ.
- Northfield Township Zoning Ordinance.
 - [https://library.municode.com/mi/northfield_township_\(washtenaw_co\)/codes/code_of_ordinances?nodeId=COOR_CH36ZO](https://library.municode.com/mi/northfield_township_(washtenaw_co)/codes/code_of_ordinances?nodeId=COOR_CH36ZO)

Introduction

Northfield Township is seeking development proposals from qualified ~~Respondents~~ developers to purchase Township-owned property and commit to develop all or a portion of a 23-acre mixed-use North Village. It is expected that the response to this application packet will serve as the initial project business plan and as a basis for the Township's negotiations with one or more ~~Respondents~~ development teams. As such, it is in the best interests of all parties to be as clear as possible in all areas for which information has been requested.

It is the Township's objective to have a high-quality, cost-effective project delivered as soon as possible with as little risk as possible borne by the Township. While this seems obvious, the Project Team is wholly committed to the success of this project and recognizes that there may be areas in which both parties are asked to participate.

~~As owner of the land, the Township anticipates assisting in the provision of infrastructure, either through direct investment or by assisting the qualified developer in obtaining grants or loans from other public entities. The Township also anticipates having to subsidize the project in the form of a land write down.~~

Selected ~~developer(s)~~ Respondents ~~may~~ will be identified in the sole discretion of the Township, at the culmination of a selection process ~~that evaluates the:~~

- ~~• Qualifications of the Respondent development team, including experience developing projects similar to that which they are proposing for the North Village.~~
- ~~• Purchase price offered for the land.~~
- ~~• Conceptual proposals for development of the site.~~
- ~~Financial ability to implement the plan.~~
- ~~• Any other factors that the Township deems relevant to the proposal process set forth more fully below.~~

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Selected ~~Respondents~~ developer(s) will also be ~~financially nimble and~~ capable of ~~obtaining~~ arranging ~~any~~ the necessary financing for purchase of the land from the Township (if feasible) in a timely manner.

NORTHFIELD TOWNSHIP MICHIGAN

Notices / Disclaimers

While every reasonable effort has been made to ensure the accuracy of all information included in this packet describing requirements for the development proposal, or which will be provided to the applicant, the Township makes no representation, warranty or guarantee as to the completeness and/or accuracy of information provided ~~to the extent prepared by any third party~~. All such information provided by the Township is made available for the sole convenience of the ~~Respondents~~ applicants. Each ~~Respondent~~ shall rely upon its own inspection, investigation and analysis of the site and resources available, and/or deemed necessary or prudent in the evaluation of the site and corresponding proposal. Additionally, ~~to be considered for evaluation~~, ~~Respondents~~ are required to comply with all of the ~~requirements~~ notices set forth provided below:

- Potential ~~Respondents~~ submitters are required to submit an executed copy of the Letter of Interest provided in Attachment A to this document ~~as initial evidence of seriousness~~.
- This application packet is not a legally binding document, but merely an invitation to the development community to submit proposals based on the guidelines and terms provided in this packet. The Township shall not be under any obligation to any party unless and until the Township and any selected Respondent ~~developer that may be selected~~ enter into a legally binding Development Agreement, ~~as has been~~ approved and executed by the Township ~~subsequent pursuant~~ to all required approvals by the Township Board of Trustees.
- In no event shall the Township be responsible for any cost, expenses, ~~and/or fees~~ or any other type of expenditure ~~otherwise liable for any costs~~ incurred by or on behalf of any ~~Respondent~~ in connection with this application packet, ~~or~~ a ~~Respondent's~~ investigation of the project or the negotiation of a Development Agreement, regardless whether such Development Agreement is executed. The ~~Respondent~~ developer shall be solely and wholly responsible for all such costs, expenses and fees.

~~The Township reserves the right to reject any and/or all proposals for any or no reason, in its sole discretion, and the rights to decline to not engage any Respondent~~ developer, or to decline to not sell the property, or both. If the Township elects to proceed, it shall select the proposal that most closely meets the requirements and goals of the Township, as solely determined by the Township. ~~The selection and/or rejection of proposals shall be based on all factors, and accordingly, land purchase and costs alone shall not determine the Township's interest in a proposal.~~

- ~~The decision to select a proposal does not obligate the Township to reach a Development Agreement with the selected Respondent, and the Township may reject any proposed Development Agreement for any reason, in its sole discretion.~~
- ~~The Township reserves the right to waive requirements, amend, modify or withdraw its selection of a proposal its interest in a public-private partnership at any time prior to the execution of a Development Agreement with a selected developer~~ Respondent.
- The Township will make every effort, but provides no guarantee, to provide notice of amendments or modifications to this application packet to all ~~parties who submit the~~

NORTHFIELD TOWNSHIP MICHIGAN

~~required letter of interest~~Respondents. In the event that such notice is not provided, or not received, no additional rights shall be granted to any ~~R~~Respondent regarding the project.

- The Township may request additional information from any and/or all of the interested ~~Respondents~~developers and each ~~Respondent~~Developer agrees to submit such requested items in a timely fashion. The Township may seek additional information, and engage in negotiations, with one or more ~~developers~~Respondents.
- If a proposal or part of a proposal contains a misrepresentation of any information, whether by omission or directly, either willful or inadvertent, it may be cause for immediate elimination of the ~~Respondent~~Developer from further consideration.
- No fees or commission will be paid by the Township to parties acting as agents, brokers, consultants or contractors as part of this transaction.
- All proposals and supplemental materials shall become the property of the Township after submission. The Township shall retain the right to share concepts and terms submitted by one ~~developer~~Respondent with other ~~Respondents~~developers.
- After submission, no proposals or supplemental materials will be returned.
- No news or press releases regarding this project and the selection of a development proposal by the Township shall be released to the general public by the ~~Respondent~~applicant without the express written consent of the Township prior to the execution of a ~~d~~Development Agreement by all parties. Any violation of this guideline may ~~be considered grounds for termination~~result in the Township rejecting any and all Development Agreements proposed by the Respondent, and canceling its selection of that Respondent.
- The Township encourages the utilization of qualified local businesses and workers where reasonably feasible.
- THE TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS, AND/OR ANY OR ALL PROPOSED DEVELOPMENT AGREEMENTS SUBSEQUENT TO SELECTION OF A RESPONDENT, IN PART OR WHOLE, AND TO WAIVE INFORMALITIES AND MINOR IRREGULARITIES IN PROPOSALS RECEIVED.

Background

Northfield Township is located in northeastern Washtenaw County, approximately 1.5 miles north of the City of Ann Arbor, 47 miles west of Detroit, and covers about 36 square miles in area. Northfield Township is bordered by Salem Township to the east, Ann Arbor Township to the south, Webster Township to the west, and Green Oak Township in Livingston County to the north.

Washtenaw County is the sixth largest county in the State of Michigan. It is located in the west area of the Southeast Michigan Council of Governments (SEMCOG) region. SEMCOG is the regional planning agency that conducts planning studies and maintains a comprehensive database of information about the following seven counties: St. Clair, Macomb, Oakland, Livingston, Washtenaw, Wayne, and Monroe.

NORTHFIELD TOWNSHIP

MICHIGAN

A number of existing and anticipated circumstances will affect Northfield Township's future. The Township is home to downtown Whitmore Lake, a beautiful all seasons lake as well as other lakes, farms, woodlands and exceptional school districts. These factors, together with the attraction of the Ann Arbor area as a place to live and work is expected to~~will~~ provide development opportunities and pressure on~~in~~ Northfield Township for many years to come.

The Township has responded to these opportunities in a variety of ways including a continued commitment to community planning goals and policies geared to preserving important natural features, while planning for growth in those areas most suitable for development.

Project History

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. To lead the effort, the Board authorized the creation of the Downtown Planning Group (DPG) on October 13, 2015 by a unanimous vote. Community volunteers representing many different interests and skills were recruited to serve on the DPG. ~~They~~ DPG spent several months exploring what makes for thriving downtowns and researching the unique opportunities presented by Northfield Township~~Whitmore Lake~~'s proximity to the water.

In September of 2016, Northfield Township realized a dream of the community for many years; a public park and access to Whitmore Lake. The Northfield Township Board of Trustees purchased 23 acres formerly referred to as the "Van Curler Property" - the vacant land next to the Whitmore Lake Post Office now known as North Village.

Since the 2015 formation of the DPG and the 2016 acquisition of the North Village Site, the Township has been actively planning for the revitalization of Downtown Northfield~~Whitmore Lake Township~~Whitmore Lake:

- **October 2016 - March 2017 (North Village Master Plan):** The North Village Plan proposes a central lawn enhanced by a new community garden, band shell, and non-motorized paths. Residential owner-occupied Townhomes and loft buildings are proposed along the edges of the site and next to US 23. On the west side of Main Street, a community green would be surrounded by a modest number of residential units atop small retail shops or eateries. Across Main Street, a lakefront public access area with a small marina, fishing pier, and sand beach play area is envisioned.
- **April 2017 – present (Downtown Strategic Action Plan and Design Framework)** The Plan outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake~~Northfield Township~~Whitmore Lake.

Northfield Township hopes to bring together the community's ideas and take advantage of the exciting opportunity for private partnership to revitalize the Township~~Whitmore Lake~~'s downtown starting with the redevelopment of the North Village site.

NORTHFIELD TOWNSHIP MICHIGAN

Development Site

Site Overview

The North Village site is approximately 23 acres in area and is bounded by Main Street and Whitmore Lake on its east, Barker Road to the South, and US 23 to the north and west. The site is prominently located in Downtown ~~Northfield Township~~~~Whitmore Lake~~~~Whitmore Lake~~ and is within walking distance to a number of restaurants, retail, recreation amenities, and residential areas. The site is also within close proximity to one of the County's largest employers, the University of Michigan (11.5 miles).

The zoning for the North Village site (Whitmore Lake North Village subdistrict) supports a unified vision for transforming the historic commercial core of the ~~Northfield Township~~~~Whitmore Lake~~~~Whitmore Lake~~ community focused on mixed-use development, increased yet efficient land use intensity, and improved public amenities oriented as much to the needs of the pedestrian as to those of the automobile. The zoning provides prescriptive physical development regulations, with the intent to develop a master-planned, walkable environment that creates new opportunities for investment while protecting quality attributes of the existing area.

Design Objectives

Throughout the North Village Master Plan process, several required and encouraged design objectives were identified by community members. The Township will accept proposals that meet all the provided design objectives or some (based on a phased approach). All proposals should at minimum address which of the design objectives are fully and/or partially addressed in the proposed development plan.

Required Design Objectives:

- A small public space / town green (10,000 s. f. or less) fronting the lake and Main Street and framed by retail or mixed use buildings.
- A two to three story mixed use building (foot print of 10,000 to 15, 000 s. f.) fronting on Main Street with site access to a public parking area on the southeast access point north of the Barker Road intersection.

Strongly Recommended Design Objectives:

- A public stage / amphitheater on the north end of the site facing US 23 and sited to complement views of the lake.
- A central passive recreation area / field, corresponding to the existing glen with a pavilion structure and restroom.
- The circulation system should be restricted to the perimeters of the central open space and provide site access to Barker Road on the south, Main Street in two locations on the east and Main Street on the north through the existing US 23 exit ramp.
- The four established woodland clusters shall be substantially preserved in the locating of site features and amenities.

NORTHFIELD TOWNSHIP MICHIGAN

- A multimodal path on the western edge of the site tying into a circulation system that accesses the town green and central passive recreation area.
- The multimodal path should connect to the planned path on the south side of Barker, the athletic fields, and potentially follow the rail right-of-way under US 23.
- The passive recreation area should be usable for special event parking.

Encouraged Design Objectives:

- Housing, of up to four stories, is encouraged to fill gaps between woodlands on the west edge of the site adjacent to US 23 to help create a sound barrier.
- If additional housing is incorporated it should be of a character compatible with nearby single family homes with front porches, pitched roofs, and limited to 2.5 stories in height.
- A new sand beach stabilized by design with dock, fishing, and swimming area to accommodate public access to the waterfront.
- A community garden and farmers market event spaces should be integrated into the site design.

Site Vision

Sample renderings and a site plan has been developed (Figures 1, 2 and 3) to provide a general vision for the type of development that is desired by the Township and community members. These images are for illustrative purposes only. The Township is open to alternative approaches.

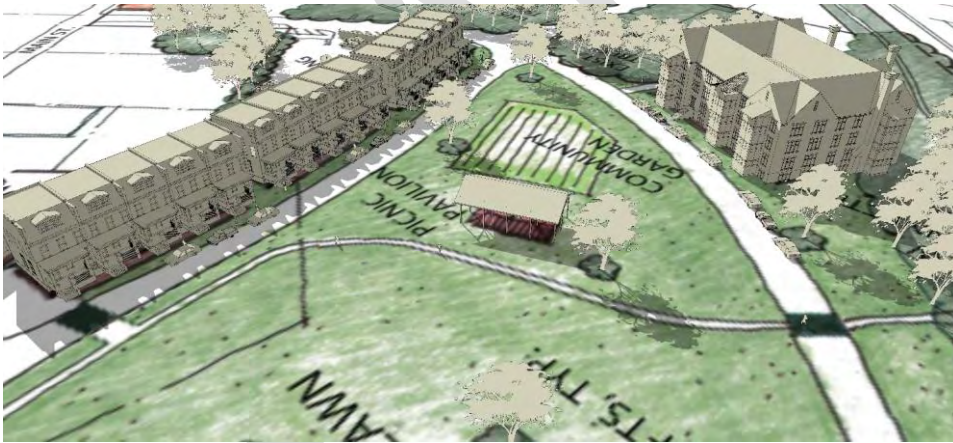


Figure 1: Central Lawn Rendering with Pavilion

NORTHFIELD TOWNSHIP MICHIGAN



Figure 2: Town Green Rendering with Lake View

NORTHFIELD TOWNSHIP MICHIGAN



Figure 3: Park with Mixed Use - Moderate Development Intensity

NORTHFIELD TOWNSHIP MICHIGAN

Phasing

In an effort to encourage development of the property and expedite the construction, the Township has developed a Phasing Plan and Map with associated cost estimates (described in detail in the attached North Village Master Plan). ***The Township will accept proposals that address multiple phases, a select phase, part of a phase, or specific buildings. The Township will also accept proposals for alternate phasing plans that consider construction management or financing concerns.*** For each phase of the proposed development, the developer must indicate which of the following features or alternative features are addressed:

- **Phase I.** Included in Phase I are all the public features to create North Village, including the recreation amenities, roadways and associated utilities for all three phases:
 - Sewer / Utilities
 - Roads / Circulation / Street Parking
 - Parking Areas with Landscaping
 - Central Lawn - Grading / Seeding / Planting
 - Central Lawn - Pathways
 - Central Lawn - Market Roadway
 - Central Lawn - Market Roadway Bollards
 - Central Lawn - Bandshell
 - Central Lawn - Pavilion / Restrooms
 - Green - Grading / Seeding / Planting
 - Green - Sidewalks
 - Green - Flagpole / Sculpture
 - Marina - Docks
 - Marina - Beach / Sand System
 - Mixed Use Buildings - Main Street
 - Mixed Use Buildings - On Green
 - Connecting Trail System
- **Phase II.** The first of the residential units and associated parking are included in Phase II.
 - Rowhouses
 - Loft Buildings
 - Parking Areas with Landscaping
 - Parking Areas with Preserved Trees
- **Phase III.** The remainder of the residential units and associated parking are included in Phase III.
 - Rowhouses
 - Loft Buildings
 - Parking Areas with Landscaping

NORTHFIELD TOWNSHIP MICHIGAN



Figure 4: Phasing Plan: Park with Mixed Use – Moderate Development Intensity

Selection Process and Criteria

NORTHFIELD TOWNSHIP MICHIGAN

Submission Requirements

Interested developers are encouraged to submit a proposal ~~that complies in accord~~ with ~~the~~ requirements set forth in this application packet. Proposals should be submitted in a sealed envelope or other package that is clearly labeled "North Village Development Proposal." Those ~~respondents firms~~ that fail to submit all required information may be eliminated from consideration at the Township's sole discretion. Proposals ~~shall~~ include, at a minimum:

1. **Cover Letter.** Summarizing the proposal and signed by an authorized representative of the developer.
2. **Development Team.** Developer should provide a list of organizations and individuals that make up the development team.
 - a. Master Developer – Project Manager
 - i. Resumes of project manager, senior executives and other key personnel.
 - ii. Major projects currently under development.
 - iii. Pending projects awaiting approval.
 - iv. Description of any in-house areas of expertise.
 - v. Minimum of three references from staff or elected officials in communities or public school districts with completed or ongoing projects.
 - vi. How developer will organize / manage team to complete project.
 - b. Proposed Design Firm(s)
 - i. Resumes of key personnel.
 - ii. Examples of work in writing and graphically.
 - iii. Examples of work in context of established urban or suburban commercial districts (i.e. not greenfield development).
 - c. Proposed Legal Team Members
 - i. Prospective role in project.
 - ii. Resumes of key personnel.
 - iii. Examples of involvement in similar projects, including role in project.
3. **~~Respondent~~Developer's Record of Similar Project Accomplishments.** List and description of similar buildings and projects. For each project, provide:
 - a. Age of project.
 - b. Location.
 - c. Developer's role.
 - d. Project cost.
 - e. Contact information for reference.
 - f. Project architect, engineer and current owner / lessee.
4. **~~Developer~~Respondent Proposed Concept Plan.** Describe program proposed for development of North Village. The description should, at a minimum, include the following:
 - a. Land use program:
 - i. Proposed public uses.
 - ii. Proposed ownership and maintenance agreement for public uses.
 - iii. Proposed development mode (Planned Unit Development, Site Condominium, Land Split).
 - iv. Proposed phasing plan.

NORTHFIELD TOWNSHIP MICHIGAN

- b. Conceptual site plan:
 - i. Site planning program, including under-ground infrastructure elements.
 - ii. Landscaping program.
 - iii. Right-of-way program.
 - iv. Conceptual architectural elevations that demonstrate understanding of project design goals.
 - v. Any proposed phasing plans or approaches.
- c. Cost of project:
 - i. Purchase price for the property for consideration by the Township.
 - ii. Copies of economic modeling such as financial projections, pro-forma income / expense schedule. Include detailed assumptions utilized in creating pro-forma.
 - iii. List all public financial resources and/or programs that are assumed to be critical to successfully financing this project.
 - iv. Estimated hard and soft costs.
- d. Proposed project investment:
 - i. Estimated taxable value
 - 1. Include projected schedule of investment by year.
 - 2. Include guaranteed amount and schedule of taxable value, if any.
 - ii. Estimated jobs created, if any.
- e. List of additional financial resources anticipated for use.
- f. Estimated schedule:
 - i. Anticipated final site plan / engineering development.
 - ii. Anticipated submission and approval of necessary permits.
 - iii. Anticipated schedule of construction.
- g. Developer-Respondent should list and describe the commitments it is willing to make to initiate the project, including:
 - i. The amount, nature and status of short- and long-term financing contemplated.
 - ii. Institutions expected to provide financing and statement by those institutions expressing such interest.
 - iii. The anticipated source of equity funding anticipated for the project.
 - iv. Detailed source and use plan, including contingency budget.

5. Other Required Information.

- a. Development proposals shall be accompanied by all reports, investigations, correspondence and/or written documentation prepared by the applicant or third parties utilized in the preparation and submission of proposal. This information may be used by the Township in any manner.
- b. If the proposal does not comply with any measurable requirement of this application packet, the proposal shall clearly highlight the deviation and include the rationale.

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Evaluation Criteria

All responses to this request in proper form will be evaluated by the Project Team. Evaluation of proposals will consider the following criteria, among others:

- Demonstrated development experience by the applicant in completing mixed-use projects and/or projects of a similar nature to that which is proposed.
- Compatibility and appropriateness of the proposed project scope and design in relation to the Township's stated goals.
- Experience in developing projects with creative and innovative approaches.
- Experience of principals and team members. Changes in key personnel prior to the execution of the Development Agreement may result in termination of any negotiations with a prospective developer and the Township.
- Evidence of financial capability and ability to finance project. Examples of similar project financing experience strongly encouraged.
- Demonstrated ability to deliver high quality projects on an established timeline.
- Demonstrated ability to enter into a public / private partnership.
- References – include up to three public agency references from communities or school districts where developer has successfully completed projects.
- Any other criteria deemed important by the Township as important to evaluation of proposals, in its sole discretion.

Selection Process

The Township may appoint a selection committee to carefully review all proposals and ~~will~~ may schedule various sessions (i.e. interviews, project visits, etc.) with qualified ~~Respondents~~ developer candidates. This selection committee may include representatives of the Township Board of Trustees, Administration, ~~and/or DDA~~, or any other persons deemed appropriate in the sole discretion of the Board of Trustees. The selection committee may recommend one or more ~~#Respondents~~ developers to the Township Board, or decline to recommend any #Respondents. The Township Board of Trustees will, who will make final selection of one or more #Respondents or no #Respondent.

NORTHFIELD TOWNSHIP MICHIGAN

Proposed Schedule

Northfield Township and its partners will review and evaluate all responses to this RFP. Staff may seek additional information upon receipt of a development proposal.

The schedule for solicitation, receipt, and evaluation of proposals is anticipated to be as follows:

- Pre-proposal meeting: January 17, 2018. 2PM Northfield Township Hall, 8350 Main St., Whitmore Lake, MI
- Deadline for written questions, notice of intent to respond, and requests for additional information: January 31, 2018, 4:00 P.M.
 - By Email: Steve Aynes, Township Manager: ayness@Northfieldmi.gov
 - By Mail:
Steve Aynes
Township Manager
Northfield Township
8350 Main St. Whitmore Lake, Michigan 48189
- Proposals Submitted: February 21, 2018, 4:00 P.M.
- Steering Committee Evaluation Period: February 21, 2018 to March 21, 2018.
- Board Evaluation Period and Selection of Development Proposals: Through April 2018.

The Township may revise this schedule, which is provided solely as an estimate. Schedule updates will be posted to the Township website and distributed to respondents that attend the pre-proposal meeting, or submit questions or a notice of intent to respond.

Additional Information

For proposal submission:

- ~~Respondents~~ Submitters shall submit 10 copies of the complete proposal package in addition to an electronic version of the proposal package (to the extent feasible) on CD.

Submit to:

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

Anonymous Feedback

The Township will accept anonymous feedback regarding the Request for Proposal.

Submit to:

Steve Aynes
ayness@Northfieldmi.gov
Township Manager
Northfield Township
8350 Main St.
Whitmore Lake, Michigan 48189

NORTHFIELD TOWNSHIP MICHIGAN

DRAFT

TO: Board of Trustees
FROM: Steve Aynes, Township Manager
RE: Ann Arbor Dog Training Club
DATE: November 22, 2017

The Planning Commission approved a Conditional Use for the Ann Arbor Dog Training Club.

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting November 15, 2017

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:	
Janet Chick	Present
Brad Cousino	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Township Engineer Marcus McNamara, OHM
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, items 10 and 11 be switched on the agenda.
Motion carried 7—0 on a voice vote.
- **Motion:** Roman moved, Chick supported, that the agenda be adopted as amended.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road and Carolin Short, 6770 Nollar Road, made recommendations regarding the proposed Downtown Plan and expressed concerns about light and noise regarding the Ann Arbor Dog Training Club application.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

- 8A. Case #JPC170004; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Conditional Use Permit (CUP) under Section 36-838 for a new 18,000 square foot building; Parcel 02-21-300-017; Zoned GH—General Industrial

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be opened.
Motion carried 7—0 on a roll call vote.

Dave Hughes, Vanston O'Brien, appeared for the applicant, offered to answer questions, and said the Club complies with all regulations.

Planning Consultant Lippens noted the Commission is considering both a Conditional Use Permit (CUP) and site plan, reported that the Zoning Board of Appeals had granted a setback variance for the proposed building, and reviewed the findings in his report. He recommended approval of the CUP application with conditions:

- A note be placed on the site plan confirming that no overnight boarding will occur and that the site plan be part of the CUP approval.
- Additional landscaping around the pond for stormwater processing as requested by the Washtenaw County Drain Commission. (This can be approved administratively by staff).
- The required dry hydrant be installed next to the pond per the Fire Chief's memo.
- Any additional requirements the Commission wishes to add after considering any comments made during the public hearing.

Marcus McNamara, Township engineer said there are no engineering concerns related to the CUP.

Roman called for comments from the public. There were none.

