

# **NORTHFIELD TOWNSHIP BOARD AGENDA**

**April 9, 2019 – 7:00 PM**

**8350 Main Street, 2<sup>nd</sup> Floor**

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA
  
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- TOWNSHIP MANAGER REPORT
- CORRESPONDENCE AND ANNOUNCEMENTS:
  - Master Plan Draft - 63 Day Review Period
  - Community Development Block Grant Approval for Community Center
  
- APPROVAL OF MINUTES – March 26, 2019 Board of Trustees Regular Meeting
- AGENDA ITEMS
  1. Review Marijuana Ordinance
  2. Re-Affirm Prior Vote on Ordinance 19-63: Amendments to Zoning Ordinance Sign Regulations
  3. Approve Wastewater Treatment Plant Maintenance Requests
    - a. Replace return sludge control valve system for a cost of approximately \$89,139
    - b. Replace Scada controls for pump stations for a cost of approximately \$76,525
    - c. Replace Main Street pump station force main pipe line for a cost of approximately \$66,300
    - d. Replace Eight Mile Rd pump station VFD for a cost of approximately \$15,120
  4. Approve Sale of 2 fire trucks
  5. Approve Auctioning of Excess Fire Department Equipment
  6. Accept Resignation of Part-time Police Officer Andrea McKahan
  7. Consider Pay Raises for Police & Fire Non-Union Employees
  8. Consider Commercial Realtor Contract for sale of 75 Barker Rd.
  9. Parks & Recreation Board Requests for Purchases
  10. Review and Discuss First Draft of 2019-2020 Budget
  11. Approve Payment of Open Bills (expected check run date 04-10-2019) for a total of \$133,804.78 from all funds in the Municipal Investment Fund (MIF) account
  12. Accept Check Disbursement Report for Paid Bills (check date from 03-07-2019 to 04-04-2019) for a total of \$940,071.42 from all funds in the Municipal Investment Fund (MIF) account
  
- CONSENT AGENDA
  1. Receive the Fire Department Report
  2. Receive the Police Department Report
  3. Receive the Wastewater Treatment Report

\* Denotes previous backup; + denotes no backup in packet

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

4. Receive the Community Center Report
5. Receive the Code Enforcement Report
6. Receive the Financial and Fund Balance Reports

➤ TRUSTEE/LIAISON REPORTS

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

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

- BOARD MEMBER COMMENTS

- ADJOURNMENT

\* Denotes previous backup; + denotes no backup in package

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

Proposed Wastewater Treatment Retention Tank

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

- The first step would be to retain an engineering firm which would be authorized by the Board to start preparation of preliminary plans and determine the scope of the project and an engineer's estimate of the cost of the project. The Board would also need to retain the services of bond counsel and financial advisor who would prepare the bond offering.
- Bond Counsel would prepare the Resolution for the Board regarding the intended issuance of the bonds and authorizing publication of the referendum notice.
- The Referendum notice would be published. (The local Ordinance requirements for notice to the public required for incurring debt would follow later after construction bids were received.)
- The 45-day notice would be published in a local newspaper qualifying for publication of municipal notices.
- During this time, construction drawings for the project could be prepared.
- Any action regarding either a referendum or completion of the notice time without a referendum would be considered. If there is no referendum petition submitted, then the next step would be to advertise for bids.
- Bids would be received. The selection of best contractor submitted bid would be considered.
- The next step would be to authorize the sale of bonds to finance the improvement.
- This would be followed by authorization of acceptance of the best bond submittal and award of bid to the best contractor.

The Board could stop the process or delay the process at any of these steps up to the point of the Board awarding a construction contract or awarding the sale of bonds to a purchaser.

I am providing this as a summary for the Board and public following the last meeting discussing this potential project.

Budget for the next Fiscal Year

Discussion/Revision of the draft FY 2019/20 Budget is planned for the April 9 and 23 meetings. The proposed schedule suggests the Board receiving the final draft version in time to vote on the final budget at the May 14 meeting with the Budget Resolution signed on 5/28/19. In the event the Board needs more time to discuss the Budget, it could be discussed at the June 11 and/or June 25 Board meeting. This schedule allows the Board the three months of April, May, and June to discuss the budget rather than one month as was scheduled last year.

## Master Plan Draft - 63 Day Review Period:

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

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

[www.twp.northfield.mi.us/government/planning\\_commission/master\\_planning\\_process/index.php](http://www.twp.northfield.mi.us/government/planning_commission/master_planning_process/index.php)



# Announcement

To: Northfield Township Board of Trustees and the Community

From: Marlene Chockley, Supervisor

RE: Grant Award

Date: April 4, 2019

---

The Urban County Executive Committee voted unanimously yesterday to award \$91,286 to Northfield Township for improvements that will increase the safety and outreach of the Community Center. The application requested funds to develop a pervious parking lot on the north side of the building with LED light poles and proper curb cuts, new LED lights in the current parking lot, new tile flooring inside the Center and installation of the hand sink we already own so we can provide meals to homebound seniors.

I sincerely want to thank volunteers, Jack Secrist and Marta Larsen, Community Center Director Tami Averill, Assistant to the Manager Jennifer Carlisle, Trustee Janet Chick and Township Manager Steve Aynes for helping me get the grant application completed. Also, many thanks to County Commissioner Sue Shink who supplied a letter of support. It was wonderful team work and it has paid off.

The funds will be awarded after July 1, 2019.

I'm attaching the narrative that was included in the application. The breadth of services that are provided by the Center is truly amazing and appreciated.

Sincerely,

Marlene Chockley

**Washtenaw Urban County  
Northfield Township Community Center  
CDBG PRIORITY PROJECT PROPOSAL**

**PROJECT DESCRIPTION**

The Township of Northfield is submitting a proposal for CDBG Priority Project funding for the Northfield Township Community Center located at 9101 Main Street, Whitmore Lake, MI 48189. This proposal application is for Phase II of a long-range process of improving and expanding capacity for delivering services.

The Center, built in 1995, is a 3,075 square foot building with one large activity space, a kitchen, two bathrooms, an office for the director, and four small meeting/activity rooms.

Phase I of the project consisted of obtaining land for additional parking and potential future building expansion, clearing trees to prevent additional roof damage, obtaining grant funds for purchase of kitchen equipment, and budgeting for hiring an assistant to the Center Director. These activities have already been initiated and mostly completed. Phase III of the project, to be completed at some point in the future, will expand use of the Center to the 3,000 square foot basement, including elevator access, an egress door, windows, parking, and drainage work, at a cost of approximately \$250,000.

The Township is currently finalizing the latest version of their capital improvement plan, including work to be completed at the Center.

**Summary of Project:**

Northfield Township wishes to improve the Center and provide for expansion of services by replacing popping and broken floor tile, upgrading parking, improving parking lot lighting, replacing damaged roofing, installing a hand-washing sink for the Senior Café Program (formerly known as the Senior Nutrition Program), and purchasing storage cabinets for program supplies. These projects will greatly improve the safety of citizens and allow us to expand nutrition services to include homebound seniors.

More specifically, the Priority Project would include:

- Removing all the old flooring and replacing it with higher quality flooring including reinforcement to support beams if needed. The estimated cost for flooring is \$20,000.
- Upgrading the existing parking options by installing porous pavement and curb cuts for an additional 18 spaces of overflow parking and repurposing part of the main parking lot into more reserved parking for persons with disabilities. Estimated cost is \$81,000.

- Replacing current parking lot lighting with higher quality, more energy efficient, environmentally-conscious LED down-lighting and adding lighting to the overflow parking lot for the safety of our patrons. Lighting installed will meet the township construction code. The estimated cost for lighting is \$19,814.
- Replacing the current, original roofing with higher quality, longer lifetime shingles or metal roofing to extend the lifetime of the building and reduce the need for future frequent repairs or replacement. The estimated cost for roofing is \$16,000.
- Installing a hand-washing sink so that we can extend our Senior Café Program services to provide and deliver meals to home-bound seniors in our region. The estimated cost to install the hand-washing sink is \$900.
- Acquiring storage cabinets for program supplies to improve the organization and visual aesthetics of the Center. The estimated cost for storage cabinets is \$2000 to \$6000.

### **Need for Project:**

These improvements are part of a long-range plan to expand services within our region. This project, which comprises Phase II in the expansion plan, is of high priority.

The existing flooring is well beyond its usable lifetime. It is chipped and eroded and presents major trip hazards. Participants in exercise classes in the main room have expressed concerns about the floor's safety, both in terms of the trip hazards and because the floor bounces when they jump around.

There is insufficient parking in the main parking lot, and the overflow parking lot is unpaved and not illuminated. The main parking lot has only 12 parking spaces. Two of them are handicap spaces. The lighting in the main parking lot is obsolete and presents a hazard to patrons due to rusting of the metal base. One light pole has already fallen and nearly hit a senior citizen. The remaining light poles are likewise in danger of falling.

The existing roof is well beyond its useful lifetime and is leaking in several places.

The Senior Café Program is unable to provide and deliver foods to homebound seniors because there is no hand wash sink available. While grant funds were obtained to purchase a hand wash sink, it must be installed by a professional plumber.

### **Matching Funds:**

Northfield Township has already spent or has budgeted to spend \$107,534 in matching funds on Phase I of this project. The overflow parking area was purchased for \$103,033. Trees have been removed to prevent further roof damage and facilitate roof repair (\$2750). Two easements are being purchased from the railroad for a cost of \$800 to facilitate additional overflow parking

space. A hand wash sink was purchased for \$577 and a steam table for \$2374 using a Washtenaw County Health Department Building Healthy Communities Grant. Additionally, Northfield Township has budgeted \$18,000 annually to hire an assistant to the Center Director so that services can be extended and enhanced.

Northfield Township will provide an additional \$35,000 in matching cash funds for this Phase II project. Green Oak and Webster Townships have been approached to contribute additional matching funds, but have not yet been able to bring the requests to their boards.

### **Regional Impact:**

The Center is a Regional Center that is home to programs/services for participants from a broad geographical area, encompassing 23 different zip codes, the majority from Washtenaw and Livingston Counties, including Northfield, Ann Arbor, Green Oak, Hamburg, Webster, Pittsfield, Lyon and Putnam Townships, as well as a few individuals from Oakland, Genesee, and Macomb Counties.

### **Benefit to Very Low Opportunity Area:**

The Center is located in a low to moderate income target area and primarily serves low income persons and households. Our Center Director estimates the number at 70%. In addition, Whitmore Lake Public Schools have 35-40% of their students enrolled in the free or reduced lunch program. Census data (2010) show 17% or 234 children living in poverty. As referenced in the Washtenaw Opportunity Index, the surrounding 3 census tracts score a 1 on the Opportunity Index and are labeled a Very Low Opportunity Area. This area is comprised of residents with the least opportunity with regard to health, job access, education, economic vitality, and neighborhood safety and stability according to the Index.

### **Services and Programs Provided:**

Recreation programs and activities, music programs, art, fitness and dance classes, health and wellness services, nutrition programs for seniors, and adult and family resource services are provided to a primarily low income population.

Northfield Township is committed to providing needed services and has subsidized Center services and programs by \$111,854 in 2018 and is budgeting for a \$113,010 subsidy from the Township general fund in 2019, not including the \$35,000 matching funds committed for this grant application. This subsidization allows programs at the Center to be offered for free or at affordable rates. People's Express provides low-cost transportation to and from the Community Center for Northfield Township residents for which the Township contributes \$10,000 annually.

Fitness Programs: Fitness programs including Chair Yoga, Flexagility and Exercise with Becky are geared toward seniors. MAH Fitness is provided through the Washtenaw Community College Community Enrichment Program. Other fitness classes include Cardio Drumming, Tai Chi, Gentle Energy Exercise and Gentle Yoga. We periodically offer Yoga for Kids and Parent & Child Yoga. In 2018, 74 distinct individuals from 15 different zip codes in a variety of municipalities and townships, including Northfield, Hamburg, Green Oak, Genoa, Putnam, Ann Arbor and Ypsilanti, participated in these programs.

Arts & Crafts: Classes, such as primitive rug hooking, acrylic painting, paper crafting, card making, candle making, and knit and crochet, are held at the Center. In 2018, 65 participants from 4 zip codes in Washtenaw County attended these courses. There were 17 participants from zip codes outside of the Whitmore Lake area.

Community Programs & Events: Family programs and special events that are held at the Center include sign language, family bingo, pizza and movie nights, movies under the stars at the lakeshore, an old-fashioned Halloween party, harvest dinner, and dinner with Santa. During 2018, 605 family members from 10 different zip codes participated in these programs, including 125 participants from areas outside of Northfield Township, including the townships of Green Oak, Hamburg, Putnam, Ann Arbor, Lyon, and Webster, and the cities of Brighton, Ann Arbor, Ypsilanti, and Howell.

Special events are offered throughout the year. These events all help to foster a sense of community among Northfield Township residents, but have drawn in participants from throughout Washtenaw, Livingston and Oakland Counties. These special events include 4<sup>th</sup> of July Root Beer Float Social, Senior Holiday Gala, Cabin Fever Craft Show, and several free concerts. Members from the Center also participate in the Whitmore Lake 4<sup>th</sup> of July Parade. A total of 1028 participants representing the townships of Northfield, Green Oak, Hamburg, Webster, Oceola, Putnam, Ann Arbor, Pittsfield, and Hartland, and the cities of Novi, Fenton, Wixom, Lansing, Haslett, and Clawson attended these events.

Entertainment: The Center sponsors line dancing, karaoke, Mah Jongg, pinochle, euchre, family game nights, and coloring for grown-ups which served 80 participants last year, including 14 from areas outside of Northfield Township (Townships of Hamburg, Green Oak and Webster, and the cities of Chelsea, Fenton, Howell, Lansing and Clawson).

Nutrition Services: The Senior Café Program, which receives funding from Washtenaw County and Area Agency on Aging 1-B, provided daily meals to 52 distinct seniors from 5 different zip codes including Whitmore Lake, Ann Arbor, Hamburg, Brighton and Clawson. There were 1859 meals served for the program year of October 2017 through September 2018. Meals are provided 150 days a year with an average of 15 participants

per day. The addition of the handwashing station will allow us to expand the Senior Café Program and incorporate home delivered meals for homebound seniors. We estimate this will add 25 to 30 new households to the program's roster.

A weekly food program has evolved at the Center with local churches, stores and residents donating excess baked goods, produce, and eggs. Approximately 50 to 60 people per week stop in to pick up food to help supplement their grocery supplies. Many of the people who stop in for food are just over the income maximum for food pantries but are struggling to make ends meet. There are no income or residency restrictions, so the food is available to anyone who needs it. Participants are mainly from Northfield Township, but include Hamburg, Green Oak, Lyon, Webster and Ann Arbor Townships.

Health Care Services: Health care related services offered include acupuncture, reflexology, massage therapy, flu shot clinics, podiatrist visits, meditation and mindfulness classes, a diabetes prevention class, drug take-back events, counseling services, an Alzheimer's support group, health and wellness fairs, and a natural pain solutions class. The Center also operates a medical loan closet program offering short and long-term loans of durable medical equipment to those without insurance, or whose insurance does not cover the costs. In 2018, a total of 201 people from the Townships of Northfield, Webster, Ann Arbor, Hamburg, Green Oak, Hartland, Genoa, Putnam and Lyon participated in these services and classes. The Center also serves as a community resource hub with patrons coming in daily seeking help with a variety of issues and concerns.

Trips: Twelve trips were offered to a variety of venues during 2018. The Purple Rose Theatre, Turkeyville, The Dio, The 650 Players, Frankenmuth's Ragtime Festival, Holland's Tulip Festival, and Detroit's Eastern Market were among the popular destinations. A total of 128 patrons from Northfield, Webster, Hamburg, and Green Oak Townships participated, with several attending multiple trips. Due to parking lot limitations, trip participants must currently park at the Whitmore Lake Middle School, two-thirds of a mile down Main Street. Improving our parking areas and the lighting will create more useable parking and a much safer, more accessible, and more secure parking area for those attending trips.

Community Outreach: Community Service and Outreach Projects include the following:

- Project Bunny – 52 spring gift baskets were created and delivered to seniors, families and children in Northfield, Hamburg, Webster and Green Oak Townships.
- Sleeping Mats for the Homeless – 15 people from Northfield, Webster, Green Oak, Hamburg, Ann Arbor and Lyon Townships meet weekly to create crocheted sleeping mats from strips of plastic grocery bags. In 2018, seven mats were donated to Covenant Community Care and distributed to the homeless in Washtenaw County.

- The Mitten Tree – In 2018, 256 items (hats, scarves, mittens, socks, etc.) were donated and divided between the Northfield's Human Services' Adopt a Family Program and Covenant Community Care to be distributed to the homeless in Washtenaw County and other counties in southeast Michigan.
- The Peyton Heart Project – This new project includes 15 people from Northfield, Webster, Green Oak, Hamburg, and Ann Arbor Townships who are creating knitted and crocheted hearts tagged with inspirational quotes to help raise awareness of teenage suicide and depression. This group will be meeting once a month and the hearts created will be donated to The Peyton Heart Project.
- SPEAK! – Sixteen Community Center Seniors are participating in a University of Michigan research project that matches seniors with students in Mexico City who are learning to speak English. They will meet via Skype to talk on a weekly basis to give the students practice with their conversational English. The seniors will be surveyed as to the effects that these conversations have on them – relief of boredom and loneliness, a sense of purpose, etc.

Meeting Space: A variety of organizations meet at the Center on a regular basis. These organizations include the Kiwanis Club of Whitmore Lake, the Whitmore Lake Health Equity Team, People's Express Quarterly Drivers' Meetings, Daisy Scout Troop 40111, Whitmore Lake Brownie and Junior Troops, Village at Eagle Gardens Condo Association Board of Directors, and the Whitmore Lake Condo Association. The Center also hosts coffee hours with state, county and local officials, community meetings, and a variety of informational and educational presentations and programs. Center staff also teams with local charitable groups including Northfield's Human Services, Be The Blessing, Dragonfly Pet Rescue and the local Girl Scout Troops to host rummage sales, charitable collections and programs. Most of the meeting participants reside in Northfield Township, but Green Oak, Hamburg, Webster and Lyon Townships are also represented. A total of 293 people participated in these meetings, presentations and projects during 2018.

In summary, over 23 zip codes are represented in services and programs offered at the Center. There were 9,284 visits by Washtenaw and Livingston County residents participating on an annual basis at the Center and most are from census tracts that are either very low or low-to-moderate income.

The proposed project will enable the Center to continue to provide programs and services as described above, and to expand to provide additional programs and services.

**Summary of Project Costs**

Roofing	\$ 16,000
Tile floor replacement 272SY	\$ 20,000
Parking area expansion	\$ 81,000
Parking lighting	\$ 19,814
Sink installation	\$ 900
Storage cabinets	\$ 2,000
<b>Total Project Costs</b>	<b>\$ 139,714</b>

**In-Kind Match**

Steam table and accessories	\$ 2,374
Hand sink and side splashes	\$ 577
Tree removal	\$ 2,750
Railroad easement	\$ 800
<u>Additional land for parking lot</u>	<u>\$ 103,033</u>
<b>Total In-kind Match</b>	<b>\$ 107,534</b>

**Total Project Cost**                      **\$ 247,248**

**Matching Cash and In-kind**            **\$ 143,534**            **58.1% of the total project costs**

**Matching Cash Funds**                    **\$ 35,000**            **25.1% of application request**



# **NORTHFIELD TOWNSHIP Township Board Minutes March 26, 2019**

## **CALL TO ORDER**

The meeting was called to order at 7:05 P.M. by Supervisor Chockley at 8350 Main Street.

## **PLEDGE**

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

## **ROLL CALL**

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

Also present:

Public Safety Director William Wagner  
Wastewater Treatment Plant Superintendent Dan Willis  
Community Center Director Tammy Averill  
Township Manager Steven Aynes  
Township Engineer Brian Rubel, Tetra Tech  
Township Attorney Paul Burns  
Bond counsel Steve Mann  
Members of the community

## **ADOPT AGENDA**

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

## **FIRST CALL TO THE PUBLIC**

Mary Devlin, 9221 Brookside Drive, spoke about the sale of 75 Barker Road and downtown development.

## **BOARD MEMBER RESPONSE**

No comments.

## **PRESENTATIONS AND UPDATES**

### **Equalization Basin: Presentation of Key Points and Opportunity for Community Feedback**

Chockley gave a brief presentation about the history of the wastewater treatment plant, noting it was built in 1961, and addition of a retention basin was recommended in 1988 and 2005. She reviewed the history of times when partially treated effluent was released from the plant in

times of high wet weather flow. She also reviewed the rate history, including system development charges, and noted that typical plant flows are approaching the maximum level allowed by the DEQ before expansion is required. She said the current issue is whether and when to build an equalization basin and described the bonding process for such an improvement.

The Board, staff, and consultants answered questions submitted from the public present and made comments, including:

- Development of the downtown area is difficult because of the physical limitations of US-23, the lake, and the Livingston County border. There is an existing Downtown Strategic Action Plan. Development of the North Village park could help revitalize the downtown.
- There are currently 3374 unmetered REUs in the sewer district and about 20 metered users.
- A sewer asset management plan is being developed using a Michigan Stormwater, Asset Management, and Wastewater (SAW) grant, which will be completed next year.
- Sufficient sewer infrastructure is needed to maintain what currently needs to be served, and without an adequate system developers will not consider the Township. There is sufficient capacity to allow for a vibrant downtown (150-200 REUs available). The township attorney says there is no legal obligation to meet future demand now, and the DEQ has said current flows could be increased to 1 million gallons/day without improvements (including the basin), and the plant has not been cited for permit violations. Lack of critical mass of residents is a hindrance to downtown development. The Township must meet the requirements of the DEQ permit, the requirements of all court orders (including a 2002 order to install a retention basin), and the requirements of all agreements with neighboring Townships.
- Township Engineer Brian Rubel said improvements to the sewer system are paid for by the sewer utility from cash on hand, connection fees, developer agreements, and quarterly fees.
- Bond Counsel Steve Mann said it would not be legal to charge anyone, including developers, more than their proportional share of use of the sewer system, including a retention basin.

Members of the public made comments, including:

- Gregg Gillespie, 436 North Point Drive, objected to existing residents paying for any of the cost of development.

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

- Robert Marks, 8748 Main Street, said the Township has chased away potential development, and a retention basin would be less expensive than a retention tank. Chockley said there will be a point at which development cannot be allowed without construction of a basin or tank, and the Township has a choice of doing this on its own schedule or when mandated by the State.
- Adam Olney, 9315 Lakewood Court, said regardless of public opinion the Township Board has legal obligations to fulfill, including not to allow flows to bypass the wastewater treatment plant, and one instance of flow bypassing treatment is too many.
- Mary Devlin, 9211 Brookside Drive, said she is in favor of delaying both the replacement of the sewer line and construction of the basin.
- Dale Brewer, 11548 East Shore Drive, Green Oak Township, said the Township does not have a full capital improvement plan, a sewer rate study, or sufficient sewer reserves which are all required to support construction of a basin. [Steven Mann clarified there are no reserve requirements for capital improvement bonds, unlike revenue bonds].
- James 9255 Trunko, Lakewood Drive, objected to untreated flows bypassing the plant, and said the cost is worth the investment in a basin.
- Faith Wheeler, 371 Grove, said the high school and Public Safety Building were built before there was sufficient population to pay for them, and she doesn't want that to happen with construction of a sewer retention basin.
- Dana Forester, 9255 Lakewood, said the Township should not contribute to the pollution of the Huron River by allowing flows to bypass the plant. [Willis explained that bypassed flows sometimes include higher phosphorus and fecal counts, and this is illegal because it is a violation of the plant permit].
- John Orin, 9144 Walnut Drive, objected to Green Oak residents being served by the sewer system.
- In answer to a question from Mike Cicchella, 7789 Sutton, Willis said more sewage will not be treated with a retention basin in place, rather it will be treated more completely. Cicchella cautioned against depending on future development to finance a basin.
- David Gordon, 5558 Hellner Road, said constructing the basin would be a sewer tax, and there is no financial analysis showing that incurring that debt will revitalize the downtown. He said the sewer plant is not creating pollution, the DEQ has not issued violations, the plant has plenty of capacity, expansion needs to pay for new development, and the money should be spent on creating a waterfront park to attract more residents.
- Kittie Burkhart, 6187 Nollar, said she is not on the sewer system, but she is concerned about the entire Township being responsible for the debt of a retention basin.

- Mary Anderson, 600 Six Mile, said there has been no growth in the Township in the 20 years.
- Ginny St. Charles, 374 Dartmoor, questioned the financing of the project.
- Kathy Nelson, 7777 Sutton Road, said the proposed revision to the Master Plan has specific information about sewer expansion which is very good, and adopting that document would help quell rumors about what development will be allowed.
- Craig Warburton, 450 W. Joy Road, said the peak flows seem to be intermittent and not significant, the Township seems more interested in being ready for development than preserving open space, and he is concerned about all Township residents being responsible for the debt.
- Jim Nelson, 7777 Sutton Road, said evidence shows residential development does not pay for itself.
- Kathy Braun, 316 E. Shore Drive, said she thinks a retention basin will be needed some day, but not now, and she is concerned about the cost. She said the Township should spend money on other things, such as bike paths, and find development opportunities for the community.
- In answer to questions from Harrison Parker, 366 Ivy Lawn, Willis said in his opinion the retention basin is needed now, regardless of new development, and significant new development would require expansion of the plant. Mann said payment of tap fees could probably legally be required from a developer up front.

The Board thanked the public for their participation, and made comments, including:

- Chick questioned how an increase of \$24/quarter in sewer fees can be reconciled with polluting the area rivers.
- At Chockley's request members of the public indicated their position on an equalization basin (16 in favor—all on the sewer system; 28 opposed--16 of them not on the sewer system, 3 unsure)
- In answer to questions, Engineer Brian Rubel said the least expensive design for a retention basin or tank would be used.
- Several Board members said sufficient, consolidated information about the options, including financial analysis is needed.

---

Chockley recessed the meeting for five minutes.

---

## **CORRESPONDENCE AND ANNOUNCEMENTS**

Chockley noted there were many communications from residents about the retention basin, and the surveymonkey.com survey about budget priorities will close on Thursday.

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

**APPROVAL OF MINUTES**

Otto made one correction.