In answer to a question, Lippens said proposed lighting complies with Township ordinances, is downward directed and shielded, and will not trespass onto adjacent properties. Hughes said there will be low level lights over each door, and they will be on a timer to turn off at 10:00 P.M. A Club member said the Club operates from 6:30 A.M. to 10:00 P.M. Chick noted landscaping being added will further diffuse the effect of lighting on other properties.

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.
Motion carried 7—0 on a roll call vote.

9. REPORTS

9A. Board of Trustees

Chick reported that on 11/14/17 Board considered 17 agenda items, including authorizing negotiations for a local law enforcement agency to build out and lease part of the second floor of the Public Safety Building

9B. ZBA

No meeting since the last Planning Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens reported:

- The Township attorney is reviewing the proposed sign ordinance.
- The RFP for North Village is also being reviewed by the Township attorney, and it is hoped that the Board will be able to consider it on 11/28/17.
- He hopes a list of possible zoning ordinance amendments and planning procedures will be considered by the Board on 11/28/17.

9E. Parks and Recreation

Iaquinto reported the next bi-monthly meeting will be December 21st, and he invited all interested parties to attend.

9F. Downtown Planning Group. Has not met since the last Planning Commission meeting.

10. NEW BUSINESS

10A. Case #JPC170004; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Site Plan for a new 18,000 square foot building; Parcel 02-21-300-017; zoned GH—General Industrial

- **Motion:** Roman moved, Chick supported, to consider both the CUP and site plan applications for the Ann Arbor Dog Training Club for construction of an 18,000 square foot building. Motion carried 7—0 on a voice vote.

Lippens briefly reviewed his written report and recommended approval of the site plan with some revisions on the final site plan, to be approved administratively by Township planner, including no overnight boarding of dogs being noted on the site plan, the applicant addressing the comments of Fire Chief and Washtenaw Drain Commission on the plan, and the dry hydrant being added.

- **Motion:** Roman moved, Iaquinto supported, to recommend approval to the Township Board of the Conditional Use Permit, with conditions listed on November 6, 2017, McKenna report, for the Ann Arbor Dog Training Club, 1575 E. North Territorial Road. Motion carried 7—0 on a roll call vote.

- **Motion:** Roman moved, Chick supported, to recommend approval to the Township Board of the site plan for the Ann Arbor Dog Training Club, 1575 E. North Territorial Road, for the construction an 18,000 square foot building, subject to conditions listed on November 6, 2017, McKenna report, and conditioned upon any comments from the Township Engineer, Fire Chief, and Township departments being addressed on the final site plan. Motion carried 7—0 on a roll call vote.

11. UNFINISHED BUSINESS

11A. Further Discussion of Proposed Downtown Plan—North Village.

Lippens noted this plan was commissioned by the Downtown Development Authority (DDA) and he has recommended that it be incorporated into the Master Plan when the next update is undertaken. He noted the process of developing the plan included many meetings with the DDA and with the public and a survey.

Referring to comments made during the Call to the Public, Iaquinto noted that a beach, fishing dock, and public parking are part of the plan. Chick noted this plan is a vision for the area, it is fluid, and it can be changed in the future.

There was a brief discussion of the "branding" issue of how this area is referred to—Whitmore Lake vs. Northfield Township. Lippens noted the DDA and the Downtown Planning Committee discussed this in depth, and he listed many examples of unincorporated areas that are known by different names than the Townships they are in. Chick noted Northfield Township residents want to feel like they are owners of these plans, too.

11B. Consider introducing a motion to accept the plan as policy and incorporate the plan into the next Master Plan update as recommended by the DDA.

- **Motion:** Roman moved, Iaquinto supported, to recommend to the Board of Trustees that it accept the Downtown Plan as policy and incorporate the plan into the next Master Plan update as recommended by the DDA. Motion carried 7—0 on a roll call vote.

12. MINUTES

- **Motion:** Roman moved, Iaquinto supported, that the minutes of the regular meeting of October 18, 21017, and the Joint Meeting of October 24, 2017, with the Township Board be approved as presented, and to dispense with the reading.
Motion carried 7—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

David Gordon commented on the Downtown Plan action.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners wished everyone a Happy Thanksgiving.

15. ANNOUNCEMENT OF NEXT MEETING

December 6, 2017, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 7:59 P.M.

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

Adopted on _____, 2017.

Larry Roman, Chair

John Zarzecki, Secretary

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

RECEIVED

MAR 13 2017

NORTHFIELD TOWNSHIP
MICHIGAN

NORTHFIELD TOWNSHIP

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: www.twp-northfield.org

CONDITIONAL USE APPLICATION FORM

PROJECT NAME: <u>INDOOR Dog TRAINING FACILITY</u>	
PROJECT ADDRESS: <u>1575 E. NORTH TERRITORIAL</u>	
PARCEL ID(S): <u>02-21-300-017</u>	DEVELOPMENT NAME: <u>AADTC ARENA</u>
Applicant Information:	
Name: <u>VANSTON/O'BRIEN INC</u>	Name: <u>ANN ARBOR Dog TRAINING CLUB</u>
Address: <u>2375 Bishop CR WEST</u>	Address: <u>1575 E. NORTH TERRITORIAL</u>
Phone: <u>734-424-0661 7342609320</u>	Phone: <u>734 995-2801</u>
Email: <u>DAVID.HUGHES@VANSTON.COM</u>	Email: <u>MARYHW@AOL.COM</u>
If application is made by anyone other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.	
Proof of Ownership Attached: <input checked="" type="checkbox"/>	Non-Owner Affidavit Attached: <input checked="" type="checkbox"/>
If applicant is not the owner, describe applicants interest in the property: <u>SITE PLANNER</u>	
<u>ENGINEER AND DESIGN-BUILD GENERAL CONTRACTOR</u>	
PROPERTY DESCRIPTION	
Description of Proposed Use: <u>INDOOR Dog Obedience AND Agility TRAINING</u>	
<u>SEE ATTACHED NARRATIVE FROM OWNER</u>	
Conditional Use is Sought Under what section of the Northfield Township Zoning Ordinance: <u>36.714</u>	
Zoning Classification(s):	
AR LR MR MHP SR1 SR2 LC HC GC <u>(L1)</u> GI RTM ES PUD PSC RC RO WLD-___ W.L./N.T. Overlay OTHER:___	
AN APPLICATION FOR CONDITIONAL USE MUST CONTAIN THE FOLLOWING INFORMATION:	
<input checked="" type="checkbox"/> Proof of Ownership <input type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Scaled and accurate survey drawings, with existing buildings, drives, and improvements. <input checked="" type="checkbox"/> A site plan, meeting the requirements of a preliminary site plan, as set forth in Section 64.03, herein.	
AUTHORIZED SIGNATURE	
I have read the attached provisions of the Northfield Zoning Ordinance in regards to Article 63.0, Conditional Use and understand a public hearing will be established within sixty-five (65) days of the filing date.	
Applicant(s) Signature: <u>David Hughes</u>	Date: <u>03/16/17</u>
Comments: _____	

3/24/17 Mailed to Secord
3/21/17 Mailed to Patrick

DETERMINATION

The Northfield Township Planning Commission has reviewed the particular circumstances of the above proposed use relative to Section 63.0 Conditional Uses; and **Approved / Disapproved** same on _____, 20_____.

Conditions imposed on the conditional use of the above described property are as follows:

BREACH OF SUCH CONDITIONS SHALL AUTOMATICALLY INVALIDATE THIS PERMIT.

Chair, Planning Commission

Date

Secretary, Planning Commission

Date

APPLICANT DETERMINATION AGREEMENT

I/We _____ applicant(s) for this Conditional Use permit hereby agree to comply with the above imposed conditions as specified by the Northfield Township Ordinance and the Planning Commission of Northfield Township.

Applicant

Date

Applicant

Date

Ann Arbor Dog Training Club (AADTC)

The AADTC is one of the oldest dog training clubs in in Southeastern Michigan. AADTC was formed in 1967 as an educational not for profit club to provide a wide range of training disciplines for dogs of all ages.

The AADTC meets the definition of clubs in the Northfield Township zoning definitions.

Club or fraternal organization means an organization of persons for special purposes or for the promulgation of sports, arts, science, agriculture, literature, politics, or similar activities, but not operated for profit or to espouse beliefs or further activity that is not in conformance with the constitution of the United States or any laws or ordinances. The facilities owned or used by such organization may be referred to as a "club" in this chapter.

In our approved zoning compliance application as (8) "other similar uses" the club was asked to provide similarities and differences between a "kennel" and the dog training club.

Kennel, commercial, means any building and/or land used, designed, or arranged for the boarding, breeding, or care of dogs, cats, pets, fowl, or other domestic animals for profit, but shall not include those animals raised for agricultural purposes. (Also see section 36-714.)

Kennel, private, means any building and/or land used, designed, or arranged for the boarding, breeding, or care of dogs, cats, pets, fowl, or other domestic animals belonging to the owner thereof and kept for purposes of show, hunting, or as pets, but not to include riding stables; provided that no more than three such animals six months old or older are kept on the premises, either permanently or temporarily. The keeping of such animals shall be strictly incidental to the principal use of the premises and shall not be for purposes of remuneration or sale. (Also see section 36-714.)

Similarities	Differences
The AADTC does	The AADTC does not
Care for dogs through Training	Board dog
Dog related	Breed dogs
	No dogs live on the property

The AADTC offers classes in puppy socialization, agility, rally, and obedience, (household and competitive) tracking and nose work. Our classes run year round. There are classes running at various times from 9am to 9pm. Each class has a size limit so each owner/handler gets appropriate time.

We also host agility, obedience and breed trials on a regular basis. These are held on weekends.

All dogs come and go on leash with their owner/handler. Dogs are under supervision.

The club wants to build a state of the art facility to continue the training classes and allow the club to host indoor trials and continue to serve the community in SE Michigan.

June 6, 2016

To Whom It May Concern:

Re: Letter of Authorization
Ann Arbor Dog Training Club
1575 E North Territorial Road
Whitmore Lake, MI 48189

Dear Sir/Madam:

I/we hereby authorize David Hughes of Vansten Offries, Inc. to act as agent in my/our behalf in all matters related to application and acquisition of Permits and Approvals from all governing agencies as may be required for the construction and use of all proposed improvements to 1575 E North Territorial Road, Whitmore Lake, MI. Said permits and approvals shall may include, but not necessarily limited to Rezoning Approvals; Variance Approvals; Site Plan Approvals; Building Permits, Soil Erosion and Grading Permits.

Mary H. Westhoff
PRESIDENT AADTC

MCKENNA



November 6, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

**Subject: Ann Arbor Dog Training Club at 1575 E. North Territorial Road
Conditional Use Review #2; Plans dated June, 5, 2017 and received by McKenna on June 30, 2017**

Dear Planning Commissioners:

We have reviewed the proposed application for conditional use approval submitted by the Ann Arbor Dog Training Club (AADTC) to construct a new building on its parcel located at 1575 E. North Territorial Road (Parcel ID#: B-02-21-300-017). A new building will allow the club to enhance the service offerings to customers from around southeast Michigan. This parcel is located on the north side of E. North Territorial Road, about one mile east of the interchange with US-23.

The site is zoned as General Industrial (GI). The most similar use to the dog training club is a kennel. In the GI district, both kennels (Section 36-533(10)) and other similar uses (Section 36-533(8)) are permitted subject to obtaining a conditional use permit. The dog training club provides care for dogs through training, but otherwise does not board dogs, breed dogs, or allow dogs to live on the property. Our review of the site plan is in a separate letter.

Site Photo: 1575 E. North Territorial Road (Source: Google Maps 2017; site boundary is approximate)



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

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

CONDITIONAL USE COMMENTS

Conditional use approval of kennels and other similar uses is subject to the general discretionary standards in Section 36-838 (General Conditional Use Approval Requirements) of the Zoning Ordinance, which is applicable to all conditional uses. Our comments are provided below. For conditional use approval to be granted, the Planning Commission and Township Board must find that the proposed use satisfies the following general criteria:

1. ***Will be harmonious with and in accordance with the general objectives, intent and purpose of this chapter.*** The application includes a description of the use. The AADTC provides a variety of classes running year round and at various times from 9am to 9pm. The AADTC also hosts agility, obedience, and breed trials on weekends on a regular basis. Each class has a size limit, effectively limiting how many people are on the site at one time. The stated purpose of the G1 zoning district is to provide the location and space for all manner of industrial uses, wholesale commercial and industrial storage facilities and to restrict the intrusion of nonrelated uses, such as residential, retail business, and commercial. There are other sites zoned G1 next to this site including Advanced Disposal and Rhetech. The proposal is for an expansion of the existing use by constructing an 18,000-sq. ft. building on the south side of the parking lot. No additional use changes are proposed.

As stated in the use statement, no overnight boarding is proposed on the site, which limits the potential noise and odor impact the site could have on adjacent properties. As a condition of approval, we recommend that no overnight boarding be permitted on the site.

Any future expansion to include boarding will be considered a new use and subject to the approval and standards for kennels.

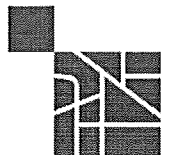
With the above-mentioned condition, the expansion of the existing use is consistent with the character of the G1 district. Therefore, the proposed use expansion is harmonious with and in accordance with the general objectives, intent, and purpose of this chapter.

2. ***Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*** There are proposed building elevations included with the site plan. The proposed building will have metal exterior siding, similar to several other industrial buildings in the vicinity. Existing landscaping and undeveloped land separate the building from North Territorial Road and adjacent lots.

A variance was granted to construct the proposed building less than 200 feet from the side lot line to the east.

3. ***Will be compatible with the natural environment and existing and future uses in the vicinity.*** The site is bordered by Advanced Disposal on the west, single-family homes on the east, an agricultural site on the north, and vacant land zoned G1 on the south. There is extensive landscaping located on the site as it currently exists, and the proposed landscaping plan is shown on Sheet C-4 of the site plan. As mentioned above, a variance was granted to construct the proposed building less than 200 feet from the side lot line to the east.

The Washtenaw County Drain Commission has noted several revisions to the Stormwater Pond to conform to County requirements.

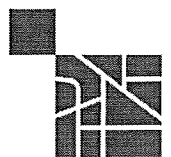


4. ***Will be compatible with the Township land use development plan.*** The site has a Future Land Use designation of I – Industrial, and the Zoning Plan of the Master Plan supports the current GI zoning of the site. The intent of the Industrial Future Land Use designation is to provide locations for any industrial operations to help manage their potential negative impacts including noise, odor, traffic, and outdoor storage of materials. The site is proposed to remain zoned as GI, which is appropriate for any potential future use that may be located on the site, including the uses listed in the Master Plan. The site does not propose any outdoor storage of materials and will not result in any adverse impacts such as noise, odor, or traffic. Thus, the site is compatible with the Master Plan. While there may be some future concerns regarding the compatibility of AADTC and an adjacent industrial use, typically the AADTC will be compatible with most adjacent industrial land uses.
5. ***Will be or can be served adequately by essential public facilities and services.*** Primary access to the site is via North Territorial Road, a County Primary road. The Master Plan classifies N. Territorial as a Minor Arterial Road, which is intended to funnel traffic to arterial roads, like US-23. Access to US-23 is available about one mile west of the site. Therefore, the site is accessible for emergency vehicles. The site is served by well and septic, and new septic tanks and fields are proposed. No major changes are proposed for the day-to-day scale of operations on the site, so the demand for public facilities is likely to be the same as current demand. We defer to the Township Police and Fire Department for additional comments regarding the anticipated demand for their services. The Fire Chief has noted that a dry hydrant with adequate water supply is required within 1000 feet of the new building.
6. ***Will not be hazardous or disturbing to existing or future neighboring uses.*** The zoning of adjacent lots include GI to the east (single-family homes), south (vacant), and west (Advanced Disposal), and AR Agriculture to the north (agricultural uses). We are concerned with the compatibility of the current single-family residential use to the east (even though it is zoned GI) and the AR-zoned lot to the north that could potentially have single-family residences someday. The landscaping and lack of outdoor storage help to make the site compatible with the neighboring sites to the north and east. Additionally, the applicant has provided information about extensive landscaping at the site periphery, which includes more than 120 trees. Additionally, the site must meet the requirements of the Northfield Township Noise Control Ordinance (Chapter 10, Article IV of the Code of Ordinances).

Adequate information has been provided to ensure that impacts on neighboring uses will be mitigated, however, we also recommend that planning commission consider public comment at the scheduled public hearing.

7. ***Will not create excessive additional requirements at public cost for public facilities and services.***

The expansion of the Ann Arbor Dog Club's use is not expected create any excessive additional requirements at public cost for public facilities and services.



RECOMMENDATION

The proposed use meets many of the Conditional Use standards of the Zoning Ordinance. At this time, we recommend that the Planning Commission recommend that the Township Board grant approval of the conditional use application for An Arbor Dog Club for the dog training facility at 1575 E. North Territorial Road, subject to the following conditions:

1. No overnight boarding is permitted on the site and a note will be added to the site plan documenting this condition.
2. Planning Commission considers public comment and finds that no additional conditions are necessary to limit impacts on adjacent uses.
3. A final conforming site plan is submitted with a dry fire hydrant and County Drain Commissioner approval.

We look forward to reviewing these findings with you. If you have any questions about this report, please contact us.

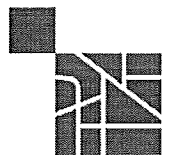
Respectfully submitted,

MCKENNA



Paul Lippens, AICP
Director of Transportation and Urban Design

cc: Steve Aynes, Township Manager
Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk
William Wagner, Township Public Safety Director
Kurt Weiland, Township Building Official
Marcus McNamara, P.E., Township Engineer, OHM
Vidya Krishnan, Senior Planner, McKenna Associates
David Hughes, Vanston/O'Brien, Inc., david.hughes@vanston.com
Ann Arbor Dog Club, maryhw@aol.com





ARCHITECTS. ENGINEERS. PLANNERS.

April 14, 2017

Northfield Township
Building & Zoning Department
8350 Main Street, Suite A
Whitmore Lake, Michigan 48189

Regarding: **Ann Arbor Dog Training**
 Site Plan Review #1
 OHM Job Number: 0151-17-1021
 Conditional Use Review #1
 OHM Job Number: 0151-17-1028

We have reviewed the site plan material, received by this office on March 27, 2017 for the above-referenced project based on the Township's Engineering Standards. Plans were prepared by Vanston/O'Brien Inc. with a date of March 9, 2017. The applicant is requesting Conditional Use and Site Plan approval for the existing general industrial site. A general summary of the site, followed by our review comments and recommendations is noted below.

General

The existing site is located on parcel #02-21-300-017 with address 1575 E North Territorial Road. The site is currently zoned as GI, General Industrial. The applicant is proposing a new single story 18,000 sft building on an existing site with two existing buildings totaling 10,480 sft.

Utilities

Water service for the existing site is supplied by a private on-site well, and sanitary service is provided by an existing on-site septic system. The applicant is proposing supplying water to the proposed building utilizing the existing water system and well by running 167 feet of 1-inch water service line from an existing building. With the additional demand on the system and head losses in the proposed service line, it is recommended the applicant verify the existing system has adequate flow and pressure to service the proposed building. The existing on-site septic system will remain, but will service only the existing buildings. A new septic system is proposed to service the proposed building.

Paving/Access/Grading

Access to the site is provided via Hoban Way from North Territorial Road. We recognize that Hoban Way crosses neighboring parcels to reach the site and a copy of the existing access easement shall be identified on the site plan. Hoban Way also appears to be the only access to the parcel west of this proposed site. Similarly, a copy of the existing access easement for the neighboring property across the subject property shall be identified on the site plan. If no easements exist on record, they shall be recorded.

The existing site has fifty-six (56) parking spaces provided. Two (2) additional barrier free parking spaces are proposed north of the proposed building. The existing parking lot consists entirely of gravel surface. Minor increases to the gravel area are proposed to accommodate the additional two (2) parking spaces. The Township Ordinance for off-street parking states, "all parking areas shall be paved with a concrete or

asphaltic surface” [Sec. 36-762 (b)(3)]. Any improvements to the existing parking lot and or proposed barrier-free parking spaces shall be paved with concrete or asphalt.

Dedicated fire lane signage is proposed. Proposed site access for emergency vehicle circulation and maneuverability will be evaluated by the Northfield Township Fire Department.

Existing and proposed grades are shown via contours. The parking lot has some spot grades, but more are necessary to ensure ADA compliance is met for the designated barrier-free parking spaces.

Drainage

The existing conditions appear to convey storm water runoff from the parking lot to the southwest portion of the site, where the majority of the runoff enters and existing swale that flows south to a wetland area. The proposed site improvements include a detention pond. Storm water for the improved area of the site will be detained in the proposed pond before out letting to the aforementioned swale and wetland area.

The proposed detention pond to accommodate the additional impervious surface stormwater flow must comply with the Rules and Guidelines of the Washtenaw County Water Resources Commissioner (WCWRC).

Permits and Other Agency Approvals

Copies of all permits and/or letters of waiver, obtained to date, shall be forwarded to this office. The current status of all necessary permits should be included on the cover sheet. We note that this project will require the following permits:

- Washtenaw County Water Resources Commissioner for soil erosion and sedimentation control.
- Northfield Township Fire Department approval for emergency vehicle access and maneuverability.
- Northfield Township Building Department.
- Washtenaw County Health Department for the proposed septic system.

Conclusion and Recommendations

As submitted, the Conditional Use application appears to be in substantial compliance with the Township requirements and we recommend the Planning Commission consider approval, conditional on the site plan being approved.

As submitted, the Site Plan does not appear to be in substantial compliance with the Northfield Township Site Plan requirements. We recommend that these comments be addressed prior to consideration of the Site Plan for approval by the Planning Commission. Please note that additional comments may be generated on future reviews based upon revised material being presented.

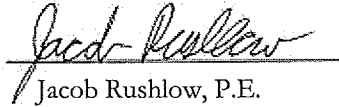
1. Preliminary calculations for the proposed detention pond shall be provided.
2. Identify existing access easements and include any applicable legal descriptions.
3. The proposed parking lot addition shall be paved with concrete or asphalt per the Township Ordinance.
4. Verify the existing well and water system has sufficient flow and pressure to provide water service to the proposed building.
5. Additional grades shall be provided for the proposed barrier free parking spots and sidewalk to ensure ADA compliance is met.
6. Additional spot grades shall be provided for the parking lot to demonstrate existing and proposed drainage patterns.

7. The plans shall include delineation of the 100-year floodplain. If no floodplain exists, a note shall indicate so.
8. Proposed sidewalk adjacent to parking shall be 7 foot wide.
9. A small portion of the site is identified to consist of soil type Sb. The description of this soil type shall be included with the soils information.

If you have any questions regarding this review or any of the comments presented, feel free to contact us at (734) 522-6711 or jacob.rushlow@ohm-advisors.com.

Sincerely,

OHM ADVISORS



Jacob Rushlow, P.E.
Township Engineer

cc: Marlene Chockley, Township Supervisor (via e-mail)
William Wagner, Public Safety Director (via e-mail)
Kurt Weiland, Building/Zoning Official (via e-mail)
Larry Roman, Planning Commission Chair (via e-mail)
Patrick Sloan, MCKA, Township Planner (via e-mail)
David Hughes, Vanston O'Brien (via e-mail)
File

P:\0126_0165\SITE_NorthfieldTwp\2017\0151171020_AADTC_MUNI\1021-Site_Plan\AADT_SP1.docx

RECEIVED

MAR 22 2017

PAID

MAR 22 2017

Application # _____

NORTHFIELD TOWNSHIP
TREASURER

NORTHFIELD TOWNSHIP

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

PROJECT NAME: Ann Arbor Dog Training Club

PROJECT ADDRESS: 1575 E. North Territorial

Applicant Information:

Name: Vanston/O'Brien Inc.

Address: 2375 Bishop Circle Dexter

Phone: 734-424-0661

Email: David.hughes@vanston.com

Owner Information:

Name: Ann Arbor Dog Training

Address: 1575 E. North Territorial

Phone: 734-995-2801

Email: maryw@aol.com

If the applicant is not the property owner, then a statement from the owner MUST be attached authorizing the application.

Proof of ownership OR Statement if applicant is not owner is attached. ☒

If applicant is not the owner, describe applicant's interest in the property

Planner, Engineer & Contractor

PROPERTY DESCRIPTION

Legal Description: ☐ Attached ☒ On Site Plan

Parcel ID(s): 02-21-300-017

Description of Proposed Use: Dog Obedience and Agility Training Facility

Total Acreage of Site:

6.26 ac.