- ▶ **Motion:** Chockley moved, Chick supported, that the minutes of the March 12, 2019 Regular Board Meeting be approved as amended.  
**Motion carried 7—0 on a voice vote.**

**AGENDA ITEMS**

**1.**

**Resolution 19-602:  
Fiscal Year 2018/19 Budget Amendment #2**

- ▶ **Motion:** Chockley moved, Otto supported, to adopt Resolution 19-602. **Motion carried 5—2 on a roll call vote, Dockett and Beliger opposed. Resolution adopted.**

**2.**

**Resolution 19-603:  
Representative to Obtain Road Closure Permit  
for the 4<sup>th</sup> of July Fireworks**

- ▶ **Motion:** Chockley moved, Otto supported, to adopt Resolution 19-603 for the temporary road closure for the 4<sup>th</sup> of July Fireworks. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

**3.**

**Resolution 19-604:  
Representative to Obtain Banner Permit  
for the 4<sup>th</sup> of July Fireworks**

- ▶ **Motion:** Chockley moved, Chick supported, to adopt Resolution 19-604. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

**4.**

**Agreement with Thomas A. Duke Company  
for the sale of 75 Barker Road**

The Board discussed their expectations and options including putting a for sale sign on the building before signing a listing agreement, listing the property now and excluding the Acho Brothers (who have expressed interest) from the any listing agreement, not including the parking area in the property to be sold, and rescinding the motion to sell per Planning Commission recommendation to consider the matter further.

- ▶ **Motion:** Beliger moved, Manley supported, to put up a "For Sale by Owner" sign on 75 Barker for the sale of the entire property until a broker's listing agreement is ready to be executed **Motion carried 4—3 on a voice vote, Chockley, Chick, and Zelenock opposed.**
- ▶ **Motion:** Beliger moved Dockett supported, to set the listing price for 75 Barker Road at \$330,000.

Chockley proposed a friendly amendment to set the listing price at \$1 million dollars. She said she does not want the parking sold. She withdrew her proposal.

- ▶ **Motion failed 3—3 on a roll call vote, Manley, Chockley, and Zelenock opposed, Chick not present.**

- ▶ **Motion:** Zelenock moved, Dockett supported, that the Township attorney send the current renter a letter informing them the Township intends to sell 75 Barker Road, and if it sells they will have 30 days to vacate the property.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Zelenock moved, Dockett supported, that the Township Manager provide a recommendation at the next Board meeting for a listing broker and recommended listing price, with comparable sales data included.

- ▶ **Amendment to motion:** Zelenock moved, Otto supported, to amend the motion to exclude the Acho Brothers from the listing.  
**Amendment to motion carried 7—0 on a voice vote.**

- ▶ **Amended motion:** Zelenock moved, Dockett supported, that the Township Manager provide a recommendation for the next Board meeting for a listing broker and recommended listing price, excluding the Acho Brothers from the listing, with comparable sales data included.  
**Amended motion carried 7—0 on a voice vote.**

**5.**

**Budget Items for Fiscal Year 2019-2020**

- ▶ **Motion:** Chockley moved, Chick supported, to include \$10,000 for People's Express, \$5,000 for Parks & Recreation, \$2,000 for Clean-up Day, and \$10,200 for membership dues in the 2020 draft budget.
- ▶ **Amendment to motion:** Otto moved to exclude \$750 for the Huron River Watershed Council dues pending more information being provided.

The Board discussed the pros and cons of doing this, rather than considering each item separately as additions to the budget later. It was noted that the People's Express funding would be spread across two fiscal years. Zelenock noted she is on the People's Express Board; it was agreed to vote on the items separately.

**Chockley withdrew her motion and Otto withdrew her amendment.**

- ▶ **Motion:** Chockley moved, Otto supported, to include \$10,000 for People's Express in the 2020 draft budget. **Motion carried 4—2—1 on a roll call vote, Dockett and Beliger opposed, Zelenock abstaining.**

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

- ▶ **Motion:** Chockley moved, Zelenock supported, to include \$15,000 for Parks & Recreation in the 2020 draft budget. **Motion carried 5—2 on a roll call vote, Dockett and Beliger opposed.**
- ▶ **Motion:** Chockley moved, Manley supported, to include \$2,000 for Clean-up Day in the 2020 draft budget. **Motion carried 5—2 on a roll call vote, Dockett and Beliger opposed.**
- ▶ **Motion:** Chockley moved, Zelenock supported, to include \$9,000 for membership dues in the 2020 draft budget.

After discussion it was agreed to consider the various membership dues when the full budget is reviewed.

**Chockley withdrew her motion.**

- ▶ **Motion:** Zelenock moved, Chockley supported, to consider the inclusion of membership dues by item in the 2020 budget at the next Board meeting. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Zelenock moved, Manley supported, to have Building Department fees reassessed by Aynes, Mary Bird, and the Zoning Administrator. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

**TOWNSHIP MANAGER UPDATE**

Aynes:

- reported he and staff have been working on revising the process for event permits,
- reviewed the budgeting process,
- noted the Road Commission meeting with the Board will be scheduled soon,
- provided options to consider for possible update of the website, and
- asked whether the Board wants to consider providing self-service kiosks for the public.

---

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

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

Approved by the Township Board on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)

**SECOND CALL TO THE PUBLIC**

Dale Brewer, Green Oak Township, made recommendations about the sale of 75 Barker Road and studying Building Department fees. George Brown expressed displeasure at the loss of funds Kiwanis could have raised had they been allowed to use 75 Barker during the past year, and said he has concerns about the potential future use of the Kelly property which is up for sale

Adam Olney, 9315 Lakewood Court, noted the sunset clause on the Board's opting out of marijuana sales will expire soon, commented on the sale of 75 Barker Road, and asked about the Kaboom grant. [Aynes reported the Township's grant proposal was not funded].

David Gordon commented on the sewer retention basin information and lack of clarity about the issue.

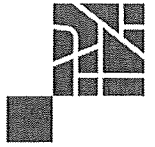
**BOARD MEMBER COMMENTS**

Board members thanked the public for their participation, commented on budget priorities and use of funds, commented on the sale of 75 Barker and the decision-making process for the sewer retention basin, reviewed the timeline for adopting a marijuana ordinance, and discussed procedures and documentation for Board meetings,

**ADJOURNMENT**

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

The meeting adjourned at 11:00 P.M.



March 21, 2019

Township Board  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

## **MEMORANDUM:   Marihuana Proposed Districts, Uses and Permits**

Honorable Trustees,

As requested by the Board, Planning Commission has been working to develop zoning regulations and permitting to accommodate medical and recreational marihuana uses in the Township. Planning Commission held a public hearing on March 20, 2019 on the proposed Zoning regulations and voted to send the regulations to the Board for consideration.

The table on the following page outlines the zoning districts and the permitted uses of marihuana facilities that are proposed to be permitted within each district. It also shows the proposed number of permits recommended for each type of Marihuana Facility.

The table includes the following information:

- The Uses column refers to the types of facilities are proposed to be permitted in each zoning district.
- The Zoning Districts column list all zoning districts marihuana facilities are proposed to be permitted in the Township.
- The Business Permit column states how many total permits are proposed to be permitted with in the Township.

*Please note: the permitting regulations are a Board action and do not require Planning Commission review. Planning Commission recommended procedures and a number of permits for each use and voted to forward these regulations to the Township Attorney for review prior to placing them on the Board agenda for consideration.*

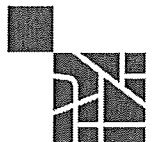
Tonight, the Board is considering the Zoning regulations, which control the districts where uses can be permitted and the land use standards that shall be applied to uses if approved.

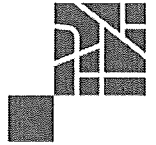
***The Board may approve, request Planning Commission modify, or deny the standards.***

## MARIHUANA REGULATIONS – USES, ZONING DISTRICTS, AND PERMITS

Uses	Zoning Districts	Business Permits
<b>Growers</b> <ul style="list-style-type: none"> <li>• Medical Class A – 500 plants.</li> <li>• Medical Class B – 1,000 plants</li> <li>• Medical Class C – 1,500 plants</li> <li>• Recreational Class A – 100 plants</li> <li>• Recreational Class B – 500 plants</li> <li>• Recreational Class C – 2,000 plants</li> </ul>	<ul style="list-style-type: none"> <li>• AR-Agricultural</li> <li>• LI-Limited Industrial</li> <li>• GI-General Industrial</li> </ul>	20 Permits
<b>Provisioning Centers</b>	<ul style="list-style-type: none"> <li>• WLD Whitmore Lake</li> <li>• LC-Local Commercial</li> <li>• GC-General Commercial</li> </ul>	6 Permits
<b>Processors</b>	<ul style="list-style-type: none"> <li>• LI-Limited Industrial</li> <li>• GI-General Industrial</li> <li>• RTM Research/ Technology/ Manufacturing</li> </ul>	6 Permits
<b>Secure Transporters</b>	<ul style="list-style-type: none"> <li>• WLD-W Whitmore Lake</li> <li>• GC-General Commercial</li> <li>• LI- Limited Industrial</li> <li>• GI-General Industrial</li> </ul>	6 Permits
<b>Safety Compliance Facilities</b>	<ul style="list-style-type: none"> <li>• WLD-NV Whitmore Lake</li> <li>• GC-General Commercial</li> <li>• LI-Limited Industrial</li> <li>• GI-General Industrial</li> <li>• RTM-Research/ Technology/ Manufacturing</li> </ul>	6 Permits
<b>Microbusinesses</b>	<ul style="list-style-type: none"> <li>• AR-Agricultural</li> <li>• LI-Limited Industrial</li> <li>• GI-General Industrial</li> </ul>	6 Permits
<b>Retailer Facilities</b>	<ul style="list-style-type: none"> <li>• WLD Whitmore Lake</li> <li>• LC- Local Commercial</li> <li>• GC-General Commercial</li> </ul>	6 Permits

Source: Mckenna Created 2019





February 26, 2019

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

## MEMORANDUM: Marihuana Zoning Regulations

Dear Commission Members,

Per your request, we have prepared the following Zoning Ordinance revisions to accommodate medical and recreational marihuana uses in the Township. These standards are provided for your consideration and comment. If Planning Commission finds these standards to reflect the preferences of recent discussions, a Public Hearing must be scheduled prior to making a recommendation and forwarding the standards to the Township Board for consideration and adoption.

Please refer to the supportive memorandums and packet material from Planning Commission meetings on December 19, 2018, January 2, 2019, and January 16, 2019. This memorandum has been updated per Planning Commission comments provided on February 6, 2019. Text that is struck through shall be deleted and text that is underlined shall be added.

### A: RECOMMENDED REVISIONS TO ZONING ORDINANCE:

#### ARTICLE II. - DEFINITIONS SEC. 36-29. - DEFINITIONS.

Marihuana Establishments and Facilities: The term Marihuana Facilities, shall encompass all use classes specifically defined and authorized by the State of Michigan Medical Marihuana Act, MCL 333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq, and all other applicable rules promulgated by the state of Michigan as may be amended. Marihuana establishments and facilities include the following use classes:

- (1) Marihuana grower means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments. Growers shall be subdivided into six classes based on State licensing standards.
  - a. Medical Class A – 500 marihuana plants.
  - b. Medical Class B – 1,000 marihuana plants.
  - c. Medical Class C – 1,500 marihuana plants.
  - d. Recreational Class A – 100 marihuana plants.
  - e. Recreational Class B – 500 marihuana plants
  - f. Recreational Class C – 2,000 marihuana plants
- (2) Marihuana microbusiness means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21

years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.

- (3) Marihuana processor means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.
- (4) Marihuana retailer means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (5) Marihuana secure transporter means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.
- (6) Marihuana safety compliance facility means a person licensed to test marihuana, including certification for potency and the presence of contaminants.
- (7) Provisioning center means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.
- (8) Registered primary caregiver means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act

### ARTICLE III. - GENERAL PROVISIONS

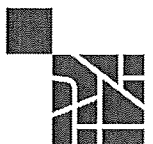
#### SEC. 36-64. - HOME OCCUPATION.

- (2) ~~Medical marihuana cultivation, use and distribution~~ Licensed Caregivers. In addition to the general standards as specified in subsection (a) of this section, medical marihuana, cultivation, use and distribution shall meet the following specific standards:
  - a. Conformance with section 36-729.
  - b. In recognition of the confidential nature of this use, a ~~medical marihuana cultivation, use and distribution~~ licensed caregiver shall ~~make submit a z~~submit a z~~Zoning e~~Zoning e~~Compliance a~~Compliance a~~Application pursuant to section 36-729(c) shall be required, rather than a standard to obtain a Zoning e~~Application pursuant to section 36-729(c) shall be required, rather than a standard to obtain a Zoning e~~Certificate.~~Certificate.

### ARTICLE VI. - AR—AGRICULTURE DISTRICT

#### SEC. 36-157. - CONDITIONAL USES.

- (24) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
  - a. Growers, all licenses.
  - b. Microbusinesses, subject to the additional standards of Section 36-730.





**ARTICLE XII. - WLD—WHITMORE LAKE DISTRICT  
SEC. 36-340. - USES PERMITTED.**

**Permitted Uses**

Uses which are permitted by right (P); uses subject to conditional use approval (C); not permitted uses (NP); or uses permitted on upper floors only (UP)

	WLD-D	WLD-W	WLD-NV
<u>Retail Marihuana and Provisioning Centers, subject to the standards of Section 36-761</u>	<u>C</u>	<u>C</u>	<u>C</u>

**ARTICLE XIII. - LC—LOCAL COMMERCIAL DISTRICT  
SEC. 36-364. - CONDITIONAL USES.**

- 12) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:  
a. Retail Marihuana and Provisioning Centers

**ARTICLE XIV. - GC—GENERAL COMMERCIAL DISTRICT  
SEC. 36-391. - CONDITIONAL USES.**

- 21) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:  
a. Retail Marihuana and Provisioning Centers  
b. Secure Transporters  
c. Safety Compliance Facilities

**ARTICLE XVIII. - LI—LIMITED INDUSTRIAL DISTRICT  
SEC. 36-510. - CONDITIONAL USES.**

- 11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:  
a. Growers, all licenses permitted.  
b. Processors  
c. Secure Transporters  
d. Safety Compliance Facilities  
e. Microbusinesses

**ARTICLE XIX. - GI—GENERAL INDUSTRIAL DISTRICT  
SEC. 36-533. - CONDITIONAL USES.**

- 11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:  
a. Growers, all licenses permitted.  
b. Processors  
c. Secure Transporters  
d. Safety Compliance Facilities  
e. Microbusinesses



**ARTICLE XXII. - RTM—RESEARCH/TECHNOLOGY/MANUFACTURING DISTRICT  
SEC. 36-638. - CONDITIONAL USES.**

- 2) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including::
- Processors
  - Safety Compliance Facilities

**ARTICLE XXIV. - SUPPLEMENTARY REGULATIONS AND STANDARDS**

**SEC. 36-729. - MEDICAL MARIHUANA CULTIVATION, USE AND DISTRIBUTION  
CAREGIVERS.**

**(a) Intent.**

- (1) It is the intent of these regulations to allow medical marihuana ~~cultivation, use and distribution~~ caregivers, as defined by the Michigan Marihuana Act, as a home occupation pursuant to section 36-64, and further to protect the health, safety, and welfare of law enforcement officers and other persons in the community. These regulations are designed to allow the creation and maintenance of a private and confidential patient-caregiver relationship to facilitate the statutory authorization for the limited cultivation, distribution, and use of marihuana for medical purposes; and to regulate around this fundamental intent in a manner that does not conflict with the Act so as to address issues that would otherwise expose the community and its residents to significant adverse conditions and the uninspected installation of unlawful structural, electrical, plumbing and electrical facilities mechanical equipment that create dangerous health, safety, and fire conditions.
- (2) These regulations allow for activity based on the Act. Nothing in these regulations shall be construed to undermine or provide immunity from federal law as it may be enforced by the federal or state government relative to the cultivation, distribution, or use of marihuana. ~~Thus, the authorization of activity, and the approval of this use, shall not have the effect of superseding or nullifying federal law applicable to the cultivation, use, and possession of marihuana, and all applicants are on notice that they may be subject to prosecution and civil penalty, including forfeiture of property.~~

- (b) **Definitions.** The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

**Act** means Initiated Law 1 of 2008 (MCL 333.26421 et seq.), and Michigan Administrative Rules, R 333.101 et seq.

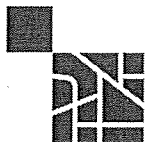
**Department** means the ~~s~~State ~~d~~Department of ~~e~~Community ~~h~~Health.

**Distribution** means the physical transfer of any amount of marihuana in any form by one person to any other persons, whether or not any consideration is paid or received.

**Distributor** means any person, including, but not limited to, a caregiver, patient or any other person, who engages in any one or more acts of distribution.

**Facility or premises** means one premises having a separate or independent postal address.

**Marihuana** means the substance or material defined in section 7106 of the public health code, Public Act No. 368 of 1976 (MCL 333.7106).



**Primary caregiver or caregiver** means a person as defined under MCL 333.26423(g) of the Act, and who has been issued and possesses a registry identification card under the Act.

**Principal residence** means the place where a person resides more than one-half of the calendar year.

**Qualifying patient or patient** means a person as defined under MCL 333.26423(h) of the Act.

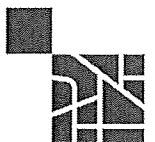
**Registry identification card** means the document defined under MCL 333.26423(i) of the Act.

**(c) Application requirements.**

- (1) In addition to the requirements for home occupation pursuant to section 36-64 - ~~Home Occupation~~, a medical marihuana cultivation, use, and distribution caregiver shall submit a zoning compliance certification application ~~must be submitted~~. The requirement of these regulations is to permit a location, and not to regulate persons. An application as supplied by the township shall describe each of the following and shall:
  - a. Not require the name, home address, or date of birth of a ~~patient or~~ caregiver.
  - b. Include the address and legal description of the precise premises, ~~other than a patient's principal residence~~, at which there shall be possession, cultivation, distribution or other assistance in the use of marihuana. The fact that a caregiver or other person providing assistance to patients also has an ID card as a patient shall not relieve the obligation to provide this information.
  - c. Specify the address of the place where all unused portions of marihuana plants cultivated in connection with the use of marihuana or caregiver activity at the premises shall be disposed.
  - d. Describe the enclosed, locked facility in which any and all cultivation of marihuana is proposed to occur, or where marihuana is stored, with such description including: location in building; precise measurements, in feet, of the floor dimensions and height; the security device for the facility.
  - e. Describe all locations in the premises where a caregiver or other person authorized under the Act shall render assistance to a qualifying patient.
  - f. Specify the number of patients to be assisted, including the number of patients for whom marihuana is proposed to be cultivated, and the number of patients to be otherwise assisted on the premises, and the maximum number of plants to be grown or cultivated at any one time. If the location at which patients will be assisted is different from the licensed premises, the application shall provide the address of all such other locations (other than the address of a patient being assisted). The maximum number of patients and plants is specified in subsection (c)(2)b of this section.
  - g. For safety and other code inspection purposes, it shall describe and provide detailed specifications of all lights, equipment, and all other electrical, plumbing, and other means proposed to be used to facilitate the cultivation of marihuana plants as such specifications relate to the need for the installation of facilities. As noted in subsection (c)(2)d of this section, all new construction including structural, electrical, and plumbing, and mechanical shall meet current state construction codes and ~~shall be inspected for compliance~~ require necessary permits and inspections.

The standards of approval as noted below will be used to review each application. An inspection will be made at each location noted in the application to verify the standards.

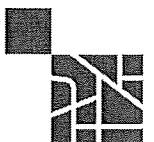
**(2) Requirements and standards for approval.**



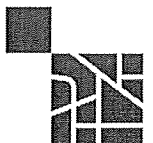
- a. Locations used for the cultivation and/or use of marihuana by caregivers and any other person permitted under the Act are pursuant to section 36-64 – Home Occupation. As a home occupation this use shall not be permitted under the following circumstances:
1. Within ~~4,000~~ 500 feet from sites where children are regularly present, and specifically a daycare facility, a church, synagogue, mosque, or other religious temple, and from a recreational park and a public community center, a public or private preschool, elementary school, middle school, high school, community college, and all other schools that have different name references but serve students of the same age.
  2. Within ~~4,000~~ 500 feet of an adult use, as defined in this chapter, if applicable (attach appendix if not stated or incorporated).
  3. Within ~~4,000~~ 500 feet from the site at which any other caregiver or any other person cultivates marihuana, or assists in the use of marihuana, not including a patient's principal residence which is not used to cultivate marihuana or assist in the use of medical marihuana for persons other than the patient at such residence.

Measurements for purposes of this subsection a. shall be made from property boundary to property boundary.

- b. The location of the facility at which a caregiver or any other person permitted under the Act cultivates marihuana, or assists a patient in the use of marihuana, shall not be the same facility at which any other caregiver or person cultivates marihuana or assists a patient in the use of marihuana. Accordingly, at a patient's principal residence used by such patient to cultivate marihuana for his personal use as permitted under the Act, there shall be not more than 12 marihuana plants being cultivated at any one time; only at a licensed facility may there be more than 12 marihuana plants being cultivated at any one time; and, at a facility at which a caregiver or any other person permitted under the Act cultivates marihuana for use by patients, there shall not be more than 12 marihuana plants being cultivated at any one time per patient, and in no event more than 60 marihuana plants being cultivated at any one time (which assumes cultivation for five patients), plus an additional 12 plants if the caregiver is also a patient that has not designated a caregiver to assist in providing medical marihuana.
- c. In order to insulate children and other vulnerable individuals from such actions, all medical marihuana cultivation, and all assistance of a patient in the use of medical marihuana by a caregiver, shall occur within the confines of a building licensed under this section, and such activities shall occur only in locations not visible to the public. This subsection shall not prohibit a caregiver from assisting a patient at the patient's principal residence or at a hospital.
- d. All lights, plumbing, equipment, and all other means proposed to be used to facilitate the growth or cultivation of marihuana plants shall be in accordance with all applicable state construction codes.
- e. Considering that the distribution of marihuana is generally unlawful, and that the Act authorizes caregivers, and does not authorize any activity such as a dispensary (authorized by statutes in other states), and reading the Act as a whole, the activities of caregivers are interpreted as being limited to private and confidential endeavors. Moreover, the location and identity of a caregiver is known to patients. Accordingly:
1. Signage shall be in accordance with the township home occupation standards found in section 36-64(1)i.

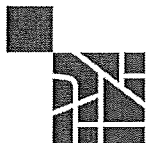


2. Unless conducted as part of a related licensed professional medical or pharmaceutical practice, caregiver activity shall not be advertised as a clinic, hospital, dispensary, or other name customary ascribed to a multi-patient professional practice.
- (3) **Use of land in accordance with approved application.** If approved, all use of property shall be in accordance with an approved application, including all information and specifications submitted by the applicant in reliance on which the application shall be deemed to have been approved.
- (d) **Restriction on distribution.**
- (1) The restrictions in this section are based on the following findings:
- It is reasonable to expect and require that all undertakings of caregivers and other persons in assisting a patient are intended to occur on a confidential and private one-to-one basis.
  - The Act does not reflect the intent for distributions of marihuana by more than one caregiver or other person to one patient, or by one or more caregivers or other persons to more than one patient at any given time and place.
  - The confidentiality provisions of the Act reflect the intent for all caregivers and patients to remain anonymous in terms of their name and address, thus further reflecting the private and confidential nature of the activities contemplated between a caregiver and the patient he is assisting.
- (2) **Restrictions.**
- A caregiver and any other person authorized under the Act to assist patients, if any, shall distribute medical marihuana only on a confidential, one-to-one basis with no other caregiver being present at the same facility at the same time, and no other patient or other person being present at the same facility at the same time; provided that a patient's immediate family members or guardian may be present within the patient's private residence, and one family member or guardian may be present in any facility other than the patient's private residence. For purposes of this subsection, the term "same time" shall mean and include concurrently as well as within a time interval of one hour.
  - Considering the health issues presented, no food shall be sold from the facility used for the distribution of medical marihuana.
- (e) **Inspection of patient cultivation.** Upon the request of a patient who is cultivating medical marihuana, the ~~medical marihuana officer~~ Public Safety Director of the community shall confidentially coordinate ~~electrical and plumbing any inspectors (and other inspectors within whose expertise an inspection is needed)~~ with regard to the siting of such cultivation for the purpose of determining whether ~~all lights structural, electrical, plumbing, equipment, and all other or mechanical means~~ used to facilitate the cultivation of marihuana plants is in accordance with applicable code. In carrying out the provisions of this subsection, community officials shall not require the name and address of the patient. Rather, the intent of this subsection is to focus on the premises, and to ensure ~~fire, electrical, plumbing, and other safety~~ for the benefit of the resident of the premises and others who may be affected by one or more code violations.
- (f) **~~Penalty for violation.~~**
- ~~Civil infraction, with penalty of \$1,000.00 (or the maximum permitted by law if less than \$1,000.00 for each violation).~~
  - ~~In the event of two or more violations, increased civil penalty (if permitted by law), and grounds for revocation, following hearing.~~

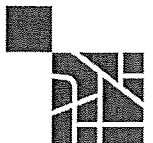


**ARTICLE XXIV. - SUPPLEMENTARY REGULATIONS AND STANDARDS**  
**SEC. 36-761. – STANDARDS FOR MARIHUANA ESTABLISHMENTS AND FACILITIES**

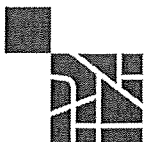
1. These standards shall apply to all marihuana establishments and facilities, unless otherwise noted, and excepting caregivers, which are regulated by Sec. 36-729. - Medical marihuana caregivers and Sec. 36-64. - Home Occupation.
2. Marihuana related activities shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, Marihuana facilities Licensing Act, the Marihuana Tracking Act, the Michigan Regulation and Taxation of Marihuana Act and all State of Michigan regulations for the transfer of marihuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
3. All marihuana establishments and facilities shall submit a Zoning Compliance Application, shall obtain structural, electrical, plumbing, and mechanical permits and inspections to meet current state construction codes, and shall obtain a Certificate of Occupancy prior to any operation or occupancy of said establishment or facility.
4. Site plan approval and conditional use approval shall be required for all marihuana establishments and facilities.
5. The applicant location shall meet all applicable written and duly promulgated standards of the Township and, prior to opening, shall demonstrate to the Township that it meets the rules and regulations promulgated by the Medical/Recreational Marihuana Licensing Board and obtain a Certificate of Occupancy.
6. The establishment or facility location shall conform to all standards of the zoning district in which it is located.
7. Establishments and facilities are not permitted within a 500-foot radius of any primary, intermediate or secondary school, measured by the shortest possible line from the property edges.
8. The minimum distance from other marihuana facilities and establishments is 500 feet. This standard shall not apply in the WLD-NV, WLD-DD, and WLD-LF districts. Colocation of use classes on one site is permitted when consistent with State standards and permitted in the zoning district.
9. In the AR district, the minimum lot size for Medical Class B, Recreational Class B, Medical Class C, and Recreational Class C growers shall be 10 acres. In the AR district the minimum lot size for Medical Class A, and Recreational Class A growers shall be 5 acres.
10. Hours of operation permitted for retail, provisioning centers, and microbusinesses: Monday – Saturday: 9:00 a.m. – 9:00 p.m.; Sunday: 10:00 a.m. – 6:00 p.m.
11. All activity related to the marihuana establishment or facility shall be done indoors.
12. All establishments and facilities must ensure that any water emanating from the establishment or facility meets or exceeds all applicable state and local environmental standards.
  - a. No required water supply and sanitary sewerage facilities shall be erected, altered, or moved upon a lot or premises and used in whole or in part for a marihuana facility unless it shall be provided with a safe, sanitary and potable water supply and with a safe and effective means of collection, treatment, and disposal of human excreta and domestic, commercial, and industrial waste. All such installations and facilities shall conform to the minimum requirements Washtenaw County, and any applicable statutes, ordinances, or regulations.
13. Security cameras shall be installed and maintained. All security cameras shall have at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. A security plan shall be provided and approved by the Public Safety Director.