Total Floor Area:

Existing: 10,480 SF

Proposed: 18,000 SF

Height of Structure(s) (In stories & feet):

1-story 25'

Sanitary Facilities: ☐ Sewer ☒ SepticWater: ☐ Municipal ☒ Private Well

Zoning Classification(s):

☐ RC ☐ AR ☐ LR ☐ SR1 ☐ SR2 ☐ MR ☐ VC ☐ LC ☐ GC ☐ ES ☐ HC ☒ GI ☐ LI ☐ Other _____

SITE PLAN REVIEW OPTIONS

Administrative Site Plan Review:

- ☐ Expansion or reduction of an existing, conforming structure less than 2,000 sq. ft. / 5% of floor area
- ☐ Additional parking, loading / unloading spaces and landscape improvements

Site Plan Review:

- ☒ New Construction
- ☐ Building Addition

Development Plan Review:

- ☐ Planned Unit Development
- ☐ Planned Residential Development
- ☐ Site Condominium Plan

Amendment to Approved Site Plan or Development Plan:

- ☐ Site Plan
- ☐ Development Plan

Site or Development Plan Review in conjunction with: ☐ Rezoning Request ☒ Special Land Use Request

Mailed to Jacob 3/24/17
Mailed to Patrick 3-25-17

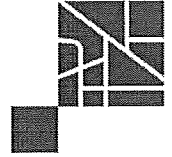
Application # _____

AUTHORIZED SIGNATURE	
I hereby state that all of the above statements and all of the accompanying information are true and correct.	
Applicant's Signature: <u>David Hughes</u> Date: <u>3/22/17</u>	
FOR OFFICE USE ONLY	
Application Received Date:	Planning Commission Received Date:
Planning Commission Action: <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Denied Date: _____	
Expiration Date: _____	
Fee Received: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	

MCKENNA

November 6, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189



**Subject: Ann Arbor Dog Training Club at 1575 E. North Territorial Road
Site Plan Review #2; Plans dated June, 5, 2017 and received by McKenna on June 30, 2017**

Dear Planning Commissioners:

Ann Arbor Dog Training Club (AADTC), located at 1575 E. North Territorial Road approximately one mile east of US-23 (Parcel ID#: B-02-21-300-017), proposes to construct a new 18,000-sq. ft. building on its site. The site currently houses the existing buildings for the AADTC. This will allow the club to enhance the service offerings to customers from around southeast Michigan. The site is 6.26 acres and zoned General Industrial (GI). The most similar use for the AADTC is a kennel. Kennels (Section 36-533(10)) and other similar uses (Section 36-533(8)) are permitted with conditional use approval in the GI zoning district. Our comments on the Conditional Use application for the existing and proposed uses are in a separate letter.

We have reviewed the site plan for compliance with the Township's Zoning Ordinance and with sound planning and design principles, and we offer the following comments for your consideration (any items requiring correction or additional information are underlined):

Site Photo: 1575 E. North Territorial Road (Source: Google Maps 2017; site boundary is approximate)



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

☎ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

COMMENTS

- 1. Use.** The site is located in the General Industrial (GI) zoning district. The stated intent of the GI zoning district is to provide location and space for all manner of industrial uses, wholesale commercial and industrial storage facilities and restrict the intrusion of nonrelated uses, such as residential, retail business, and commercial. Permitted uses include all those allowed on Limited Industrial (LI) zoned lots as well as wholesale auto auctions, contractor's establishments, manufacturing, trucking facilities, warehousing, open industrial businesses, wholesale businesses, or accessory buildings. Conditional uses in the GI district include vehicle towing services, plating shops, heat treating processes, junkyards, limited accessory retail, concrete and asphalt plants, RV storage, commercial communications apparatus, **kennels**, and **other similar uses**. The existing and proposed uses on the site are generally compatible with the zoning district.

The proposed use is similar to a kennel, with one key difference being that no overnight boarding is proposed onsite. As stated in the conditional use review letter, the approval is recommended with the condition that no overnight boarding is permitted onsite. The applicant must add the following statement to the site plan under "Site Information":

"Operations: No overnight boarding of animals is permitted on the premises."

Regulations specific to kennels are in Section 36-714 of the Zoning Ordinance, as follows:

- (1) Minimum lot size.** *Any proposed kennel shall be operated on a parcel of land not less than ten acres in area and 400 feet in width.*

Although the width of the subject parcel is more than 400 feet, the area (6.26 acres) does not meet the minimum lot size. This is a legal nonconforming lot area that may continue as long as there is no proposed reduction in the lot area.

- (2) Setbacks.** *Buildings in which animals are kept, animal runs, and exercise areas shall not be located in any required front, side, or rear yard setback area, and shall be located at least 300 feet to the nearest edge of a public right-of-way and 200 feet from any neighboring side or rear lot line.*

All existing and proposed buildings meet the 300-foot setback requirement from the nearest public right-of-way. Although the existing buildings are less than 200 feet from the lot lines to the west, north, and east, these are existing nonconformities that may continue as long as there are no changes to these buildings. The proposed building is less than 200 feet from the side lot line to the east. *The applicant received a variance from the Board of Zoning Appeals for the building siting as proposed.*

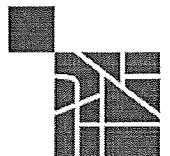
- (3) Number of animals.** *If four or more animals are housed in the kennel, an additional one acre shall be required for every additional ten animals (or fraction thereof).*

Because dogs are not "housed" at the Ann Arbor Dog Club, this sub-section does not apply. However, if there is boarding of dogs in the future, this sub-section will apply.

- (4) Public protection.** *A dog kennel shall be established and maintained in accordance with all applicable county sanitation regulations.*

We defer to Washtenaw County for any required licenses or permits.

- (5) Site plan.** *A site plan shall be approved in accordance with article XXVIII of this chapter.*



The site plan was submitted in accordance with Article XXVIII.

2. **Dimensional Requirements.** Section 36-534 of the Zoning Ordinance includes the dimensional requirements for the minimum lot area (5 acres), minimum lot width (200 feet), maximum lot coverage (25%), front yard setback (85 feet), side yard setback (50 feet), rear yard setback (50 feet), and height (50 feet). All of these standards have been met for the proposed building.
3. **Access and Circulation.** The access for the parcel is on E. North Territorial Road via Hoban Way, which appears to be a private road. The west and north sides of the parking lot includes fire lanes where parking is prohibited, and these areas also provide space for vehicles to turn around. The application materials indicated that each class has a size limit, which affects peak traffic demand. However, the new building is proposed to be used mostly for indoor trials similar to the trials currently hosted by the AADTC on weekends. According to the applicant, no major change in peak demand is expected for the new building. If there will be fewer than 50 vehicle trips during the peak hour, then Section 36-717(c) of the Zoning Ordinance does not require a Traffic Impact Study. Based on the information provided, a Traffic Impact Study is not required.
4. **Parking and Loading.** Parking and loading requirements are defined in Article 25 of the Zoning Ordinance. The parking requirements by use only include some uses, and the applicant has indicated its use is similar to a private club. For purposes of parking calculations, we believe this comparison is appropriate. The parking requirements for private clubs are 1 space for every 3 people at maximum capacity. Sheet C-1 indicates there are 166 members at maximum capacity, so the parking lot will require 55 spaces. The site plan shows 58 spaces provided in the parking lot. Therefore, this standard is met. However, if capacity exceeds 166 members and there are parking overflows, the applicant may be required to submit revised plans to expand the parking lot.

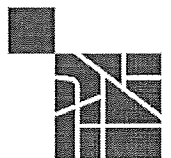
Section 36-762(12) of the Zoning Ordinance requires parking spaces to be at least 200 sq. ft. in area and at least 10 feet wide. The typical parking space dimensions are shown as 10 feet wide by 20 feet long, so this standard is met. The barrier free spaces are 8 feet wide, which is permitted by the Americans with Disabilities Act. Four (4) barrier free spaces are provided, sufficient for a parking lot of this size.

The minimum required aisle width is 22 feet, and all parking aisles are at least 22 feet wide.

Section 36-766 and 36-767 requires 1 loading space at least 10 feet in width and 55 feet in length. A loading space is proposed on the west side of the parking lot area.

Finally, Section 36-762(b)(3) of the Zoning Ordinance requires the parking lot to be an asphalt or concrete surface. The current surface of the parking lot is gravel. Upon site inspection the Township determined that there are no substantive changes to the parking lot boundaries and the surface can remain as a legal nonconformity.

5. **Landscaping and Screening.** Our comments on the landscaping requirements are as follows:
 - a. **Parking Lot Landscaping.** Section 36-722(m) of the Zoning Ordinance requires 1 canopy tree per 8 parking spaces. With 58 parking spaces on the site, 8 trees are required. The landscape plan on Sheet C-4 shows 9 trees to be planted along the parking lot edge, which will meet this requirement.
 - b. **Tree Mitigation.** For any landmark trees that are removed, Section 36-723(g) requires replanting of 100% of the original diameter at breast height (DBH) removed. The new building and stormwater pond will be built on an open field, so it appears that none of the



existing or landmark trees will be removed.

- c. **Transition Strip.** Section 36-534(7) of the Zoning Ordinance requires each lot in the GI District to have a 50-foot wide transition strip along any lot line abutting a lot in certain zoning districts. This site abuts an AR zoned site on the north. Therefore, a transition strip is required on the north lot line. Landscaping currently exists on this line and the plan has been updated with the caliper and species of the existing trees.

Though front lot lines are exempt from required transition strips, Section 36-534(7)(b) requires a 20-foot wide landscaped area in the front yard. There is existing landscape material in this area as well and the caliper and species of trees are noted on the plan.

More than 120 trees are noted along the north, west, east, and south lot edges in total. The site is substantively in compliance with the transition strip requirement.

- d. **Fences.** An existing 4-foot farm fence around the perimeter site is proposed to remain, with some changes to the fence on the south side due to the location of the proposed building. The new fence will be a 6-foot chain link fence. The plan complies with Section 36-715.

6. **Natural Features.** Section 36-723 requires a natural features impact statement to be provided with the site plan application. Sheet C-1 of the site plan states there is no 100 year floodplain in the site boundary, and most other natural features information is found in other areas of the plans. The plan shows the caliper and species of all existing landmark trees.

The Michigan DEQ Wetlands Map Viewer shows that there are wetlands on the edge of the site and on adjacent sites, but not on the area proposed for the new building. If more details on the wetlands are needed in the future, they can be acquired at that time.

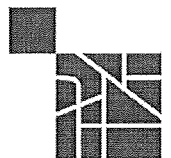
7. **Stormwater Management.** A stormwater pond is proposed to the west of the new building on the south side of the parking lot, and will not be visible from N. Territorial Road. The grading plan is shown on Sheet C-2 and additional details are shown on Sheet C-5. We will defer stormwater management comments to the Township Engineer.

- a. The Washtenaw Drain Commissioner Provided a letter on 11/1/17 detailing extensive pond requirements, including additional landscaping and planting details. Comments of the Drain commissioner must be incorporated into a revised site plan.

8. **Lighting.** Section 36-728 of the Zoning Ordinance requires site plans to include the light fixture specifications and cut sheets for the site, as well as a photometric plan. Sheet C-3 includes the lighting and photometric plans including cut sheets and details of the proposed lighting fixtures for the site. Based on the information given on the plan, there will not likely be any issues with light trespass onto neighboring properties.

9. **Trash Enclosure.** The proposed dumpster pad and enclosure are to be located in the southeast corner of the parking lot as shown on Sheet C-1. Details of the enclosure are included on Sheet C-5. Section 36-701(3) of the Zoning Ordinance requires dumpsters to be located an enclosure constructed of opaque materials on at least three sides, with an opening or gate on the fourth side. The proposed enclosure will be 6 feet high and made of 8 inch thick concrete blocks, which will match the masonry on the building. The fourth side will be a wood gate with cedar siding. Section 36-701(3) also requires the dumpster enclosure area to include a 4-inch thick concrete floor, and a 6-inch thick concrete floor is proposed.

10. **Building Façade and Floor Plans.** The building will be located behind landscaping and set back from E. North Territorial Road, and will generally not be visible from Territorial Road. Both the



roof and wall will be made of metal panels over fiberglass insulation. The color of the metal wall panels will be cool arctic white.

The site plan does not indicate if there will be any rooftop equipment. No rooftop equipment is proposed.

The floor plans are shown on Sheet A-1. The northwest corner of the building will have a small kitchen, a future office, bathrooms, and the utility room. The western side of the building will have the dog crating area. The remainder of the floor area will be open space for the offerings of AADTC including the trials and classes.

11. Signs. Article 26 of the Zoning Ordinance includes all of the requirements for the number, area, height, and placement of signs. There is a sign currently located on E. North Territorial Road at the site entrance, but no new signs are proposed as part of this site plan application. If any new signs are ultimately proposed, they can be approved administratively after site plan approval. Details for the barrier free parking signs are included on Sheet C-5. Signs in industrial districts are regulated in Section 36-793.

12. Fire Suppression. The Fire Chief reviewed the plan and noted that a dry hydrant with adequate water supply is required within 1000 feet of the new building. The applicant is required to add dry hydrant with adequate water supply this feature to the site plan.

RECOMMENDATION

At this time the site plan is in conformance with the Zoning Ordinance we recommend the approval of the site plan subject to the following revisions to be made to the final site plan, to be approved administratively.

1. As recommended in the Conditional Use review letter, a note stating that no overnight boarding of animals is permitted on the premises shall be added to the final site plan.
2. Any comments from the Township Engineer, Fire Chief or other Township departments shall be addressed on the final site plan.
3. Comments of the Washtenaw County Drain Commission (WCDC) incorporated into a revised site plan to be approved administratively with approval letter from WCDC.
4. Add a dry hydrant with adequate water supply to the plan within 1000 feet of the proposed structure.

We look forward to reviewing these findings with you. If you have any questions about this report or require additional information, please contact us.

Respectfully submitted,

MCKENNA



Paul Lippens, AICP
Director of Transportation and Urban Design

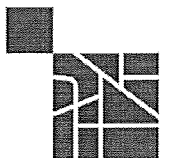
cc: Steve Aynes, Township Manager
Marlene Chockley, Township Supervisor

Northfield Township Planning Commission
Site Plan Review #2; Ann Arbor Dog Training Club; 1575 E. North Territorial Road
November 6, 2017





Kathleen Manley, Township Clerk
William Wagner, Township Public Safety Director
Kurt Weiland, Township Building Official
Marcus McNamara, P.E., Township Engineer, OHM
Vidya Krishnan, Senior Planner, McKenna Associates
David Hughes, Vanston/O'Brien, Inc., david.hughes@vanston.com
Ann Arbor Dog Club, maryhw@aol.com





ARCHITECTS. ENGINEERS. PLANNERS.

June 23, 2017

Northfield Township
Building & Zoning Department
8350 Main Street, Suite A
Whitmore Lake, Michigan 48189

Regarding: Ann Arbor Dog Training
Site Plan Review #2
OHM Job Number: 0151-17-1021

We have reviewed the site plan material, received by this office on June 9, 2017 for the above-referenced project based on the Township's Engineering Standards. Plans were prepared by Vanston/O'Brien inc. with a date of June 5, 2017. The applicant is requesting Site Plan approval for the existing general industrial site.

Permits and Other Agency Approvals

Copies of all permits and/or letters of waiver, obtained to date, shall be forwarded to this office. The current status of all necessary permits should be included on the cover sheet. We note that this project will require the following permits:

- Washtenaw County Water Resources Commissioner for soil erosion and sedimentation control.
- Northfield Township Fire Department approval for emergency vehicle access and maneuverability.
- Northfield Township Building Department.
- Washtenaw County Health Department for the proposed septic system.

Conclusion and Recommendations

As submitted, the Final Site Plan appears to be in compliance with the Township's requirements and we take no exception to the Final Site Plan as submitted, conditional upon all outside agency approvals and permits being obtained during the construction plan review process. The applicant shall note that the submittal of construction plans and a current engineer's estimate of construction costs are required for detailed engineering review prior to construction.

If you have any questions regarding this review or any of the comments presented, feel free to contact us at (734) 522-6711 or marcus.mcnamara@ohm-advisors.com

Sincerely,

OHM ADVISORS

Marcus J McNamara

Digitally signed by
Marcus McNamara
Date: 2017.06.23
12:12:41-04'00'

cc: Marlene Chockley, Township Supervisor (via e-mail)
William Wagner, Public Safety Director (via e-mail)
Kurt Weiland, Building/Zoning Official (via e-mail)
Larry Roman, Planning Commission Chair (via e-mail)
Patrick Sloan, MCKA, Township Planner (via e-mail)
File

P:\0126_0165\SITE_NorthfieldTwp\2017\0151171020_AADTC_MUNI\1021-Site_Plan\AADT_SP2.docx

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

Mary Bird

From: William Wagner
Sent: Monday, October 30, 2017 3:04 PM
To: Mary Bird
Subject: Ann Arbor Dog training proposal

Mary,

~~I quickly reviewed the plan for the proposed 18,000 building for the Ann Arbor Dog Training facility.~~

I don't see a proposal for a dry hydrant or water supply for fire suppression. The dry hydrant standard states that no part of a commercial, industrial and multi family cluster will be more than 1,000 feet from a dry hydrant with adequate water supply.

Thanks

Chief Wagner



EVAN N. PRATT, P.E.

WATER RESOURCES COMMISSIONER

705 North Zeeb Road

P.O. Box 8645

Ann Arbor, MI 48107-8645

email: drains@ewashtenaw.org

<http://drain.ewashtenaw.org>

MEGHAN BONFIGLIO

Chief Deputy Water Resources Commissioner

HARRY SHEEHAN

Deputy Water Resources Commissioner

Telephone 734.222.6860

Fax 734.222.6803

November 1, 2017

Mr. Greg Heim, P.E.
Vanston/O'Brien Inc.
2375 Bishop Circle West
Dexter, Michigan 48130

RE: Ann Arbor Dog Training Center Expansion
Northfield Township, Michigan
WCWRC Project No. 1734

Dear Mr. Heim:

This office has reviewed the site plans for the above referenced project to be located in Northfield Township. These plans have a date of October 16, 2017, and were received on October 18, 2017. As a result of our review, we would like to offer the following comments:

1. A storm water narrative should be prepared and submitted to our office for review.
2. An emergency overflow channel, approximately 0.25 to 0.5 feet above the retention volume elevation, with an unimpeded route to a receiving channel should be included in the retention basin design.
3. The elevation of the emergency overflow for both the infiltration basin and the retention basin should be shown on the plans.
4. The depth of basin storage for the infiltration basin is identified on plan sheet C-5 as 3 feet. However, the infiltration interface area and the basin storage volume appear to correspond to a storage depth of 2 feet.
5. The infiltration rate used on Worksheet W11 exceeds the maximum design infiltration rate of 10 inches per hour.
6. Inspection of the infiltration basin following storms of 1 inch or more should be added to the long term maintenance plan.
7. A permanent buffer strip of natural vegetation extending at least 15 feet in width beyond the freeboard elevation of the wet pond must be included. Include a planting plan for the buffer strip.

8. Within your landscape plan, include a plant list for live plantings that will be planted below the first flush elevation. Illustrate where the live planting will go in the infiltration basin.
9. Within the infiltration basin and wet pond buffer, soils must be amended with a composted organic material. Soils must be free of construction debris and subsoils. A recommended soil blend includes 20 to 30 percent compost.
10. Current review fees total \$261.25 with no outstanding balance. Please remit these fees upon receipt of the accompanying invoice.

At your convenience please send us a complete set of revised plans and the additional information requested above so that we may continue our review. If you have any questions, please contact our office.

Sincerely,



Theresa M. Marsik, P.E.
Storm Water Engineer
(approval\Ann Arbor Dog Training Center Expansion rev1)

cc: Kathleen Manley, Northfield Township Clerk
Matt Parks, P.E., Northfield Township Engineer (OHM)

NORTHFIELD TOWNSHIP ZONING BOARD OF APPEALS

Minutes of Regular Meeting October 16, 2017

1. CALL TO ORDER

The meeting was called to order by chair Stephen Safranek at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Greg Kolecki	Present
Jacqueline Otto	Present
Stephen Safranek	Present
Amy Steffens	Present
Gary Wellings	Absent
Jeff Lehrke, Alternate	Present

Also present:
Planning Consultant Vidya Krishnan
Members of the public

4. ADOPT AGENDA

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

5. CORRESPONDENCE

None.

6. PUBLIC HEARINGS

- 6A. Case #JZBA170005; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Request for 139 foot variance from required setback from the east property line; Article XXIV, Supplementary Regulations and Standards, Section 36-714(2); Parcel 02-21-300-017.**

- **Motion:** Safranek moved, Otto supported, that the public hearing be opened.
Motion carried 5—0 on a voice vote.

Planning Consultant Krishnan read her October 4th report, noting the request is for a new 18,000 square foot building in the General Industrial (GI) zoning district, and the use is considered similar to a dog kennel, which is an allowed use in the district.

She noted that moving the building to comply with the building setback would place it in a drainage path and further from the septic system, and would require it to be placed over existing access easements. She said granting the variance would not be adverse to adjoining property owners which are single-family residences in GI zoning, but are screened sufficiently by dense landscaping and additional acceptable landscaping is proposed.

Krishnan added it is likely that this use—daytime training of dogs by their owners with no overnight kennel facilities—pre-dates the adoption of zoning ordinances in the Township, and the proposal is not likely to adversely affect the neighborhood.

Dave Hughes of Vanston-O'Brien and several Club members appeared. Mary Westhoff, Club President, explained that the Club teaches owners to train their dogs and offers agility and obedience events, but dogs are never allow to run free on the site and are not kept on-site overnight. She added that moving events indoors would actually reduce sound from the site. In answer to questions she said there could be as many as 100 dogs on the site at one-time, but most of the time they are crated indoors. She confirmed that owners are always present with their dogs, and are required to pick up after their dogs. Club member Kittie Burkhart said dogs currently use the new building location to relieve themselves, but after the building is constructed they will go across the driveway in the area by Advanced Disposal (on the west). In answer to a question, Hughes said the stormwater detention basin shown on the plan is new.

Jack Secrist, 7140 Nollar, said he is not adjacent to this property, and while he has never had a problem with the Club since he has lived in the area he does not think the proposed setback is sufficient. In answer to questions from Commissioners, he said noise is not his main concern; rather he thinks 60 feet is not a sufficient setback for any building.

In answer to questions, Westhoff said the AKC requires 10,000 square feet for the arena alone, so 18,000 square feet is needed for the facility, and the typical hours of operation for events is from 7:00-9:00 A.M. until 5:00 P.M. Hughes said now that engineering data is available he could increase the building setback to 70 feet, and he noted that the 200 foot setback was established for outdoor kennels, whereas Club operations incur indoors. He noted the normal setback in the district is 20 feet. Krishnan confirmed that the 200 foot kennel setback regulation is based on sound

**Northfield Township Zoning Board of Appeals
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
October 16, 2017**

mitigation for outdoor housing of dogs, the proposed setback would not look out of place in the area, and if the building were used for industrial purposes it would be fully compliant with setbacks.

Steffens questioned whether the ordinance requirement for an additional 50 foot transition strip for properties adjacent to residential zoning should be followed in this case, even though the adjacent residences are zoned GI. Krishnan said the intent of the ordinance is to phase out non-conformities over time and that is more of a priority than providing protections for non-conforming uses.

In answer to a question from Steffens about storm drainage, Hughes said this is currently handled strictly by sheet flow, and about 2,000 cubic yards of material will be graded to create the detention basin. Steffens asked how much material would have to be moved to increase the building setback.

Otto noted that the garage of the neighbor to the east has a setback that is more non-confirming than the proposed building would be.

Steffens questioned whether this should be considered a use variance since under consideration of a setback variance use cannot be considered, and regardless of what information the applicant provides the operations allowed in GI zoning could be conducted 24 hours per day. Krishnan said it is impossible for a zoning ordinance to consider every possible use, and the Township's ordinance does not have a category specifically for a dog training facility, so the ordinance allows the Zoning Administrator to make determinations about use. She said GI is the perfect district for this use, but not all requirements of the district make sense for this use. She said she understands the concern, but given the limitations of the land the Township would not want the applicant to strictly comply with the setback requirements. She added that when all things are taken into consideration the variance requested is not beyond the realm of good planning.

In answer to a question from Koleccki, Krishnan said she and Mary Bird could not find any Township records to confirm the applicant's statement that the Club was originally classified as "other" under GI zoning. She added that classifying this applicant that way would put them in the same category as such things as adult amusement facilities, and that would not be appropriate.

Safranek asked whether this facility could be used as a dog kennel if the variance is approved. Krishnan said just because she (the Zoning Administrator) has determined that the use is similar to a dog kennel, that does not mean the building could be used for a kennel. She said the ZBA is granting only a building setback

variance, not a variance for the use. Steffens noted that is the variance is approved the Planning Commission still needs to approve the site plan and a Conditional Use Permit.

Dick Raloff, Club Building Committee member, and Kittie Burkhart, said the only reason this variance is required is because this is a "dog" training facility, commented on the drainage issue, and said they have always worked hard to work well with the Township.

- **Motion:** Otto moved, Lehrke supported, that the public hearing be closed.
Motion carried 5—0 on a voice vote.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- 8A. Case #JZBA170005; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Request for 139 foot variance from required setback from the east property line; Article XXIV, Supplementary Regulations and Standards, Section 36-714(2); Parcel 02-21-300-017.**

Krishnan reviewed the findings of fact in her October 4th report and recommended approval, noting that additional approvals are required from the County and the Township Planning Commission.

- **Motion:** Lehrke moved, Koleccki supported, the request in Case #JZBA170005 by the Ann Arbor Dog Training Club at 1575 E. North Territorial Road, Parcel 02-21-300-017, for a 139 foot variance from required 200 foot setback from the east property line under Article XXIV, Supplementary Regulations and Standards, Section 36-714(2), be granted, consistent with the recommendations and finding set forth in the planning consultants October 4, 2017, report, subject to final approval from the Planning Commission and from Washtenaw County for storm drainage retention.
Motion carried 5—0 on a roll call vote.

9. MINUTES

September 18, 2017

A duplicate word was noted.

- **Motion:** Otto moved, Lehrke supported, that the minutes of the August 17, 2017, regular meeting be approved as amended.
Motion carried 5—0 on a voice vote.

10. CALL TO THE PUBLIC

No comments.

11. ZBA MEMBER COMMENTS

Krishnan noted the Planning Commission and Township Board will hold a joint meeting on October 24th and invited ZBA members to attend.

12. ANNOUNCEMENT OF NEXT MEETING

November 20, 2017, at 7:00 PM at the Public Safety Building was announced as the date and time of the next regular meeting of the Zoning Board of Appeals.

13. ADJOURNMENT

- **Motion:** Safranek moved, Otto supported, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting was adjourned at 7:55 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

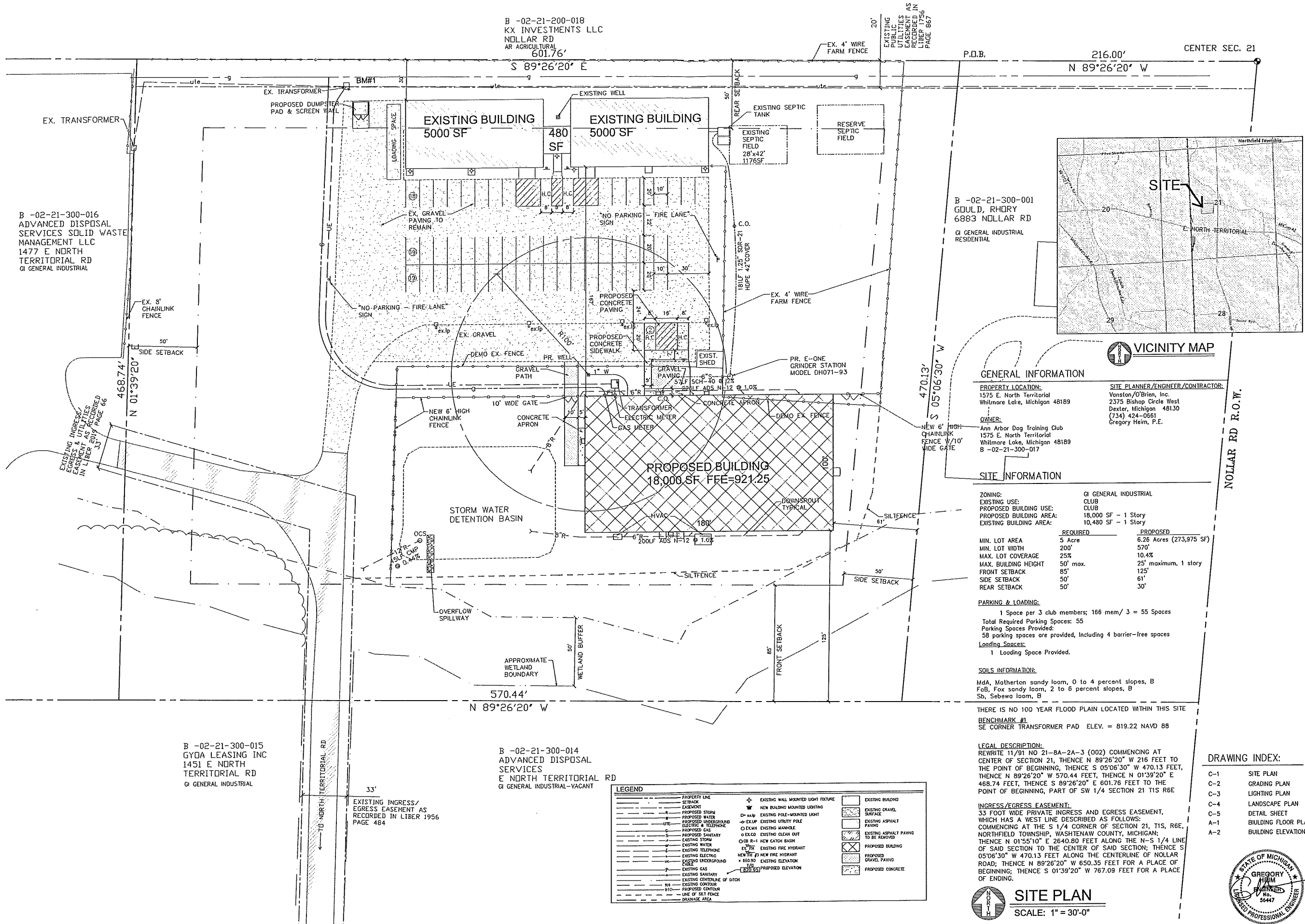
Wording removed is ~~stricken through~~;
Wording added is underlined.

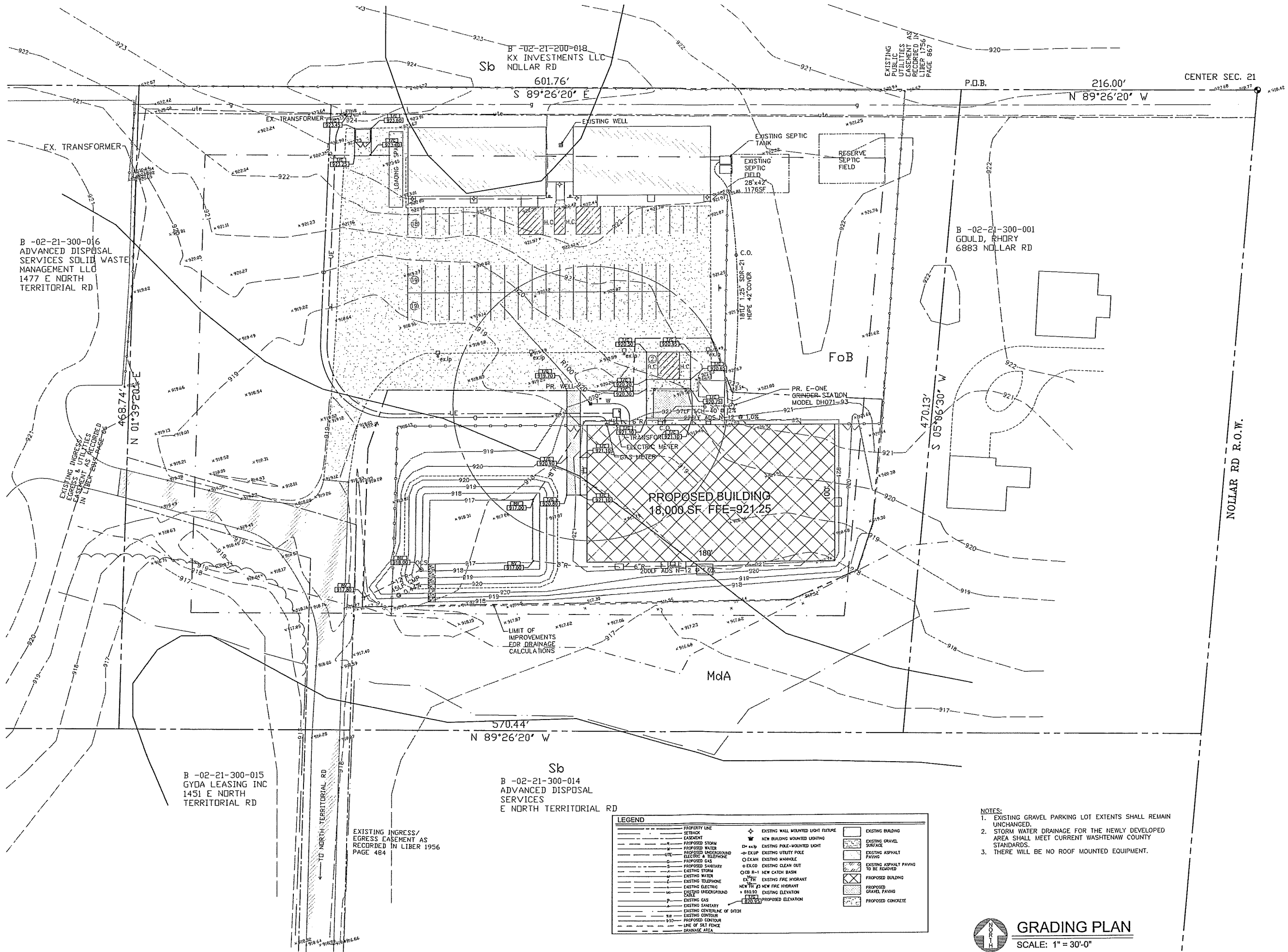
Adopted on _____, 2017.

Stephen Safranek, Chair

Greg Kolecki, Secretary

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





GRADING PLAN

SCALE: 1" = 30'-0"

ANN ARBOR DOG TRAINING

DESIGNERS
Vanston/O'Brien, Inc.
BUILDERS

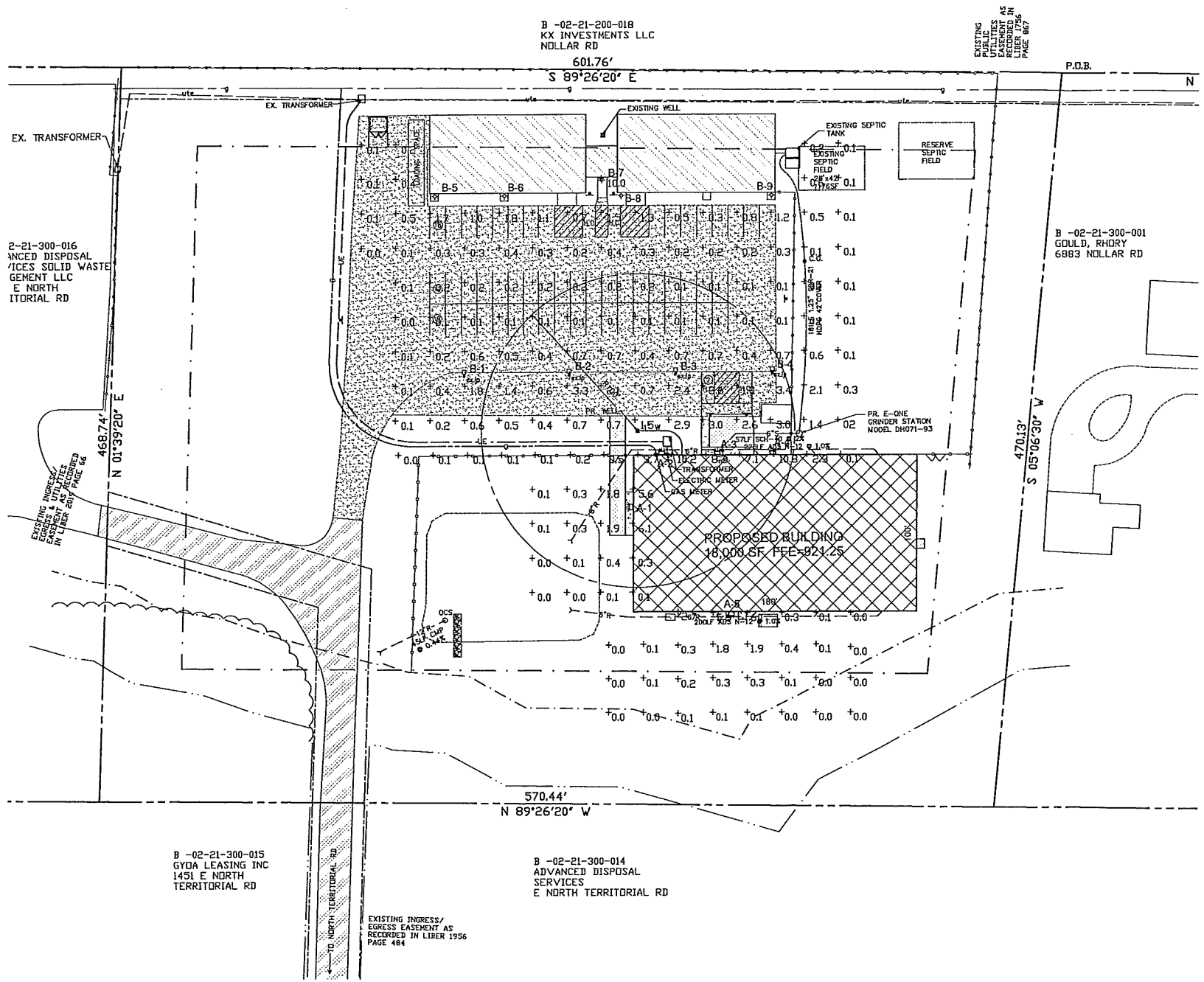
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www.vanston.com

81375 Bishop Circle West
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Email: sales@vanston.com

ANN ARBOR DOG TRAINING
1575 E. North Territorial Road
Northfield Township, Michigan

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ISSUED FOR:	DATE:
CONDITIONAL USE	3-9-17
SITE PLAN	5-9-17
REVISED	6-5-17
REVISED	7-28-17
REVISED	10-12-17

DRAWN BY:	GAH/CLN
JOB NO.:	-
GRADING PLAN	
SHEET NO.	
C-2	



LIGHTING PLAN
SCALE: 1" = 40'-0"

Arrangement
Single
Arm: 0 ft
Offset: -ft

Layout
Cols (X) Rows (Y):
Layout: Varies Varies
Spacing: Varies Varies ft
Mounting Height: 16 ft
Orient: Varies deg
Tilt: 0 deg

Statistical Analysis
Illuminance Values
Average: 1.14 fc
Maximum: 14.98 fc
Minimum: 0.00 fc
Avg/Min Ratio: N.A. fc
Max/Min Ratio: N.A. fc
Max/Avg Ratio: 13.17 fc

**e-conolight®
OUTDOOR**

Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	TH Factor
1	Single	A	-44.2	-33.0	15.0	180	0	1.000
2	Single	A	-26.0	-0.0	16.0	90	0	1.000
3	Single	A	-26.0	0.0	16.0	90	0	1.000
4	Single	A	0.0	0.0	16.0	90	0	1.000
5	Single	A	44.2	0.0	16.0	90	0	1.000
6	Single	A	44.2	0.0	16.0	90	0	1.000
7	Single	A	18.0	-100.0	16.0	270	0	1.000
8	Single	A	18.0	-100.0	16.0	270	0	1.000

Arrangement
Single
Arm: 1 ft
Offset: -ft

Layout
Cols (X) Rows (Y):
Layout: Varies Varies
Spacing: Varies Varies ft
Mounting Height: 16 ft
Orient: 90 deg
Tilt: 0 deg

Statistical Analysis
Illuminance Values
Average: 0.55 fc
Maximum: 5.69 fc
Minimum: 0.02 fc
Avg/Min Ratio: 26.98 fc
Max/Min Ratio: 280.63 fc
Max/Avg Ratio: 10.40 fc

**e-conolight®
OUTDOOR**

Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	TH Factor
1	Single	B	-101.0	0.0	16.0	90	0	1.000
2	Single	B	-34.0	0.0	16.0	90	0	1.000
3	Single	B	-34.0	0.0	16.0	90	0	1.000
4	Single	B	34.0	0.0	16.0	90	0	1.000
5	Single	B	101.0	0.0	16.0	90	0	1.000

Arrangement
Single
Arm: 1 ft
Offset: -ft

Layout
Cols (X) Rows (Y):
Layout: Varies Varies
Spacing: Varies Varies ft
Mounting Height: Varies ft
Orient: 270 deg
Tilt: 0 deg

Statistical Analysis
Illuminance Values
Average: 0.57 fc
Maximum: 10.83 fc
Minimum: 0.01 fc
Avg/Min Ratio: 45.63 fc
Max/Min Ratio: 741.66 fc
Max/Avg Ratio: 16.25 fc

**e-conolight®
OUTDOOR**

Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	TH Factor
5	Single	B	-107.0	-6.0	16.0	270	0	1.000
6	Single	B	-107.0	-6.0	16.0	270	0	1.000
7	Single	B	-42.5	-6.0	16.0	270	0	1.000
8	Single	B	0.0	0.0	12.0	270	0	1.000
9	Single	B	12.5	-6.0	16.0	270	0	1.000
10	Single	B	107.0	-6.0	16.0	270	0	1.000

**e-conolight®
OUTDOOR**

Luminaire A Proposed
IES Filename: E-AL3L315NZ.IES
Description: LED wall pack, black metal housing with integrated heat sink.
Two Cree CXA3059 LED arrays

Light Loss Factor: 0.72
Number of Lamps: 1
Lamp Lumens: -1 lms
Luminaire Watts: 151 W

**e-conolight®
OUTDOOR**

Luminaire B Existing
IES Filename: E-DD1L68C1.IES
Description: Grey painted metal fixture with one mounting arm on the back. One LED array.
Cree type CXA array

Light Loss Factor: 0.72
Number of Lamps: 1
Lamp Lumens: -1 lms
Luminaire Watts: 66 W

ANN ARBOR DOG TRAINING

1575 E. North Territorial Road
Northfield Township, Michigan

DESIGNERS
Vanston/O'Brien, Inc.
BUILDERS

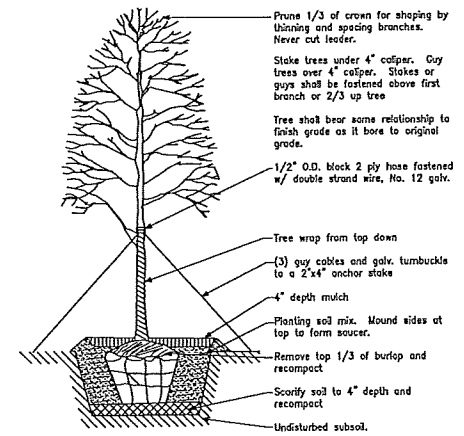
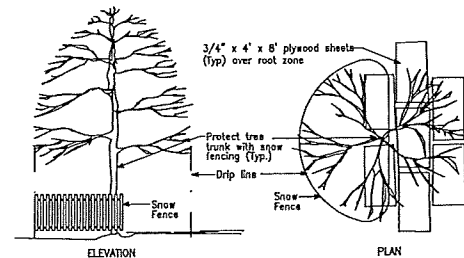
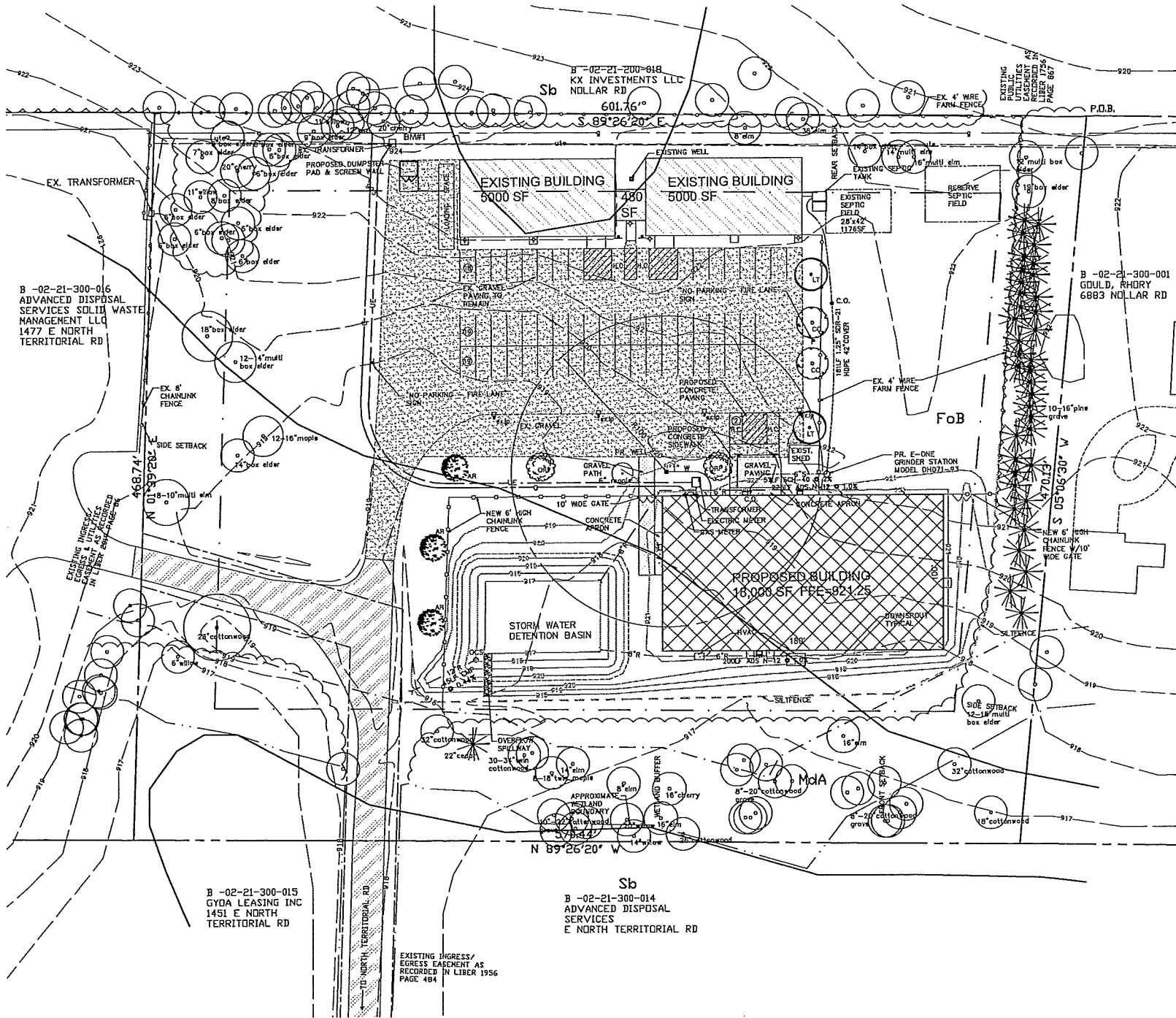
2375 Bishop Circle West
Dexter, MI 48130
Tel: (734) 424-0661
Fax: (734) 424-0677
email: sales@vanston.com • www.vanston.com

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ISSUED FOR: DATE:
CONDITIONAL USE: 8-9-17
SITE PLAN: 5-5-17
REVISED: 6-5-17
REVISED: 7-28-17
REVISED: 10-12-17

DRAWN BY: CAH
JOB NO.: ---

LIGHTING PLAN
SHEET NO.
C-3



Landscape Notes

- All plant material shall meet current American Association of Nurserymen, Inc. (AAN) standard for nursery stock. (ANSI Z60.1 - 1973)
- Landscape installation shall be in accordance with the American Association of Nursery standards and with the Township/City's landscape requirements.
- Planting schedules: 1) Deciduous material shall be planted from March 15 for spring planting and from October 1 until the ground freezes for fall planting. 2) Evergreen material shall be planted from March 1 through May 31 for Spring plantings and from August 1 through September 30 for all fall planting.
- Mulch plant beds, individual tree and shrub planting pits uniform depth of 4 inches.
- Provide weed mat for groundbelt and foundation plantings.
- All planting beds are to be edged. Recommended either "Permacolor Aluminum" edging or "Black Diamond" plastic edging.
- All areas with stone cover shall have weed mat.
- All landscaping to be continuously maintained.
- All site improvements detailed on this plan are to be completed prior to issuance of final certificate of occupancy.
- All construction to conform to the latest applicable Township/City regulations.
- R.O.M. areas to be seeded or sod.
- Tree protection consists of:
 - Yellow ribbon barriers for large areas not disturbed by construction.
 - Stakes 10' on center and wood snow fence around individual and groups of individual trees.
 - Trees to be removed will be tagged with red ribbon.