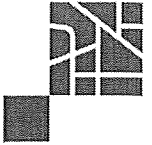
14. Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.
15. Marihuana establishments and facilities are not permitted to operate in a manner that results in adverse impacts on adjacent property; including excessive odor, traffic, noise, or loitering. The Township may place reasonable conditions on facilities to ensure operation consistent with community norms. Failure to comply with Township regulations or conditions of approval shall be cause to revoke a local license. Odor for growers and processors shall be regulated as follows:
  - a. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
  - b. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - c. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.
  - d. Negative air pressure shall be maintained inside the building.
  - e. Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.
  - f. An alternative odor control system is permitted if the special use permit applicant submits and the township accepts a report by a mechanical engineer licensed by the state of Michigan demonstrating the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The Township may hire an outside expert, at the cost of the applicant, to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.
  - g. Secure transporters and safety compliance facilities shall also be required to submit plans for odor control for approval if in the opinion the planning commission such plans are required for the protection of the township and its residents.
16. If the marihuana establishment or facility ceases operation for a length of time of ninety days or greater, the conditional use shall expire.
17. Marihuana drive-through retail establishments and provisioning centers shall be prohibited.
18. All marihuana shall be contained within a structure that meets all applicable building code requirements in an enclosed, locked area. A floor plan shall be provided with the site plan application.
19. Application for a local Marihuana Facilities License shall be made to the Township Clerk upon application forms provided by the Clerk for Marihuana Facilities License and signed by the applicant verifying the truth and accuracy of all information and representations in the application. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules of the State of Michigan. In addition to information and submittals, the application shall include payment of application fee in an amount set by the Township Board. Applications shall be filed according to licensing regulations, procedures, and fees established by the Township Board, and may be amended.
20. A State license is required for all Marihuana Establishments and Facilities.
21. Prior to issuance of a certificate of occupancy for an authorized Marihuana Establishment or Facility shall comply with the following regulations and shall only be operated as long as it remains in compliance with all such ordinances.



- a. Compliance with State and Township licensing requirements and proof of issuance of a State operating license and compliance with all rules promulgated there under is filed with the Township.
  - b. Compliance with all Township Zoning regulations with written approval of Zoning Compliance issued by the Township Zoning Administrator.
  - c. Compliance with all Township construction and building ordinances and applicable police power ordinances.
22. Inspections may be made by the Township Official's designee to confirm the Marihuana Establishment or Facility is operating in accordance with applicable laws including, but not limited to, State Law and Township Ordinances.
23. The premises shall be open for inspection upon request by the Zoning Administrator, Code Enforcement Officer, Building Official, Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.
24. The penalties and fees collected by the Township for Marihuana Establishments and Facilities shall be the maximum permissible by the State of Michigan unless otherwise established by the Township Board.







March 13, 2019

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

## **MEMORANDUM: Marihuana Permit Regulations**

Dear Commission Members,

Per your request, we have prepared the following permitting regulations to accommodate medical and recreational marihuana uses in the Township. These standards are provided for your consideration and comment. Planning Commission is not required to make a recommendation or provide advisory guidance to the Township Board on amendments to the Township Code of Ordinances that are outside of the Zoning Chapter. Planning Commission may choose to make an advisory recommendation to the Board. We recommend these permitting standards for your review and consideration. If Planning Commission forwards these permitting regulations to the Township Board for consideration, it is our recommendation that Planning Commission also request the Township Attorney review prior to being placed on a Township Board Agenda.

Please refer to the supportive memorandums and packet material, and minutes from Planning Commission meetings on December 19, 2018, January 2, 2019, January 16, 2019, February 6, 2019, and February 20, 2019. Text that is struck through shall be deleted and text that is underlined shall be added.

### **RECOMMENDED REVISIONS TO CODE OF ORDINANCES**

That the Code of Ordinances, Northfield Township, Washtenaw County, Michigan (or Northfield Township Code), is hereby amended by adding a Chapter, to be numbered 23, which such Chapter reads as follows.

#### **Chapter 23 - MARIHUANA FACILITIES**

##### **Sec 23-1. - Legislative Intent.**

The Township intends to issue permits for and regulate marihuana facilities to the extent they are permitted under the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq. The Township does not intend that permitting and regulation under this chapter be construed as a finding that such facilities comply with any law. By requiring a permit and compliance with the requirements of this chapter, the Township intends to protect the public health, safety and welfare.

##### **Sec 23-2. - Definitions.**

- (1) Words and phrases contained in the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.(State Marihuana Acts). This chapter contains some words and phrases that are defined in the State Marihuana Acts. As used in this chapter, they have the same meaning as provided in the State Marihuana Acts, except that if at any time the definition of a word or phrase set forth in this section conflicts with the definition in the State Marihuana Acts, then the definition the State Marihuana Acts shall apply. These words and phrases are as follows:

- (a) Grower means a licensee that is a commercial entity located in this State that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.
- (b) Licensee means a person holding a State operating license.
- (c) Marihuana means that term as defined in Section 7106 of the Public Health Code, 1978 PA 368, MCL 333.7106.
- (d) Marihuana facility means a location at which a license holder is licensed to operate under the State Marihuana Acts.
- (e) Marihuana plant means any plant of the species Cannabis sativa L.
- (f) Marihuana-infused product means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product shall not be considered a food for purposes of the Food Law, 2000 PA 92, MCL 289.1101 to 289.8111.
- (g) Microbusiness means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.
- (h) Person means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.
- (i) Plant means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.
- (j) Processor means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a retailer or a provisioning center.
- (k) Provisioning center means a licensee that is a commercial entity located in this State that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan Medical Marihuana Act is not a provisioning center for purposes of this Act.
- (l) Retailer means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (l) Registered primary caregiver means a primary caregiver who has been issued a current registry identification card under the Marihuana Act, MCL333.26421, et seq.
- (l) Rules means rules promulgated under the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the Department in consultation with the Board to implement this Act.
- (m) Safety compliance facility means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- (n) Secure transporter means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- (o) State operating license or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:
  - (i) A grower.
    - a. Medical Class A – 500 marihuana plants.

- b. Medical Class B – 1,000 marihuana plants.
  - c. Medical Class C – 1,500 marihuana plants.
  - d. Recreational Class A – 100 marihuana plants.
  - e. Recreational Class B – 500 marihuana plants
  - f. Recreational Class C – 2,000 marihuana plants
  - (ii) A processor.
  - (iii) A secure transporter.
  - (iv) A provisioning center.
  - (v) A safety compliance facility.
  - (vi) A microbusiness
  - (vii) A retailer
  - (viii) A registered primary caregiver
- (2) Other words and phrases. The words and phrases in this chapter, as used in this chapter, shall have the following meanings:
- (a) Applicant means a person who applies for a Township permit.
  - (b) Authorized person means:
    - (i) An owner of a medical marihuana facility;
    - (ii) The directors, officers, members, partners, and individuals of a medical marihuana facility that is a corporation, limited liability company, partnership, or sole proprietorship;
    - (iii) Any person who is in charge of and on the premises of the medical marihuana facility during business hours.
  - (c) Marihuana means "marihuana" as defined in the State Marihuana Acts.
  - (d) Medical marihuana home occupation means an accessory use of a nonresidential nature that is conducted by a registered primary caregiver who resides in the dwelling and (A) is performed within a single-family dwelling or within an accessory building to that single-family dwelling; (B) is for the purpose of assisting 1 or more registered qualifying patients with the medical use of marihuana who do not reside in the dwelling and (C) complies with the MMMA. As used in this subsection, "accessory use" has the same meaning as it does in Chapter 36(Zoning) of the Northfield Township Code.
  - (e) State Marihuana Acts mean the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.
  - (f) Permittee means a person holding a Township permit under this chapter.
  - (h) Facility means "marihuana facility" as defined in the State Marihuana Acts.
  - (g) Marihuana facility means "marihuana facility" as defined in the State Marihuana Acts.
  - (h) Township permit or, unless the context requires a different meaning, permit means a permit that is issued under this chapter that allows the permittee to operate as 1 of the following, specified in the permit:
    - (i) A grower.
      - a. Medical Class A – 500 marihuana plants.
      - b. Medical Class B – 1,000 marihuana plants.
      - c. Medical Class C – 1,500 marihuana plants.
      - d. Recreational Class A – 100 marihuana plants.
      - e. Recreational Class B – 500 marihuana plants
      - f. Recreational Class C – 2,000 marihuana plants
    - (ii) A processor.
    - (iii) A secure transporter.
    - (iv) A provisioning center.
    - (v) A safety compliance facility.
    - (vi) A microbusiness

- (vii) A retailer
- (viii) A registered primary caregiver

### **Sec 23-3. - MARIHUANA FACILITIES AUTHORIZED**

Pursuant to the State Marihuana Acts, the Township of Northfield Township authorizes the operation in the Township of the following marihuana facilities, provided they possess a state operating license issued under the State Marihuana Acts and they comply with the additional requirements of this chapter 36, (Zoning), and all other applicable laws and ordinances:

- (i) A grower.
  - a. Medical Class A – 500 marihuana plants.
  - b. Medical Class B – 1,000 marihuana plants.
  - c. Medical Class C – 1,500 marihuana plants.
  - d. Recreational Class A – 100 marihuana plants.
  - e. Recreational Class B – 500 marihuana plants.
  - f. Recreational Class C – 2,000 marihuana plants.
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (vi) A microbusiness.
- (vii) A retailer.
- (viii) A registered primary caregiver.

### **Sec 23-4. - TOWNSHIP PERMIT REQUIRED, NUMBER OF PERMITS AVAILABLE**

(1) No person shall operate a facility for which an annual permit as provided for in this chapter has not been issued. The maximum number of permits available for each type of facility is as follows:

- (a) Grower Facilities (20-licenses in any of the following categories):
  - i. Medical Class A – 500 marihuana plants.
  - ii. Medical Class B – 1,000 marihuana plants.
  - iii. Medical Class C – 1,500 marihuana plants.
  - iv. Recreational Class A – 100 marihuana plants.
  - v. Recreational Class B – 500 marihuana plants.
  - vi. Recreational Class C – 2,000 marihuana plants.
- (b) Processor Facilities (6 licenses).
- (c) Secure Transporters (6 license).
- (d) Safety Compliance Facilities (6 licenses).
- (e) Retail Facilities (6 licenses).
- (f) Provisioning Center Facilities (6 licenses).
- (g) Microbusiness Facilities (6 licenses).

(2) The permit requirement in this chapter applies to all facilities that exist on the effective date of this chapter or are established after the effective date of this chapter. This includes all persons who engage or have engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license, without regard to whether they called or call their businesses "dispensaries," "cultivation facilities," "clubs," "cooperatives," or any other similar label. A person who engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license before the effective date of the State

Marihuana Acts or before obtaining a state operating license does not have a vested right to obtain a Township permit.

- (3) The permit requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (4) The permit requirement in this chapter shall be in addition to any other requirements imposed by any other state or local law, including but not limited to state or local laws applicable to commercial entities performing functions similar to the functions performed by marihuana facilities.
- (5) The issuance of any permit pursuant to this chapter does not create an exception, defense or immunity to any person with regard to any potential criminal or civil liability the person may have under any federal or state law or Township ordinance.
- (6) A permit issued under this chapter shall be valid for 1 year after the date of issuance. To renew an existing permit, the permittee shall submit an application in the same manner as is required to apply for a new permit no sooner than 90 days before the expiration date and no later than 60 days before the expiration date.
- (7) Medical marihuana home occupations do not require permits.

#### **Sec 23-5. - GENERAL PROVISIONS**

- (1) A permit issued under this chapter is valid only for the location of the facility and type of facility that is listed on the permit application and is valid only for the operation of the facility at that location by the permit applicant.
- (2) A permit issued under this chapter is valid only if the permit holder also holds a valid current state operating license and a copy of the valid current license and application for license has been provided to the Township Clerk by the license holder and is in compliance with all other requirements in this chapter.
- (3) The revocation, suspension, and placement of restrictions by the state on a state operating license apply equally to a permit issued by the Township.
- (4) The expiration date of the state operating license that corresponds to a permit issued under this chapter constitutes the expiration date of the permit, however, operation of the facility under the expired permit is permitted to the extent that operation under the expired state operating license is permitted under the State Marihuana Acts.
- (5) A permit issued by the Township under this chapter, shall be conspicuously posted in the facility where it is easily open to public view.
- (6) Acceptance of a permit from the Township under this chapter constitutes consent by the permittee, owners, managers and employees to permit the Township Manager or designee to conduct inspections of the facility to ensure compliance with this chapter.

#### **Sec 23-6. - Application requirements for and issuance of Township permit.**

- (1) *Application for new annual permit.* An application for a new annual permit for a marihuana facility shall be submitted to the Township Clerk on a form provided by the Township, which shall fulfill all of the requirements indicated on the form, including but not limited to:
  - (a) The name and address of the facility and any other contact information requested on the application form.
  - (b) The name and address of all owners of the real property where the facility is located.
  - (c) Name and address of all business managers of the facility.
  - (d) A statement with respect to each person named on the application whether the person has:
    - (i) Ever been convicted of a felony involving controlled substances as defined under the Michigan Public Health Code, MCL 333.1101 et seq., the federal law, or the law of any other state and, if so, the date of the conviction and the law under which the person was convicted;

- (ii) Ever been convicted of any other type of felony under the law of Michigan, the United States, or another state, and, if so, the date of the conviction and the law under which the person was convicted.
- (e) Proof of applicant's ownership or legal possession of the premises.
- (f) A Township Zoning Compliance Permit.
- (g) A Township Certificate of Occupancy or Temporary Certificate of Occupancy.
- (h) If the application is for a grower's permit, the maximum number of plants that the applicant intends to grow. However, the application form for a grower's permit is the same regardless of whether the grower is applying for a state operating license for a recreational Class A, recreational Class B, or recreational Class C, medical Class A, medical Class B, or medical Class C license and 1 application fee for a grower's license shall apply without regard to the class of state operating license the permit application seeks.
- (i) Payment of a non-refundable application fee of \$5,000.00.
- (2) Renewal or amendment of existing permits.
  - (a) The same procedures that apply to applying for a new permit shall apply to the renewal or amendment of existing permits.
  - (b) An application for renewal of an existing permit shall be submitted no sooner than 90 days before the existing permit expires.
  - (c) An amended application shall be submitted under both of the following circumstances:
    - (i) When there is a change in any information the permit applicant was required to provide in the most recent application on file with the Township; and,
    - (ii) When there is a change in any information the permit applicant was required to provide in the most recent application for a state operating license on file with the state of Michigan.
  - (d) An application to amend an existing permit to change the location of the facility shall be submitted no later than 90 days before the existing permit expires. An application to amend an existing permit to change any other information on the most recent application on file with the Township may be submitted at any time.
  - (e) Applications for renewal or amendment of existing permits shall be reviewed and granted or denied before applications for new permits are considered.

#### **Sec 23-7. -ISSUANCE OF PERMIT AND AUTHORIZATION TO OPERATE FACILITY UNDER PERMIT.**

- (1) If the permit applicant has successfully demonstrated compliance with all requirements for issuance of a permit the Township Manager shall issue a new permit to the permit applicant if a permit is available or grant renewal of an existing permit.
- (2) The issuance of a permit under this chapter authorizes operation of the facility only after the following additional requirements are met:
  - (a) The applicant has provided the Township Clerk with copies of the applicant's application for a State operating license and the issued license, and a non-refundable fee of \$5,000.00
  - (b) The applicant has installed the following security measures on the premises:
    - (i) Security cameras to monitor all areas of the premises where persons may gain or attempt to gain access to marihuana or cash. Recordings from security cameras shall be maintained for a minimum of 72 hours and shall be made available to the Township Police Department personnel upon request.
    - (ii) A monitored alarm system.
    - (iii) A storage room for overnight storage of any marihuana product and cash on the premises. The storage room shall have only 1 door for entry and no other potential means of entry, lawful or

- unlawful, such as a window or crawl space, the door shall be equipped with a secure locking mechanism. Plant materials in grow facilities shall also be secured, as required by State Acts.
- (c) The applicant has provided the Township Clerk with a certificate signed by a qualified agent of an insurance company evidencing the existence of valid and effective policies of the following types of insurance, as well as a copy of an endorsement placed on each policy requiring 10 days' notice by mail to the Township before the insurer may cancel the policy for any reason:
- (i) Workers' compensation insurance in accordance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000.00 each accident for any employee.
  - (ii) Public liability and personal injury insurance with minimum limits of \$500,000.00 for each occurrence as respect to bodily injury liability or property damage liability, or both combined. Documentation must explicitly state the following:
    - (a) the policy number; (b) name of insurance company;
    - (c) name and address of the agent or authorized representative;
    - (d) name and address of the insured;
    - (e) location of coverage;
    - (f) policy expiration dates; and
    - (g) specific coverage amounts. An original certificate of insurance may be provided as an initial indication of the required insurance. Applicant shall be required to continue without interruption during the term of the permit the above named insurance coverages. If any of the above coverages expire by their terms during the term of a permit, the applicant shall deliver proof of renewal and/or new policies to the Township Clerk at least 10 days prior to the expiration date.
- (d) Insurance companies, named insureds and policy forms shall be provided to the Township Clerk as defined in Sec. 23-7 (2)(c). The Township Clerk may request approval of documentation by the Township Attorney. Insurance policies shall not contain endorsements or policy conditions which reduce coverage required under the terms of the permit.

#### **Sec 23-8. - Conduct of business at a facility.**

- (1) A facility shall be conducted in compliance with the State Marihuana Acts, the rules promulgated pursuant to the State Marihuana Acts, and all other laws, rules, and regulations of the state of Michigan and the Township of Northfield Township.
- (2) All marihuana in any form kept at the location of the marihuana facility shall be kept within an enclosed, secured building and shall not be visible from any location outside of the building.
- (3) Marihuana facilities shall be closed for business, and no sale or other distribution of marihuana in any form shall occur upon the premises or be delivered to or from the premises, between the hours of 9:00 p.m. and 7:00 a.m.
- (4) An authorized person shall consent to the entry into a marihuana facility by the Building Official and/or designees and the Zoning Administrator and/or designees for the purpose of inspection to determine compliance with this chapter pursuant to a notice posted in a conspicuous place on the premises 2 or more days before the date of the inspection or sent by registered mail to the address of the premises 4 or more calendar days before the date of the inspection.
- (5) All security measures required in this chapter shall be maintained in good working order. The premises shall be monitored and secured 24 hours per day.
- (6) All marihuana in any form on the premises of a marihuana facility shall be marihuana cultivated, manufactured, and packaged in the State of Michigan.

**Sec 23-9. - Prohibited acts.**

It shall be unlawful for any person to:

- (1) Violate any provision of this chapter or any condition of any permit granted pursuant to this chapter.
- (2) Produce, distribute or possess more marihuana than allowed by any applicable state or local law.
- (3) Produce, distribute or possess marihuana in violation of this chapter or any other applicable state or local law.
- (4) Make any changes or allow any changes to be made in the operation of the marihuana facility as represented in the permit application, without first notifying the Township by amending its application.

**Sec 23-10. - Permit revocation.**

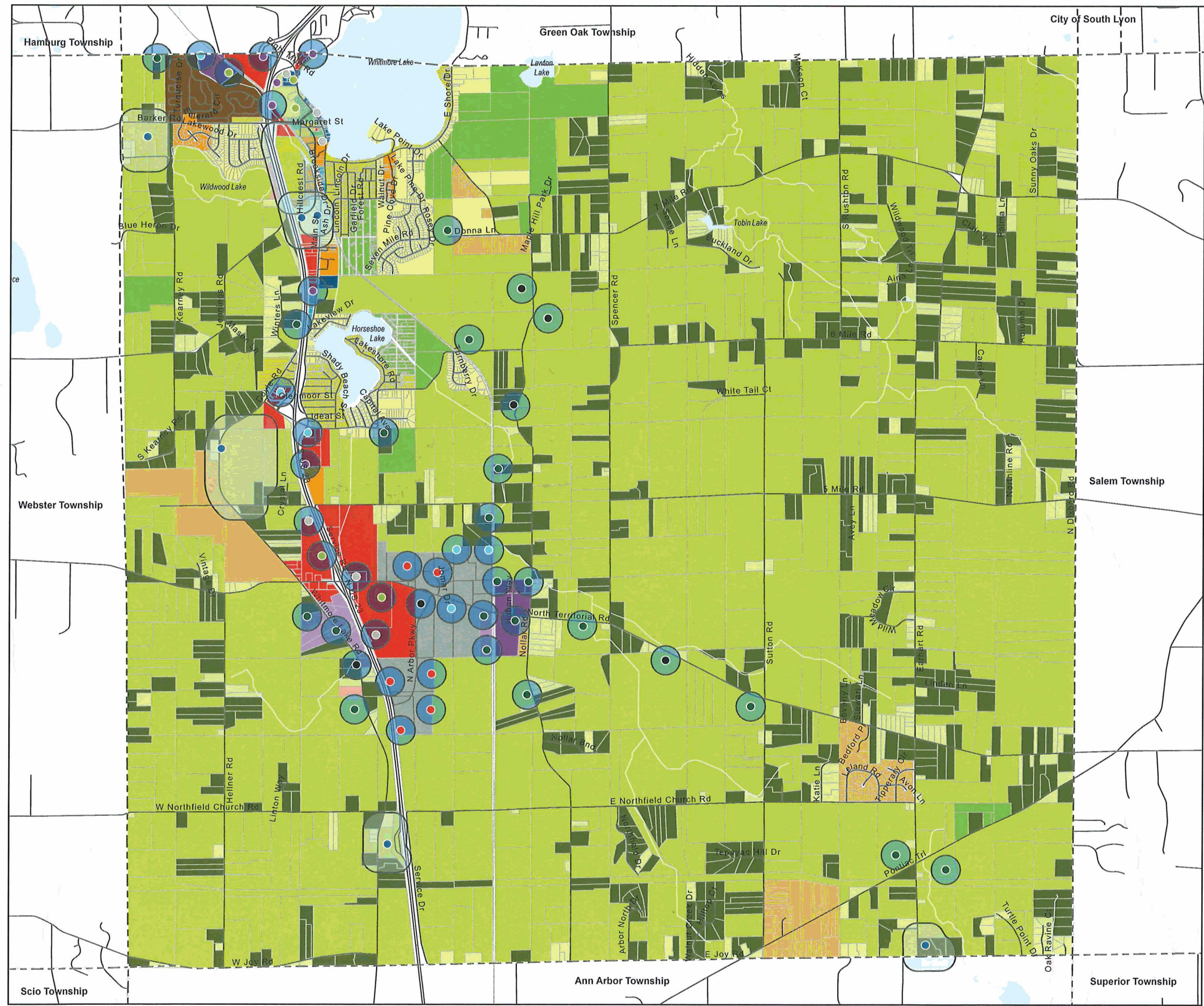
A permit issued under this chapter may be suspended or revoked for any of the following violations:

- (1) Any person required to be named on the permit application is convicted of or found responsible for violating any provision of this chapter;
- (2) A permit application contains any misrepresentation or omission of any material fact, or false or misleading information, or the applicant has provided the Township with any other false or misleading information related to the facility;
- (3) Any person required to be named on the permit application is convicted of a crime which, if it had occurred prior to submittal of the application, could have been cause for denial of the permit application;
- (4) Marihuana is dispensed on the business premises in violation of this chapter or any other applicable state or local law, rule or regulation;
- (5) The facility is operated or is operating in violation of the specifications of the permit application, any conditions of approval by the Township or any other applicable state or local law, rule or regulation.
- (6) The Township, the county, or any other governmental entity with jurisdiction, has closed the facility temporarily or permanently or has issued any sanction for failure to comply with health and safety provisions of this chapter or other applicable state or local laws related to public health and safety.
- (7) The facility is determined by the Township to have become a public nuisance.
- (8) The facility's state operating license has been suspended or revoked.

**Sec 23-11. - Revocation not exclusive penalty.**

Nothing in this chapter shall be deemed to prohibit the Township Manager or designee from imposing other penalties authorized by the Northfield Township Code or other ordinance of the Township, including filing a public nuisance action or any other legal action in a court of competent jurisdiction.