- The barrier or fence surrounding the tree or group of trees shall be located no closer to the tree than the tree's drip line. If this is not possible, the barrier shall be no closer than 6 feet from the trunk of the tree or group of trees.
13. There will be no outside storage on site.
14. Seed Mix
- Temporary planting mixture for erosion control.
 - Seed Data 30 pounds per acre
 - Annual Rye 10 pounds per acre
 - Permanent planting mixture on all disturbed areas, excluding BMPs.
 - Scolaria Hard Fescue 12 pounds per acre
 - Dawson's Creeping Red Fescue 6 pounds per acre
 - Perennial Rye 20 pounds per acre
 - Buffalo Grass 20 pounds per acre
 - Creeping Bent 0.5 pounds per acre
 - Little Blue Stem 20 pounds per acre
 - Sheep Fescue 15 pounds per acre

Existing soil nutrient levels shall be tested by an independent soil testing laboratory before fertilizers are applied.

15. Rain Water Garden / Infiltration Basin Plantings

- Within areas above the first flush elevation of the infiltration basins, seeding and/or live plantings are allowed. Only native seeds (as defined by Michigan Flora, www.michiganflora.net) are allowed for permanent soil stabilization. Annual seeds are allowed in an amount necessary to temporarily stabilize the limits of disturbance.
- Within areas below the first flush elevation of the infiltration basins, only live plantings are allowed in a storm water system of any kind. Native plants are preferred. Cultivar and non-native perennials are allowable if approved by WWRG. Plants listed on the WWRG Rain Garden Plant List are acceptable. Invasive species are not allowed (see the City of Ann Arbor's invasive species list).

- Large trees shall not be planted directly on top of utility pipes or service leads.
- No existing trees shall be removed for this project. All existing trees labeled on the plan are in fair condition.

PLANT LIST

TREES

KEY	QTY	SPECIES	SIZE	SPECS
AR	3	Acer rubrum 'Autumn Blaze'	2.5" cal	B&B
CO	2	Autumn Blaze Red Maple	2.5" cal	B&B
LT	2	Celtis occidentalis	2.5" cal	B&B
QRP	2	Hackberry	2.5" cal	B&B
		Liriodendron tulipifera	2.5" cal	B&B
		Tulip Poplar	2.5" cal	B&B
		Quercus x warei 'Long'	2.5" cal	B&B
		Regal Prince Oak	2.5" cal	B&B

ANN ARBOR DOG TRAINING

DESIGNERS
Vanston/O'Brien, Inc.
BUILDERS

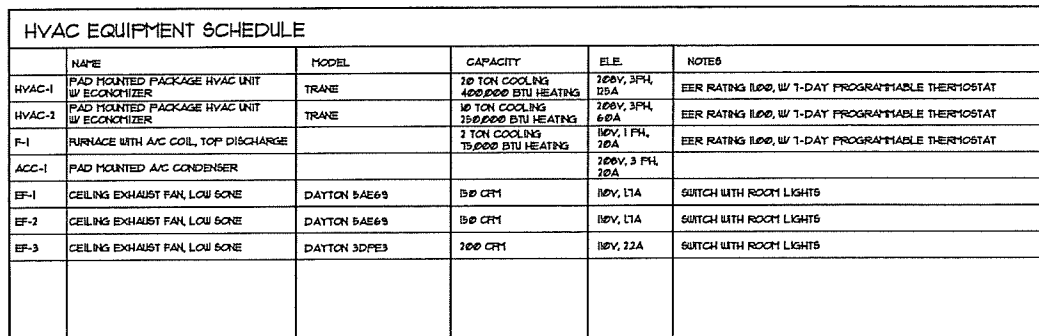
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Northfield Township, Michigan

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ISSUED FOR:	DATE:
CONDITIONAL USE	3-9-17
SITE PLAN	5-8-17
REVISED	6-5-17
REVISED	7-28-17
REVISED	10-12-17

LANDSCAPE PLAN
SHEET NO.
C-4



 FLOOR PLAN
SCALE: 1/8" = 1'-0"

PLUMBING NOTES:

1. All sanitary piping shall be SCH. 40 PVC.
2. All hot and cold water piping shall be type K copper.
3. All cold water piping shall be insulated.

24 GA. 6SR METAL ROOF PANEL—
(COLOR = COOL ARCTIC WHITE)
OVER 1" FIBERGLASS INSULATION
4 THERMAL BLOCKS, R-312 "IN
PLACE".

24 GA. VEE-RIB METAL WALL —
PANEL (COLOR = COOL ARCTIC
WHITE) OVER 6" R-19
FIBERGLASS INSULATION.

24 GA. YEE-RIB METAL WALL —
PANEL (COLOR • COOL
ARCTIC WHITE) OVER 6" R-19
FIBERGLASS INSULATION

24 GA VEE-RIB METAL WALL —
PANEL (COLOR • COOL
ARCTIC WHITE) OVER 6" R-19
FIBERGLASS INSULATION

24 GA. VEE-RIB METAL WALL —
PANEL (COLOR = COOL
ARCTIC WHITE) OVER 6" R-13
FIBERGLASS INSULATION

NO PROPOSED ROOF
MOUNTED EQUIPMENT

NORTH ELEVATION
SCALE: 1/8" = 1'-0"

WEST ELEVATION


SCALE: 1/8" = 1'-0"

SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

EAST ELEVATION
SCALE: 1/8" = 1'-0"

ANN ARBOR DOG TRAINING

DESIGNERS
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BUILDERS



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ISSUED FOR:	DATE:
REVIEW	5-31-12
PROPOSAL	6-5-12
REVISED	4-26-16
REVISED	5-3-16
PROPOSAL	7-11-16
REVISED	10-4-17

DRAWN BY:	CLN
JOB NO.:	-

ELEVATIONS

A-2

TO: Board of Trustees

FROM: Steve Aynes, Township Manager

RE: Strategic Plan

DATE: November 22, 2017

The Planning Commission and the DDA recommend the approval of the Strategic Plan. Enclosed are minutes from their meetings.

Northfield Township Downtown Development Authority Meeting Minutes

Monday, September 25, 2017 Public Safety Building First Floor

- A. Call to Order...7:01 PM
- B. Roll Call. Present: Secrist, Iaquinto, Chockley, Jamil, Horton, Griffith, Wilbur
Absent: Ely, Kabisch (with notice) Also Present: Aynes, Ulney
- C. Call to Public: none present
- D. Financial Report: Prepared by Yvette Patrick. Motion by Iaquinto, support by Secrist...to approve financial report UNANIMOUSLY APPROVED
- E. Approval of minutes 7/24/17. Motion to approve by Secrist, support by Iaquinto. UNANIMOUSLY APPROVED
- F. Old Business
 - 1. Trunk or Treat Event 10/22/17, 3-5:00 PM in North Village Park. Motion by Griffith, support by Secrist to be the official sponsors of this event. UNANIMOUSLY APPROVED
 - 2. Election of Officers: the following slate was proposed and accepted:
Chairperson: Barbara Griffith
Vice Chairperson: Doug Wilbur
Secretary: Anne Iaquinto
Treasurer: Dave Horton
Motion by Horton, support by Chockley to elect these officers. UNANIMOUSLY APPROVED
 - 3. Attendance Issues: Thorough discussion regarding absences, especially without notice. Along with other by-laws items for possible revision: If a member of the DDA Board misses three consecutive meetings without notice, or misses more than fifty percent of meetings within a year, the chairperson and/or supervisor may ask for their resignation from the DDA Board. This will be presented with other by-laws changes at our next DDA meeting.
- G. New Business
 - 1. DDA By-Laws and TIFF...discussion about some changes that we may present at next DDA meeting and forward to Board of Trustees for approval

New Business continued

2. 75 Barker building inspection reports...postponed to next meeting

H. Downtown Strategic Action Plan. Presented by Paul Lippens

Motion by Griffith, support by Secrist:

"DDA shall adopt the Downtown Strategic Action Plan as presented by McKenna Associates and prepare a resolution to that effect recommending to the Board of Trustees and Planning Commission to accept this plan as policy and incorporate it into the Township Master Plan."

UNANIMOUSLY APPROVED

I. Announcement of next meeting date: October 23, 2017, 7PM, Public Safety Building

J. ADJOURNMENT: 9:00 pm. Motion by Horton, support by Chockley. UNANIMOUS

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting November 15, 2017

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present
Brad Cousino	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:

Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Township Engineer Marcus McNamara, OHM
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, items 10 and 11 be switched on the agenda.
Motion carried 7—0 on a voice vote.
- **Motion:** Roman moved, Chick supported, that the agenda be adopted as amended.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road and Carolin Short, 6770 Nollar Road, made recommendations regarding the proposed Downtown Plan and expressed concerns about light and noise regarding the Ann Arbor Dog Training Club application.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

- 8A. Case #JPC170004; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Conditional Use Permit (CUP) under Section 36-838 for a new 18,000 square foot building; Parcel 02-21-300-017; Zoned GH—General Industrial

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be opened.
Motion carried 7—0 on a roll call vote.

Dave Hughes, Vanston O'Brien, appeared for the applicant, offered to answer questions, and said the Club complies with all regulations.

Planning Consultant Lippens noted the Commission is considering both a Conditional Use Permit (CUP) and site plan, reported that the Zoning Board of Appeals had granted a setback variance for the proposed building, and reviewed the findings in his report. He recommended approval of the CUP application with conditions:

- A note be placed on the site plan confirming that no overnight boarding will occur and that the site plan be part of the CUP approval.
- Additional landscaping around the pond for stormwater processing as requested by the Washtenaw County Drain Commission. (This can be approved administratively by staff).
- The required dry hydrant be installed next to the pond per the Fire Chief's memo.
- Any additional requirements the Commission wishes to add after considering any comments made during the public hearing.

Marcus McNamara, Township engineer said there are no engineering concerns related to the CUP.

Roman called for comments from the public. There were none.

In answer to a question, Lippens said proposed lighting complies with Township ordinances, is downward directed and shielded, and will not trespass onto adjacent properties. Hughes said there will be low level lights over each door, and they will be on a timer to turn off at 10:00 P.M. A Club member said the Club operates from 6:30 A.M. to 10:00 P.M. Chick noted landscaping being added will further diffuse the effect of lighting on other properties.

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.
Motion carried 7—0 on a roll call vote.

9. REPORTS

9A. Board of Trustees

Chick reported that on 11/14/17 Board considered 17 agenda items, including authorizing negotiations for a local law enforcement agency to build out and lease part of the second floor of the Public Safety Building

9B. ZBA

No meeting since the last Planning Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens reported:

- The Township attorney is reviewing the proposed sign ordinance.
- The RFP for North Village is also being reviewed by the Township attorney, and it is hoped that the Board will be able to consider it on 11/28/17.
- He hopes a list of possible zoning ordinance amendments and planning procedures will be considered by the Board on 11/28/17.

9E. Parks and Recreation

Iaquinto reported the next bi-monthly meeting will be December 21st, and he invited all interested parties to attend.

9F. Downtown Planning Group. Has not met since the last Planning Commission meeting.

10. NEW BUSINESS

10A. Case #JPC170004; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Site Plan for a new 18,000 square foot building; Parcel 02-21-300-017; zoned GH—General Industrial

- Motion: Roman moved, Chick supported, to consider both the CUP and site plan applications for the Ann Arbor Dog Training Club for construction of an 18,000 square foot building. Motion carried 7—0 on a voice vote.

Lippens briefly reviewed his written report and recommended approval of the site plan with some revisions on the final site plan, to be approved administratively by Township planner, including no overnight boarding of dogs being noted on the site plan, the applicant addressing the comments of Fire Chief and Washtenaw Drain Commission on the plan, and the dry hydrant being added.

- Motion: Roman moved, Iaquinto supported, to recommend approval to the Township Board of the Conditional Use Permit, with conditions listed on November 6, 2017, McKenna report, for the Ann Arbor Dog Training Club, 1575 E. North Territorial Road. Motion carried 7—0 on a roll call vote.

- Motion: Roman moved, Chick supported, to recommend approval to the Township Board of the site plan for the Ann Arbor Dog Training Club, 1575 E. North Territorial Road, for the construction an 18,000 square foot building, subject to conditions listed on November 6, 2017, McKenna report, and conditioned upon any comments from the Township Engineer, Fire Chief, and Township departments being addressed on the final site plan. Motion carried 7—0 on a roll call vote.

11. UNFINISHED BUSINESS

11A. Further Discussion of Proposed Downtown Plan—North Village.

Lippens noted this plan was commissioned by the Downtown Development Authority (DDA) and he has recommended that it be incorporated into the Master Plan when the next update is undertaken. He noted the process of developing the plan included many meetings with the DDA and with the public and a survey.

Referring to comments made during the Call to the Public, Iaquinto noted that a beach, fishing dock, and public parking are part of the plan. Chick noted this plan is a vision for the area, it is fluid, and it can be changed in the future.

There was a brief discussion of the "branding" issue of how this area is referred to—Whitmore Lake vs. Northfield Township. Lippens noted the DDA and the Downtown Planning Committee discussed this in depth, and he listed many examples of unincorporated areas that are known by different names than the Townships they are in. Chick noted Northfield Township residents want to feel like they are owners of these plans, too.

11B. Consider introducing a motion to accept the plan as policy and incorporate the plan into the next Master Plan update as recommended by the DDA.

- Motion: Roman moved, Iaquinto supported, to recommend to the Board of Trustees that it accept the Downtown Plan as policy and incorporate the plan into the next Master Plan update as recommended by the DDA. Motion carried 7—0 on a roll call vote.

12. MINUTES

- **Motion:** Roman moved, Iaquinto supported, that the minutes of the regular meeting of October 18, 21017, and the Joint Meeting of October 24, 2017, with the Township Board be approved as presented, and to dispense with the reading.
Motion carried 7—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

David Gordon commented on the Downtown Plan action.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners wished everyone a Happy Thanksgiving.

15. ANNOUNCEMENT OF NEXT MEETING

December 6, 2017, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 7:59 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on _____, 2017.

Larry Roman, Chair

John Zarzecki, Secretary

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

TO: Township Board

FROM: Steve Aynes, Township Manager

REF: Retaining Zoning Administrator to have in office hours

Date: 11/21/17

The Board directed me to investigate the cost to have the Zoning Administrator work 4 hours per week in the office. Attached is information about this that dates back to Howard Fink.

I discussed this with Paul Lippens, McKenna Associates. Paul has told me that the cost of \$ 60/hr. for the 4 hours/week plus \$ 60 per hour for travel time. Assuming a round trip is 1 hr. then each day would be \$ 300.

Assuming vacation weeks and holidays when the office would be closed, I expect 50 weeks is a reasonable estimate.

Therefore, the cost would be $\$ 60 \times \$ 300 = \$ 18,000$ per year. It is possible that if the hours were slow for any reason, she could complete some of the other work she does.

Not counting travel time it would be $\$ 60 \times 4 = \240 $\$ 60 \times \$240 = \$ 14,400$

The amount in the FY 17/18 budget shows \$ 12,000 for the year with \$ 3,000 already spent. There is a note in the budget that the line item for zoning is the 4 hr. per week office hours. I verified with the Controller that this is the only account billing for zoning is charged to at this time. It is also for July, August, and September billings. It is on track to all be spent on current zoning matters.

My concern is that with current charges of \$ 3,000 to date for zoning is that any new hours in the office would require a budget amendment to add more money to the account or it would soon overrun.

The service is important but has to be weighed against the cost of this additional service and its impact on the budget.

Steven Aynes

From: Steven Aynes
Sent: Thursday, November 16, 2017 12:59 PM
To: Paul Lippens
Subject: Requested Information

Paul,

The Board expressed interest in having Vidya have regular office hours at our Township Hall for ½ day per week.

I am to report back to the Board at the next meeting. Because of the holiday, the packet will have to be sent out to the Board on Wed. the day before Thanksgiving.

The assumption is that Vidya could do some of her regular work at our office. So it would not be just taking her hourly rate x 4 hours plus her travel rate.

Please provide me a brief proposal by Tuesday at 4 PM.

Call or e-mail if you have questions.

Thanks

Steve

Steven Aynes

From: Paul Lippens [PLippens@mcka.com]
Sent: Friday, November 17, 2017 11:19 AM
To: Steven Aynes
Subject: RE: Requested Information
Attachments: ZoningAdmin_AuthorizationEmail.pdf; Zoning Administrator Services 2-5-16.pdf

Hi Steve.

I gave you a call to discuss.

I've attached proposal that was authorized by the Board, which states that Vidya can be onsite for a minimum of four hours at a time to handle meetings with applicants, site inspections, and related services. This includes counter service and help with applications.

Zoning Compliance Reviews need to continue to be handled remotely. It is just not feasible for Vidya to productively juggle this work with in office responsibilities given she will only be there for four hours per day.

I discussed this with Vidya and she was clear that she could fit the Township's request for onsite hours in her weekly schedule, but needed to stick with the original proposed structure, which has her doing reviews remotely.

Practically, the Township will get cost savings because Vidya spends a good amount of time answering questions from staff, the Supervisor, and applicants. All of which can be handled in the office.

We can also schedule department and applicant meetings around her schedule as much as possible.

Please give me a call to discuss but I wanted to respond quickly because I know you are on a tight schedule.

Let me know what you think!

Best,

- Paul

M. Paul Lippens, AICP, NCI.

Director of Transportation and Urban Design
Director, Detroit Studio

MCKENNA

O 248.596.0920 | C 734.218.2131 | F 248.596.0930
28 West Adams Street, Suite 1000 | Detroit, MI 48226
plippens@mcka.com | mcka.com

FACEBOOK | LINKEDIN

From: Steven Aynes [<mailto:ayness@Northfieldmi.gov>]
Sent: Thursday, November 16, 2017 12:59 PM
To: Paul Lippens <PLippens@mcka.com>
Subject: Requested Information

Paul,

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I am to report back to the Board at the next meeting. Because of the holiday, the packet will have to be sent out to the Board on Wed. the day before Thanksgiving.

The assumption is that Vidya could do some of her regular work at our office. So it would not be just taking her hourly rate x 4 hours plus her travel rate.

Please provide me a brief proposal by Tuesday at 4 PM.

Call or e-mail if you have questions.

Thanks

Steve

February 5, 2016

Mr. Howard Fink
Township Manager
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

Subject: Description of Zoning Administrator Services

Dear Mr. Fink:

Based on our discussions and current understanding of the Township's needs we have prepared the attached Zoning Administrator Services Description. This document, dated today, describes the functions and tasks McKenna's Zoning Administrator will perform on an ongoing basis.

Professional Personnel

We propose to assign Ms. Vidya Krishnan, Senior Planner to assume the responsibilities of Zoning Administrator. Her resume is attached.

Vidya is experienced in zoning administration, including organization and operations of planning and building departments. She has provided similar services in the cities of Clawson and Rochester Michigan, and Van Buren Charter Township. In the Village of Lake Orion, Ms. Krishnan has advised the Zoning Board of Appeals for more than 10 years, reviewing applications and advising at public meetings for professional assistance. Ms. Krishnan's efficient, professional approach will be an asset in dealing with administration of the Township's Ordinance.

I will, of course, supervise Ms. Krishnan for consistency in interpretations, coordination and zoning administration.

Schedule

Ms. Krishnan will be available, as needed, to review zoning compliance applications remotely in our offices and respond to the Township. For services required in the Northfield Township offices, she will be on-site for meetings, site inspections and related services with a daily minimum of four (4) hours. We are open to discussing days of the week mutually practical for your needs.

Fees and Terms

In accordance with our agreement with the Township approved by the Township Board on January 26, 2016, the rate for Ms. Krishnan's services, including travel time, is \$60.00 per hour. Reviews of variances and other ZBA applications will be on a fixed fee basis, as specified in Section 8.C. We shall commence work upon your direction.

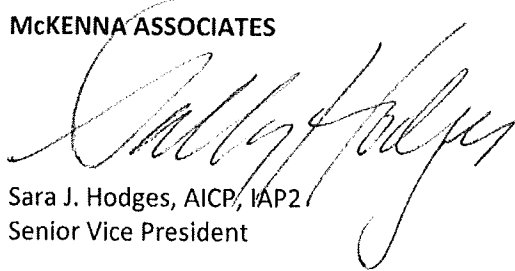
Authorization

If you believe the above will meet Township needs we will proceed. Ms. Krishnan is available to start immediately.

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

Respectfully submitted,

McKENNA ASSOCIATES

A handwritten signature in black ink, appearing to read "Sara J. Hodges", is written over the company name and title.

Sara J. Hodges, AICP, IAP2
Senior Vice President

Attachments: 1. Zoning Administrator Services Description, February 5, 2016
2. Resume: Vidya Krishnan, Senior Planner

cc: Vidya Krishnan

**Zoning Administrator
Services Description**

**Northfield Township
Washtenaw County, Michigan**

GENERAL DESCRIPTION

Responsible for administration of the duties of the Zoning Administrator, to ensure smooth and efficient operations by providing specific organizational and administrative support.

DUTIES

Zoning Compliance Permits. Receive applications for, review and approve or deny zoning compliance certificates. If applications are incomplete, notify applicant of issues and work with owner to achieve compliance. Issue certificates of occupancy as required by Article XXXI.

Keep documentation and records of conversations and correspondence for any future legal action. Keep a record of past decisions for purposes of consistent interpretation. Coordinate and communicate on a regular basis with the Township's designated representative(s).

Variances and Appeals. Review applications for variances and prepare written recommendations for consideration by the Zoning Board of Appeals. Prepare for and attend meetings of the ZBA.

Inspections. Make site inspections for purposes of zoning compliance as may be required for buildings, structures, uses of land under the Zoning Ordinance. Coordinate with Building Inspector regarding issuance of certificates of occupancy.

Notices: Provide necessary information to Township staff and assist with preparation and organization of public notices to ensure timely publication in an appropriate newspaper and statutory posting of the notices.

Issue necessary notices or orders to ensure compliance with Article XXXI of the Zoning Ordinance, except as otherwise provided.

Communication

Dispense general information regarding zoning matters. Direct telephone inquiries to appropriate departments and agencies for information. Otherwise, take Zoning Administrator messages and respond promptly.

Courtesy and Helpfulness

Conduct all business with the public and office in a friendly, helpful, and polite manner so as to reflect well on the Township government.

Treat all persons, including citizens, property owners, contractors and public officials, with dignity and respect.

Vidya Krishnan

Senior Planner

MURKEDDA



Professional Experience

ZONING ADMINISTRATION: Handles all day to day planning and zoning matters, addressing questions from the public, city officials and developers; working through project planning; updating a site database with listing of all non-residential properties; coordinating planning activity with Engineering and Department of Public Works. Provides guidance to Code Enforcement regarding ordinance stipulations on an ongoing basis.

ZONING BOARD OF APPEALS: Extensive success in handling variance and ordinance interpretation related cases. Conduct review of applications related to dimensional and use variances. Conducted training sessions for several Zoning Board of Appeals to educate members on their roles and responsibilities.

PLANNING COMMISSION STAFF: Worked extensively with several local planning commission to enable them to make informed decisions and approvals of site plans, special land uses, subdivision planned unit developments, land divisions; conducted training sessions for PC's; education regarding land use laws and their implications.

LITIGATION ASSISTANCE: Provided expert testimony in Circuit Court. Assisted municipal attorneys with litigation related witnessing regarding compliance with site plan conditions and sign regulations.

ORDINANCE AMENDMENTS: Drafted zoning amendments pertaining to landscaping maintenance, architectural guidelines, site plan process, landscaping, and design features. Translate policies into enforceable text amendments, communicating benefits to municipal approval officials.

SENIOR HOUSING MARKET ANALYSIS: Prepared reports with detailed inventory of existing senior housing facilities in specific trade areas, and calculated supply versus demand. Provided recommendations for future incorporation into Municipal master plan.