# Marihuana Facility Zoning Analysis

Northfield Township, Washtenaw County, Michigan

March 20, 2019

**LEGEND**

LR Low-Density Residential

MR Multi-Family Residential

MHP Mobile Home Park

SR1 Single-Family Residential

SR2 Single-Family Residential

RO Residential/Office

LC Local Commercial

GC General Commercial

LI Limited Industrial

GI General Industrial

RTM Research/Technology/Manufacturing

PUD Planned Unit Development

PSC Planned Shopping Center

RC Recreation Conservation

WLD-DD Whitmore Lake Downtown

WLD-NV Whitmore Lake North Village

WLD-W Whitmore Lake Waterfront

AR Agricultural

AR Agricultural parcels over 5 acres

AR Agricultural parcels over 10 acres

City and Township boundaries

Roads

Railroads

Rivers, streams, and lakes

500ft School Parcel Buffer

Facility Buffers

Schools -6

Retail Facilities

Provisioning Center

Micro Businesses

Safety Compliance Facilities


Secure Transport Facilities

Grower Facilities

Processor Facilities

*Note: The map illustrates potential site locations that would comply with the proposed zoning and permit regulations. No sites are proposed at this time and all requirements must be met prior to businesses operating, and only if the zoning and permit regulations are approved.*

**SOURCES**  
Basemap Source: Michigan Center for Geographic Information, Version 17a.  
Data Source: Northfield Township Source. McKenna 2019

 **MCKENNA**



## MICHIGAN REGULATION AND TAXATION OF MARIHUANA ACT

### Initiated Law 1 of 2018

An initiation of legislation to allow under state law the personal possession and use of marihuana by persons 21 years of age or older; to provide for the lawful cultivation and sale of marihuana and industrial hemp by persons 21 years of age or older; to permit the taxation of revenue derived from commercial marihuana facilities; to permit the promulgation of administrative rules; and to prescribe certain penalties for violations of this act. If not enacted by the Michigan State Legislature in accordance with the Michigan Constitution of 1963, the proposed legislation is to be voted on at the General Election, November 6, 2018.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

*The People of the State of Michigan enact:*

#### **333.27951 Short title.**

Sec. 1. This act shall be known and may be cited as the Michigan Regulation and Taxation of Marihuana Act.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

#### **333.27952 Purpose and intent.**

Sec. 2. The purpose of this act is to make marihuana legal under state and local law for adults 21 years of age or older, to make industrial hemp legal under state and local law, and to control the commercial production and distribution of marihuana under a system that licenses, regulates, and taxes the businesses involved. The intent is to prevent arrest and penalty for personal possession and cultivation of marihuana by adults 21 years of age or older; remove the commercial production and distribution of marihuana from the illicit market; prevent revenue generated from commerce in marihuana from going to criminal enterprises or gangs; prevent the distribution of marihuana to persons under 21 years of age; prevent the diversion of marihuana to illicit markets; ensure the safety of marihuana and marihuana-infused products; and ensure security of marihuana establishments. To the fullest extent possible, this act shall be interpreted in accordance with the purpose and intent set forth in this section.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

#### **333.27953 Definitions.**

Sec. 3. As used in this act:

(a) "Cultivate" means to propagate, breed, grow, harvest, dry, cure, or separate parts of the marihuana plant by manual or mechanical means.

(b) "Department" means the department of licensing and regulatory affairs.

(c) "Industrial hemp" means a plant of the genus *cannabis* and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration that does not exceed 0.3% on a dry-weight basis, or per volume or weight of marihuana-infused product, or the combined percent of delta-9-tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus *cannabis* regardless of moisture content.

(d) "Licensee" means a person holding a state license.

(e) "Marihuana" means all parts of the plant of the genus *cannabis*, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including marihuana concentrate and marihuana-infused products. For purposes of this act, marihuana does not include:

(1) the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil, or cake, or any sterilized seed of the plant that is incapable of

germination;

(2) industrial hemp; or

(3) any other ingredient combined with marihuana to prepare topical or oral administrations, food, drink, or other products.

(f) "Marihuana accessories" means any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marihuana into the human body.

(g) "Marihuana concentrate" means the resin extracted from any part of the plant of the genus cannabis.

(h) "Marihuana establishment" means a marihuana grower, marihuana safety compliance facility, marihuana processor, marihuana microbusiness, marihuana retailer, marihuana secure transporter, or any other type of marihuana-related business licensed by the department.

(i) "Marihuana grower" means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments.

(j) "Marihuana-infused product" means a topical formulation, tincture, beverage, edible substance, or similar product containing marihuana and other ingredients and that is intended for human consumption.

(k) "Marihuana microbusiness" means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.

(l) "Marihuana processor" means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.

(m) "Marihuana retailer" means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.

(n) "Marihuana secure transporter" means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.

(o) "Marihuana safety compliance facility" means a person licensed to test marihuana, including certification for potency and the presence of contaminants.

(p) "Municipal license" means a license issued by a municipality pursuant to section 16 of this act that allows a person to operate a marihuana establishment in that municipality.

(q) "Municipality" means a city, village, or township.

(r) "Person" means an individual, corporation, limited liability company, partnership of any type, trust, or other legal entity.

(s) "Process" or "Processing" means to separate or otherwise prepare parts of the marihuana plant and to compound, blend, extract, infuse, or otherwise make or prepare marihuana concentrate or marihuana-infused products.

(t) "State license" means a license issued by the department that allows a person to operate a marihuana establishment.

(u) "Unreasonably impracticable" means that the measures necessary to comply with the rules or ordinances adopted pursuant to this act subject licensees to unreasonable risk or require such a high investment of money, time, or any other resource or asset that a reasonably prudent businessperson would not operate the marihuana establishment.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27954 Scope of act; unauthorized activities with marihuana and marihuana accessories; limitations; application of privileges, rights, immunities, and defenses under other marihuana laws; employer rights; property owner rights.**

Sec. 4. 1. This act does not authorize:

(a) operating, navigating, or being in physical control of any motor vehicle, aircraft, snowmobile, off-road recreational vehicle, or motorboat while under the influence of marihuana;

(b) transfer of marihuana or marihuana accessories to a person under the age of 21;

(c) any person under the age of 21 to possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marihuana;

(d) separation of plant resin by butane extraction or another method that utilizes a substance with a flashpoint below 100 degrees Fahrenheit in any public place, motor vehicle, or within the curtilage of any residential structure;

(e) consuming marihuana in a public place or smoking marihuana where prohibited by the person who owns, occupies, or manages the property, except for purposes of this subdivision a public place does not include an area designated for consumption within a municipality that has authorized consumption in designated areas that are not accessible to persons under 21 years of age;

(f) cultivating marihuana plants if the plants are visible from a public place without the use of binoculars, aircraft, or other optical aids or outside of an enclosed area equipped with locks or other functioning security devices that restrict access to the area;

(g) consuming marihuana while operating, navigating, or being in physical control of any motor vehicle, aircraft, snowmobile, off-road recreational vehicle, or motorboat, or smoking marihuana within the passenger area of a vehicle upon a public way;

(h) possessing marihuana accessories or possessing or consuming marihuana on the grounds of a public or private school where children attend classes in preschool programs, kindergarten programs, or grades 1 through 12, in a school bus, or on the grounds of any correctional facility; or

(i) Possessing more than 2.5 ounces of marihuana within a person's place of residence unless the excess marihuana is stored in a container or area equipped with locks or other functioning security devices that restrict access to the contents of the container or area.

2. This act does not limit any privileges, rights, immunities, or defenses of a person as provided in the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430, the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801, or any other law of this state allowing for or regulating marihuana for medical use.

3. This act does not require an employer to permit or accommodate conduct otherwise allowed by this act in any workplace or on the employer's property. This act does not prohibit an employer from disciplining an employee for violation of a workplace drug policy or for working while under the influence of marihuana. This act does not prevent an employer from refusing to hire, discharging, disciplining, or otherwise taking an adverse employment action against a person with respect to hire, tenure, terms, conditions, or privileges of employment because of that person's violation of a workplace drug policy or because that person was working while under the influence of marihuana.

4. This act allows a person to prohibit or otherwise regulate the consumption, cultivation, distribution, processing, sale, or display of marihuana and marihuana accessories on property the person owns, occupies, or manages, except that a lease agreement may not prohibit a tenant from lawfully possessing and consuming marihuana by means other than smoking.

5. All other laws inconsistent with this act do not apply to conduct that is permitted by this act.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27955 Lawful activities by person 21 years of age or older; terms, conditions, limitations, and restrictions; denial of custody or visitation prohibited.**

Sec. 5. 1. Notwithstanding any other law or provision of this act, and except as otherwise provided in section 4 of this act, the following acts by a person 21 years of age or older are not unlawful, are not an offense, are not grounds for seizing or forfeiting property, are not grounds for arrest, prosecution, or penalty in any manner, are not grounds for search or inspection, and are not grounds to deny any other right or privilege:

(a) except as permitted by subdivision (b), possessing, using or consuming, internally possessing, purchasing, transporting, or processing 2.5 ounces or less of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate;

(b) within the person's residence, possessing, storing, and processing not more than 10 ounces of marihuana and any marihuana produced by marihuana plants cultivated on the premises and cultivating not more than 12 marihuana plants for personal use, provided that no more than 12 marihuana plants are possessed, cultivated, or processed on the premises at once;

(c) assisting another person who is 21 years of age or older in any of the acts described in this section; and

(d) giving away or otherwise transferring without remuneration up to 2.5 ounces of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate, to a person 21 years of

age or older, as long as the transfer is not advertised or promoted to the public.

2. Notwithstanding any other law or provision of this act, except as otherwise provided in section 4 of this act, the use, manufacture, possession, and purchase of marihuana accessories by a person 21 years of age or older and the distribution or sale of marihuana accessories to a person 21 years of age or older is authorized, is not unlawful, is not an offense, is not grounds for seizing or forfeiting property, is not grounds for arrest, prosecution, or penalty in any manner, and is not grounds to deny any other right or privilege.

3. A person shall not be denied custody of or visitation with a minor for conduct that is permitted by this act, unless the person's behavior is such that it creates an unreasonable danger to the minor that can be clearly articulated and substantiated.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27956 Adoption or enforcement of ordinances by municipality; marihuana establishment local license; annual fee; restrictions on transportation or other facilities prohibited.**

Sec. 6. 1. Except as provided in section 4, a municipality may completely prohibit or limit the number of marihuana establishments within its boundaries. Individuals may petition to initiate an ordinance to provide for the number of marihuana establishments allowed within a municipality or to completely prohibit marihuana establishments within a municipality, and such ordinance shall be submitted to the electors of the municipality at the next regular election when a petition is signed by qualified electors in the municipality in a number greater than 5% of the votes cast for governor by qualified electors in the municipality at the last gubernatorial election. A petition under this subsection is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488.

2. A municipality may adopt other ordinances that are not unreasonably impracticable and do not conflict with this act or with any rule promulgated pursuant to this act and that:

- (a) establish reasonable restrictions on public signs related to marihuana establishments;
- (b) regulate the time, place, and manner of operation of marihuana establishments and of the production, manufacture, sale, or display of marihuana accessories;
- (c) authorize the sale of marihuana for consumption in designated areas that are not accessible to persons under 21 years of age, or at special events in limited areas and for a limited time; and
- (d) designate a violation of the ordinance and provide for a penalty for that violation by a marihuana establishment, provided that such violation is a civil infraction and such penalty is a civil fine of not more than \$500.

3. A municipality may adopt an ordinance requiring a marihuana establishment with a physical location within the municipality to obtain a municipal license, but may not impose qualifications for licensure that conflict with this act or rules promulgated by the department.

4. A municipality may charge an annual fee of not more than \$5,000 to defray application, administrative, and enforcement costs associated with the operation of the marihuana establishment in the municipality.

5. A municipality may not adopt an ordinance that restricts the transportation of marihuana through the municipality or prohibits a marihuana grower, a marihuana processor, and a marihuana retailer from operating within a single facility or from operating at a location shared with a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27957 Implementation, administration, and enforcement by department; powers; duties; public meetings; annual report.**

Sec. 7. 1. The department is responsible for implementing this act and has the powers and duties necessary to control the commercial production and distribution of marihuana. The department shall employ personnel and may contract with advisors and consultants as necessary to adequately perform its duties. No person who is pecuniarily interested, directly or indirectly, in any marihuana establishment may be an employee, advisor, or consultant involved in the implementation, administration, or enforcement of this act. An employee, advisor, or consultant of the department may not be personally liable for any action at law for damages sustained by a person because of an action performed or done in the performance of their duties in the

implementation, administration, or enforcement of this act. The department of state police shall cooperate and assist the department in conducting background investigations of applicants. Responsibilities of the department include:

(a) promulgating rules pursuant to section 8 of this act that are necessary to implement, administer, and enforce this act;

(b) granting or denying each application for licensure and investigating each applicant to determine eligibility for licensure, including conducting a background investigation on each person holding an ownership interest in the applicant;

(c) ensuring compliance with this act and the rules promulgated thereunder by marihuana establishments by performing investigations of compliance and regular inspections of marihuana establishments and by taking appropriate disciplinary action against a licensee, including prescribing civil fines for violations of this act or rules and suspending, restricting, or revoking a state license;

(d) holding at least 4 public meetings each calendar year for the purpose of hearing complaints and receiving the views of the public with respect to administration of this act;

(e) collecting fees for licensure and fines for violations of this act or rules promulgated thereunder, depositing all fees collected in the marihuana regulation fund established by section 14 of this act, and remitting all fines collected to be deposited in the general fund; and

(f) submitting an annual report to the governor covering the previous year, which report shall include the number of state licenses of each class issued, demographic information on licensees, a description of enforcement and disciplinary actions taken against licensees, and a statement of revenues and expenses of the department related to the implementation, administration, and enforcement of this act.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27958 Rules; limitations.**

Sec. 8. 1. The department shall promulgate rules to implement and administer this act pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to MCL 24.328, including:

(a) procedures for issuing a state license pursuant to section 9 of this act and for renewing, suspending, and revoking a state license;

(b) a schedule of fees in amounts not more than necessary to pay for implementation, administration, and enforcement costs of this act and that relate to the size of each licensee or the volume of business conducted by the licensee;

(c) qualifications for licensure that are directly and demonstrably related to the operation of a marihuana establishment, provided that a prior conviction solely for a marihuana-related offense does not disqualify an individual or otherwise affect eligibility for licensure, unless the offense involved distribution of a controlled substance to a minor;

(d) requirements and standards for safe cultivation, processing, and distribution of marihuana by marihuana establishments, including health standards to ensure the safe preparation of marihuana-infused products and prohibitions on pesticides that are not safe for use on marihuana;

(e) testing, packaging, and labeling standards, procedures, and requirements for marihuana, including a maximum tetrahydrocannabinol level for marihuana-infused products, a requirement that a representative sample of marihuana be tested by a marihuana safety compliance facility, and a requirement that the amount of marihuana or marihuana concentrate contained within a marihuana-infused product be specified on the product label;

(f) security requirements, including lighting, physical security, and alarm requirements, and requirements for securely transporting marihuana between marihuana establishments, provided that such requirements do not prohibit cultivation of marihuana outdoors or in greenhouses;

(g) record keeping requirements for marihuana establishments and monitoring requirements to track the transfer of marihuana by licensees;

(h) requirements for the operation of marihuana secure transporters to ensure that all marihuana establishments are properly serviced;

(i) reasonable restrictions on advertising, marketing, and display of marihuana and marihuana establishments;

(j) a plan to promote and encourage participation in the marihuana industry by people from communities that have been disproportionately impacted by marihuana prohibition and enforcement and to positively

impact those communities; and

(k) penalties for failure to comply with any rule promulgated pursuant to this section or for any violation of this act by a licensee, including civil fines and suspension, revocation, or restriction of a state license.

2. In furtherance of the intent of this act, the department may promulgate rules to:

(a) provide for the issuance of additional types or classes of state licenses to operate marihuana-related businesses, including licenses that authorize only limited cultivation, processing, transportation, delivery, storage, sale, or purchase of marihuana, licenses that authorize the consumption of marihuana within designated areas, licenses that authorize the consumption of marihuana at special events in limited areas and for a limited time, licenses that authorize cultivation for purposes of propagation, and licenses intended to facilitate scientific research or education; or

(b) regulate the cultivation, processing, distribution, and sale of industrial hemp.

3. The department may not promulgate a rule that:

(a) establishes a limit on the number of any type of state licenses that may be granted;

(b) requires a customer to provide a marihuana retailer with identifying information other than identification to determine the customer's age or requires the marihuana retailer to acquire or record personal information about customers other than information typically required in a retail transaction;

(c) prohibits a marihuana establishment from operating at a shared location of a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801, or prohibits a marihuana grower, marihuana processor, or marihuana retailer from operating within a single facility; or

(d) is unreasonably impracticable.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27959 License to operate a marihuana establishment; application; qualifications; issuance; disclosure.**

Sec. 9. 1. Each application for a state license must be submitted to the department. Upon receipt of a complete application and application fee, the department shall forward a copy of the application to the municipality in which the marihuana establishment is to be located, determine whether the applicant and the premises qualify for the state license and comply with this act, and issue the appropriate state license or send the applicant a notice of rejection setting forth specific reasons why the department did not approve the state license application within 90 days.

2. The department shall issue the following state license types: marihuana retailer; marihuana safety compliance facility; marihuana secure transporter; marihuana processor; marihuana microbusiness; class A marihuana grower authorizing cultivation of not more than 100 marihuana plants; class B marihuana grower authorizing cultivation of not more than 500 marihuana plants; and class C marihuana grower authorizing cultivation of not more than 2,000 marihuana plants.

3. Except as otherwise provided in this section, the department shall approve a state license application and issue a state license if:

(a) the applicant has submitted an application in compliance with the rules promulgated by the department, is in compliance with this act and the rules, and has paid the required fee;

(b) the municipality in which the proposed marihuana establishment will be located does not notify the department that the proposed marihuana establishment is not in compliance with an ordinance consistent with section 6 of this act and in effect at the time of application;

(c) the property where the proposed marihuana establishment is to be located is not within an area zoned exclusively for residential use and is not within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, unless a municipality adopts an ordinance that reduces this distance requirement;

(d) no person who holds an ownership interest in the marihuana establishment applicant:

(1) will hold an ownership interest in both a marihuana safety compliance facility or in a marihuana secure transporter and in a marihuana grower, a marihuana processor, a marihuana retailer, or a marihuana microbusiness;

(2) will hold an ownership interest in both a marihuana microbusiness and in a marihuana grower, a marihuana processor, a marihuana retailer, a marihuana safety compliance facility, or a marihuana secure transporter; and

(3) will hold an ownership interest in more than 5 marihuana growers or in more than 1 marihuana microbusiness, except that the department may approve a license application from a person who holds an ownership interest in more than 5 marihuana growers or more than 1 marihuana microbusiness if, after January 1, 2023, the department promulgates a rule authorizing an individual to hold an ownership interest in more than 5 marihuana growers or in more than 1 marihuana microbusiness.

4. If a municipality limits the number of marihuana establishments that may be licensed in the municipality pursuant to section 6 of this act and that limit prevents the department from issuing a state license to all applicants who meet the requirements of subsection 3 of this section, the municipality shall decide among competing applications by a competitive process intended to select applicants who are best suited to operate in compliance with this act within the municipality.

5. All state licenses are effective for 1 year, unless the department issues the state license for a longer term. A state license is renewed upon receipt of a complete renewal application and a renewal fee from any marihuana establishment in good standing.

6. The department shall begin accepting applications for marihuana establishments within 12 months after the effective date of this act. Except as otherwise provided in this section, for 24 months after the department begins to receive applications for marihuana establishments, the department may only accept applications for licensure: for a class A marihuana grower or for a marihuana microbusiness, from persons who are residents of Michigan; for a marihuana retailer, marihuana processor, class B marihuana grower, class C marihuana grower, or a marihuana secure transporter, from persons holding a state operating license pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801; and for a marihuana safety compliance facility, from any applicant. One year after the department begins to accept applications pursuant to this section, the department shall begin accepting applications from any applicant if the department determines that additional state licenses are necessary to minimize the illegal market for marihuana in this state, to efficiently meet the demand for marihuana, or to provide for reasonable access to marihuana in rural areas.

7. Information obtained from an applicant related to licensure under this act is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018..

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27960 Lawful activities by marihuana grower, processor, transporter, or retailer; limitations; contracts related to operation of marihuana establishments.**

Sec. 10. 1. Notwithstanding any other law or provision of this act, and except as otherwise provided in section 4 of this act or the rules promulgated thereunder, the following acts are not unlawful, are not an offense, are not grounds for seizing or forfeiting property, are not grounds for arrest, prosecution, or penalty in any manner, are not grounds for search or inspection except as authorized by this act, and are not grounds to deny any other right or privilege:

(a) a marihuana grower or an agent acting on behalf of a marihuana grower who is 21 years of age or older, cultivating not more than the number of marihuana plants authorized by the state license class; possessing, packaging, storing, or testing marihuana; acquiring marihuana seeds or seedlings from a person who is 21 years of age or older; selling or otherwise transferring, purchasing or otherwise obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for goods or services;

(b) a marihuana processor or agent acting on behalf of a marihuana processor who is 21 years of age or older, possessing, processing, packaging, storing, or testing marihuana; selling or otherwise transferring, purchasing or otherwise obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for goods or services;

(c) a marihuana secure transporter or an agent acting on behalf of a marihuana secure transporter who is 21 years of age or older, possessing or storing marihuana; transporting marihuana to or from a marihuana establishment; or receiving compensation for services;

(d) a marihuana safety compliance facility or an agent acting on behalf of a marihuana safety compliance facility who is 21 years of age or older, testing, possessing, repackaging, or storing marihuana; transferring, obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for services;

(e) a marihuana retailer or an agent acting on behalf of a marihuana retailer who is 21 years of age or older, possessing, storing, or testing marihuana; selling or otherwise transferring, purchasing or otherwise obtaining,



or transporting marihuana to or from a marihuana establishment; selling or otherwise transferring marihuana to a person 21 years of age or older; or receiving compensation for goods or services; or

(f) a marihuana microbusiness or an agent acting on behalf of a marihuana microbusiness who is 21 years of age or older, cultivating not more than 150 marihuana plants; possessing, processing, packaging, storing, or testing marihuana from marihuana plants cultivated on the premises; selling or otherwise transferring marihuana cultivated or processed on the premises to a person 21 years of age or older; or receiving compensation for goods or services.

(g) leasing or otherwise allowing the use of property owned, occupied, or managed for activities allowed under this act;

(h) enrolling or employing a person who engages in marihuana-related activities allowed under this act;

(i) possessing, cultivating, processing, obtaining, transferring, or transporting industrial hemp; or

(j) providing professional services to prospective or licensed marihuana establishments related to activity under this act.

2. A person acting as an agent of a marihuana retailer who sells or otherwise transfers marihuana or marihuana accessories to a person under 21 years of age is not subject to arrest, prosecution, forfeiture of property, disciplinary action by a professional licensing board, denial of any right or privilege, or penalty in any manner, if the person reasonably verified that the recipient appeared to be 21 years of age or older by means of government-issued photographic identification containing a date of birth, and the person complied with any rules promulgated pursuant to this act.

3. It is the public policy of this state that contracts related to the operation of marihuana establishments be enforceable.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27961 Marihuana establishments; requirements; limitations.**

Sec. 11. (a) A marihuana establishment may not allow cultivation, processing, sale, or display of marihuana or marihuana accessories to be visible from a public place outside of the marihuana establishment without the use of binoculars, aircraft, or other optical aids.

(b) A marihuana establishment may not cultivate, process, test, or store marihuana at any location other than a physical address approved by the department and within an enclosed area that is secured in a manner that prevents access by persons not permitted by the marihuana establishment to access the area.

(c) A marihuana establishment shall secure every entrance to the establishment so that access to areas containing marihuana is restricted to employees and other persons permitted by the marihuana establishment to access the area and to agents of the department or state and local law enforcement officers and emergency personnel and shall secure its inventory and equipment during and after operating hours to deter and prevent theft of marihuana and marihuana accessories.

(d) No marihuana establishment may refuse representatives of the department the right during the hours of operation to inspect the licensed premises or to audit the books and records of the marihuana establishment.

(e) No marihuana establishment may allow a person under 21 years of age to volunteer or work for the marihuana establishment.

(f) No marihuana establishment may sell or otherwise transfer marihuana that was not produced, distributed, and taxed in compliance with this act.

(g) A marihuana grower, marihuana retailer, marihuana processor, marihuana microbusiness, or marihuana testing facility or agents acting on their behalf may not transport more than 15 ounces of marihuana or more than 60 grams of marihuana concentrate at one time.

(h) A marihuana secure transporter may not hold title to marihuana.

(i) No marihuana processor may process and no marihuana retailer may sell edible marihuana-infused candy in shapes or packages that are attractive to children or that are easily confused with commercially sold candy that does not contain marihuana.

(j) No marihuana retailer may sell or otherwise transfer marihuana that is not contained in an opaque, resealable, child-resistant package designed to be significantly difficult for children under 5 years of age to open and not difficult for normal adults to use properly as defined by 16 C.F.R. 1700.20 (1995), unless the marihuana is transferred for consumption on the premises where sold.

(k) No marihuana establishment may sell or otherwise transfer tobacco.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27962 Deduction of certain expenses from income.**

Sec. 12. In computing net income for marihuana establishments, deductions from state taxes are allowed for all the ordinary and necessary expenses paid or incurred during the taxable year in carrying out a trade or business.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27963 Imposition of excise tax.**

Sec. 13. 1. In addition to all other taxes, an excise tax is imposed on each marihuana retailer and on each marihuana microbusiness at the rate of 10% of the sales price for marihuana sold or otherwise transferred to anyone other than a marihuana establishment.

2. Except as otherwise provided by a rule promulgated by the department of treasury, a product subject to the tax imposed by this section may not be bundled in a single transaction with a product or service that is not subject to the tax imposed by this section.

3. The department of treasury shall administer the taxes imposed under this act and may promulgate rules pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to MCL 24.328, that prescribe a method and manner for payment of the tax to ensure proper tax collection under this act.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27964 Marihuana regulation fund; creation; administration; allocation of expenditures.**

Sec. 14. 1. The marihuana regulation fund is created in the state treasury. The department of treasury shall deposit all money collected under section 13 of this act and the department shall deposit all fees collected in the fund. The state treasurer shall direct the investment of the fund and shall credit the fund interest and earnings from fund investments. The department shall administer the fund for auditing purposes. Money in the fund shall not lapse to the general fund.

2. Funds for the initial activities of the department to implement this act shall be appropriated from the general fund. The department shall repay any amount appropriated under this subsection from proceeds in the fund.

3. The department shall expend money in the fund first for the implementation, administration, and enforcement of this act, and second, until 2022 or for at least two years, to provide \$20 million annually to one or more clinical trials that are approved by the United States food and drug administration and sponsored by a non-profit organization or researcher within an academic institution researching the efficacy of marihuana in treating the medical conditions of United States armed services veterans and preventing veteran suicide. Upon appropriation, unexpended balances must be allocated as follows:

(a) 15% to municipalities in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the municipality;

(b) 15% to counties in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the county;

(c) 35% to the school aid fund to be used for K-12 education; and

(d) 35% to the Michigan transportation fund to be used for the repair and maintenance of roads and bridges.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27965 Violations; penalties.**

Rendered Wednesday, April 3, 2019

Page 9

Michigan Compiled Laws Complete Through PA 690 of 2018

© Legislative Council, State of Michigan

*Courtesy of [www.legislature.mi.gov](http://www.legislature.mi.gov)*

Sec. 15. A person who commits any of the following acts, and is not otherwise authorized by this act to conduct such activities, may be punished only as provided in this section and is not subject to any other form of punishment or disqualification, unless the person consents to another disposition authorized by law:

1. Except for a person who engaged in conduct described in sections 4(1)(a), 4(1)(b), 4(1)(c), 4(1)(d), 4(1)(g), or 4(1)(h), a person who possesses not more than the amount of marihuana allowed by section 5, cultivates not more than the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than the amount of marihuana allowed by section 5, is responsible for a civil infraction and may be punished by a fine of not more than \$100 and forfeiture of the marihuana.