MASTER PLAN: Participated in development of Master Plans for Michigan communities.

PARKS AND RECREATION PLAN. Worked on researching information and developing Parks and Recreation Plan with view to obtaining grants for established municipalities.

GRANT WRITING. Prepared a successful grant application for a community seeking federal funds for construction of a new fire station.

WATERSHED MANAGEMENT: Researched and documented local watershed management approaches for a coastal city. Developed a report to serve as background for the development of future watershed management plans. Developed comprehensive watershed and land use management plan for a Michigan county.

HOUSING AND INFRASTRUCTURE EVALUATION: Prepared a study on the infrastructure and housing soundness for a neighborhood. Contributed to economic development studies for Michigan communities.

ENVIRONMENTAL PLANNING: Conducted a needs assessment study for the development of a resource management plan for Buffalo Mountain Natural Area Preserve, Floyd County, Virginia.

Education

Virginia Polytechnic Institute and State University, Master of Science in Urban and Regional Planning

Pondicherry University, Master of Science in Ecology

Bangalore University, Bachelor of Science in Chemistry, Botany and Zoology

Memberships

American Planning Association
Michigan Association of Planning

Honors

Graduate assistant for 2 years in the Department of Urban Affairs and Planning at Virginia Tech

Awarded University gold medal for leading M.S. degree program in ecology at Pondicherry University, India

Outstanding Graduate Student of India in 1996 by the Prime Minister's office

President for Homeowners Association for a subdivision with 263 homes and a golf course for 4 years

Active advocate for children with disabilities and special needs in public schools

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Prioritization of Goals from Board Retreat
Date: November 22, 2017

Trustees,

Please look over the Strategic Pillars document included in your packet. The items identified were compiled by Trustee Otto and reviewed by her and me prior to insertion in the packet.

It is a draft. **At this meeting we would like you to choose two priorities from each of the five Pillars to focus our efforts in the year ahead.** We intend to add a fourth column in which we assign the actual tasks to individuals or groups.

Please call or email your two choices to Jennifer Carlisle to be compiled into a spreadsheet for the meeting. In a couple of cases, there are only two choices.

Thank you for your cooperation.

Respectfully submitted,

Marlene Chockley



NORTHFIELD TOWNSHIP

Community Focused Strategic Pillars

2017/2018

Pillar Overview Summary



The goals and milestones are broad statements of policy that will transcend changes in leadership and are what the township can aim for during the implementation of the various strategies. Specific strategies and action steps that the township can use are included within the various plan elements, and these will be evaluated through the lifespan of this plan.

Operations and Efficiencies

Priority	Goal	Milestones
Organizational Chart	<ul style="list-style-type: none"> Update the township organizational chart to reflect the new positions and level of reporting When new positions are created by the board, update the organizational chart to reflect the new change(s). 	Township Board <ul style="list-style-type: none"> <input type="checkbox"/> Drafting of the organizational chart based on the 2014 organizational chart <input type="checkbox"/> Township Board to review the draft and update according to approved changes <input type="checkbox"/> Township Board to approve the updated organizational chart
Office Streamlining	<ul style="list-style-type: none"> Update the Employee Handbook Employee Salary Survey Software and Hardware upgrades 	Employee Handbook <ul style="list-style-type: none"> <input type="checkbox"/> Personnel Committee will continue to review and evaluate the current Employee Handbook for any policy revisions <input type="checkbox"/> Draft the policy for the Township Board to review <input type="checkbox"/> Township Board to approve all revisions and/or additions Employee Salary Survey <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager and Public Safety Manager will provide an employee salary survey for non-union employees on an annual basis prior to the approval of the annual budgets. <input type="checkbox"/> The Township Board will review the Employee Salary Survey prior to the approval of the annual budget. Software and Hardware Upgrades <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will evaluate the software and hardware upgrade needs annually. <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration.
Office Efficiencies	<ul style="list-style-type: none"> Improve the efficiencies of the Building Department Office Space Efficiencies Record Retention 	Building Department <ul style="list-style-type: none"> <input type="checkbox"/> The Township will develop a business friendly development process <input type="checkbox"/> The Township Manager will evaluate the personnel needs of the Building Department <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration Office Space Efficiencies <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will evaluate the space needs of the administrative office <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration Record Retention <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will evaluate the needs and cost for digital record retention. <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration.

Financial Viability

Priority	Goal	Milestones
Fund Balance	<ul style="list-style-type: none">Township Board to maintain a fund balance of 85%	<p>Increase the fund balance to 85% over time</p> <ul style="list-style-type: none"><input type="checkbox"/> The Township Manager will evaluate cost savings in the budget<input type="checkbox"/> The Township Manager will provide recommendations to the Township Board<input type="checkbox"/> Township Board to approve the plan to increase fund balance
Community	<ul style="list-style-type: none">Vacant propertiesAcquisition of Summer Home PropertiesBuilding and Park Use Policy	<p>Vacant Properties</p> <ul style="list-style-type: none"><input type="checkbox"/> The Township Manager and Assessor will evaluate the vacant properties for potential sale<input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration<input type="checkbox"/> The Township Board will review the recommendations and make a motion accordingly<input type="checkbox"/> The Township attorney will put the properties up for bid <p>Acquisition of Summer Home Properties</p> <ul style="list-style-type: none"><input type="checkbox"/> The Parks and Recreation Committee will provide the Township Board a plan to acquire Summer Home Properties<input type="checkbox"/> The Parks and Recreation Committee will provide recommendations to the Township Board for consideration <p>Building and Park Use Policy</p> <ul style="list-style-type: none"><input type="checkbox"/> The Township Manager and Public Safety Director will evaluate and co-draft the policy for Building and Park use<input type="checkbox"/> The Township Manager will provide the draft policy recommendations to the Township Board for consideration<input type="checkbox"/> The Township Board will review the draft policy and recommend any additions to the policy<input type="checkbox"/> The Township Board will finalize the policy with a motion accordingly

Land Use and Development

Priority	Goal	Milestones
75 Barker	<ul style="list-style-type: none"> Determine the business opportunities and usage of 75 Barker 	Business Opportunity <ul style="list-style-type: none"> <input type="checkbox"/> The DDA will evaluate and make recommendations to the Township Board for business opportunities
Master Plan	<ul style="list-style-type: none"> Revitalization of Downtown Land Preservation Residential Development Master Plan Updates 	Downtown Revitalization <ul style="list-style-type: none"> <input type="checkbox"/> DDA and Downtown Committee to promote the Downtown Strategic Plan <input type="checkbox"/> Northfield Village Development Initiative <ol style="list-style-type: none"> Submit RFP for Northfield Village Development (McKenna) <input type="checkbox"/> Township Board to approve all revisions and/or additions Land Preservation <ul style="list-style-type: none"> <input type="checkbox"/> The Township Board to establish a Land Preservation Committee <input type="checkbox"/> The Land Preservation Committee will establish By-laws to govern itself which will be approved by the Township Board <input type="checkbox"/> The Land Preservation Committee will establish their goals and objectives and present them to the Township Board Residential and Commercial Development <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager and Planner will promote identified areas of development with developers Master Plan Review <ul style="list-style-type: none"> <input type="checkbox"/> The Planning Commission and Planner will begin the Master Plan review update
Other	<ul style="list-style-type: none"> Ordinances Code Enforcement Adams Billboard (North Village) 	Ordinances <ul style="list-style-type: none"> <input type="checkbox"/> The Planning Commission will evaluate the current ordinances or recommendations from other entities for creation or revision <input type="checkbox"/> The Planning Commission will create a draft revisions of the zoning ordinance and hold public hearings <input type="checkbox"/> The Planning Commission will provide recommendations to the board of trustees for consideration <input type="checkbox"/> After the Township Board adopts a revised ordinance(s), it will be published. Code Enforcement <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will evaluate the code enforcement priorities in the township and make recommendations to the Township Board for consideration Adams Billboard <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will follow up with Adams to evaluate the placement of a billboard on North Village Property <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for approval.

Capital Improvement and Infrastructure

Priority	Goal	Milestones
Waste Water Treatment Plant	<ul style="list-style-type: none"> Improve the WWTP with upgrades and renovations to address current and future need Audit of residential properties to ensure database accuracy 	<p>Rate Study</p> <ul style="list-style-type: none"> <input type="checkbox"/> Township Board, Township Manager, WWTP Manager and Township Engineering firm will determine the necessity of a rate study <input type="checkbox"/> Township Board will adopt the recommendations or choose an alternative course <p>Equalization Basin</p> <ul style="list-style-type: none"> <input type="checkbox"/> Township Board, Township Manager, WWTP Manager and Township Engineering firm will determine the necessity of an Equalization Basin <input type="checkbox"/> Township Board will adopt the recommendations or choose an alternative course <p>Upgrades and Repairs to Transmission Lines</p> <ul style="list-style-type: none"> <input type="checkbox"/> Township Board, Township Manager, WWTP Manager and Township Engineering firm will determine the necessity of upgrades and repairs to Transmission Lines and determine the course of funding. <input type="checkbox"/> Township Board will adopt the recommendations or choose an alternative course <p>Residential Audit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Township Manager and WWTP Manager to provide recommendations for audit <input type="checkbox"/> Township Board to review recommendation
Public Safety Building	<ul style="list-style-type: none"> Rental of the second floor Upgrade/renovate HVAC System Build Out of Second Floor for Township Usage 	<p>Second Floor</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager to evaluate the capability to rent out the second floor <ol style="list-style-type: none"> Bond Counsel Attorney <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration <p>HVAC System</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager and Public Safety Manager will see bids for upgrade/renovation of the HVAC System <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration <p>Township Usage</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will evaluate the need to build out on the second floor <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board for consideration.
Road Improvements	<ul style="list-style-type: none"> Identify road improvement within the township 	<ul style="list-style-type: none"> <input type="checkbox"/> The township board will meet with the Road Commission annually to review the county budget, the county needs analysis and determine the strategy for road improvements for the upcoming year <input type="checkbox"/> Allocate funding in the fiscal budget for road improvements as approved by the township board

Capital Improvement and Infrastructure continue

Priority	Goal	Milestones
Community Center	<ul style="list-style-type: none"> • Railroad Easement Acquisition • Parking Lot Expansion • Handicap Accessible Door – Lower Level • All Signage • Sidewalk repairs 	Railroad Easement Acquisition <ul style="list-style-type: none"> <input type="checkbox"/> Township Manager will research the acquisition of the railroad easement <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration
		Parking Lot Expansion <ul style="list-style-type: none"> <input type="checkbox"/> Township Manager will seek bids for parking lot expansion upon Township Board direction <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration Handicap Accessible Door – lower level <ul style="list-style-type: none"> <input type="checkbox"/> Township Manager will work with the Kiwanis Club of Whitmore Lake for funding and project management <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration All Signage <ul style="list-style-type: none"> <input type="checkbox"/> Township Manager will issue bids for signage updates upon Township Board direction <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration Sidewalk repairs <ul style="list-style-type: none"> <input type="checkbox"/> Township Manager will issue bids for sidewalk improvements upon Township Board direction <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration
Community	<ul style="list-style-type: none"> • Culvert Repairs throughout the Township • Repair of existing Sidewalk along East Shore Drive • Non-motorized Pathways and Trails throughout the Township 	Culvert Repairs <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will meet with the County Road Commission to evaluate the necessity to repair culverts in the township <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration
		Sidewalk Repairs <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will meet with the County Road Commission, Township Engineer and Planner (if applicable) to evaluate the repair of existing sidewalk along East Shore Drive and Barker Road. <input type="checkbox"/> Township Manager will provide recommendations to the Township Board for consideration Non-motorized Pathways and Trails <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager and/or the Parks and Rec Committee will provide recommendations based on grant opportunities <input type="checkbox"/> The Township Manager and/or the Parks and Rec Committee will provide recommendations to the Township Board for consideration

Capital Improvement and Infrastructure continue

Priority	Goal	Milestones
75 Barker	<ul style="list-style-type: none">• Improvements to the Building• Improvements to the Parking Lot	<p>Building Improvements</p> <ul style="list-style-type: none">❑ The DDA will make recommendations to the Township Board prioritizing the maintenance and improvement needs❑ The Township Board will authorize work to be done as appropriate <p>Parking Lot Improvements</p> <ul style="list-style-type: none">❑ The DDA will evaluate the cost of parking signage and seek bids if appropriate

Public Relations

Priority	Goal	Milestones
Communications	<ul style="list-style-type: none"> Communications to and from the Township Board Communications to and from the Community 	<p>Township Board, Community, and Single Source</p> <ul style="list-style-type: none"> <input type="checkbox"/> Website <ol style="list-style-type: none"> The Township Manager will evaluate the website improvements and needs The Township Manager will provide recommendations to the Township Board Updates will be made accordingly to the website If new website is needed, the Township Board will review recommendations <input type="checkbox"/> Courant <ol style="list-style-type: none"> The Township Manager will provide a Letter to the Editor at least quarterly on the status of the township <input type="checkbox"/> Single Source <ol style="list-style-type: none"> Community Announcements – Facebook, Website, Newsletter (Tax Bill)
Board Relations	<ul style="list-style-type: none"> Joint meetings with WLPS School Board, NTPL, Township Commissions and Committees 	<p>Commissions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule joint board meeting with the Planning Commission at least once per year <p>WLPS School Board</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule joint board meeting with the Whitmore Lake Public School Board at least once per year <p>Northfield Township Public Library</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule joint meeting with the Northfield Township Public Library Board at least once per year <p>Committees</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage committee presentations at the Northfield Township Board meeting at least twice per year
Township Brand	<ul style="list-style-type: none"> Develop a marketing plan for the township 	<p>Marketing Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Township Manager will evaluate a marketing plan for the township <input type="checkbox"/> The Township Manager will provide recommendations to the Township Board <input type="checkbox"/> The Township Board will review the recommendations and make a motion accordingly

To: Northfield Township Board of Trustees

From: Lenore Zelenock, Treasurer

Date: 11/20/2017

Re: Recommendation to Change Bank to Huntington National Bank

As you know, the safekeeping of Township funds is our foremost objective. Over the past several months, I contacted different banking institutions and consulted with various professionals. Based on this information, I am recommending the Township change its bank to Huntington National Bank (Huntington).

Huntington is a well-established, well-capitalized bank committed to the local government market. It has over \$100.3 billion in Assets. Huntington is a regional bank serving over 600 government customers including Oakland County Treasurer's Office and Washtenaw County Treasurer's Office.

In late 2016, the Washtenaw County Treasurer did a Request For Proposal for banking and treasury services for the County's Payables Account and Huntington was awarded the bid.

Huntington offers an array of checking and saving products and fraud protection. We are working with Huntington to ensure we employ the best solutions for safekeeping our funds. With services and fees offset by interest earned, the township could earn between \$1,200 to \$1,800 in interest.



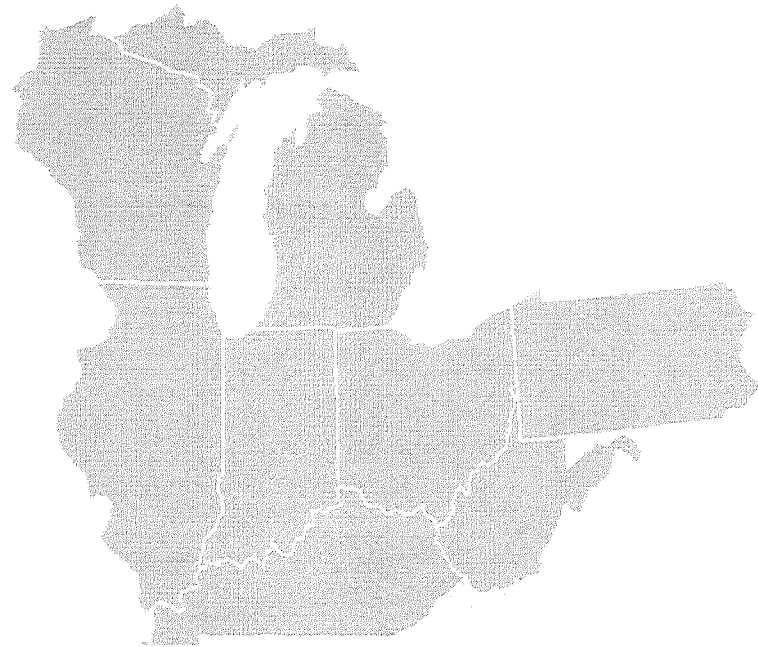
Huntington Overview Northfield Township

Prepared By:
Aron Kominars, Sr. Relationship Manager
Erica Roots, CTP Treasury Sales Advisor

November 7, 2017

Welcome to Huntington

- Established in 1866, Huntington Bancshares Incorporated has grown to a \$101 billion asset regional bank holding company.
- Huntington provides full-service banking with specialization in Retail, Business and Commercial Banking, and Wealth Management.
- With the third-quarter 2016 acquisition of FirstMerit Bank, Huntington has expanded its service area to eight states: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, West Virginia and Wisconsin.
- Huntington's reach includes more than **1,000 branches** and nearly **2,000 ATMs** across our footprint.



The Huntington National Bank is an Equal Housing Lender and Member FDIC.  and Huntington® are federally registered service marks of Huntington Bancshares Incorporated. Huntington. Welcome.® is a service mark of Huntington Bancshares Incorporated. © 2016 Huntington Bancshares Incorporated.

Huntington's Profile

FIRST QUARTER 2017

KEY

FIGURES

as of March 31, 2017

\$100.3 BILLION
in assets

\$208.1 MILLION
net income

\$0.17 earnings per common
share (NASDAQ: HBAN)

0.84% return on average
assets

11.3% return on average
tangible common equity

14% year-over-year increase
in quarterly common dividend

\$300 MILLION year-over-
year revenue growth-a 40%
increase

\$16.4 BILLION year-over-
year increase in average loans
and leases-up 32%

Credit Ratings

for The Huntington National Bank

Fitch	A-
Moody's	A3
Standard & Poor's	BBB+

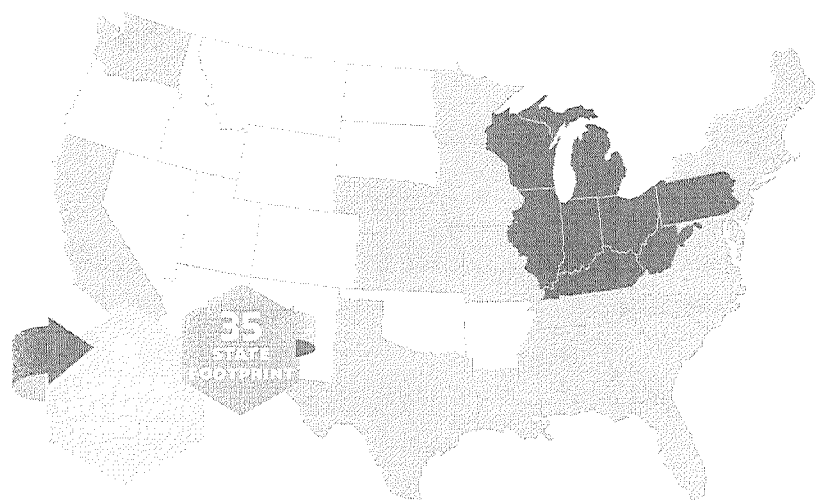
Always know the latest numbers. Sign
up for Investor Relations email alerts at
huntington-ir.com



The strength of a big bank.
The service of a local one.

For more than 150 years, Huntington has helped businesses achieve success by offering a wide range of loan options and financial services. In doing so, we've grown alongside our customers. Huntington is now one of the largest and best capitalized regional banks in the nation.

As we look toward even greater days to come, Huntington will remain true to the foundations of our success: Working with integrity. Focusing on the customer. And giving back to the community.



NEWS

Huntington's acquisition of FirstMerit is complete. FirstMerit branches, customers and systems were successfully converted as of February 2017. Expecting \$255 million in annualized cost savings from the deal

¹SBA loans subject to SBA eligibility. Huntington is the #1 SBA 7(a) lender in the region made up of Illinois, Indiana, Kentucky, Ohio, Michigan, West Virginia, Western PA & Wisconsin.
Source: U.S. Small Business Administration (SBA) from October 1, 2008 to March 31, 2017.

²Source: Phoenix-Hect 2017 Treasury Management Monitor.

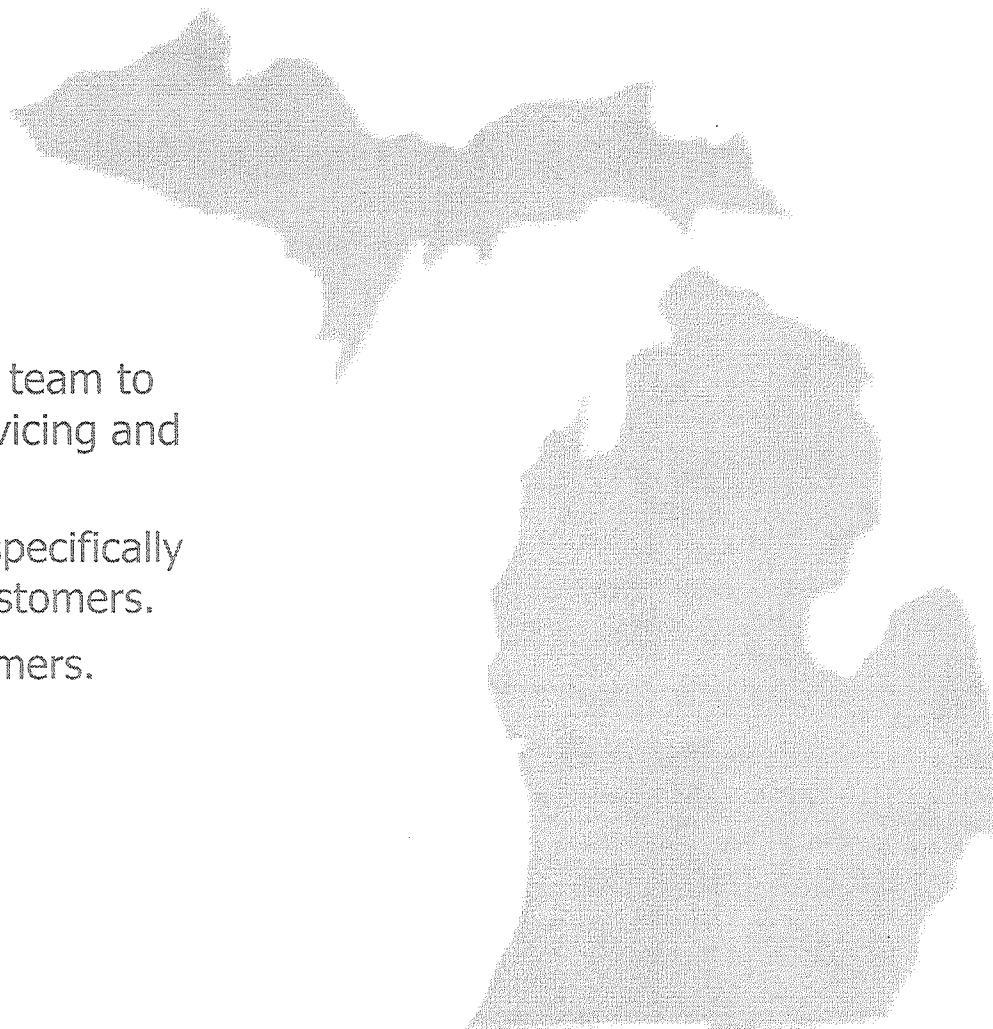
³Category: Ease of Doing Business, Small and Middle Market Banking.

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© 2017 Huntington Bancshares Incorporated



Huntington Michigan

- A local, regional relationship team to support your day-to-day servicing and banking needs.
- Five relationship managers specifically dedicated to government customers.
- Over 600 government customers.



Dedicated Relationship Team

Aron Kominars, Vice President

Sr. Relationship Manager

248-228-1670

aron.m.kominars@huntington.com

Responsible for the overall relationship;
brings in specialists as needed.

Erica Roots, Vice President

Treasury Management Advisor

248-244-2987

Erica.roots@huntington.com

Responsible for analyzing your treasury
management needs and introducing new
products.

Shea Brown

Product & Technical Trainer

248-244-6394

shea.brown@huntington.com

Responsible for initial product training
and any follow-up.

Sheri Mayer

Treasury Management Specialist

248-244-3639

sheryl.mayer@huntington.com

Responsible for managing implementations and
client day-to-day treasury management needs.