2. Except for a person who engaged in conduct described in section 4, a person who possesses not more than twice the amount of marihuana allowed by section 5, cultivates not more than twice the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than twice the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than twice the amount of marihuana allowed by section 5:

(a) for a first violation, is responsible for a civil infraction and may be punished by a fine of not more than \$500 and forfeiture of the marihuana;

(b) for a second violation, is responsible for a civil infraction and may be punished by a fine of not more than \$1,000 and forfeiture of the marihuana;

(c) for a third or subsequent violation, is guilty of a misdemeanor and may be punished by a fine of not more than \$2,000 and forfeiture of the marihuana.

3. Except for a person who engaged in conduct described by section 4(1)(a), 4(1)(d), or 4(1)(g), a person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants:

(a) for a first violation, is responsible for a civil infraction and may be punished as follows:

(1) if the person is less than 18 years of age, by a fine of not more than \$100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling; or

(2) if the person is at least 18 years of age, by a fine of not more than \$100 and forfeiture of the marihuana.

(b) for a second violation, is responsible for a civil infraction and may be punished as follows:

(1) if the person is less than 18 years of age, by a fine of not more than \$500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling; or

(2) if the person is at least 18 years of age, by a fine of not more than \$500 and forfeiture of the marihuana.

4. Except for a person who engaged in conduct described in section 4, a person who possesses more than twice the amount of marihuana allowed by section 5, cultivates more than twice the amount of marihuana allowed by section 5, or delivers without receiving any remuneration to a person who is at least 21 years of age more than twice the amount of marihuana allowed by section 5, shall be responsible for a misdemeanor, but shall not be subject to imprisonment unless the violation was habitual, willful, and for a commercial purpose or the violation involved violence.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

### **333.27966 Failure to act by department; application to municipality.**

Sec. 16. 1. If the department does not timely promulgate rules as required by section 8 of this act or accept or process applications in accordance with section 9 of this act, beginning one year after the effective date of this act, an applicant may submit an application for a marihuana establishment directly to the municipality where the marihuana establishment will be located.

2. If a marihuana establishment submits an application to a municipality under this section, the municipality shall issue a municipal license to the applicant within 90 days after receipt of the application unless the municipality finds and notifies the applicant that the applicant is not in compliance with an ordinance or rule adopted pursuant to this act.

3. If a municipality issues a municipal license pursuant to this section:

(a) the municipality shall notify the department that the municipal license has been issued;

(b) the municipal license has the same force and effect as a state license; and

(c) the holder of the municipal license is not subject to regulation or enforcement by the department during the municipal license term.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

**333.27967 Construction of act; effect of federal law; severability.**

Sec. 17. This act shall be broadly construed to accomplish its intent as stated in section 2 of this act. Nothing in this act purports to supersede any applicable federal law, except where allowed by federal law. All provisions of this act are self-executing. Any section of this act that is found invalid as to any person or circumstances shall not affect the application of any other section of this act that can be given full effect without the invalid section or application.

**History:** 2018, Initiated Law 1, Eff. Dec. 6, 2018.

**Compiler's note:** This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

\*\*\*\*\* Act 281 of 2016 THIS TITLE, BEGINNING WITH THE FIRST INSTANCE OF "AN ACT", IS AMENDED EFFECTIVE MARCH 28, 2019: THIS AMENDED TITLE, BEGINNING WITH THE SECOND INSTANCE OF "AN ACT", IS EFFECTIVE MARCH 28, 2019 \*\*\*\*\*

**MEDICAL MARIHUANA FACILITIES LICENSING ACT**  
**Act 281 of 2016**

AN ACT to license and regulate medical marihuana growers, processors, provisioning centers, secure transporters, and safety compliance facilities; to provide for the powers and duties of certain state and local governmental officers and entities; to create a medical marihuana licensing board; to provide for interaction with the statewide monitoring system for commercial marihuana transactions; to create an advisory panel; to provide immunity from prosecution for marihuana-related offenses for persons engaging in certain activities in compliance with this act; to prescribe civil fines and sanctions and provide remedies; to provide for forfeiture of contraband; to provide for taxes, fees, and assessments; and to require the promulgation of rules. AN ACT to license and regulate medical marihuana growers, processors, provisioning centers, secure transporters, and safety compliance facilities; to allow certain licensees to process, test, or sell industrial hemp; to provide for the powers and duties of certain state and local governmental officers and entities; to create a medical marihuana licensing board; to provide for interaction with the statewide monitoring system for commercial marihuana transactions; to create an advisory panel; to provide immunity from prosecution for marihuana-related offenses for persons engaging in certain activities in compliance with this act; to prescribe civil fines and sanctions and provide remedies; to provide for forfeiture of contraband; to provide for taxes, fees, and assessments; and to require the promulgation of rules.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;— Am. 2018, Act 648, Eff. Mar. 28, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

*The People of the State of Michigan enact:*

**PART 1. GENERAL PROVISIONS**

**333.27101 Short title.**

Sec. 101. This act shall be known and may be cited as the "medical marihuana facilities licensing act".

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27102 THIS SECTION IS AMENDED EFFECTIVE MARCH 28, 2019: See 333.27102.amended \*\*\*\*\*

**333.27102 Definitions.**

Sec. 102. As used in this act:

(a) "Advisory panel" or "panel" means the marihuana advisory panel created in section 801.

(b) "Affiliate" means any person that controls, is controlled by, or is under common control with; is in a partnership or joint venture relationship with; or is a co-shareholder of a corporation, a co-member of a limited liability company, or a co-partner in a limited liability partnership with a licensee or applicant.

(c) "Applicant" means a person who applies for a state operating license. Applicant includes, with respect to disclosures in an application, for purposes of ineligibility for a license under section 402, or for purposes of prior board approval of a transfer of interest under section 406, and only for applications submitted on or after January 1, 2019, a managerial employee of the applicant, a person holding an indirect ownership interest of 10% or more in the applicant, and the following for each type of applicant:

(i) For an individual or sole proprietorship: the proprietor and spouse.

(ii) For a partnership and limited liability partnership: all partners and their spouses. For a limited partnership and limited liability limited partnership: all general and limited partners, not including a limited partner holding a direct or indirect ownership interest of less than 10% and who does not exercise control over or participate in the management of the partnership, and their spouses. For a limited liability company: all members and managers, not including a member holding a direct or indirect ownership interest of less than

10% and who does not exercise control over or participate in the management of the company, and their spouses.

(iii) For a privately held corporation: all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of less than 10%, and their spouses.

(iv) For a publicly held corporation: all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of less than 10%, and their spouses.

(v) For a multilevel ownership enterprise: any entity or person that receives or has the right to receive 10% or more of the gross or net profit from the enterprise during any full or partial calendar or fiscal year.

(vi) For a nonprofit corporation: all individuals and entities with membership or shareholder rights in accordance with the articles of incorporation or the bylaws and their spouses.

(d) "Board" means the medical marihuana licensing board created in section 301.

(e) "Cutting" means a section of a lead stem or root stock that is used for vegetative asexual propagation.

(f) "Department" means the department of licensing and regulatory affairs.

(g) "Grower" means a licensee that is a commercial entity located in this state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor, provisioning center, or another grower.

(h) "Industrial hemp" means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.

(i) "Industrial hemp research and development act" means the industrial hemp research and development act, 2014 PA 547.

(j) "Licensee" means a person holding a state operating license.

(k) "Marihuana" means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.

(l) "Marihuana facility" means a location at which a licensee is licensed to operate under this act.

(m) "Marihuana plant" means any plant of the species *Cannabis sativa* L. Marihuana plant does not include industrial hemp.

(n) "Marihuana-infused product" means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product is not considered a food for purposes of the food law, 2000 PA 92, MCL 289.1101 to 289.8111.

(o) "Marihuana tracking act" means the marihuana tracking act, 2016 PA 282, MCL 333.27901 to 333.27904.

(p) "Michigan medical marihuana act" means the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430.

(q) "Municipality" means a city, township, or village.

(r) "Paraphernalia" means any equipment, product, or material of any kind that is designed for or used in growing, cultivating, producing, manufacturing, compounding, converting, storing, processing, preparing, transporting, injecting, smoking, ingesting, inhaling, or otherwise introducing into the human body, marihuana.

(s) "Person" means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.

(t) "Plant" means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.

(u) "Processor" means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center or another processor.

(v) "Provisioning center" means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.

(w) "Registered primary caregiver" means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act.

(x) "Registered qualifying patient" means a qualifying patient who has been issued a current registry identification card under the Michigan medical marihuana act or a visiting qualifying patient as that term is

defined in section 3 of the Michigan medical marihuana act, MCL 333.26423.

(y) "Registry identification card" means that term as defined in section 3 of the Michigan medical marihuana act, MCL 333.26423.

(z) "Rules" means rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the department in consultation with the board to implement this act.

(aa) "Safety compliance facility" means a licensee that is a commercial entity that takes marihuana from a marihuana facility or receives marihuana from a registered primary caregiver, tests the marihuana for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.

(bb) "Secure transporter" means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.

(cc) "Seed" means the fertilized, ungerminated, matured ovule, containing an embryo or rudimentary plant, of a marihuana plant that is flowering.

(dd) "Seedling" means a marihuana plant that has germinated and has not flowered and is not harvestable.

(ee) "State operating license" or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:

(i) A grower.

(ii) A processor.

(iii) A secure transporter.

(iv) A provisioning center.

(v) A safety compliance facility.

(ff) "Statewide monitoring system" or, unless the context requires a different meaning, "system" means an internet-based, statewide database established, implemented, and maintained by the department under the marihuana tracking act, that is available to licensees, law enforcement agencies, and authorized state departments and agencies on a 24-hour basis for all of the following:

(i) Verifying registry identification cards.

(ii) Tracking marihuana transfer and transportation by licensees, including transferee, date, quantity, and price.

(iii) Verifying in commercially reasonable time that a transfer will not exceed the limit that the patient or caregiver is authorized to receive under section 4 of the Michigan medical marihuana act, MCL 333.26424.

(gg) "Tissue culture" means a marihuana plant cell, cutting, tissue, or organ, that is kept under a sterile condition on a nutrient culture medium of known composition and that does not have visible root formation. A tissue culture is not a marihuana plant for purposes of a grower.

(hh) "Usable marihuana" means the dried leaves, flowers, plant resin, or extract of the marihuana plant, but does not include the seeds, stalks, and roots of the plant.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27102.amended THIS AMENDED SECTION IS EFFECTIVE MARCH 28, 2019 \*\*\*\*\*

### **333.27102.amended Definitions.**

Sec. 102. As used in this act:

(a) "Advisory panel" or "panel" means the marihuana advisory panel created in section 801.

(b) "Affiliate" means any person that controls, is controlled by, or is under common control with; is in a partnership or joint venture relationship with; or is a co-shareholder of a corporation, a co-member of a limited liability company, or a co-partner in a limited liability partnership with a licensee or applicant.

(c) "Applicant" means a person who applies for a state operating license. With respect to disclosures in an application, or for purposes of ineligibility for a license under section 402, the term applicant includes an officer, director, and managerial employee of the applicant and a person who holds any direct or indirect ownership interest in the applicant.

(d) "Board" means the medical marihuana licensing board created in section 301.

(e) "Cutting" means a section of a lead stem or root stock that is used for vegetative asexual propagation.

(f) "Department" means the department of licensing and regulatory affairs.

(g) "Grower" means a licensee that is a commercial entity located in this state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor, provisioning center, or another grower.

(h) "Industrial hemp" means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.

(i) "Industrial hemp research and development act" means the industrial hemp research and development act, 2014 PA 547.

(j) "Licensee" means a person holding a state operating license.

(k) "Marihuana" means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.

(l) "Marihuana facility" means a location at which a licensee is licensed to operate under this act.

(m) "Marihuana plant" means any plant of the species *Cannabis sativa* L. Marihuana plant does not include industrial hemp.

(n) "Marihuana-infused product" means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product is not considered a food for purposes of the food law, 2000 PA 92, MCL 289.1101 to 289.8111.

(o) "Marihuana tracking act" means the marihuana tracking act, 2016 PA 282, MCL 333.27901 to 333.27904.

(p) "Michigan medical marihuana act" means the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430.

(q) "Municipality" means a city, township, or village.

(r) "Paraphernalia" means any equipment, product, or material of any kind that is designed for or used in growing, cultivating, producing, manufacturing, compounding, converting, storing, processing, preparing, transporting, injecting, smoking, ingesting, inhaling, or otherwise introducing into the human body, marihuana.

(s) "Person" means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.

(t) "Plant" means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.

(u) "Processor" means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center or another processor.

(v) "Provisioning center" means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.

(w) "Registered primary caregiver" means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act.

(x) "Registered qualifying patient" means a qualifying patient who has been issued a current registry identification card under the Michigan medical marihuana act or a visiting qualifying patient as that term is defined in section 3 of the Michigan medical marihuana act, MCL 333.26423.

(y) "Registry identification card" means that term as defined in section 3 of the Michigan medical marihuana act, MCL 333.26423.

(z) "Rules" means rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the department in consultation with the board to implement this act.

(aa) "Safety compliance facility" means a licensee that is a commercial entity that takes marihuana from a marihuana facility or receives marihuana from a registered primary caregiver, tests the marihuana for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.

(bb) "Secure transporter" means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.

(cc) "Seed" means the fertilized, ungerminated, matured ovule, containing an embryo or rudimentary plant, of a marihuana plant that is flowering.

(dd) "Seedling" means a marihuana plant that has germinated and has not flowered and is not harvestable.

(ee) "State operating license" or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:

(i) A grower.



- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (ff) "Statewide monitoring system" or, unless the context requires a different meaning, "system" means an internet-based, statewide database established, implemented, and maintained by the department under the marihuana tracking act, that is available to licensees, law enforcement agencies, and authorized state departments and agencies on a 24-hour basis for all of the following:
  - (i) Verifying registry identification cards.
  - (ii) Tracking marihuana transfer and transportation by licensees, including transferee, date, quantity, and price.
  - (iii) Verifying in commercially reasonable time that a transfer will not exceed the limit that the patient or caregiver is authorized to receive under section 4 of the Michigan medical marihuana act, MCL 333.26424.
  - (gg) "Tissue culture" means a marihuana plant cell, cutting, tissue, or organ, that is kept under a sterile condition on a nutrient culture medium of known composition and that does not have visible root formation. A tissue culture is not a marihuana plant for purposes of a grower.
  - (hh) "Usable marihuana" means the dried leaves, flowers, plant resin, or extract of the marihuana plant, but does not include the seeds, stalks, and roots of the plant.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;— Am. 2018, Act 582, Eff. Jan. 1, 2019;— Am. 2018, Act 648, Eff. Mar. 28, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

## PART 2. APPLICATION OF OTHER LAWS

### **333.27201 Protected activities; person owning or leasing property upon which marihuana facility located subject to penalties or sanctions prohibited; conditions; activities of certified public accountant or financial institution not subject to certain penalties or sanctions; other provisions of law inconsistent with act; definitions.**

Sec. 201. (1) Except as otherwise provided in this act, if a person has been granted a state operating license and is operating within the scope of the license, the licensee and its agents are not subject to any of the following for engaging in activities described in subsection (2):

- (a) Criminal penalties under state law or local ordinances regulating marihuana.
- (b) State or local criminal prosecution for a marihuana-related offense.
- (c) State or local civil prosecution for a marihuana-related offense.
- (d) Search or inspection, except for an inspection authorized under this act by law enforcement officers, the municipality, or the department.
- (e) Seizure of marihuana, real property, personal property, or anything of value based on a marihuana-related offense.

(f) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau based on a marihuana-related offense.

(2) The following activities are protected under subsection (1) if performed under a state operating license within the scope of that license and in accord with this act, rules, and any ordinance adopted under section 205:

- (a) Growing marihuana.
- (b) Purchasing, receiving, selling, transporting, or transferring marihuana from or to a licensee, a licensee's agent, a registered qualifying patient, or a registered primary caregiver.
- (c) Possessing marihuana.
- (d) Possessing or manufacturing marihuana paraphernalia for medical use.
- (e) Processing marihuana.
- (f) Transporting marihuana.
- (g) Testing, transferring, infusing, extracting, altering, or studying marihuana.
- (h) Receiving or providing compensation for products or services.

(3) Except as otherwise provided in this act, a person who owns or leases real property upon which a marihuana facility is located and who has no knowledge that the licensee violated this act is not subject to any of the following for owning, leasing, or permitting the operation of a marihuana facility on the real property:

- (a) Criminal penalties under state law or local ordinances regulating marihuana.

- (b) State or local civil prosecution based on a marihuana-related offense.
  - (c) State or local criminal prosecution based on a marihuana-related offense.
  - (d) Search or inspection, except for an inspection authorized under this act by law enforcement officers, the municipality, or the department.
  - (e) Seizure of any real or personal property or anything of value based on a marihuana-related offense.
  - (f) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau.
- (4) Except as otherwise provided in this act, a certified public accountant who is licensed under article 7 of the occupational code, 1980 PA 299, MCL 339.720 to 339.736, is not subject to any of the following for engaging in the practice of public accounting as that term is defined in section 720 of the occupational code, 1980 PA 299, MCL 339.720, for an applicant or licensee who is in compliance with this act, rules, and the Michigan medical marihuana act:
- (a) Criminal penalties under state law or local ordinances regulating marihuana.
  - (b) State or local civil prosecution based on a marihuana-related offense.
  - (c) State or local criminal prosecution based on a marihuana-related offense.
  - (d) Seizure of any real or personal property or anything of value based on a marihuana-related offense.
  - (e) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau based on a marihuana-related offense.
- (5) Except as otherwise provided in this act, a financial institution is not subject to any of the following for providing a financial service to a licensee under this act:
- (a) Criminal penalties under state law or local ordinances regulating marihuana.
  - (b) State or local civil prosecution based on a marihuana-related offense.
  - (c) State or local criminal prosecution based on a marihuana-related offense.
  - (d) Seizure of any real or personal property or anything of value based on a marihuana-related offense.
  - (e) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau based on a marihuana-related offense.
- (6) For the purposes of regulating the commercial entities established under this act, any provisions of the following acts that are inconsistent with this act do not apply to a grower, processor, secure transporter, provisioning center, or safety compliance facility operating in compliance with this act:
- (a) The business corporation act, 1972 PA 284, MCL 450.1101 to 450.2098.
  - (b) The nonprofit corporation act, 1982 PA 162, MCL 450.2101 to 450.3192.
  - (c) 1931 PA 327, MCL 450.98 to 450.192.
  - (d) The Michigan revised uniform limited partnership act, 1982 PA 213, MCL 449.1101 to 449.2108.
  - (e) The Michigan limited liability company act, 1993 PA 23, MCL 450.4101 to 450.5200.
  - (f) 1907 PA 101, MCL 445.1 to 445.5.
  - (g) 1913 PA 164, MCL 449.101 to 449.106.
  - (h) The uniform partnership act, 1917 PA 72, MCL 449.1 to 449.48.
- (7) As used in this section:
- (a) "Financial institution" means any of the following:
    - (i) A state or national bank.
    - (ii) A state or federally chartered savings and loan association.
    - (iii) A state or federally chartered savings bank.
    - (iv) A state or federally chartered credit union.
    - (v) An insurance company.
    - (vi) An entity that offers any of the following to a resident of this state:
      - (A) A mutual fund account.
      - (B) A securities brokerage account.
      - (C) A money market account.
      - (D) A retail investment account.
    - (vii) An entity regulated by the Securities and Exchange Commission that collects funds from the public.
    - (viii) An entity that is a member of the National Association of Securities Dealers and that collects funds from the public.
    - (ix) Another entity that collects funds from the public.
  - (b) "Financial service" means a deposit; withdrawal; transfer between accounts; exchange of currency; loan; extension of credit; purchase or sale of any stock, bond, certificate of deposit, or other monetary instrument; or any other payment, transfer, or delivery by, through, or to a financial institution, by whatever means effected.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27203 Registered qualifying patient or registered primary caregiver; criminal prosecution or sanctions prohibited; conditions.**

Sec. 203. A registered qualifying patient or registered primary caregiver is not subject to criminal prosecution or sanctions for purchasing marihuana from a provisioning center if the quantity purchased is within the limits established under the Michigan medical marihuana act. A registered primary caregiver is not subject to criminal prosecution or sanctions for any transfer of 2.5 ounces or less of marihuana to a safety compliance facility for testing.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27204 Medical purpose defense.**

Sec. 204. This act does not limit the medical purpose defense provided in section 8 of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26428, to any prosecution involving marihuana.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27205 Marihuana facility; ordinance; requirements.**

Sec. 205. (1) The board shall not issue a state operating license to an applicant unless the municipality in which the applicant's proposed marihuana facility will operate has adopted an ordinance that authorizes that type of facility. A municipality may adopt an ordinance to authorize 1 or more types of marihuana facilities within its boundaries and to limit the number of each type of marihuana facility. A municipality may adopt other ordinances relating to marihuana facilities within its jurisdiction, including zoning regulations, but shall not impose regulations regarding the purity or pricing of marihuana or interfering or conflicting with this act or rules for licensing marihuana facilities. A municipality that adopts an ordinance under this subsection that authorizes a marihuana facility shall provide the department with all of the following on a form prescribed and provided by the department:

(a) An attestation that the municipality has adopted an ordinance under this subsection that authorizes the marihuana facility.

(b) A description of any zoning regulations that apply to the proposed marihuana facility within the municipality.

(c) The signature of the clerk of the municipality or his or her designee.

(d) Any other information required by the department.

(2) A municipal ordinance may establish an annual, nonrefundable fee of not more than \$5,000.00 to help defray administrative and enforcement costs associated with the operation of a marihuana facility in the municipality.

(3) The department may require a municipality to provide the following information to the department on a form prescribed and provided by the department regarding a licensee who submits an application for license renewal:

(a) Information that the board declares necessary to determine whether the licensee's license should be renewed.

(b) A description of a violation of an ordinance or a zoning regulation adopted under subsection (1) committed by the licensee, but only if the violation relates to activities licensed under this act and rules or the Michigan medical marihuana act.

(c) Whether there has been a change to an ordinance or a zoning regulation adopted under subsection (1) since the license was issued to the licensee and a description of the change.

(4) Information a municipality obtains from an applicant under this section is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246. Except as otherwise provided in this subsection, information a municipality provides to the department under this section is subject to

disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27206 THIS SECTION IS AMENDED EFFECTIVE MARCH 28, 2019: See 333.27206.amended \*\*\*\*\*

### **333.27206 Rules.**

Sec. 206. The department, in consultation with the board, shall promulgate rules and emergency rules as necessary to implement, administer, and enforce this act. The rules must ensure the safety, security, and integrity of the operation of marihuana facilities, and must include rules to do the following:

- (a) Set appropriate standards for marihuana facilities and associated equipment.
- (b) Subject to section 408, establish minimum levels of insurance that licensees must maintain.
- (c) Establish operating regulations for each category of license to ensure the health, safety, and security of the public and the integrity of marihuana facility operations.
- (d) Establish qualifications and restrictions for persons participating in or involved with operating marihuana facilities.
- (e) Establish testing standards, procedures, and requirements for marihuana sold through provisioning centers.
- (f) Provide for the levy and collection of fines for a violation of this act or rules.
- (g) Prescribe use of the statewide monitoring system to track all marihuana transfers, as provided in the marihuana tracking act and this act and provide for a funding mechanism to support the system.
- (h) Establish quality control standards, procedures, and requirements for marihuana facilities.
- (i) Establish chain of custody standards, procedures, and requirements for marihuana facilities.
- (j) Establish standards, procedures, and requirements for waste product disposal and storage by marihuana facilities.
- (k) Establish chemical storage standards, procedures, and requirements for marihuana facilities.
- (l) Establish standards, procedures, and requirements for securely and safely transporting marihuana between marihuana facilities.
- (m) Establish standards, procedures, and requirements for the storage of marihuana by marihuana facilities.
- (n) Establish labeling and packaging standards, procedures, and requirements for marihuana sold or transferred through provisioning centers, including a prohibition on labeling or packaging that is intended to appeal to or has the effect of appealing to minors.
- (o) Establish daily and monthly purchasing limits at provisioning centers for registered qualifying patients and registered primary caregivers to ensure compliance with the Michigan medical marihuana act.
- (p) Establish marketing and advertising restrictions for marihuana products and marihuana facilities.
- (q) Establish maximum tetrahydrocannabinol levels for marihuana-infused products sold or transferred through provisioning centers.
- (r) Establish health standards to ensure the safe preparation of products containing marihuana that are intended for human consumption in a manner other than smoke inhalation.
- (s) Establish restrictions on edible marihuana-infused products to prohibit shapes that would appeal to minors.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27206.amended THIS AMENDED SECTION IS EFFECTIVE MARCH 28, 2019 \*\*\*\*\*

### **333.27206.amended Rules.**

Sec. 206. The department, in consultation with the board, shall promulgate rules and emergency rules as necessary to implement, administer, and enforce this act. The rules must ensure the safety, security, and integrity of the operation of marihuana facilities, and must include rules to do the following:

- (a) Set appropriate standards for marihuana facilities and associated equipment.
- (b) Subject to section 408, establish minimum levels of insurance that licensees must maintain.

(c) Establish operating regulations for each category of license to ensure the health, safety, and security of the public and the integrity of marihuana facility operations.

(d) Establish qualifications and restrictions for persons participating in or involved with operating marihuana facilities.

(e) Establish testing standards, procedures, and requirements for marihuana sold through provisioning centers.

(f) Provide for the levy and collection of fines for a violation of this act or rules.

(g) Prescribe use of the statewide monitoring system to track all marihuana transfers, as provided in the marihuana tracking act and this act, and provide for a funding mechanism to support the system.

(h) Establish quality control standards, procedures, and requirements for marihuana facilities.

(i) Establish chain of custody standards, procedures, and requirements for marihuana facilities.

(j) Establish standards, procedures, and requirements for waste product disposal and storage by marihuana facilities.

(k) Establish chemical storage standards, procedures, and requirements for marihuana facilities.

(l) Establish standards, procedures, and requirements for securely and safely transporting marihuana between marihuana facilities.

(m) Establish standards, procedures, and requirements for the storage of marihuana by marihuana facilities.

(n) Establish labeling and packaging standards, procedures, and requirements for marihuana sold or transferred through provisioning centers, including a prohibition on labeling or packaging that is intended to appeal to or has the effect of appealing to minors.

(o) Establish daily and monthly purchasing limits at provisioning centers for registered qualifying patients and registered primary caregivers to ensure compliance with the Michigan medical marihuana act.

(p) Establish marketing and advertising restrictions for marihuana products and marihuana facilities.

(q) Establish maximum tetrahydrocannabinol levels for marihuana-infused products sold or transferred through provisioning centers.

(r) Establish health standards to ensure the safe preparation of products containing marihuana that are intended for human consumption in a manner other than smoke inhalation.

(s) Establish restrictions on edible marihuana-infused products to prohibit shapes that would appeal to minors.

(t) Establish standards, procedures, and requirements for the sale of industrial hemp from a provisioning center to a registered qualified patient. The rules promulgated under this subdivision must be promulgated before March 1, 2019.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;— Am. 2018, Act 648, Eff. Mar. 28, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27207 Third-party inventory control and tracking system; exception for statewide monitoring system.**

Sec. 207. (1) Except as otherwise provided in subsection (2), a licensee shall adopt and use a third-party inventory control and tracking system that is capable of interfacing with the statewide monitoring system to allow the licensee to enter or access information in the statewide monitoring system as required under this act and rules. The third-party inventory control and tracking system must have all of the following capabilities necessary for the licensee to comply with the requirements applicable to the licensee's license type:

(a) Tracking all marihuana plants, products, packages, patient and primary caregiver purchase totals, waste, transfers, conversions, sales, and returns that are linked to unique identification numbers.

(b) Tracking lot and batch information throughout the entire chain of custody.

(c) Tracking all products, conversions, and derivatives throughout the entire chain of custody.

(d) Tracking marihuana plant, batch, and product destruction.

(e) Tracking transportation of product.

(f) Performing complete batch recall tracking that clearly identifies all of the following details relating to the specific batch subject to the recall:

(i) Sold product.

(ii) Product inventory that is finished and available for sale.

(iii) Product that is in the process of transfer.

(iv) Product being processed into another form.

(v) Postharvest raw product, such as product that is in the drying, trimming, or curing process.

- (g) Reporting and tracking loss, theft, or diversion of product containing marihuana.
- (h) Reporting and tracking all inventory discrepancies.
- (i) Reporting and tracking adverse patient responses or dose-related efficacy issues.
- (j) Reporting and tracking all sales and refunds.
- (k) Electronically receiving and transmitting information as required under this act, the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430, and the marihuana tracking act.
- (l) Receiving testing results electronically from a safety compliance facility via a secured application program interface into the system and directly linking the testing results to each applicable source batch and sample.
- (m) Identifying test results that may have been altered.
- (n) Providing the licensee with access to information in the tracking system that is necessary to verify that the licensee is carrying out the marihuana transactions authorized under the licensee's license in accordance with this act.
- (o) Providing information to cross-check that product sales are made to a registered qualifying patient or a registered primary caregiver on behalf of a registered qualifying patient and that the product received the required testing.
- (p) Providing the department and state agencies with access to information in the database that they are authorized to access.
- (q) Providing law enforcement agencies with access to only the information in the database that is necessary to verify that an individual possesses a valid and current registry identification card.
- (r) Providing licensees with access only to the information in the system that they are required to receive before a sale, transfer, transport, or other activity authorized under a license issued under this act.
- (s) Securing the confidentiality of information in the database by preventing access by a person who is not authorized to access the statewide monitoring system or is not authorized to access the particular information.
- (t) Providing analytics to the department regarding key performance indicators such as the following:
  - (i) Total daily sales.
  - (ii) Total marihuana plants in production.
  - (iii) Total marihuana plants destroyed.
  - (iv) Total inventory adjustments.
- (2) If the statewide monitoring system is capable of allowing a licensee to access or enter information into the statewide monitoring system without use of a third-party inventory control and tracking system, a licensee may access or enter information into the statewide monitoring system directly and the licensee is not required to adopt and use a third-party inventory control and tracking system.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27208 Marihuana facility and property; examination by local and state police.**

Sec. 208. A marihuana facility and all articles of property in that facility are subject to examination at any time by a local police agency or the department of state police.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

## **PART 3. MEDICAL MARIHUANA LICENSING BOARD**

### **333.27301 Medical marihuana licensing board; creation; membership; appointment; terms; vacancy; reimbursement for expenses; other public office; eligibility; removal of member; appointment and employment limitations; financial disclosure statement; direct or indirect interest.**

Sec. 301. (1) The medical marihuana licensing board is created within the department of licensing and regulatory affairs.

(2) The board consists of 5 members who are residents of this state, not more than 3 of whom are members of the same political party. The governor shall appoint the members. One of the members shall be appointed from 3 nominees submitted by the senate majority leader and 1 from 3 nominees submitted by the speaker of

the house. The governor shall designate 1 of the members as chairperson.

(3) The members shall be appointed for terms of 4 years, except, of those who are first appointed, 1 member shall be appointed for a term of 2 years and 2 members shall be appointed for a term of 3 years. A member's term expires on December 31 of the last year of the member's term. If a vacancy occurs, the governor shall appoint a successor to fill the unexpired term in the manner of the original appointment.

(4) Each member of the board shall be reimbursed for all actual and necessary expenses and disbursements incurred in carrying out official duties.

(5) A board member shall not hold any other public office for which he or she receives compensation other than necessary travel or other incidental expenses.

(6) A person who is not of good moral character or who has been indicted for, charged with, or convicted of, pled guilty or nolo contendere to, or forfeited bail concerning any felony or a misdemeanor involving a controlled substance violation, theft, dishonesty, or fraud under the laws of this state, any other state, or the United States or a local ordinance in any state involving a controlled substance violation, dishonesty, theft, or fraud that substantially corresponds to a misdemeanor in that state is not eligible to serve on the board.

(7) The governor may remove any member of the board for neglect of duty, misfeasance, malfeasance, nonfeasance, or any other just cause.

(8) The board shall not appoint or employ an individual if any of the following circumstances exist:

(a) During the 3 years immediately preceding appointment or employment, the individual held any direct or indirect interest in, or was employed by, a person who is licensed to operate under this act or under a corresponding license in another jurisdiction or a person with an application for an operating license pending before the board or in any other jurisdiction. The board shall not employ an individual who has a direct or indirect interest in a licensee or a marihuana facility.

(b) The individual or his or her spouse, parent, child, child's spouse, sibling, or spouse of a sibling has an application for a license pending before the board or is a member of the board of directors of, or an individual financially interested in, any licensee or marihuana facility.

(9) Each member of the board and each key employee as determined by the department shall file with the governor a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of the member and key employee and his or her spouse, if any, affirming that the member and key employee are in compliance with subsection (8)(a) and (b). The financial disclosure statement shall be made under oath and filed at the time of employment and annually thereafter.

(10) Each employee of the board shall file with the board a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of the employee and his or her spouse. This subsection does not apply to a key employee.

(11) A member of the board or key employee shall not hold any direct or indirect interest in, be employed by, or enter into a contract for services with an applicant, a board licensee, or a marihuana facility for a period of 4 years after the date his or her employment or membership on the board terminates. The department in consultation with the board shall define the term "direct or indirect interest" by rule.

(12) For 2 years after the date his or her employment with the board is terminated, an employee of the board shall not acquire any direct or indirect interest in, be employed by, or enter into a contract for services with any applicant, licensee, or marihuana facility.

(13) For 2 years after the termination of his or her office or employment with the board, a board member or an individual employed by the board shall not represent any person or party other than this state before or against the board.

(14) A business entity in which a former board member or employee or agent has an interest, or any partner, officer, or employee of the business entity, shall not make any appearance or represent a party that the former member, employee, or agent is prohibited from appearing for or representing. As used in this subsection, "business entity" means a corporation, limited liability company, partnership, limited liability partnership, association, trust, or other form of legal entity.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27302 Board; duties.**

Sec. 302. The board has general responsibility for implementing this act. The board has the powers and duties specified in this act and all other powers necessary and proper to fully and effectively implement and administer this act for the purpose of licensing, regulating, and enforcing the licensing and regulation system

established under this act for marihuana growth, processing, testing, and transporting. The board is subject to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328. The board's duties include all of the following:

- (a) Granting or denying each application for a state operating license within a reasonable time.
- (b) Deciding all license applications in reasonable order.
- (c) Conducting its public meetings in compliance with the open meetings act, 1976 PA 267, MCL 15.231 to 15.246.
- (d) Consulting with the department in promulgating rules and emergency rules as necessary to implement, administer, and enforce this act. The board shall not promulgate a rule establishing a limit on the number or type of marihuana facility licenses that may be granted.
- (e) Implementing and collecting the application fee described in section 401 and, in conjunction with the department of treasury, the tax described in section 601 and regulatory assessment described in section 603.
- (f) Providing for the levy and collection of fines for a violation of this act or rules.
- (g) Providing oversight of a marihuana facility through the board's inspectors, agents, and auditors and through the state police or attorney general for the purpose of certifying the revenue, receiving complaints from the public, or conducting investigations into the operation of the marihuana facility as the board considers necessary and proper to ensure compliance with this act and rules and to protect and promote the overall safety, security, and integrity of the operation of a marihuana facility.
- (h) Providing oversight of marihuana facilities to ensure that marihuana-infused products meet health and safety standards that protect the public to a degree comparable to state and federal standards applicable to similar food and drugs.
- (i) Reviewing and ruling on any complaint by a licensee regarding any investigative procedures of this state that are believed to be unnecessarily disruptive of marihuana facility operations. The need to inspect and investigate is presumed at all times. The board may delegate authority to hear, review, or rule on licensee complaints to a subcommittee of the board. To prevail on the complaint, a licensee must establish by a preponderance of the evidence that the procedures unreasonably disrupted its marihuana facility operations.
- (j) Holding at least 2 public meetings each year. Upon 72 hours' written notice to each member, the chairperson or any 2 board members may call a special meeting. Three members of the board constitute a quorum, including when making determinations on an application for a license. Three votes are required in support of final determinations of the board on applications for licenses and all other licensing determinations, except that 4 votes are required in support of a determination to suspend or revoke a license. The board shall keep a complete and accurate record of all of its meetings and hearings. Upon order of the board, 1 of the board members or a hearing officer designated by the board may conduct any hearing provided for under this act or by rules and may recommend findings and decisions to the board. The board member or hearing officer conducting the hearing has all powers and rights regarding the conduct of hearings granted to the board under this act. The record made at the time of the hearing shall be reviewed by the board or a majority of the board, and the findings and decision of the majority of the board are the order of the board in the case.
- (k) Maintaining records that are separate and distinct from the records of any other state board. The records shall be made available for public inspection subject to the limitations of this act and shall accurately reflect all board proceedings.
- (l) Reviewing the patterns of marihuana transfers by the licensees under this act as recorded in a statewide database established for use in administering and enforcing this act and making recommendations to the governor and the legislature in a written annual report to the governor and the legislature and additional reports that the governor requests. The annual report shall be submitted by April 15 of each year and shall include the report required under section 702, a statement of receipts and disbursements by the board, the actions taken by the board, and any additional information and recommendations that the board considers appropriate or that the governor requests.
- (m) Except as otherwise provided in this act, all information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board are subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, except for the following:
  - (i) Unless presented during a public hearing or requested by the licensee or applicant who is the sole subject of the data, all of the information, records, interviews, reports, statements, memoranda, or other data supplied to, created by, or used by the board related to background investigation of applicants or licensees and to trade secrets, internal controls, and security measures of the licensees or applicants.
  - (ii) All information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board that have been received from another jurisdiction or local, state, or federal agency under a promise of confidentiality or if the release of the information is otherwise barred by the statutes, rules, or regulations of that jurisdiction or agency or by an intergovernmental agreement.



(iii) All information in the statewide monitoring system.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27303 Board; powers.**

Sec. 303. (1) The board has jurisdiction over the operation of all marihuana facilities. The board has all powers necessary and proper to fully and effectively oversee the operation of marihuana facilities, including the authority to do all of the following:

(a) Investigate applicants for state operating licenses, determine the eligibility for licenses, and grant licenses to applicants in accordance with this act and the rules.

(b) Investigate all individuals employed by marihuana facilities.

(c) At any time, through its investigators, agents, auditors, or the state police, without a warrant and without notice to the licensee, enter the premises, offices, facilities, or other places of business of a licensee, if evidence of compliance or noncompliance with this act or rules is likely to be found and consistent with constitutional limitations, for the following purposes:

(i) To inspect and examine all premises of marihuana facilities.

(ii) To inspect, examine, and audit relevant records of the licensee and, if the licensee fails to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records, and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored.

(iii) To inspect the person, and inspect or examine personal effects present in a marihuana facility, of any holder of a state operating license while that person is present in a marihuana facility.

(iv) To investigate alleged violations of this act or rules.

(d) Investigate alleged violations of this act or rules and take appropriate disciplinary action against a licensee.

(e) Consult with the department in adopting rules to establish appropriate standards for marihuana facilities and associated equipment.

(f) Require all relevant records of licensees, including financial or other statements, to be kept on the premises authorized for operation of the marihuana facility of the licensee or in the manner prescribed by the board.

(g) Require that each licensee of a marihuana facility submit to the board a list of the stockholders or other persons having a 1% or greater beneficial interest in the facility in addition to any other information the board considers necessary to effectively administer this act and rules, orders, and final decisions made under this act.

(h) Eject, or exclude or authorize the ejection or exclusion of, an individual from a marihuana facility if the individual violates this act, rules, or final orders of the board. However, the propriety of the ejection or exclusion is subject to a subsequent hearing by the board.

(i) Conduct periodic audits of marihuana facilities licensed under this act.

(j) Consult with the department as to appropriate minimum levels of insurance for licensees in addition to the minimum established under section 408 for liability insurance.

(k) Delegate the execution of any of its powers that are not specifically and exclusively reserved to the board under this act for the purpose of administering and enforcing this act and rules.

(l) Take disciplinary action as the board considers appropriate to prevent practices that violate this act and rules.

(m) Review a licensee if that licensee is under review or the subject of discipline by a regulatory body in any other jurisdiction for a violation of a controlled substance or marihuana law or regulation in that jurisdiction.

(n) Take any other reasonable or appropriate action to enforce this act and rules.

(2) The board may seek and shall receive the cooperation and assistance of the department of state police in conducting background investigations of applicants and in fulfilling its responsibilities under this act. The department of state police may recover its costs of cooperation under this subsection.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

Rendered Wednesday, April 3, 2019

Page 13

Michigan Compiled Laws Complete Through PA 690 of 2018

© Legislative Council, State of Michigan

Courtesy of [www.legislature.mi.gov](http://www.legislature.mi.gov)

**333.27305 Board; disclosure form; providing certain notices to chairperson; ex parte communication; outside employment; personal transaction involving marijuana with licensee or applicant; violation.**

Sec. 305. (1) By January 31 of each year, each member of the board shall prepare and file with the governor's office and the board a disclosure form in which the member does all of the following:

(a) Affirms that the member or the member's spouse, parent, child, or child's spouse is not a member of the board of directors of, financially interested in, or employed by a licensee or applicant.

(b) Affirms that the member continues to meet any other criteria for board membership under this act or the rules promulgated by the board.

(c) Discloses any legal or beneficial interests in any real property that is or that may be directly or indirectly involved with operations authorized by this act.

(d) Discloses any other information as may be required to ensure that the integrity of the board and its work is maintained.

(2) By January 31 of each year, each employee of the board shall prepare and file with the board an employee disclosure form in which the employee does all of the following:

(a) Affirms the absence of financial interests prohibited by this act.

(b) Discloses any legal or beneficial interests in any real property that is or that may be directly or indirectly involved with operations authorized by this act.

(c) Discloses whether the employee or the employee's spouse, parent, child, or child's spouse is financially interested in or employed by a licensee or an applicant for a license under this act.

(d) Discloses such other matters as may be required to ensure that the integrity of the board and its work is maintained.

(3) A member, employee, or agent of the board who becomes aware that the member, employee, or agent of the board or his or her spouse, parent, or child is a member of the board of directors of, financially interested in, or employed by a licensee or an applicant shall immediately provide detailed written notice thereof to the chairperson.

(4) A member, employee, or agent of the board who within the previous 10 years has been indicted for, charged with, or convicted of, pled guilty or nolo contendere to, or forfeited bail concerning a misdemeanor involving controlled substances, dishonesty, theft, or fraud or a local ordinance in any state involving controlled substances, dishonesty, theft, or fraud that substantially corresponds to a misdemeanor in that state, or a felony under Michigan law, the laws of any other state, or the laws of the United States or any other jurisdiction shall immediately provide detailed written notice of the conviction or charge to the chairperson.

(5) Any member, employee, or agent of the board who is negotiating for, or acquires by any means, any interest in any person who is a licensee or an applicant, or any person affiliated with such a person, shall immediately provide written notice of the details of the interest to the chairperson. The member, employee, or agent of the board shall not act on behalf of the board with respect to that person.

(6) A member, employee, or agent of the board shall not enter into any negotiations for employment with any person or affiliate of any person who is a licensee or an applicant and shall immediately provide written notice of the details of any such negotiations or discussions in progress to the chairperson. The member, employee, or agent of the board shall not take action on behalf of the board with respect to that person.

(7) Any member, employee, or agent of the board who receives an invitation, written or oral, to initiate a discussion concerning employment or the possibility of employment with a person or affiliate of a person who is a licensee or an applicant shall immediately report that he or she received the invitation to the chairperson. The member, employee, or agent of the board shall not take action on behalf of the board with respect to the person.

(8) A licensee or applicant shall not knowingly initiate a negotiation for or discussion of employment with a member, employee, or agent of the board. A licensee or applicant who initiates a negotiation or discussion about employment shall immediately provide written notice of the details of the negotiation or discussion to the chairperson as soon as he or she becomes aware that the negotiation or discussion has been initiated with a member, employee, or agent of the board.

(9) A member, employee, or agent of the board, or former member, employee, or agent of the board, shall not disseminate or otherwise disclose any material or information in the possession of the board that the board considers confidential unless specifically authorized to do so by the chairperson or the board.

(10) A member, employee, or agent of the board or a parent, spouse, sibling, spouse of a sibling, child, or spouse of a child of a member, employee, or agent of the board shall not accept any gift, gratuity, compensation, travel, lodging, or anything of value, directly or indirectly, from any licensee or any applicant or affiliate or representative of a licensee or applicant, unless the acceptance conforms to a written policy or

directive that is issued by the chairperson or the board. Any member, employee, or agent of the board who is offered or receives any gift, gratuity, compensation, travel, lodging, or anything of value, directly or indirectly, from any licensee or any applicant or affiliate or representative of an applicant or licensee shall immediately provide written notification of the details to the chairperson.

(11) A licensee or applicant, or an affiliate or representative of an applicant or licensee, shall not, directly or indirectly, give or offer to give any gift, gratuity, compensation, travel, lodging, or anything of value to any member, employee, or agent of the board that the member, employee, or agent of the board is prohibited from accepting under subsection (10).

(12) A member, employee, or agent of the board shall not engage in any conduct that constitutes a conflict of interest and shall immediately advise the chairperson in writing of the details of any incident or circumstances that would present the existence of a conflict of interest with respect to performing board-related work or duties.

(13) A member, employee, or agent of the board who is approached and offered a bribe as described in section 118 of the Michigan penal code, 1931 PA 328, MCL 750.118, or this act shall immediately provide written account of the details of the incident to the chairperson and to a law enforcement officer of a law enforcement agency having jurisdiction.

(14) A member, employee, or agent of the board shall disclose his or her past involvement with any marihuana enterprise in the past 5 years and shall not engage in political activity or politically related activity during the duration of his or her appointment or employment.

(15) A former member, employee, or agent of the board may appear before the board as a fact witness about matters or actions handled by the member, employee, or agent during his or her tenure as a member, employee, or agent of the board. The member, employee, or agent of the board shall not receive compensation for such an appearance other than a standard witness fee and reimbursement for travel expenses as established by statute or court rule.

(16) A licensee or applicant or any affiliate or representative of an applicant or licensee shall not engage in ex parte communications with a member of the board. A member of the board shall not engage in any ex parte communications with a licensee or an applicant or with any affiliate or representative of an applicant or licensee.

(17) Any board member, licensee, or applicant or affiliate or representative of a board member, licensee, or applicant who receives any ex parte communication in violation of subsection (16), or who is aware of an attempted communication in violation of subsection (16), shall immediately report details of the communication or attempted communication in writing to the chairperson.

(18) Any member of the board who receives an ex parte communication in an attempt to influence that member's official action shall disclose the source and content of the communication to the chairperson. The chairperson may investigate or initiate an investigation of the matter with the assistance of the attorney general and state police to determine if the communication violates subsection (16) or subsection (17) or other state law. The disclosure under this section and the investigation are confidential. Following an investigation, the chairperson shall advise the governor or the board, or both, of the results of the investigation and may recommend action as the chairperson considers appropriate. If the chairperson receives such an ex parte communication, he or she shall report the communication to the governor's office for appropriate action.

(19) A new or current employee or agent of the board shall obtain written permission from the director of the department or his or her designee before continuing outside employment held at the time the employee begins to work for the board. Permission shall be denied, or permission previously granted shall be revoked, if the director of the department or his or her designee considers the nature of the work to create a possible conflict of interest or if it would otherwise interfere with the duties of the employee or agent for the board.

(20) An employee or agent of the board granted permission for outside employment shall not conduct any business or perform any activities, including solicitation, related to outside employment on premises used by the board or during the employee's working hours for the board.

(21) The chairperson shall report any action he or she has taken or proposes to take under this section with respect to an employee or agent or former employee or former agent to the board at the next meeting of the board.

(22) Except as allowed under the Michigan medical marihuana act, a member, employee, or agent of the board shall not enter into any personal transaction involving marihuana with a licensee or applicant.

(23) If a licensee or applicant, or an affiliate or representative of a licensee or applicant, violates this section, the board may deny a license application, revoke or suspend a license, or take other disciplinary action as provided in section 407.

(24) Violation of this section by a member of the board may result in disqualification or constitute cause for removal under section 301(7) or other disciplinary action as recommended by the board to the governor.

(25) A violation of this section by an employee or agent of the board need not result in termination of employment if the board determines that the conduct involved does not violate the purpose of this act. However, all of the following apply:

(a) If, after being offered employment or beginning employment with the board, the employee or agent intentionally acquires a financial interest in a licensee or an applicant, or an affiliate or representative of a licensee or applicant, the offer or employment with the board shall be terminated.

(b) If a financial interest in a licensee or an applicant, or an affiliate or representative of a licensee or applicant, is acquired by an employee or agent that has been offered employment with the board, an employee of the board, or the employee's or agent's spouse, parent, or child, through no intentional action of the employee or agent, the individual shall have up to 30 days to divest or terminate the financial interest. Employment may be terminated if the interest has not been divested after 30 days.

(c) Employment shall be terminated if the employee or agent is a spouse, parent, child, or spouse of a child of a board member.

(26) Violation of this section does not create a civil cause of action.

(27) As used in this section:

(a) "Outside employment", in addition to employment by a third party, includes, but is not limited to, the following:

(i) Operation of a proprietorship.

(ii) Participation in a partnership or group business enterprise.

(iii) Performance as a director or corporate officer of any for-profit or nonprofit corporation or banking or credit institution.

(iv) Performance as a manager of a limited liability company.

(b) "Political activity" or "politically related activity" includes all of the following:

(i) Using his or her official authority or influence for the purpose of interfering with or affecting the result of an election.

(ii) Knowingly soliciting, accepting, or receiving a political contribution from any person.

(iii) Running for the nomination or as a candidate for election to a partisan political office.

(iv) Knowingly soliciting or discouraging the participation in any political activity of any person who is either of the following:

(A) Applying for any compensation, grant, contract, ruling, license, permit, or certificate pending before the board.

(B) The subject of or a participant in an ongoing audit, investigation, or enforcement action being carried out by the board.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

#### PART 4. LICENSING

### **333.27401 Licensure; application; background investigation; consent to inspections, examinations, searches, and seizures; disclosure of confidential records; interest in other state operating license; fee; additional costs; notification to municipality.**

Sec. 401. (1) Beginning December 15, 2017, a person may apply to the board for state operating licenses in the categories of class A, B, or C grower; processor; provisioning center; secure transporter; and safety compliance facility as provided in this act. The application shall be made under oath on a form provided by the board and shall contain information as prescribed by the board, including, but not limited to, all of the following:

(a) The name, business address, business telephone number, Social Security number, and, if applicable, federal tax identification number of the applicant.

(b) The identity of every person having any ownership interest in the applicant with respect to which the license is sought. If the disclosed entity is a trust, the application shall disclose the names and addresses of the beneficiaries; if a privately held corporation, the names and addresses of all shareholders, officers, and directors; if a publicly held corporation, the names and addresses of all shareholders holding a direct or indirect interest of greater than 5%, officers, and directors; if a partnership or limited liability partnership, the names and addresses of all partners; if a limited partnership or limited liability limited partnership, the names of all partners, both general and limited; or if a limited liability company, the names and addresses of all

members and managers.

(c) An identification of any business that is directly or indirectly involved in the growing, processing, testing, transporting, or sale of marihuana, including, if applicable, the state of incorporation or registration, in which an applicant or, if the applicant is an individual, the applicant's spouse, parent, or child has any equity interest. If an applicant is a corporation, partnership, or other business entity, the applicant shall identify any other corporation, partnership, or other business entity that is directly or indirectly involved in the growing, processing, testing, transporting, or sale of marihuana in which it has any equity interest, including, if applicable, the state of incorporation or registration. An applicant may comply with this subdivision by filing a copy of the applicant's registration with the Securities and Exchange Commission if the registration contains the information required by this subdivision.

(d) Whether an applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning any criminal offense under the laws of any jurisdiction, either felony or controlled-substance-related misdemeanor, not including traffic violations, regardless of whether the offense has been reversed on appeal or otherwise, including the date, the name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration.

(e) Whether an applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action.

(f) Whether an applicant has filed, or been served with, a complaint or other notice filed with any public body, regarding the delinquency in the payment of, or a dispute over the filings concerning the payment of, any tax required under federal, state, or local law, including the amount, type of tax, taxing agency, and time periods involved.

(g) A statement listing the names and titles of all public officials or officers of any unit of government, and the spouses, parents, and children of those public officials or officers, who, directly or indirectly, own any financial interest in, have any beneficial interest in, are the creditors of or hold any debt instrument issued by, or hold or have any interest in any contractual or service relationship with an applicant. As used in this subdivision, public official or officer does not include a person who would have to be listed solely because of his or her state or federal military service.

(h) A description of the type of marihuana facility; anticipated or actual number of employees; and projected or actual gross receipts.

(i) Financial information in the manner and form prescribed by the board.