Treasury Management Service Team

Monday – Friday; 8:00am – 5:00pm

248-244-3585

emitreasurycustomercare@huntington.com

Responsible for your day-to-day
treasury management customer service needs.

Branch Locations

South Lyon Branch

419 S. Lafayette Street

South Lyon, MI 48178

248-437-8186

Approximate Distance: 6.5 miles

Sunday: Closed

Monday – Thursday: 9:00am – 5:00pm

Friday: 9:00am – 6:00pm

Saturday: 9:00am – 2:00pm

ATM: 24/7

Brighton Branch

9880 E. Grand River Ave.

Brighton, MI 48116

810-229-9576

Approximate Distance: 7.9 miles

Sunday: Closed

Monday – Thursday: 9:00am – 5:00pm

Friday: 9:00am – 6:00pm

Saturday: 9:00am – 2:00pm

ATM: 24/7

Ann Arbor Main Branch

350 S. Main Street

Ann Arbor, MI 48104

734-665-4030

Approximate Distance: 8.9 miles

Sunday: Closed

Monday – Thursday: 9:00am – 5:00pm

Friday: 9:00am – 6:00pm

Saturday: 9:00am – 2:00pm

ATM: 24/7

Ann Arbor Liberty Branch

616 E. Liberty Street

Ann Arbor, MI 48104

734-302-1481

Approximate Distance: 8.9 miles

Sunday: Closed

Monday – Thursday: 9:00am – 5:00pm

Friday: 9:00am – 6:00pm

Saturday: 9:00am – 2:00pm

ATM: 24/7

Government Banking

Our products and services enable our public sector customers to receive maximum value for the public dollar.

Treasury Management

- Optimize cash management via comprehensive Treasury services

Investment Expertise

- Over \$13 billion in assets and 100 investment professionals¹

Employee Benefits

- We create a customized plan for healthcare, retirement and banking services for your employees

Public Finance

- Underwriter to a variety of municipal tax-exempt and taxable transactions

Insurance & Risk Management

- Our insurance professionals service more than 20,000 business and 320 government customers. Preserve your organization's assets.

Equipment Finance

- Complex lease/buy analyses to determine financially feasible option to finance equipment

Fraud Protection

- Valuable protection from check and ACH fraud

Deposit Solutions

Huntington offers an array of checking and savings products to meet the needs of public entities.

Public Funds Analyzed Checking

- Enjoy unlimited transactions and combine our treasury management services to provide you with a full-service solution.

Public Funds Interest Checking

- An interest-bearing checking account used primarily for your daily operating needs, such as collecting deposits and handling disbursements.

Public Funds Economy Checking

- No frills checking designed for public funds and not-for-profits with basic account needs.

Public Funds Hybrid Checking

- Hybrid Checking is an analyzed account in which fees are offset first and then any excess funds earn interest.

Public Funds Savings and Money Market Accounts

- Interest-bearing accounts are the perfect complement to our public-funds checking products, and provide you with options to most effectively manage your cash flow.

Public Funds Hybrid Checking

Two benefits. One hardworking account.

It's always a difficult decision – choose the account that offsets fees or earns interest? Now you can have both the with Hybrid Checking.

THE ADVANTAGES ADD UP

Hybrid Checking is a great option which allows you to optimize your operating balances and provides these key benefits:

- **Efficient:** Earnings Credit Allowance and interest in one account. No sweeping or manually moving money between checking and interest bearing accounts, and no “lazy money” that’s not working for you.
- **Convenient:** No target balances to manage.
- **Streamlined:** Like two accounts in one. Earn interest and offset fees.

GROUP MULTIPLE ACCOUNTS

Like other Huntington accounts, you can group multiple Hybrid Checking accounts, which allows balances to be combined. Fees are offset first and any excess funds then earn interest, with interest or net fees applied to the master account. And when you attach Treasury Management products to Hybrid Checking, you can optimize cash flow and help to mitigate fraud risk.

RESOLUTION NO. 17- 5 7⁶
A RESOLUTION OF THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES
ESTABLISHING A POLICY ON TOWNSHIP INVESTMENT AND DEPOSITORY
DESIGNATIONS

WHEREAS, The Board of Trustees of Northfield Township, Washtenaw County, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time; and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board of Trustees designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act; and

WHEREAS, Public Act 196 of 1997, MCL 129.91, et seq., requires Township Boards, in consultation with the Township Treasurer, to adopt an investment policy;

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES, That the following Resolution represents the Township's policy on Township investment and depository designations.

Section 1: Policy

This policy is applicable to all public funds belonging to Northfield Township and in the custody of the Township Treasurer, except for the employee pension funds and the employee deferred compensation funds.

The Board of Trustees approves the following financial institutions as depositories and investments of Township funds:

- Morgan Stanley/Graystone Consulting
- First National
- CDARS
- Michigan CLASS
- Ann Arbor State Bank
- Old National Bank
- Huntington

The Northfield Township Treasurer may invest Township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meets all of the criteria as a depository of public funds contained in state law. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in the context of managing an overall portfolio.

The prior approval of the Township Board of Trustees shall be required for the Treasurer to invest in any other lawful investment instruments. The Township Board of Trustees' standard of prudence shall be the "fiduciary" standard, which shall be applied in the context of managing an overall portfolio. The Township Board of Trustees may authorize the Treasurer to invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States that matures not more than 24 months after the date of purchase.
- (b) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (c) Repurchase agreements consisting of instruments listed in subdivision (a).
- (d) Bankers' acceptances of United States banks.
- (e) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (f) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- (g) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex Sess), MCL 124.501, et seq.
- (h) Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111, et seq.
- (i) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, et seq.

Decisions and actions involving the Township's investment portfolio shall meet the following criteria:

Safety: Safety of principle is the foremost objective of Northfield Township's investment practices.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and insured certificates of deposit).

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: Return on investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low risk securities.

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer, on a quarterly basis, sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township.

The Township Treasurer shall provide a written report to the Township Board of Trustees, on a quarterly basis, concerning the investment of Township funds.

All financial institutions with which the Township conducts business shall certify that they have received the Township's Investment Policy, have read and fully understand the Investment Policy, and will comply with Public Act 20 of 1943, as amended, and the Investment Policy.

Section 2: Miscellaneous

The Township will comply with all applicable statutes related to public fund investments. If any portion of this Resolution shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Resolution.

All prior Investment Policy Resolutions, or parts of Resolutions inconsistent with this Resolution, are hereby repealed and replaced with this Resolution.

PASSED AND Resolved by the Northfield Township Board of Trustees, Northfield, Michigan, on this _____ day of _____, 2017.

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk



OFFICE OF COUNTY TREASURER

200 N. MAIN STREET, SUITE 200 PO BOX 8645
ANN ARBOR, MI 48107-8645 PHONE: (734) 222-6600 FAX: (734) 222-6632
taxes@ewashtenaw.org

CATHERINE McCLARY
TREASURER

City, Village, or Township Treasurer

Dear Honorable Treasurer:

Pursuant to the General Property Tax Act, the Washtenaw County Treasurer has foreclosed on properties in your unit of government for non-payment of taxes. These properties were then offered for sale at public auction throughout the year.

Per MCL 211.78m(6), "... On December 30 immediately succeeding the date of the sale under subsection (5), all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village, or township has objected. The city, village, or township may make the property available under the urban homestead act, 1999 PA 127, MCL 125.2701 to 125.2709, or for any other lawful purpose."

Enclosed is the recorded deed conveying ownership for any unsold properties in your City or Township. I have also enclosed for your convenience a Property Transfer Affidavit for each property.

Please also note per MCL 211.78m(12), "For property transferred to . . . a city, village, or township under subsection (6) . . . all taxes due on the property as of the December 31 following the transfer or retention of the property are canceled effective on that December 31."

Per MCL 211.78m(13), "For property . . . transferred to . . . a city, village, or township under subsection (6), . . . all liens for costs of demolition, safety repairs, debris removal, or sewer or water charges due on the property as of the December 31 immediately succeeding the sale, transfer, or retention of the property are canceled effective on that December 31. . . ."

If you have any questions, please contact me at 734-222-6600 or mcclaryc@ewashtenaw.org.

Sincerely,

Catherine McClary

L: 5231 P: 56 6397730 GD

11/02/2017 09:17 AM Total Pages: 2

Lawrence Kestenbaum, Washtenaw Co



QUITCLAIM DEED

Pursuant to section 78m of The General Property Tax Act, 1893 PA 206 as amended (MCL 211.78m), Grantor, Catherine McClary, Washtenaw County Treasurer and Foreclosing Governmental Unit for Washtenaw County, whose address is 200 N. Main Street, Suite 200, P.O. Box 8645, Ann Arbor, Michigan 48107-8645, quitclaims to the Grantee, Northfield Township, a Michigan municipal corporation, whose address is 8350 Main St., Whitmore Lake, MI 48189, the premises in Northfield Township, Washtenaw County, Michigan, described as:

SEE ATTACHED EXHIBIT A

commonly known as Maplegrove Dr., Whitmore Lake, MI 48189; by operation of law for no monetary consideration as required by MCL 211.78m(6) of The General Property Tax Act, 1893 PA 206, as amended, subject to any liens, easements, building or use restrictions, governmental interests, or special assessments not extinguished pursuant to section 78k of The General Property Tax Act, 1893 PA 206, as amended (MCL 211.78k). As required by MCL 211.78m(12), all taxes due on the property as of Dec. 31, 2017 are canceled effective on Dec. 31, 2017. As required by MCL 211.78m(13), all liens for costs of demolition, safety repairs, debris removal, sewer or water charges due on the properties as of December 31, 2017 are canceled effective on December 31, 2017.

By accepting this Deed, the Grantee and its successors and assigns agree to be bound by and comply with the following covenants that shall run with the land conveyed by this Deed:

1. Not to sue the Washtenaw County Treasurer, the County of Washtenaw, or any of its departments, boards, commissions, officers, employees, or agents for any claim, whether legal or equitable, arising under, or in any manner related to this Deed. To release, waive, and discharge the Washtenaw County Treasurer, the County of Washtenaw, and all its departments, boards, commissions, officers, employees, and agents, and its successors and assigns from any and all liability to the Grantee and its successors and assigns, for all losses, injury, or damage to person or property, or death, and any claims or demands therefore arising under, or in any manner related to this Deed whether caused by the Washtenaw County Treasurer, the County of Washtenaw, or any of its departments, agencies, boards, commissions, officers, employees, or agents.

2. To indemnify and hold harmless the Washtenaw County Treasurer, the County of Washtenaw, and all of its departments, agencies, boards, commissions, officers, employees, and agents from any and all claims, demands, judgments, and expenses, including attorney fees, for any and all loss, damage, death, or injury to person or property arising under, or in any manner related to the performance of, this Deed. This indemnification and hold harmless agreement is intended to and shall extend to all loss, damage, death, or injury to person or property, proximately caused in whole or in part by the negligence or other tortious conduct of the Washtenaw County Treasurer, the County of Washtenaw, its departments, boards, commissions, agencies, officers, employees, or agents.

The Grantor grants to the Grantee the right to make any authorized division(s) under section 108 of the land division act, Act No. 288 of the Public Acts of 1967.

This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated 10/9/2017

Time Submitted for Recording
Date 11-1-2017 Time 3:00pm
Lawrence Kestenbaum
Washtenaw County Clerk/Register

GRANTOR

Catherine McClary
Washtenaw County Treasurer and Foreclosing
Governmental Unit for Washtenaw County

(STATE OF MICHIGAN) (WASHTENAW COUNTY)

The foregoing instrument was acknowledged before me on 11-1, 2017 by Catherine McClary, the Washtenaw County Treasurer and Foreclosing Governmental Unit for Washtenaw County.

Notary Public, Washtenaw County

MICHAEL LADLEY
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WASHTENAW
My Commission Expires February 5, 2022
Acting in the County of Washtenaw

My commission expires 2/5/2022
Acting in Washtenaw County, Michigan.

Because in this written instrument the grantor is an officer of a political subdivision of the State of Michigan acting in an official capacity, the instrument is exempt from the state real estate transfer tax pursuant to section 6(h) of the State Real Estate Transfer Tax Act, 1993 PA 330, as amended (MCL 207.526(h)), and exempt from the real estate transfer tax levied under 1966 PA 134, as amended (MCL 207.501 to 207.513), pursuant to section 5(h) of 1966 PA 134, as amended (MCL 207.505(h)).

When recorded, return to:
Northfield Township
8350 Main St.
Whitmore Lake, MI 48189

Send subsequent tax bills to:
Northfield Township
8350 Main St.
Whitmore Lake, MI 48189

Prepared by:
Daniel A. Saltiel
Washtenaw County Treasurer's
Office
200 N. Main St., Suite 200
P.O. Box 8645
Ann Arbor, MI 48107-8645
Transfer fee:
\$ 0.00

Tax Parcel Number
B-02-17-232-015

Recording fee:
\$30.00

Exhibit A

Parcel ID: B -02-17-232-015

Parcel Address: Maplegrove Dr., Whitmore Lake, MI 48189

Legal Description:

*OLD SID - B 02-060-300-00 NO 38-468 LOTS 468 - 475 INCL. HORSESHOE LAKE DEVELOPMENT CO'S SHADY BEACH SUBDIVISION.

Parcel Number: B -02-17-232-015

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

11/21/2017

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Pront. Trans.
STATE OF MICHIGAN	FRYE TOMMIE L & SALLY A	1,560	08/24/1995	QC	NON-MARKET TRANSFER		PERS INTERVIEW	100.0
STATE TREASURER	STATE OF MICHIGAN	0	05/05/1992	QC	NON-MARKET TRANSFER	L2715 P467	PERS INTERVIEW	0.0
Property Address		Class: RESIDENTIAL VACAN		Zoning: SR2-S	Building Permit(s)	Date	Number	Status
MAPLEGROVE DR		School: WHITMORE LAKE (81140)						
Owner's Name/Address		P.R.E. 0%						
FRYE TOMMIE L & SALLY A 1355 LATHERS AVE YPSILANTI MI 48197		MAP #:						
		2018 Est TCY Tentative						
		Improved	X	Vacant	Land Value Estimates for Land Table 439.439.RES. HORSESHOE LAKE SUB-SR2-SR1			
		Public Improvements		* Factors *				
Tax Description		Dirt Road		Description	Frontage	Depth	Front	Depth
*OLD SID - B 02-060-300-00 NO 38-468 LOTS		Gravel Road		NO LAKE	280.00	100.00	0.4629	0.9535
468 - 475 INCL. HORSESHOE LAKE		Paved Road		280 Actual Front Feet, 0.64 Total Acres			Rate %Adj.	Reason
DEVELOPMENT CO'S SHADY BEACH SUBDIVISION.		Storm Sewer					434 5	NO ROAD-SWAMP
Comments/Influences		Sidewalk					Total Est. Land Value =	Value
		Water						2,682
		Sewer						2,682
		Electric						
		Gas						
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
		Topography of Site						
		Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
Who		When	What	2018	Tentative	Tentative	Tentative	Tentative
				2017	1,300	0	1,300	985C
				2016	1,300	0	1,300	977C
				2015	1,300	0	1,300	975C

The Equalizer. Copyright (c) 1999 - 2009.
 Licensed To: Township of Northfield,
 County of Washtenaw, Michigan

*** Information herein deemed reliable but not guaranteed***

8083

8051

8101
8077

8027

Horseshoe
Lake

7995

7982

7983

7987

7955

7940

7973

7926

7935

341

7913

7901

342

365

371

7895

7877

255

279

321

337

362

7867

7861

7874

40

84

110

236

268

296

344

380

7851

27

33

95

239

253

275

315

335

379

7845

24

30

248

272

296

320

330

350

386

7827

47

91

111

295

329

365

389

7800

Main St.

Maple Grove Dr.

Shady Beach Dr.

Leocadia
Park
Subdivision

217

259

293

299

341

359

7791

7777

7767

230

240

250

260

330

346

366

7729

217

227

267

295

329

351

373

7725

7721

224

254

332

346

388

7681

7680

253

279

309

323

345

7670

7635

266

298

338

374

386

7654

7629

274

323

398

381

425

451

400

454

Six Mile Rd.

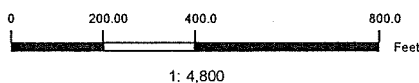
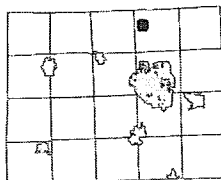
300

328

368

400

454



11/21/2017



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

TO: Board of Trustees

FROM: Steve Aynes, Township Manager

RE: Pre-pay of payroll to Elected officials and/employees.

DATE: November 22, 2017

The Township Attorneys as of this time have found no case law on this issue. At this time they believe pre-payment to employees and elected officials is not appropriate.

TO: Board of Trustees

FROM: Steve Aynes, Township Manager

RE: Washtenaw County Ballot Proposal 1

DATE: Enclosed is information on this issue provided by Trustee Ballinger and from Staff

The Board's attorneys consider this to be a complicate legal issue which they will have to research.

Staff has insufficient information at this time to recommend steps to be taken for the Board to consider this now. I have been told that the earliest this could be collected by the County would be December 2018. We also do not know what kind of "strings" will be attached.

Any legally binding action would be premature at this time.

Thanks

WASHTENAW COUNTY - 1 Proposal

Washtenaw County Community Mental Health and Public Safety Preservation Millage

For the purposes of using the Washtenaw County Community Mental Health Department to improve the treatment of people with mental health needs, provide increased financial support for mental health crisis, stabilization and prevention, and for continued law enforcement services provided by the Washtenaw County Sheriff's Office, and for local governments which have their own police force, shall the limitations on the total amount of taxes which may be levied against taxable property within Washtenaw County, Michigan, as provided for by Section 6 of Article IX of the Michigan Constitution of 1963, be increased up to the amount of \$1.00 per thousand dollars of taxable valuation (1.0 mills) for a period of eight years, beginning with the December 1, 2018 levy and extending through the 2025 levy, which shall raise in the first year an estimated \$15,433,608.00 to be used as follows: 38% shall be allocated to Washtenaw County's Community Mental Health Department for mental health crisis, stabilization and prevention, and to meet mental health needs in an appropriate setting, thus reducing the burden on the jail and improving care; 38% shall be allocated to the Washtenaw County Sheriff's Office to ensure continued operations and increased collaboration with the mental health community; and 24% shall be allocated to jurisdictions in the County which maintain their own police force (currently Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township and Northfield Township) in proportion to their respective 2016 population values?

A RESOLUTION ADOPTING THE COMMUNITY MENTAL HEALTH AND PUBLIC
SAFETY PRESERVATION MILLAGE EXPENDITURE POLICY ORDINANCE FOR
WASHTENAW COUNTY

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 20, 2017

WHEREAS, it is necessary to provide information regarding the procedures and standards for the expenditure of funds provided by Washtenaw County's Community Mental Health and Public Safety Preservation Millage which has been certified for the November 7, 2017 election (Resolution 17-105); and

WHEREAS, Pursuant to the authority granted to Washtenaw County by MCLA 46.11(j), the Board of Commissioners seeks to enact an Ordinance to provide a framework for the expenditure of funds provided by Washtenaw County's Community Mental Health and Public Safety Preservation Millage should that millage be approved at the November 7, 2017 election; and

WHEREAS, the Headlee Amendment to the Michigan Constitution and Proposition A have artificially reduced the amount of property taxes which all Michigan local governmental entities, including Washtenaw County, receive to pay for their various programs; and

WHEREAS, two critical areas in Washtenaw County which have been especially affected by this lack of funding are public safety which is overseen by the Washtenaw County Sheriff's Office ("WCSO") and mental health services which is overseen by the County's Community Mental Health Department and Board; and

WHEREAS, as costs increase to provide services in these two critical areas, the County is faced with either directing more of its general fund to these areas which reduces the funding for other critical County programs for County citizens or, in the public safety area, charging more to those jurisdictions which contract for police services throughout the County; and

WHEREAS, these two major areas often overlap as is the case in the County jail where a number of inmates are also being treated for mental health disorders; and

WHEREAS, treating inmates in the County jail, while important, is a reactive and expensive way to address these individuals' mental health needs; and

WHEREAS, additional funding would permit the WCSO and Community Mental Health to address these issues proactively which would ultimately prove to be much more cost effective; and

WHEREAS, the County certified ballot proposal language for the November 7, 2017 election provides that an eight-year millage of one (1) mill be allocated for the following purposes: (1) 38% of the amount collected will be used for mental health crisis, stabilization and prevention efforts; (2) 38% of the amount collected will be used for public safety efforts to ensure continued operations and greater cooperation with the mental health community; and (3) 24% of the amount collected will be sent to those entities within the County which maintain their own police force (currently Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township and Northfield Township) at a rate proportionate to their respective 2016 population values, be presented to Washtenaw County voters at the November 7, 2017 general election; and

WHEREAS, the proposed Ordinance provides that if the Washtenaw County Community Mental Health and Public Safety Preservation millage is approved by Washtenaw County voters on November 7, 2017, the County portion of the funds generated from the millage will be used to pay for four broad areas of mental health services: (1) crisis funding; (2) stabilization funding; (3) Prevention funding; and (4) Jail Services for inmates with mental health issues; in addition, the funds would support the Washtenaw County Sheriff Office's continued efforts to provide County-wide police services with an emphasis on criminal justice system diversion along with collaborative efforts involving mental health and substance abuse disorder treatment partners.

NOW THEREFORE, BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby adopts the Community Mental Health and Public Safety Preservation Millage Expenditure Policy Ordinance, attached to this resolution.

Title: Community Mental Health and Public Safety Preservation Millage Expenditure Policy Ordinance

Date of Adoption: September, 2017

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Preamble

Title

Body

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PREAMBLE: Whereas it is necessary to provide information regarding the procedures and standards for the expenditure of funds provided by Washtenaw County's Community Mental Health and Public Safety Preservation Millage enable through passage of Washtenaw County Resolution 17-105;

Title: AN ORDINANCE providing procedures and standards for Washtenaw County's expenditure of its Community Mental Health and Public Safety Preservation Millage funds, THE BOARD OF COMMISSIONERS OF WASHTENAW COUNTY ORDAINS:

SECTION 1: Declaration of Purpose

The Washtenaw County Board of Commissioners seeks to fully address the challenges of a lack of necessary resources affecting mental health services which is overseen by the County's Community Mental Health Department and Board; and public safety which is overseen by the Washtenaw County Sheriff's Office (WCSO).

SECTION 2: Authorization

Pursuant to the authority granted to Washtenaw County by MCLA 46.11(j), the Board of Commissioners seeks to enact this ordinance to govern the expenditure of funds provided by Washtenaw County's Community Mental Health and Public Safety Preservation Millage enable through passage of Washtenaw County Resolution 17-105, on July 12, 2017.

SECTION 3: Community Mental Health Services

In exercising its authority to provide for the mental health needs of Washtenaw County residents, the Board of Commissioners and the CMH Board intends for the revenue raised by this millage to be used in a manner affecting four broad areas of mental health services and supplements to auxiliary services within other Washtenaw County Offices and Departments:

Crisis- Funding will be used to address mental health and substance abuse crises which include immediate crisis assessment, referral, treatment and diversion from jail or emergency departments. Additionally, funds will be used for supportive services post crisis engagement.

Stabilization- Funding will be used to provide mental health treatment services to adults and children with the severe mental illness and developmental disabilities who do not currently qualify for services due to insurance status or unaffordable deductibles and to those individuals for whom traditional outpatient treatment is not adequate.

Prevention- Funding will be used to support mental health awareness, prevention, and early intervention programming for use in working with community partners such as schools, law enforcement and other first responders, and health care providers.

Jail Services- Jail service expansion will include mental health and substance abuse assessment and treatment inclusive of counseling and psychiatric services and prisoner re-entry with a focus on case management.

SECTION 4: Community Mental Health Advisory Committee

1. The County Board shall create and appoint, with recommendation of the Washtenaw County Community Mental Health Board an eleven-member body under this Ordinance to be named the Community Mental Health Advisory Committee ("CMHAC"). CMHAC shall function as an advisory body to assist both the Board of Commissioners and the CMH Board on a yearly basis with the identification of the needs of community mental health service recipients, the evaluation of services provided for such need, related to millage funds, and promotion of collaborative and complementary practices among stakeholders and the community at large. The CMHAC will be responsible for identifying and recommending entities or individuals which have an expertise and capacity to perform these functions under contract with CMH.
2. CMHAC members must be County residents or representatives of entities, businesses or organizations within the County. At least one member shall be appointed who has demonstrable level of expertise in each of the following

areas of expertise and/or representation: (a) primary consumer; (b) secondary consumer; (c) health system representative; (d) CMH unionized workforce representative; (e) Washtenaw County Court System representative (f) member at large. In addition, the County Board may appoint ex-officio members.