(j) A paper copy or electronic posting website reference for the ordinance or zoning restriction that the municipality adopted to authorize or restrict operation of 1 or more marihuana facilities in the municipality.

(k) A copy of the notice informing the municipality by registered mail that the applicant has applied for a license under this act. The applicant shall also certify that it has delivered the notice to the municipality or will do so by 10 days after the date the applicant submits the application for a license to the board.

(l) Any other information the department requires by rule.

(2) The board shall use information provided on the application as a basis to conduct a thorough background investigation on the applicant. A false application is cause for the board to deny a license. The board shall not consider an incomplete application but shall, within a reasonable time, return the application to the applicant with notification of the deficiency and instructions for submitting a corrected application. Information the board obtains from the background investigation is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(3) An applicant must provide written consent to the inspections, examinations, searches, and seizures provided for in section 303(1)(c)(i) to (iv) and to disclosure to the board and its agents of otherwise confidential records, including tax records held by any federal, state, or local agency, or credit bureau or financial institution, while applying for or holding a license. Information the board receives under this subsection is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(4) An applicant must certify that the applicant does not have an interest in any other state operating license that is prohibited under this act.

(5) A nonrefundable application fee must be paid at the time of filing to defray the costs associated with the background investigation conducted by the board. The department in consultation with the board shall set the amount of the application fee for each category and class of license by rule. If the costs of the investigation and processing the application exceed the application fee, the applicant shall pay the additional

amount to the board. All information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board in the course of its review or investigation of an application for a license under this act shall be disclosed only in accordance with this act. The information, records, interviews, reports, statements, memoranda, or other data are not admissible as evidence or discoverable in any action of any kind in any court or before any tribunal, board, agency, or person, except for any action considered necessary by the board.

(6) By 10 days after the date the applicant submits an application to the board, the applicant shall notify the municipality by registered mail that it has applied for a license under this act.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

**333.27402 License; issuance; ineligibility; circumstances; other considerations granting license; fingerprint processing fee; criminal history check; requirements applicable to fingerprints; definitions; review of application; informing applicant of decision; issuance; duration; renewal; notice; expiration; consent to inspections; examinations, searches, and seizures; information required to be provided by applicant.**

Sec. 402. (1) The board shall issue a license to an applicant who submits a complete application and pays both the nonrefundable application fee required under section 401(5) and the regulatory assessment established by the board for the first year of operation, if the board determines that the applicant is qualified to receive a license under this act.

(2) An applicant is ineligible to receive a license if any of the following circumstances exist:

(a) The applicant has been convicted of or released from incarceration for a felony under the laws of this state, any other state, or the United States within the past 10 years or has been convicted of a controlled substance-related felony within the past 10 years.

(b) Within the past 5 years the applicant has been convicted of a misdemeanor involving a controlled substance, theft, dishonesty, or fraud in any state or been found responsible for violating a local ordinance in any state involving a controlled substance, dishonesty, theft, or fraud that substantially corresponds to a misdemeanor in that state.

(c) The applicant has knowingly submitted an application for a license under this act that contains false information.

(d) The applicant is a member of the board.

(e) The applicant fails to demonstrate the applicant's ability to maintain adequate premises liability and casualty insurance for its proposed marihuana facility.

(f) The applicant holds an elective office of a governmental unit of this state, another state, or the federal government; is a member of or employed by a regulatory body of a governmental unit in this state, another state, or the federal government; or is employed by a governmental unit of this state. This subdivision does not apply to an elected officer of or employee of a federally recognized Indian tribe or to an elected precinct delegate.

(g) The board determines that the applicant is not in compliance with section 205(1).

(h) The applicant fails to meet other criteria established by rule.

(3) In determining whether to grant a license to an applicant, the board may also consider all of the following:

(a) The integrity, moral character, and reputation; personal and business probity; financial ability and experience; and responsibility or means to operate or maintain a marihuana facility of the applicant and of any other person that meets either of the following:

(i) Controls, directly or indirectly, the applicant.

(ii) Is controlled, directly or indirectly, by the applicant or by a person who controls, directly or indirectly, the applicant.

(b) The financial ability of the applicant to purchase and maintain adequate liability and casualty insurance.

(c) The sources and total amount of the applicant's capitalization to operate and maintain the proposed marihuana facility.

(d) Whether the applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any relevant criminal offense under the laws of any jurisdiction, either felony or misdemeanor, not including traffic violations, regardless of whether the offense has been expunged, pardoned, or reversed on appeal or otherwise.

(e) Whether the applicant has filed, or had filed against it, a proceeding for bankruptcy within the past 7 years.

(f) Whether the applicant has been served with a complaint or other notice filed with any public body regarding payment of any tax required under federal, state, or local law that has been delinquent for 1 or more years.

(g) Whether the applicant has a history of noncompliance with any regulatory requirements in this state or any other jurisdiction.

(h) Whether at the time of application the applicant is a defendant in litigation involving its business practices.

(i) Whether the applicant meets other standards in rules applicable to the license category.

(4) Each applicant shall ensure that 1 set of fingerprints is submitted to the department of state police. The applicant shall submit with its application the applicant's written consent to the criminal history check described in this section and the submission of the applicant's fingerprints to, and the inclusion of the applicant's fingerprints in, the state and federal database systems described in subsection (7).

(5) The fingerprints required under subsection (4) may be taken by a law enforcement agency or any other person determined by the department of state police to be qualified to take fingerprints. The applicant shall submit a fingerprint processing fee to the department in an amount required under section 3 of 1935 PA 120, MCL 28.273, and any costs imposed by the Federal Bureau of Investigation.

(6) The department of state police shall do all of the following:

(a) Conduct a criminal history check on each applicant and request the Federal Bureau of Investigation to make a determination of the existence of any national criminal history pertaining to each applicant.

(b) Provide the board with a written report containing the criminal history record information of each applicant.

(7) All of the following apply concerning fingerprints submitted to the department of state police under this section:

(a) The department of state police shall store and retain all fingerprints submitted under this section in an automated fingerprint identification system database that searches against latent fingerprints, and provides for an automatic notification if and when a subsequent fingerprint is submitted into the system that matches a set of fingerprints previously submitted under this section or if and when the criminal history of an individual whose fingerprints are retained in the system is updated. Upon receiving a notification, the department of state police shall immediately notify the board. Information in the database maintained under this subsection is confidential, is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, and shall not be disclosed to any person except for purposes of this act or for law enforcement purposes.

(b) The department of state police shall forward all fingerprints submitted to it under this section to the Federal Bureau of Investigation for submission of those fingerprints into the FBI automatic notification system. This subdivision does not apply until the department of state police is a participant in the FBI automatic notification system. As used in this subdivision:

(i) "Automatic notification system" means a system that stores and retains fingerprints, and that provides for an automatic notification to a participant if and when a fingerprint is submitted into the system that matches an individual whose fingerprints are retained in the system or if and when the criminal history of an individual whose fingerprints are retained in the system is updated.

(ii) "FBI automatic notification system" means the automatic notification system that is maintained by the Federal Bureau of Investigation.

(8) The board shall review all applications for licenses and shall inform each applicant of the board's decision.

(9) A license shall be issued for a 1-year period and is renewable annually. Except as otherwise provided in this act, the board shall renew a license if all of the following requirements are met:

(a) The licensee applies to the board on a renewal form provided by the board that requires information prescribed in rules.

(b) The application is received by the board on or before the expiration date of the current license.

(c) The licensee pays the regulatory assessment under section 603.

(d) The licensee meets the requirements of this act and any other renewal requirements set forth in rules.

(10) The department shall notify the licensee by mail or electronic mail at the last known address on file with the board advising of the time, procedure, and regulatory assessment under section 603. The failure of the licensee to receive notice under this subsection does not relieve the licensee of the responsibility for renewing the license.

(11) If a license renewal application is not submitted by the license expiration date, the license may be

renewed within 60 days after its expiration date upon application, payment of the regulatory assessment under section 603, and satisfaction of any renewal requirement and late fee set forth in rules. The licensee may continue to operate during the 60 days after the license expiration date if the license is renewed by the end of the 60-day period.

(12) License expiration does not terminate the board's authority to impose sanctions on a licensee whose license has expired.

(13) In its decision on an application for renewal, the board shall consider any specific written input it receives from an individual or entity within the local unit of government in which the applicant for renewal is located.

(14) A licensee must consent in writing to inspections, examinations, searches, and seizures that are permitted under this act and must provide a handwriting exemplar, fingerprints, photographs, and information as authorized in this act or by rules.

(15) An applicant or licensee has a continuing duty to provide information requested by the board and to cooperate in any investigation, inquiry, or hearing conducted by the board.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2017, Act 105, Imd. Eff. July 13, 2017;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27403 Application deficiency; correction.**

Sec. 403. If the board identifies a deficiency in an application, the board shall provide the applicant with a reasonable period of time to correct the deficiency.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27404 Repealed. 2018, Act 582, Eff. Jan. 1, 2019.**

**Compiler's note:** The repealed section pertained to a true party of interest.

### **333.27405 Background check.**

Sec. 405. Subject to the laws of this state, before hiring a prospective employee, the holder of a license shall conduct a background check of the prospective employee. If the background check indicates a pending charge or conviction within the past 10 years for a controlled substance-related felony, a licensee shall not hire the prospective employee without written permission of the board.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27406 Transfer, sale, or purchase of license.**

Sec. 406. Each license is exclusive to the licensee, and a licensee or any other person must apply for and receive the board's approval before a license is transferred, sold, or purchased. The attempted transfer, sale, or other conveyance of an interest in a license without prior board approval is grounds for suspension or revocation of the license or for other sanction considered appropriate by the board, but only if the transfer, sale, or other conveyance would result in the transferee meeting the definition of applicant.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27407 Denial, suspension, revocation, or restriction of license.**

Sec. 407. (1) If an applicant or licensee fails to comply with this act or rules, if a licensee fails to comply with the marihuana tracking act, if a licensee no longer meets the eligibility requirements for a license under this act, or if an applicant or licensee fails to provide information the board requests to assist in any investigation, inquiry, or board hearing, the board may deny, suspend, revoke, or restrict a license. The board



may suspend, revoke, or restrict a license and require the removal of a licensee or an employee of a licensee for a violation of this act, rules, the marihuana tracking act, or any ordinance adopted under section 205. The board may impose civil fines of up to \$5,000.00 against an individual and up to \$10,000.00 or an amount equal to the daily gross receipts, whichever is greater, against a licensee for each violation of this act, rules, or an order of the board. Assessment of a civil fine under this subsection is not a bar to the investigation, arrest, charging, or prosecution of an individual for any other violation of this act and is not grounds to suppress evidence in any criminal prosecution that arises under this act or any other law of this state.

(2) The board shall comply with the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, when denying, revoking, suspending, or restricting a license or imposing a fine. The board may suspend a license without notice or hearing upon a determination that the safety or health of patrons or employees is jeopardized by continuing a marihuana facility's operation. If the board suspends a license under this subsection without notice or hearing, a prompt postsuspension hearing must be held to determine if the suspension should remain in effect. The suspension may remain in effect until the board determines that the cause for suspension has been abated. The board may revoke the license or approve a transfer or sale of the license upon a determination that the licensee has not made satisfactory progress toward abating the hazard.

(3) After denying an application for a license, the board shall, upon request, provide a public investigative hearing at which the applicant is given the opportunity to present testimony and evidence to establish its suitability for a license. Other testimony and evidence may be presented at the hearing, but the board's decision must be based on the whole record before the board and is not limited to testimony and evidence submitted at the public investigative hearing.

(4) Except for license applicants who may be granted a hearing at the discretion of the board under subsection (3), any party aggrieved by an action of the board suspending, revoking, restricting, or refusing to renew a license, or imposing a fine, shall be given a hearing before the board upon request. A request for a hearing must be made to the board in writing within 21 days after service of notice of the action of the board. Notice of the action of the board must be served either by personal delivery or by certified mail, postage prepaid, to the aggrieved party. Notice served by certified mail is considered complete on the business day following the date of the mailing.

(5) The board may conduct investigative and contested case hearings; issue subpoenas for the attendance of witnesses; issue subpoenas duces tecum for the production of books, ledgers, records, memoranda, electronically retrievable data, and other pertinent documents; and administer oaths and affirmations to witnesses as appropriate to exercise and discharge the powers and duties of the board under this act. The director of the department or his or her designee may issue subpoenas and administer oaths and affirmations to witnesses.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27407a Operation of marihuana facility; license required; violation; penalties.**

Sec. 407a. Beginning June 1, 2019, a person shall not hold itself out as operating a marihuana facility if the person does not hold a license to operate that marihuana facility or if the person's license to operate that marihuana facility is suspended, revoked, lapsed, or void, or was fraudulently obtained or transferred to the person other than pursuant to section 406. A person that violates this section is guilty as follows:

(a) In the case of a first violation, a misdemeanor punishable by a fine of not less than \$10,000.00 or more than \$25,000.00 or imprisonment of not more than 93 days, or both.

(b) In the case of a second or subsequent violation, a misdemeanor punishable by a fine of not less than \$10,000.00 or more than \$25,000.00 or imprisonment of not more than 1 year, or both.

(c) If the violation causes death or serious injury, a felony punishable by a fine of not less than \$10,000.00 or more than \$25,000.00 or imprisonment for not more than 4 years, or both.

**History:** Add. 2018, Act 582, Eff. Jan. 1, 2019.

### **333.27408 Proof of financial responsibility.**

Sec. 408. (1) Before the board grants or renews any license under this act, the licensee or applicant shall file with the department proof of financial responsibility for liability for bodily injury to lawful users resulting from the manufacture, distribution, transportation, or sale of adulterated marihuana or adulterated marihuana-infused product in an amount not less than \$100,000.00. The proof of financial responsibility may be in the form of cash, unencumbered securities, a liability insurance policy, or a constant value bond

executed by a surety company authorized to do business in this state. As used in this section:

(a) "Adulterated marihuana" means a product sold as marihuana that contains any unintended substance or chemical or biological matter other than marihuana that causes adverse reaction after ingestion or consumption.

(b) "Bodily injury" does not include expected or intended effect or long-term adverse effect of smoking, ingestion, or consumption of marihuana or marihuana-infused product.

(2) An insured licensee shall not cancel liability insurance required under this section unless the licensee complies with both of the following:

(a) Gives 30 days' prior written notice to the department.

(b) Procures new proof of financial responsibility required under this section and delivers that proof to the department within 30 days after giving the department the notice under subdivision (a).

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27409 State operating license as revocable privilege.**

Sec. 409. A state operating license is a revocable privilege granted by this state and is not a property right. Granting a license does not create or vest any right, title, franchise, or other property interest. A licensee or any other person shall not lease, pledge, or borrow or loan money against a license.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

## **PART 5. LICENSEES**

### **333.27501 Grower license.**

Sec. 501. (1) A grower license authorizes the grower to grow not more than the following number of marihuana plants under the indicated license class for each license the grower holds in that class:

(a) Class A – 500 marihuana plants.

(b) Class B – 1,000 marihuana plants.

(c) Class C – 1,500 marihuana plants.

(2) Except as otherwise provided in this subsection, a grower license authorizes sale of marihuana plants to a grower only by means of a secure transporter. A grower license authorizes the sale or transfer of seeds, seedlings, or tissue cultures to a grower from a registered primary caregiver or another grower without using a secure transporter.

(3) A grower license authorizes a grower to transfer marihuana without using a secure transporter to a processor or provisioning center if both of the following are met:

(a) The processor or provisioning center occupies the same location as the grower and the marihuana is transferred using only private real property without accessing public roadways.

(b) The grower enters each transfer into the statewide monitoring system.

(4) A grower license authorizes sale of marihuana, other than seeds, seedlings, tissue cultures, and cuttings, to a processor or provisioning center.

(5) Except as otherwise provided in subsections (2) and (3) and section 505, a grower license authorizes the grower to transfer marihuana only by means of a secure transporter.

(6) To be eligible for a grower license, the applicant and each investor in the grower must not have an interest in a secure transporter or safety compliance facility.

(7) Until December 31, 2018, for a period of 30 days after the issuance of a grower license and in accord with rules, a grower may transfer any of the following that are lawfully possessed by an individual formerly registered as a primary caregiver who is an active employee of the grower:

(a) Marihuana plants.

(b) Seeds.

(c) Seedlings.

(8) A grower shall comply with all of the following:

(a) Until December 31, 2021, have, or have as an active employee an individual who has, a minimum of 2 years' experience as a registered primary caregiver.

(b) While holding a license as a grower, not be a registered primary caregiver and not employ an individual who is simultaneously a registered primary caregiver.

(c) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(9) A grower license does not authorize the grower to operate in an area unless the area is zoned for industrial or agricultural uses or is unzoned and otherwise meets the requirements established in section 205(1).

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27502 THIS SECTION IS AMENDED EFFECTIVE MARCH 28, 2019: See 333.27502.amended \*\*\*\*\*

### **333.27502 Processor license.**

Sec. 502. (1) A processor license authorizes purchase of marihuana only from a grower and sale of marihuana-infused products or marihuana only to a provisioning center or another processor.

(2) Except as otherwise provided in section 505 and this subsection, a processor license authorizes the processor to transfer marihuana only by means of a secure transporter. A processor license authorizes a processor to transfer marihuana without using a secure transporter to a grower or provisioning center if both of the following are met:

(a) The grower or provisioning center occupies the same location as the processor and the marihuana is transferred using only private real property without accessing public roadways.

(b) The processor enters each transfer into the statewide monitoring system.

(3) To be eligible for a processor license, the applicant and each investor in the processor must not have an interest in a secure transporter or safety compliance facility.

(4) Until December 31, 2018, for a period of 30 days after the issuance of a processor license and in accord with rules, a processor may transfer any of the following that are lawfully possessed by an individual formerly registered as a primary caregiver who is an active employee of the processor:

(a) Marihuana plants.

(b) Usable marihuana.

(5) A processor shall comply with all of the following:

(a) Until December 31, 2021, have, or have as an active employee an individual who has, a minimum of 2 years' experience as a registered primary caregiver.

(b) While holding a license as a processor, not be a registered primary caregiver and not employ an individual who is simultaneously a registered primary caregiver.

(c) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27502.amended THIS AMENDED SECTION IS EFFECTIVE MARCH 28, 2019 \*\*\*\*\*

### **333.27502.amended Processor license; exception for industrial hemp.**

Sec. 502. (1) A processor license authorizes purchase of marihuana only from a grower and sale of marihuana-infused products or marihuana only to a provisioning center or another processor.

(2) Except as otherwise provided in section 505 and this subsection, a processor license authorizes the processor to transfer marihuana only by means of a secure transporter. A processor license authorizes a processor to transfer marihuana without using a secure transporter to a grower or provisioning center if both of the following are met:

(a) The grower or provisioning center occupies the same location as the processor and the marihuana is transferred using only private real property without accessing public roadways.

(b) The processor enters each transfer into the statewide monitoring system.

(3) To be eligible for a processor license, the applicant and each investor in the processor must not have an

interest in a secure transporter or safety compliance facility.

(4) Until December 31, 2018, for a period of 30 days after the issuance of a processor license and in accord with rules, a processor may transfer any of the following that are lawfully possessed by an individual formerly registered as a primary caregiver who is an active employee of the processor:

(a) Marihuana plants.

(b) Usable marihuana.

(5) A processor shall comply with all of the following:

(a) Until December 31, 2021, have, or have as an active employee an individual who has, a minimum of 2 years' experience as a registered primary caregiver.

(b) While holding a license as a processor, not be a registered primary caregiver and not employ an individual who is simultaneously a registered primary caregiver.

(c) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(6) This act does not prohibit a processor from handling, processing, marketing, or brokering, as those terms are defined in section 2 of the industrial hemp research and development act, MCL 286.842, industrial hemp.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;— Am. 2018, Act 648, Eff. Mar. 28, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27503 Secure transporter license.**

Sec. 503. (1) A secure transporter license authorizes the licensee to store and transport marihuana and money associated with the purchase or sale of marihuana between marihuana facilities for a fee upon request of a person with legal custody of that marihuana or money. It does not authorize transport to a registered qualifying patient or registered primary caregiver. If a secure transporter has its primary place of business in a municipality that has adopted an ordinance under section 205 authorizing that marihuana facility, the secure transporter may travel through any municipality.

(2) To be eligible for a secure transporter license, the applicant and each investor with an interest in the secure transporter must not have an interest in a grower, processor, provisioning center, or safety compliance facility and must not be a registered qualifying patient or a registered primary caregiver.

(3) A secure transporter shall enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(4) A secure transporter shall comply with all of the following:

(a) Each driver transporting marihuana must have a chauffeur's license issued by this state.

(b) Each employee who has custody of marihuana or money that is related to a marihuana transaction shall not have been convicted of or released from incarceration for a felony under the laws of this state, any other state, or the United States within the past 5 years or have been convicted of a misdemeanor involving a controlled substance within the past 5 years.

(c) Each vehicle must be operated with a 2-person crew with at least 1 individual remaining with the vehicle at all times during the transportation of marihuana.

(d) A route plan and manifest must be entered into the statewide monitoring system, and a copy must be carried in the transporting vehicle and presented to a law enforcement officer upon request.

(e) The marihuana must be transported in 1 or more sealed containers and not be accessible while in transit.

(f) A secure transporting vehicle must not bear markings or other indication that it is carrying marihuana or a marihuana-infused product.

(5) A secure transporter is subject to administrative inspection by a law enforcement officer at any point during the transportation of marihuana to determine compliance with this act.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27504 Provisioning center license.**

Sec. 504. (1) A provisioning center license authorizes the purchase or transfer of marihuana only from a grower or processor and sale or transfer to only a registered qualifying patient or registered primary caregiver.

Except as otherwise provided in section 505 and this subsection, all transfers of marihuana to a provisioning center from a separate marihuana facility must be by means of a secure transporter. A transfer of marihuana to a provisioning center from a marihuana facility that occupies the same location as the provisioning center does not require a secure transporter if the marihuana is transferred to the provisioning center using only private real property without accessing public roadways.

(2) A provisioning center license authorizes the provisioning center to transfer marihuana to or from a safety compliance facility for testing by means of a secure transporter or as provided in section 505.

(3) To be eligible for a provisioning center license, the applicant and each investor in the provisioning center must not have an interest in a secure transporter or safety compliance facility.

(4) A provisioning center shall comply with all of the following:

(a) Sell or transfer marihuana to a registered qualifying patient or registered primary caregiver only after it has been tested and bears the label required for retail sale.

(b) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(c) Before selling or transferring marihuana to a registered qualifying patient or to a registered primary caregiver on behalf of a registered qualifying patient, inquire of the statewide monitoring system to determine whether the patient and, if applicable, the caregiver hold a valid, current, unexpired, and unrevoked registry identification card and that the sale or transfer will not exceed the daily and monthly purchasing limit established by the medical marihuana licensing board under this act.

(d) Not allow the sale, consumption, or use of alcohol or tobacco products on the premises.

(e) Not allow a physician to conduct a medical examination or issue a medical certification document on the premises for the purpose of obtaining a registry identification card.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27505 THIS SECTION IS AMENDED EFFECTIVE MARCH 28, 2019: See 333.27505.amended \*\*\*\*\*

### **333.27505 Safety compliance facility license.**

Sec. 505. (1) In addition to transfer and testing authorized in section 203, a safety compliance facility license authorizes the safety compliance facility to do all of the following without using a secure transporter:

(a) Take marihuana from, test marihuana for, and return marihuana to only a marihuana facility.

(b) Collect a random sample of marihuana at the marihuana facility of a grower, processor, or provisioning center for testing.

(2) A safety compliance facility must be accredited by an entity approved by the board by 1 year after the date the license is issued or have previously provided drug testing services to this state or this state's court system and be a vendor in good standing in regard to those services. The board may grant a variance from this requirement upon a finding that the variance is necessary to protect and preserve the public health, safety, or welfare.

(3) To be eligible for a safety compliance facility license, the applicant and each investor with any interest in the safety compliance facility must not have an interest in a grower, secure transporter, processor, or provisioning center.

(4) A safety compliance facility shall comply with all of the following:

(a) Perform tests to certify that marihuana is reasonably free of chemical residues such as fungicides and insecticides.

(b) Use validated test methods to determine tetrahydrocannabinol, tetrahydrocannabinol acid, cannabidiol, and cannabidiol acid levels.

(c) Perform tests that determine whether marihuana complies with the standards the board establishes for microbial and mycotoxin contents.

(d) Perform other tests necessary to determine compliance with any other good manufacturing practices as prescribed in rules.

(e) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(f) Have a secured laboratory space that cannot be accessed by the general public.

(g) Retain and employ at least 1 staff member with a relevant advanced degree in a medical or laboratory

science.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

\*\*\*\*\* 333.27505.amended *THIS AMENDED SECTION IS EFFECTIVE MARCH 28, 2019* \*\*\*\*\*

### **333.27505.amended Safety compliance facility license; exception for industrial hemp.**

Sec. 505. (1) In addition to transfer and testing authorized in section 203, a safety compliance facility license authorizes the safety compliance facility to do all of the following without using a secure transporter:

(a) Take marihuana from, test marihuana for, and return marihuana to only a marihuana facility.

(b) Collect a random sample of marihuana at the marihuana facility of a grower, processor, or provisioning center for testing.

(2) A safety compliance facility must be accredited by an entity approved by the board by 1 year after the date the license is issued or have previously provided drug testing services to this state or this state's court system and be a vendor in good standing in regard to those services. The board may grant a variance from this requirement upon a finding that the variance is necessary to protect and preserve the public health, safety, or welfare.

(3) To be eligible for a safety compliance facility license, the applicant and each investor with any interest in the safety compliance facility must not have an interest in a grower, secure transporter, processor, or provisioning center.

(4) A safety compliance facility shall comply with all of the following:

(a) Perform tests to certify that marihuana is reasonably free of chemical residues such as fungicides and insecticides.

(b) Use validated test methods to determine tetrahydrocannabinol, tetrahydrocannabinol acid, cannabidiol, and cannabidiol acid levels.

(c) Perform tests that determine whether marihuana complies with the standards the board establishes for microbial and mycotoxin contents.

(d) Perform other tests necessary to determine compliance with any other good manufacturing practices as prescribed in rules.

(e) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(f) Have a secured laboratory space that cannot be accessed by the general public.

(g) Retain and employ at least 1 staff member with a relevant advanced degree in a medical or laboratory science.