3. CMHAC members shall serve two-year terms, except that the initial terms of six of the members shall be for a three-year period. The County Board may reappoint members to successive terms. The County Board shall have the discretion to remove CMHAC members for good cause.
4. CMHAC members shall not be compensated for their services but shall be reimbursed for attending meetings and for mileage as provided under the Rules of the County Board.
5. The County Board may terminate CMHAC upon approval of 2/3 of the County Board elected and serving.
6. Individual CMHAC members shall disclose any potential financial conflict of interest and abstain from any discussion or voting on the matter in which he/she has a conflict.

SECTION 5: Public Safety

The WCSO is comprised of over 350 staff supported by reserves and volunteers spread throughout five (5) divisions. Serving a population in excess of 350,000 residents spread across 25 local units of government, the WCSO focuses on building strong local communities through quality public safety and social justice services for all of Washtenaw County.

The funds from the millage will help support the WCSO's continued efforts to provide county-wide police services with a specific focus on criminal justice system diversion.

The WCSO will continue to work collaboratively with their mental health and substance use disorder treatment partners to:

1. Maximize the impact of their existing community based diversion, treatment and support programs; and
2. Plan, implement and sustain nationally recognized "best practices" criminal justice alternative/diversion programs for individuals suffering from mental health/substance use disorders.

SECTION 6: Duration

This Ordinance will sunset once the millage is no longer being collected.

A RESOLUTION CERTIFYING TO THE WASHTENAW COUNTY CLERK BALLOT
LANGUAGE FOR AN EIGHT-YEAR MILLAGE OF ONE (1) MILL PER YEAR TO BE
PLACED ON THE NOVEMBER 7, 2017 ELECTION BALLOT

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 12, 2017

WHEREAS, the Headlee Amendment to the Michigan Constitution and Proposition A have artificially reduced the amount of property taxes which all Michigan local governmental entities, including Washtenaw County, receive to pay for their various programs; and

WHEREAS, two critical areas in Washtenaw County which have been especially affected by this lack of funding are public safety which is overseen by the Washtenaw County Sheriff's Office ("WCSO") and mental health services which is overseen by the County's Community Mental Health Department and Board; and

WHEREAS, as costs increase to provide services in these two critical areas, the County is faced with either directing more of its general fund to these areas which reduces the funding for other critical County programs for County citizens or, in the public safety area, charging more to those jurisdictions which contract for police services throughout the County; and

WHEREAS, these two major areas often overlap as is the case in the County jail where a number of inmates are also being treated for mental health disorders; and

WHEREAS, treating inmates in the County jail, while important, is a reactive and expensive way to address these individuals' mental health needs; and

WHEREAS, additional funding would permit the WCSO and Community Mental Health to address these issues proactively which would ultimately prove to be much more cost effective; and

WHEREAS, the County is now proposing that an eight-year millage of one (1) mill designed to fund the following purposes: (1) 38% of the amount collected will be used for mental health crisis, stabilization and prevention efforts; (2) 38% of the amount collected will be used for public safety efforts to ensure continued operations and greater cooperation with the mental health community; and (3) 24% of the amount collected will be sent to those entities within the County which maintain their own police force (currently Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township and Northfield Township) at a rate proportionate to their respective 2016 population values, be presented to Washtenaw County voters at the November 7, 2017 general election; and

WHEREAS, voter approval of the proposed eight-year millage would create a dedicated funding stream for the following purposes: (1) 38% of the amount collected would be used for mental health crisis, stabilization and prevention efforts; (2) 38% of the amount collected will be used for public safety efforts to ensure continued operations and greater cooperation with the mental

health community; and (3) 24% of the amount collected will be sent to those entities within the County which maintain their own police force (currently Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township and Northfield Township) at a rate proportionate to their respective 2016 population values; and

WHEREAS, the Washtenaw County Board of Commissioners authorizes the County Administrator to pay for the administrative costs of the November 7, 2017 special millage election in an amount not to exceed \$130,000 from the County's General Fund.

NOW THEREFORE, BE IT RESOLVED that the Washtenaw County Board of Commissioners states as follows:

1. There shall be submitted to the electors of the County of Washtenaw at the special election to be held on the seventh (7th) day of November, 2017 from 7:00 a.m. to 8:00 p.m. prevailing time, the following proposition:

Washtenaw County Community Mental Health and Public Safety Preservation Millage

For the purposes of using the Washtenaw County Community Mental Health Department to improve the treatment of people with mental health needs, provide increased financial support for mental health crisis, stabilization and prevention, and for continued law enforcement services provided by the Washtenaw County Sheriff's Office, and for local governments which have their own police force, shall the limitations on the total amount of taxes which may be levied against taxable property within Washtenaw County, Michigan, as provided for by Section 6 of Article IX of the Michigan Constitution of 1963, be increased up to the amount of \$1.00 per thousand dollars of taxable valuation (1.0 mills) for a period of eight years, beginning with the December 1, 2018 levy and extending through the 2025 levy, which shall raise in the first year an estimated \$15,433,608.00 to be used as follows: 38% shall be allocated to Washtenaw County's Community Mental Health Department for mental health crisis, stabilization and prevention, and to meet mental health needs in an appropriate setting, thus reducing the burden on the jail and improving care; 38% shall be allocated to the Washtenaw County Sheriff's Office to ensure continued operations and increased collaboration with the mental health community; and 24% shall be allocated to jurisdictions in the County which maintain their own police force (currently Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township and Northfield Township) in proportion to their respective 2016 population values?

YES _____

NO _____

2. The Washtenaw County Board of Commissioners hereby certifies to the County Clerk the following question as the appropriate ballot wording for the November 7, 2017 special election for the above-stated proposition:

Washtenaw County Community Mental Health and Public Safety Preservation Millage

For the purposes of using the Washtenaw County Community Mental Health Department to improve the treatment of people with mental health needs, provide increased financial support for mental health crisis, stabilization and prevention, and for continued law enforcement services provided by the Washtenaw County Sheriff's Office, and for local governments which have their own police force, shall the limitations on the total amount of taxes which may be levied against taxable property within Washtenaw County, Michigan, as provided for by Section 6 of Article IX of the Michigan Constitution of 1963, be increased up to the amount of \$1.00 per thousand dollars of taxable valuation (1.0 mills) for a period of eight years, beginning with the December 1, 2018 levy and extending through the 2025 levy, which shall raise in the first year an estimated \$15,433,608.00 to be used as follows: 38% shall be allocated to Washtenaw County's Community Mental Health Department for mental health crisis, stabilization and prevention, and to meet mental health needs in an appropriate setting, thus reducing the burden on the jail and improving care; 38% shall be allocated to the Washtenaw County Sheriff's Office to ensure continued operations and increased collaboration with the mental health community; and 24% shall be allocated to jurisdictions in the County which maintain their own police force (currently Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township and Northfield Township) in proportion to their respective 2016 population values?

YES _____

NO _____

3. The election shall be held in accordance with Chapter XXVII of the general election laws of the State of Michigan.
4. The Washtenaw County Clerk is hereby requested to carry out all appropriate statutory duties as set forth in this Resolution and the general election laws of the State of Michigan so that the question of adoption may be submitted to the voters on November 7, 2017.
5. Each city and township clerk shall give appropriate notice of the submission of the aforesaid proposition as provided by law which notice shall contain the statement of the Washtenaw County Treasurer as to previously voted tax limitation increases affecting property within Washtenaw County.

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners authorizes the County Administrator to pay for the administrative costs of the November 7, 2017 special millage election in an amount up to \$130,000 from the County's General Fund.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Brabec	X			LaBarre	X			Smith	X		
Deatrick	X			Martinez-Kratz		X					
Jamnick		X		Morgan	X						
Jefferson		X		Ping		X					

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY

ROLL CALL VOTE:

5 4 0

STATE OF MICHIGAN)

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 12th, 2017, as it appears of record in my office.

COUNTY OF WASHTENAW)^{SS}.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 13th day of July, 2017.

LAWRENCE KESTENBAUM, Clerk/Register

BY: _____ Deputy Clerk



Res. No. 17-105



City of Ann Arbor

301 E. Huron St.
Ann Arbor, MI 48104
<http://a2gov.legistar.com/Calendar.aspx>

Legislation Details (With Text)

File #: 17-1466 **Version:** 1 **Name:** 9/8/17 Resolution in Support of County Millage
Type: Resolution **Status:** Passed
File created: 9/18/2017 **In control:** City Council
On agenda: 9/18/2017 **Final action:** 9/18/2017
Enactment date: 9/18/2017 **Enactment #:** R-17-356
Title: Resolution of Intent Regarding Applications of Potential Washtenaw County Millage to Support Community Mental Health Department, County Sheriff Operations, and Policing Jurisdictions Rebate
Sponsors: Christopher Taylor, Jason Frenzel, Chip Smith
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
9/18/2017	1	City Council	Approved	Pass

Resolution of Intent Regarding Applications of Potential Washtenaw County Millage to Support Community Mental Health Department, County Sheriff Operations, and Policing Jurisdictions Rebate
Prepared by: Howard S. Lazarus, City Administrator

Whereas, The Washtenaw County Board of Commissioners (the "Board of Commissioners") has approved the placement of a proposal of a ballot question on the November 7, 2017, ballot to increase the tax limitation within Washtenaw County by one (1) millage point for eight (8) years to provide funding: (1) for Washtenaw County's Community Mental Health Department for mental health crisis, stabilization and prevention efforts; (2) for the County Sheriff's Office to ensure continued operations and greater cooperation with the Mental Health Community; and (3) for those local entities within Washtenaw County which maintain their own police forces (the "Millage");

Whereas, The current millage proposal would allocate: 37% of the total millage to the Washtenaw County Community Mental Health Department (whether constituted as an agency or an authority) to be used for mental health crisis, stabilization and prevention efforts and to prevent unnecessary incarceration of individuals with mental health needs; 38% of the total millage to the Washtenaw County Sheriff to ensure continued operations and greater cooperation with the mental health community; and 24% of the total millage (the "General Fund Rebate") to those jurisdictions within the County which maintain their own police force (the Cities of Ann Arbor, Chelsea, Milan, Saline, and Ypsilanti, and Pittsfield and Northfield Townships) (the "Policing Jurisdictions");

Whereas, The identification of Ann Arbor's contemplated usage of a General Fund Rebate prior to consideration of the millage might prove useful to voters;

Whereas, FY18 allocations in the City budget to Police Services, Fire Services, and the 15th District Court account for approximately Forty Six Million Five Hundred and Thirty Thousand Dollars (\$46,530,000.00) or 44.6% of the General Fund budget and these amounts are adequate to provide for community safety services;

Whereas, The promotion of pedestrian safety, affordable housing, and climate action are goals that are important to the Ann Arbor community for which there are presently insufficient resources to bring municipal action in line with community aspiration;

Whereas, The General Fund Rebate, as approved by the Washtenaw County Board of Commissioners to be placed on the November 7, 2017, ballot, would return to Ann Arbor between \$2.3M - \$2.5M beginning in FY20; and

Whereas, The Energy Commission endorses the City's intention to use a portion of the General Fund Rebate to support implementation of Ann Arbor's Climate Action Plan;

RESOLVED, That if the voters approve the millage on the November 7, 2017, ballot, City Council intends to use the General Fund Rebate it receives for the duration of the millage in the following amounts, for the following purposes:

- A total of 20% will be applied to improve bicycle and pedestrian safety through the installation of new street lighting in accordance with approved plans, installation of pedestrian-activated signals, filling of sidewalk gaps, construction of protected and/or buffered bicycle facilities (in accordance with approved Transportation and Non-Motorized Master Plans), and funding of trail and other off-road active transportation connections (including the B2B and/or Treeline Trails); and
- A total 40% will be applied to support the construction, renovation, and capital improvements of affordable housing assets (including the Broadway Apartments and Swift Housing Project) and the establishment of a sinking fund to provide for utilities connection fees, environmentally sustainable systems and other infrastructure costs for future projects to effect the goals of the Affordable Housing Needs Assessment (a/k/a Washtenaw County Housing Affordability and Economic Equity Analysis); and
- A total of 40% will be applied to effect the goals of Ann Arbor's Climate Action Plan including but not limited to funding *EnergySmart Ann Arbor* efforts in the areas of home audits, education and other programs that serve to improve energy efficiency and reduce consumption, *Charge Up Ann Arbor!* programs which support electric vehicle charging infrastructure, group buys and fleet conversions, and *Solar for All* programs providing discounted individual solar purchases for owned residential and commercial properties and community solar offerings.

Sponsored by: Mayor Taylor and Councilmembers Frenzel and Smith



City of Ann Arbor

301 E. Huron St.
Ann Arbor, MI 48104
<http://a2gov.legistar.com/Calendar.aspx>

Legislation Text

File #: 17-1009, Version: 2

Resolution of Intent Regarding Potential Washtenaw County Millage to Support Community Mental Health Department, County Sheriff Operations, and Policing Jurisdictions Rebate

Whereas, The Washtenaw County Board of Commissioners (the "Board of Commissioners") is presently scheduled to consider at its July 12, 2017 meeting a proposal to place on the November 2017 ballot a ballot question to increase the tax limitation within Washtenaw County by one (1) mill for ten (10) years to provide funding: (1) for Washtenaw County's Community mental Health Department for Mental health Crisis, Stabilization and prevention efforts; (2) for the County Sheriff's Office to ensure continued operations and greater cooperation with the Mental Health Community; and (3) for those local entities within Washtenaw County which maintain their own police forces (the "Millage");

Whereas, The current Millage proposal would allocate: 37% of the total millage to the Washtenaw County Community Mental Health Department (whether constituted as an agency or an authority) to be used for mental health crisis, stabilization and prevention efforts and to prevent unnecessary incarceration of individuals with mental health needs; 38% of the total millage to the Washtenaw County Sheriff to ensure continued operations and greater cooperation with the mental health community; and 25% of the total millage to those jurisdictions within the County which maintain their own police force (Ann Arbor, Chelsea, Milan, Saline, Ypsilanti, Pittsfield Township, and Northfield Township) (such jurisdictions, the "Policing Jurisdictions", such allocation, the "General Fund Rebate");

Whereas, In light of the fact that Policing Jurisdictions already provide substantial General Fund resources to promote policing and public safety, we believe it is appropriate to rebate a portion of Millage monies to Policing Jurisdictions for their General Fund purposes;

Whereas, It is proper for Policing Jurisdictions to identify the intended use of any funds returned to them via the General Fund Rebate in advance of a public vote;

Whereas, The identification of Ann Arbor's contemplated usage of a General Fund Rebate prior to consideration of the Millage might prove useful to the Board of Commissioners;

Whereas, FY18 allocations to Police Services, Fire Services, and the 15th District Court account for approximately Forty Six Million Five Hundred and Thirty Thousand Dollars (\$46,530,000.00) or 44.6% of the General Fund budget;

Whereas, The promotion of pedestrian safety, affordable housing, and climate action are goals that are important to the Ann Arbor community for which there are presently insufficient resources to bring municipal action in line with community aspiration; and

Whereas, The General Fund Rebate, as currently contemplated by the proposal before the Board of Commissioners, would in the first year of return to Ann Arbor between \$2.3M - \$2.5M;

RESOLVED, THAT mental health services and public safety are fundamental community needs and if the Board of Commissioners determines that there are insufficient resources to sustainably address these needs in a manner that meets community aspiration, City Council encourages them to seek additional funds.

RESOLVED, THAT if the Board of Commissioners puts the Millage on the November 2017 ballot, City Council intends to consider a General Fund Rebate Use Policy Resolution, which resolution would in further detail state Council's intent to use the General Fund Rebate for the duration of the Millage in the following amounts, for the following purposes:

- 20% to improve Pedestrian Safety (e.g., Enforcement Augmentation, Crosswalk Improvements, RRFBs, Streetlights) (operating & capital)
- 40% to effect the goals of the Affordable Housing Needs Assessment (a/k/a Washtenaw County Housing Affordability and Economic Equity Analysis) and to increase Workforce Housing (operating & capital) with guidance by the Housing and Human Services Advisory Board
- 40% to effect the goals of Ann Arbor's Climate Action Plan (operating & capital)

Sponsors: Taylor, Ackerman, Frenzel, Smith

As Amended by Ann Arbor City Council on July 3, 2017

TO: Board of Trustees

FROM: Steve Aynes, Township Manager

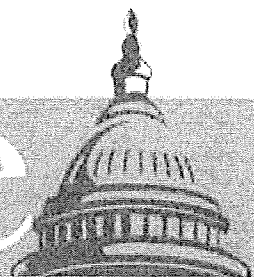
RE: Medical Marijuana Issue

DATE: November 22, 2017

A member of the Board suggested this be put on the agenda for discussion. Much has been written on this matter. Enclosed is an article from the Township Authority written prior to the final State approval of the legislation. I have been contacted several times during the past four months by parties wishing to have approved sites in the Township.

The article has been studied by many supports, opponents, and neutral parties. Substantial research needs to be undertaken if the Board wants to consider this issue.

Michigan Township voice



A LEGISLATIVE UPDATE FOR TOWNSHIP OFFICIALS | SEPTEMBER 2016



Bills give townships authority over medical marijuana facilities

Townships will soon have clear authority to allow or ban medical marijuana facilities within their boundaries.

This month, the Michigan Legislature gave final approval—and the governor signed—a three-bill package designed to provide the state's medical marijuana system with a new regulatory framework. The primary bill in the package—**House Bill 4209** (now PA 281 of 2016), sponsored by Rep. Mike Callton (R-Nashville)—provides this framework while giving local governments final authority to determine whether to allow such facilities in their community. The bill also permits the local unit to control which of the five types of licensed facilities they would allow—and how many.

While MTA did not take a position on the bill, we worked hard to ensure local control was maintained for approval within townships, notification was provided, and local ordinances could provide regulation.

If townships do not want medical marijuana facilities within their community, no action is required and no facilities can be licensed by the state and located there. A facility can only locate in a jurisdiction if that local government adopts an ordinance permitting them to do so. Townships can also adopt zoning and other regulatory ordinances.

PA 281 is tie-barred to **HB 4827** (PA 283), sponsored by Rep. Klint Kesto (R-Commerce Chtr. Twp.), which establishes a seed-to-sale tracking system, as well as **HB 4210** (PA 282), sponsored by Rep. Lisa Posthumus Lyons (R-Boyne Twp.) which would allow medical marijuana to be used in edible and topical form.

The legislation comes years after voters approved medical marijuana in 2008. However, there was little regulatory guidance, resulting in what one lawmaker called a “wild west” scenario. The bills do not impact the current caregiver-to-patient model but are meant to stop

unregulated growers from selling marijuana to provisioning centers.

PA 281 creates the regulatory framework of a state licensing system with five defined types of licenses—grower, processor, secure transporter, provisioning center and safety compliance facility. Once enacted, the bill will provide criminal and civil immunity to license-holders operating within the scope of the law, as well as to registered caregivers and patients.

The bill creates a three-part process for a medical marijuana facility to become licensed. First, the local unit must adopt an ordinance authorizing the type of facility as well as the number of each type of facility allowed. Without this ordinance, the state cannot issue a license for any medical marijuana facility in that local unit. This means that if a local unit does not want medical marijuana facilities within their jurisdiction, they don't need to take any action.

The applicant must notify the local unit by registered mail within 10 days of applying for the license. MTA advocated for this step

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- 3 Bills limit township authority over urban livestock
Townships could not ban certain dog breed under bill
- 4 Autonomous vehicle bills zoom through Senate, await final passage in House
Bill prohibits public body lawsuits against FOIA filers

as it provides a written record of exactly when the local unit was notified. Finally, the local unit has 90 days to provide the following information to the state licensing board: a copy of its authorizing ordinance, a copy of any applicable zoning regulations or ordinances, and any ordinance or zoning regulation violations by the applicant (in the case of a license renewal).

Local units have the option to adopt other ordinances that place more regulations on the medical marijuana facilities permitted in their jurisdiction. These include zoning, nuisance, lighting, noise, and setbacks from schools and other areas. The local ordinances cannot regulate the purity or pricing of marijuana, or interfere or conflict with statutory regulations for licensing the facilities.

All provisioning centers will be charged a 3 percent tax of their gross retail receipts, and townships with state licensed medical marijuana facilities will receive 25 percent of that tax revenue, in proportion to the number of facilities there. Local units may also charge up to a \$5,000 annual, nonrefundable fee to help cover administrative and enforcement costs. Thirty days after the end of each state fiscal year, the licensee must submit a report to the state and local unit where it's located that includes financial statements of its total operations.

The state Department of Licensing and Regulatory Affairs (LARA) will create rules to administer the act and ensure the safety, security and integrity of operating marijuana facilities. A five-member

Medical Marijuana Licensing Board would also be appointed by the governor, with two members coming from three nominees each from the Senate majority leader and the speaker of the House. Board members are prohibited from holding any other public office for which he or she receives compensation other than travel and incidental expenses. LARA and the board are required to hire a full-time executive director and other personnel as necessary to help the board carry out its duties.

The bill stipulates that a state operating license is a revocable privilege, not a property right. In a renewal, the board may consider any written input on a licensee from an individual or entity within the local unit, including the local unit itself. HB 4209 also creates a 17-member marijuana advisory panel, which includes one township representative.

The new laws take effect on Dec. 20, 2016 but no application may be filed with the state until 360 days after that date (Dec. 15, 2017) as the Medical Marijuana Licensing Board must be created, members appointed, and rules promulgated to effectively implement and administer the acts.



TIF authority laws up for major changes

Tax increment finance (TIF) authorities would face a major overhaul under different legislative bills moving through both the House and Senate.

Legislation has been introduced in both chambers that has some similar, though not identical, reform measures—**Senate Bill 1026**, sponsored by Sen. Ken Horn (R-Frankenmuth), and **House Bills 5851-5856**, under lead sponsor Rep. Lee Chatfield (R-Levering). Both would establish reporting requirements for TIF authorities in an effort to increase transparency and accountability, while also creating penalties for those that fail to comply.

A key difference between the two packages, however, is in the capture of millages. While SB 1026 would not impact the capture of revenue, the House package would eliminate the ability for TIF authorities to capture special voted mills approved after Dec. 31, 2016. This would impact TIF revenue that is crucial to economic development and attracting businesses, and would impact any existing millage that is amended in any way. If an existing millage is renewed, there would be no change. However, if an existing millage is decreased, combined with another existing millage, increased or separated into two or more millages, it would not be subject to capture.

Some of the concerns raised by MTA have been addressed; however, other issues remain. MTA opposed the House bills and took a neutral position on SB 1026. We are working with legislators and staff to clarify all bills and seek amendments.

Inside the bills

SB 1026 would combine seven of Michigan's TIF acts into one statute—Downtown Development Authority, Tax Increment Finance Authority, Local Development Financing Act, Nonprofit Street Railway, Corridor Improvement Authority, Water Resource Improvement TIF Authority and Neighborhood Improvement Authority. Two unused TIF acts would be eliminated—the Historic Neighborhood TIF and the Private Investment Infrastructure Funding Act. The House bills would amend six separate TIF statutes and also eliminate the two unused TIFs.

Brownfields are not impacted by SB 1026, but are impacted under the House package's tax capture prohibition.

Both packages would add or amend reporting requirements to make TIF authorities more transparent, including maintaining a website with certain information available each fiscal year. All authorities would also be required to hold publicly noticed informational meetings—two under the Senate bill, one under the House package—which could be held in conjunction with other public meetings. See the **Senate bill** and **House bills** summaries for a full description of new reporting requirements.

Another major piece of the legislation is penalties. Under the bills, an authority that is notified it is not in compliance with reporting requirements would face a series of consequences. It would be prohibited from capturing any TIF revenues beyond what is needed to pay its bonded indebtedness or other obligations while not in compliance. All excess funds would have to be returned to the taxing jurisdictions. No TIF plan could be amended or approved while it's in noncompliance. SB 1026 would require that if the authority failed to report for two consecutive years, it would be indefinitely barred from capturing further TIF revenue other than what is needed to pay bonds and obligations.

Both chambers will likely vote on the bills before the end of the year—possibly as soon as when they resume regular session in October and November. Should you have any questions, please contact legislation@michigantownships.org. MTA will continue to update members as the bills move through the legislative process.