(5) This act does not prohibit a safety compliance facility from taking or receiving industrial hemp for testing purposes and testing the industrial hemp pursuant to the industrial hemp research and development act.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;— Am. 2018, Act 648, Eff. Mar. 28, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

## **PART 6. TAXES AND FEES**

### **333.27601 Provisioning center; imposition of tax; rate; administration.**

Sec. 601. (1) A tax is imposed on each provisioning center at the rate of 3% of the provisioning center's gross retail receipts. By 30 days after the end of the calendar quarter, a provisioning center shall remit the tax for the preceding calendar quarter to the department of treasury accompanied by a form prescribed by the department of treasury that shows the gross quarterly retail income of the provisioning center and the amount of tax due, and shall submit a copy of the form to the department. If a law authorizing the recreational or nonmedical use of marihuana in this state is enacted, this section does not apply beginning 90 days after the effective date of that law.

(2) The taxes imposed under this section shall be administered by the department of treasury in accordance with 1941 PA 122, MCL 205.1 to 205.31, and this act. In case of conflict between the provisions of 1941 PA 122, MCL 205.1 to 205.31, and this act, the provisions of this act prevail.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27602 Medical marihuana excise fund.**

Sec. 602. (1) The medical marihuana excise fund is created in the state treasury.

(2) Except for the application fee under section 401, the regulatory assessment under section 603, and any local fees, all money collected under section 601 and all other fees, fines, and charges, imposed under this act must be deposited in the medical marihuana excise fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the medical marihuana excise fund at the close of the fiscal year remains in the fund and does not lapse to the general fund.

(4) The state treasurer is the administrator of the medical marihuana excise fund for auditing purposes.

(5) The money in the medical marihuana excise fund must be allocated, upon appropriation, as follows:

(a) 25% to municipalities in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the municipality.

(b) 30% to counties in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the county.

(c) 5% to counties in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the county. Money allocated under this subdivision must be used exclusively to support the county sheriffs and must be in addition to and not in replacement of any other funding received by the county sheriffs.

(d) 30% to this state for the following:

(i) Until September 30, 2017, for deposit in the general fund of the state treasury.

(ii) Beginning October 1, 2017, for deposit in the first responder presumed coverage fund created in section 405 of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.405.

(e) 5% to the Michigan commission on law enforcement standards for training local law enforcement officers.

(f) 5% to the department of state police.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27603 Regulatory assessment.**

Sec. 603. (1) A regulatory assessment is imposed on certain licensees as provided in this section. All of the following shall be included in establishing the total amount of the regulatory assessment established under this section:

(a) The department's costs to implement, administer, and enforce this act, except for the costs to process and investigate applications for licenses supported with the application fee described in section 401.

(b) Expenses of medical-marihuana-related legal services provided to the department by the department of attorney general.

(c) Expenses of medical-marihuana-related services provided to the department by the department of state police.

(d) Expenses of medical-marihuana-related services provided by the department of treasury.

(e) \$500,000.00 to be allocated to the department for expenditures of the department for licensing substance use disorder programs.

(f) An amount equal to 5% of the sum of the amounts provided for under subdivisions (a) to (d) to be allocated to the department of health and human services for substance-abuse-related expenditures including, but not limited to, substance use disorder prevention, education, and treatment programs.

(g) Expenses related to the standardized field sobriety tests administered in enforcing the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.

(h) An amount sufficient to provide for the administrative costs of the Michigan commission on law enforcement standards.

(2) The regulatory assessment is in addition to the application fee described in section 401, the tax described in section 601, and any local licensing fees.

(3) The regulatory assessment shall be collected annually from licensed growers, processors, provisioning

centers, and secure transporters. The regulatory assessment for a class A grower license shall not exceed \$10,000.00.

(4) Beginning in the first year marihuana facilities are authorized to operate in this state, and annually thereafter, the department, in consultation with the board, shall establish the total regulatory assessment at an amount that is estimated to be sufficient to cover the actual costs and support the expenditures listed in subsection (1).

(5) On or before the date the licensee begins operating and annually thereafter, each grower, processor, provisioning center, and secure transporter shall pay to the state treasurer an amount determined by the department to reasonably reflect the licensee's share of the total regulatory assessment established under subsection (4).

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27604 Marihuana regulatory fund.**

Sec. 604. (1) The marihuana regulatory fund is created in the state treasury.

(2) The application fee collected under section 401 and the regulatory assessment collected under section 603 shall be deposited in the marihuana regulatory fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the marihuana regulatory fund at the close of the fiscal year shall remain in the fund and shall not lapse to the general fund.

(4) The department shall be the administrator of the marihuana regulatory fund for auditing purposes.

(5) Except as provided in section 603(1)(d) and (e), the department shall expend money from the marihuana regulatory fund, upon appropriation, only for implementing, administering, and enforcing this act.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27605 Use of money from Michigan marihuana registry fund.**

Sec. 605. The department may use any money appropriated to it from the marihuana registry fund created in section 6 of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26426, for the purpose of funding the operations of the department and the board in the initial implementation and subsequent administration and enforcement of this act.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

## **PART 7. REPORTS**

### **333.27701 Financial statements.**

Sec. 701. By 30 days after the end of each state fiscal year, each licensee shall transmit to the board and to the municipality financial statements of the licensee's total operations. The financial statements shall be reviewed by a certified public accountant in a manner and form prescribed by the board. The certified public accountant must be licensed in this state under article 7 of the occupational code, 1980 PA 299, MCL 339.720 to 339.736. The compensation for the certified public accountant shall be paid directly by the licensee to the certified public accountant.

**History:** 2016, Act 281, Eff. Dec. 20, 2016.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

### **333.27702 Report.**

Sec. 702. The board shall submit with the annual report to the governor under section 302(1) and to the chairs of the legislative committees that govern issues related to marihuana facilities a report covering the



previous year. The report shall include an account of the board actions, its financial position, results of operation under this act, and any recommendations for legislation that the board considers advisable.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 582, Eff. Jan. 1, 2019.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

## PART 8. MARIHUANA ADVISORY PANEL

### 333.27801 Marihuana advisory panel.

Sec. 801. (1) The marihuana advisory panel is created within the department.

(2) The marihuana advisory panel consists of 17 members, including the director of state police or his or her designee, the director of this state's department of health and human services or his or her designee, the director of the department or his or her designee, the attorney general or his or her designee, the director of the department of agriculture and rural development or his or her designee, and the following members appointed by the governor:

(a) One registered medical marihuana patient or medical marihuana primary caregiver.

(b) One representative of the industry from the growers category.

(c) One representative of the industry from the processors category.

(d) One representative of the industry from the provisioning centers category.

(e) One representative of the industry from the safety compliance facilities category.

(f) One representative of townships.

(g) One representative of cities and villages.

(h) One representative of counties.

(i) One representative of sheriffs.

(j) One representative of local police.

(k) One physician licensed under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838.

(l) One representative of the industry from the secure transporter category.

(3) The governor shall appoint the first members of the panel by March 1, 2018. The members appointed to the panel shall serve at the pleasure of the governor and shall serve for terms of 3 years or until a successor is appointed, whichever is later.

(4) If a vacancy occurs on the advisory panel, the governor shall make an appointment for the unexpired term in the same manner as the original appointment.

(5) The director of the department or his or her designee shall call the first meeting of the panel within 1 month after the advisory panel is appointed. At the first meeting, the panel shall elect from among its members a chairperson and any other officers it considers necessary or appropriate. After the first meeting, the panel shall meet at least 2 times each year, or more frequently at the call of the chairperson.

(6) A majority of the members of the panel constitute a quorum for the transaction of business. A majority of the members present and serving are required for official action of the panel.

(7) The business that the panel performs must be conducted at a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(8) A writing prepared, owned, used, in the possession of, or retained by the panel in the performance of an official function is subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(9) Members of the panel shall serve without compensation. However, members of the panel may be reimbursed for their actual and necessary expenses incurred in the performance of their official duties as members of the panel.

(10) The panel may make recommendations to the board concerning promulgation of rules and, as requested by the board or the department, the administration, implementation, and enforcement of this act and the marihuana tracking act.

(11) State departments and agencies shall cooperate with the panel and, upon request, provide it with meeting space and other necessary resources to assist it in the performance of its duties.

**History:** 2016, Act 281, Eff. Dec. 20, 2016;— Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

**Compiler's note:** Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."



April 3, 2019

Township Board  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

## **MEMORANDUM: Sign Ordinance Revisions**

Honorable Trustees,

The Planning Commission and the Board have previously reviewed the revisions to sign regulations and no changes have been made since the prior review.

Prior to being authorized and taking affect, the Michigan Zoning Enabling Act requires that Planning Commission hold a public hearing. Planning Commission held a public hearing on March 20, 2019 and voted to send the regulations to the Board for consideration.

### **The primary purpose for revising the sign regulations:**

To update Northfield Sign regulations to be consistent with the U.S. Supreme Court *Reed v. Town of Gilbert* decision which generally limits sign regulations to time, place, and manner distinctions.

- Regulations must be content neutral
  - Common regulations like "political signs," "real-estate signs," and "gas station signs" regulate content and do not serve a legitimate public purpose and are not consistent with the U.S. Supreme Court decision.
- Regulations that protect public health, safety, and welfare are defensible. Standards consistent with the U.S. Supreme Court decision include, but are not limited to, the following examples:
  - How big can a sign be? *Sign size can be regulated.*
  - Is the text legible? *Sign text legibility and color can be regulated.*
  - Is the sign blocking views? *The locations of signs can be regulated.*
  - Is the sign made of a durable material? *The type of sign, structure, and materials can be regulated.*
  - Does the sign match the character of the district it's placed in? *The appearance of signs can be regulated to conform to community preferences.*
  - Is the sign reflective? *The colors and materials of signs can also be regulated for safety.*
  - Is the sign illuminated? *The illumination of signs can be also regulated to avoid nuisance and ensure public safety.*

***The Board may approve, request Planning Commission modify, or deny the Zoning Ordinance Revisions.***

ORDINANCE NO. 19-63

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, TO AMEND THE SIGN REGULATIONS ORDINANCE, ARTICLE XXVI, SECTIONS 36-788 through SECTION 36-805

**Whereas** The Planning Commission has reviewed the Township's Sign Regulations Ordinance Article XXVI and,

**Whereas** The Planning Commission believes that the changes will make the sign regulations more clear and defensible for content neutrality and,

**Whereas**, The Planning Commission finds it necessary to remove sign definitions from Section 36-29 of the Zoning Ordinance into the Sign Regulations, Article XXVI. While it is best to have general zoning ordinance definitions in one article, sign-related definitions are best kept in the sign article so they are easier to administer and understand and,

**Whereas**, The Planning Commission finds it necessary to add new definitions to describe sign types and included graphics. By having clear definitions of sign types, it will become much easier to adopt and administer regulations of these sign types later in the article and

**Whereas**, The Planning Commission wishes to amend Article XXVI - Sign Regulations, Sections 36-788 through sections 36-805 to create a more clear sign regulation ordinance.

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that the below be amended as follows:

**Section 1: Article II. Definitions-Definitions., Section 36-29 remove the following:**

*Sign* means any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession, or industry which is located upon any land or in any building, in such manner as to attract attention from outside the premises.

*Sign, billboard. See Sign, outdoor advertising.*

*Sign, direction or information*, means a sign identifying a street or designating the location of a community or institution of public or quasi-public nature or the opening of an event of public interest, but not including signs pertaining to real estate, and not including any advertising matter.

*Sign, electronic message, or (EMS)* means an electrically activated changeable sign whose variable message capability can be electronically programmed.

*Sign, freestanding,* means an identification sign supported by a structure independent of any other structure. Identification signs on water towers or other elevated tanks should be considered as free standing signs.

*Sign, ground,* means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. See *Sign, freestanding*.

*Sign, identification,* means a sign which carries only the name of the firm, the major enterprise, or the principal product or service offered for sale on the premises, or a combination of these things, only to identify location of said premises and not to advertise, and allocated only on the premises on which the firm, major enterprise, or principal product or service is situated.

*Sign, outdoor advertising,* means a sign, including billboards, on which the written or pictorial information is intended to advertise a use located on other premises, and which is intended primarily for advertising purposes, erected by the outdoor advertising industry in the conduct of the outdoor advertising business.



Typical Portable Sidewalk Sign

*Sign, portable sidewalk,* means a sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. See illustration below. These signs are usually, but not always, placed along the sidewalk or road frontage of a business to advertise specials, specific items, or events that are offered on-site. Portable sidewalk signs that advertise off-site specials, specific items, or events are prohibited.

*Sign, wall,* means any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

## Section 2: Article XXVI Sign Regulations - Purpose, Section 36-788 through Registry, Section 36-805; remove the following:

### **Sec. 36-788. - Purpose.**

- (a) The purpose of this article is to regulate all exterior signs placed for exterior observance so as to protect property values, to protect the character of the various neighborhoods in the township, to protect health and safety, and to protect the public welfare.
- (b) The principal features are the restriction of advertising to the use of the premises on which the sign is located and the restriction of the total sign area permissible per site. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building, or use. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. With respect to signs advertising business uses, it is specifically intended, among other things, to avoid excessive competition and clutter among sign displays in their demand for public attention. It is further intended that all signs within one complex or center be coordinated with the architecture in such a manner that the overall appearance is harmonious in color, form, and proportion.
- (c) It is also intended by this article that all temporary signs erected for directional purposes, for public information or to call attention to special events shall be confined to those that are of general public interest and that such signs shall be limited to the giving of information.

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

### **Sec. 36-789. - General sign regulations.**

The following general sign regulations apply to all zoning districts within the township:

- (1) **Traffic control.** No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) **Sign character and setbacks.** All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum 15-foot setback from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) **Permit required.** Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated. Strings of pennants or flags attached to or part of a sign, or independently displayed for purposes of advertising, unless permitted elsewhere within these provisions, shall be prohibited.
- (4) **Sign height.**
  - a. No freestanding sign shall exceed a height of 15 feet.
  - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

1. Existing grade prior to construction; or
  2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- c. In cases where the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

### **Sec. 36-790. - Signs permitted in all zoning districts.**

Subject to the other conditions of this chapter, the following signs shall be permitted anywhere within the township:

- (1) One sign shall be permitted for all building contractors, one for all professional design firms and one for all lending institutions on sites under construction, each sign not to exceed six square feet overall, with not more than a total of three such signs permitted on one site. The above signs may be combined into a single sign not to exceed 32 square feet in area. The sign shall be confined to the site of the construction, construction shed, or construction trailer and shall be removed within 14 days of the issuance of a certificate of occupancy.
- (2) One temporary real estate "for sale" sign located on the property and not exceeding six square feet in area shall be permitted for each lot. If the lot or parcel has multiple frontages, one additional sign not exceeding six square feet in area shall be permitted on the property on each street frontage. Under no circumstances shall more than two such signs be permitted on a lot. Such signs shall be removed within seven days following the sale.
- (3) Street banners advertising a public entertainment or event, if such banners are approved by the township board and in locations designated by the township board, may be displayed 14 days prior to and seven days after the public entertainment or event.
- (4) Name, directional and informational signs and emblems of service clubs, places of worship, civic organizations, and quasi-public uses shall be permitted on private property and set back in accordance with these standards. Each sign shall not be more than three square feet in area. The top of such sign shall not exceed eight feet above grade. In the event that more than one sign is to be placed at one location, all civic organizations and service clubs signs must be consolidated and confined within a single frame, and all signs for places of worship shall be consolidated and confined within a single frame which may be separate from that for civic organizations and service clubs.

(Ord. of 7-22-2013, § 62.03; Ord. of 6-4-2014, § 62.03)

### **Sec. 36-791. - Signs permitted in recreation-conservation and agricultural districts.**

Signs permitted in recreation-conservation and agricultural districts include:

- (1) One incidental sign advertising the type of farm products grown on the farmstead premises. Such sign shall not exceed 32 square feet in area.
- (2) One sign for each public street frontage identifying a park, or school building, other authorized use, or a lawful nonconforming use, each sign not to exceed 18 square feet in area.

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

### **Sec. 36-792. - Signs permitted in residential districts.**

Signs permitted in residential districts include:

- (1) One sign for each public street frontage advertising a recorded subdivision or development, each sign not to exceed 18 square feet in area. Such sign shall be removed within one year after the sale of 90 percent of all lots or units within said subdivision or development.
- (2) One sign on each street frontage of a new multiple-family development advertising the new dwelling units for rent, not to exceed 18 square feet in area. Such sign shall be removed within 60 days of the initial rental of 90 percent of the dwelling units within the development or within the first phase, whichever is applicable.
- (3) One sign for each public street frontage identifying a multiple-family building, subdivision, or development, not having commercial connotations, each sign not to exceed 18 square feet in area.
- (4) One sign advertising "for rent" or "vacancy" may be placed on each frontage of a rental residential development provided that such sign shall not exceed three square feet in area and is incorporated into the identification sign permitted in subsection (3) of this section.
- (5) One sign for each public street frontage identifying a school, church, public building, other authorized use or lawful nonconforming use, each sign not to exceed 18 square feet in area.

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

### **Sec. 36-793. - Signs permitted in business and industrial districts.**

- (a) A sign, except billboards, which shall be regulated as set forth in section 36-794, in LC, GC, RO, WLD-D, WLD-NV, WLD-W, and RTM districts, is permitted only where it identifies an enterprise occupying the same lot upon which the sign is located and shall conform to the following regulations:
  - (1) An identification sign, limited to one sign per building, may be affixed to a wall of the building. If the building contains more than one enterprise, as in a shopping center, each enterprise located therein may have one such sign. Total sign area for wall signs shall not exceed two square feet for each foot of length of the wall to which it is affixed. Wall signs shall not project more than one foot from the wall face, as measured to the farthest face of the sign except as noted in this section.
  - (2) Where more than one sign is permitted on a wall face, the minimum horizontal distance between such signs shall be two feet.
  - (3) One freestanding identification sign may be erected for an individual lot, or group of lots developed as one lot, when not provided for by subsections (a)(4) and (a)(5) of this section, following, and shall not exceed 36 square feet in area for offices and eighty (80) square feet in area for other uses. If the lot fronts on more than one street, the total permitted sign area may be divided among two or more such signs, provided, however, that the maximum permitted sign area shall not be exceeded.
  - (4) One freestanding identification sign may be erected for a research park or office center, or combined research park/office center. Such sign shall not exceed 36 square feet in area and shall contain only the name of the park or office center. If the lot fronts on two or more collector or arterial streets, one such sign may be permitted for each such frontage.
  - (5) One freestanding identification sign stating the name of a shopping center or commercial development, and four major tenants therein, may be erected for a shopping center or other integrated group of store or commercial buildings. Sign design, color, and font must be coordinated and complementary. The sign area shall not exceed one square foot per front foot of

building, or buildings, for which it is erected; however, such sign shall not exceed 200 square feet in area. If the lot fronts on two or more collector or arterial streets, one such sign may be permitted for each such frontage.

- (6) Identification signs for rear or side entrances shall be permitted, at the rate of one such sign for each entrance, provided that the area of each such sign shall not exceed four square feet. The area shall not be included in the area limitations set forth elsewhere in this section.
  - (7) Wall signs shall not extend above the top edge of walls.
  - (8) One projecting sign may be permitted for each first floor business within the WLD district. The projecting sign may be a maximum of eight square feet in area (each side) and shall be included in the total amount of wall signs permitted for the subject building. Changeable copy shall not be permitted as part of projecting signs. Projecting signs must provide a clear distance of eight feet from the sidewalk or private drive or parking lot to the bottom edge of the sign. Projecting signs may extend over abutting sidewalk, but shall not extend over public or private roadways or parking areas. Signs which extend into the road right-of-way shall require approval by the county road commission. The leading edge of a projecting sign shall not extend more than four feet from the face of the building that it is attached to.
  - (9) Portable sidewalk signs may be permitted in the LC—Local Commercial, the GC—General Commercial Districts, the WLD-D, WLD-NV, and the WLD-W districts, subject to the following:
    - a. The maximum area of a portable sidewalk sign is seven square feet per side with no dimension greater than 3½ feet. One portable sidewalk sign shall be permitted per business. In the instance where a business owns over 160 feet in frontage on a public roadway one additional portable sidewalk sign may be permitted. In no case shall more than two portable sidewalk signs be permitted per business. Portable sidewalk signs shall have a maximum of two sides.
    - b. The sign shall be located on the building side of the sidewalk where applicable, and placed in such a manner that a pedestrian travel area width of five feet is maintained between the sign and any street elements, including the back of curb.
    - c. The sign shall not interfere with the view, access to, or use of the subject and adjacent property. There shall be no obstruction of ingress and egress to any building caused by the sign.
    - d. A sign permit from the township is not required for any portable sidewalk sign displayed.
    - e. Sidewalk signs shall be moved inside of the business after business hours.
  - (10) Window and door signs shall be permitted and shall not be included in total sign area computation set forth in subsection (a)(1) of this section if said signs do not occupy more than 25 percent of the total window area of the floor level on which displayed for any one building. If window signs occupy more than 25 percent of said window area for any one building, they shall be treated as exterior wall signs and shall conform to the standards of this section.
- (b) In LI and GI districts, a sign, except billboards, which shall be regulated as set forth in section 36-794, is permitted only where it identifies a business occupying the lot upon which the sign is located. Such signs shall conform to the following regulations:
- (1) An identification sign, limited to one sign per building, may be affixed to a wall of the building. If the building contains more than one enterprise, each enterprise may have one such sign, similarly affixed. Total sign area shall not exceed one square foot for each foot in length of the wall to which it is affixed. A wall sign shall not project more than one foot from the face of the wall, measured to the farthest face of the sign.
  - (2) One freestanding identification sign may be erected for an industrial park, district, or subdivision, or for an individual lot or group of lots. The area of such sign shall not exceed 80 square feet. If the lot fronts on two or more collector or arterial streets, one sign may be permitted on each such frontage.



- (3) Identification signs for rear or side entrances shall be permitted, at the rate of one for each entrance, provided that the area of each such sign shall not exceed four square feet. The area shall not be included in the area limitations set forth elsewhere in this section.
- (4) Wall signs shall not extend above the top edge of walls.
- (c) Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted at the opening of a new business or for a special event or sale in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

## **Sec. 36-794. - Billboards (outdoor advertising signs).**

Billboards shall be permitted in the LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and the GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) **Spacing.** Billboards shall be spaced so that not more than three billboard structures may be located per linear mile of street or highway regardless of the fact that such billboards may be located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.
- (2) **Display areas.** Billboards that face U.S. 23 within and appropriate zoning district shall have a maximum surface display area of 672 square feet, known as a bulletin billboard. Billboards that face all other streets within the township within an appropriate zoning district shall have a maximum surface display area of 288 square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall be considered a single sign for the purposes of calculating maximum sign area.
- (3) **Height.** The billboard shall not exceed 30 feet above the average grade of:
  - a. The ground on which the billboard sits; or
  - b. The grade of the abutting roadway, whichever is higher.
- (4) **Placement on roof.** The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) **Setbacks.** No billboard shall be located closer than 50 feet to a non-right-of-way property line and must maintain a minimum of 15 feet from any right-of-way on the property pursuant to section 36-789(2). No billboard shall project over public property. Billboard signs shall be no closer than 25 feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards shall not be located within 300 feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within 1,000 feet of an existing residence.
- (6) **Illumination.** Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:

- a. The billboard shall possess automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over the ambient light levels measured at the following distance in relation to billboard size:
    1. A distance of 150 feet for sign faces less than or equal to 300 square feet;
    2. A distance of 200 feet for sign faces greater than 300 square feet but less than or equal to 378 square feet;
    3. A distance of 250 feet for sign faces greater than 378 square feet but less than 672 square feet; and
    4. A distance of 350 feet for sign faces equal to 672 square feet.
  - b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.
  - c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
  - d. No digital or LED billboard shall be located within 4,000 feet of another digital or LED billboard or within 3,000 feet of a nondigital or non-LED billboard.
  - e. The rate of change between two static messages shall be one second or less.
  - f. There shall be a minimum of no less than seven seconds between copy changes.
  - g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
  - h. The digital or LED billboard will not distract, endanger, or disorient motorists.
- (7) **Construction.** Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

### **Sec. 36-795. - Signs for automobile service stations.**

Signs for automobile service stations shall be regulated as set forth in section 36-793(a). In addition, the following regulations shall apply:

- (1) The permitted wall sign or legend may be attached either to a wall of the building or to the canopy of a fuel pump island.
- (2) One permanent sign for the purpose of advertising gasoline prices and similar announcements, when mounted on a freestanding structure or on the structure of another permitted sign, may be installed along each street frontage, provided that clear views of street traffic by motorists or pedestrians are not obstructed in any way. Such signs shall not exceed six square feet in area. All temporary signs for such purposes and all banners, streamers, flags (other than state or national flags) and similar advertising objects shall be prohibited.

(Ord. of 7-22-2013, § 62.08; Ord. of 6-4-2014, § 62.08)

## Sec. 36-796. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district pursuant to section 36-793 and subject to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50 percent of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every 30 seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign (in square feet) and distance measured perpendicular to the sign face in accordance with the following table:

Maximum Light Levels of Electronic Signs

Maximum Allowed Ambient Light Level	Area of Sign (sq. ft.)	Measurement of Distance (ft.)*
0.3 footcandles	10	32
0.3 footcandles	15	39
0.3 footcandles	20	45
0.3 footcandles	25	50
0.3 footcandles	30	55
0.3 footcandles	35	59
0.3 footcandles	40	63
0.3 footcandles	45	67
0.3 footcandles	50	71
0.3 footcandles	55	74
0.3 footcandles	60	77

\*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

### **Sec. 36-797. - Exemptions.**

The following types of signs are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- (1) Signs of a noncommercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his public duty, such as directional signs, regulatory signs, and informational signs.
- (2) Temporary signs announcing any public, charitable, educational, or religious event or function, located entirely within the premises of that institution and set back not less than 15 feet from the property line. Maximum sign area shall be 24 square feet. Such signs shall be allowed no more than 14 days prior to the event or function and must be removed within seven days after the event or function. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground mounted, the top shall be no more than six feet above ground level.
- (3) Names of buildings, dates of erection, monument citations, commemorative tablets and the like, when carved into stone, concrete, or similar material or made of other permanent type construction and made an integral part of the structure.
- (4) Signs directing traffic movement onto a property or within a property, not exceeding eight square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- (5) Temporary real estate directional signs, not exceeding three square feet in area and four in number, showing a directional arrow and placed back of the property line, shall be permitted on approach routes to an "open house" and shall be displayed only during daylight hours. The tops of such signs shall not exceed three feet in height.
- (6) Political campaign signs announcing candidates seeking public political office and other data pertinent thereto.
- (7) National, state, municipal, and university flags.
- (8) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

### **Sec. 36-798. - Prohibited signs.**

The following signs are prohibited anywhere within the township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words except as provided in section 36-794(4).

- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which contain or consist of pennants, ribbons, streamers, spinners, strings of light bulbs, or other similar devices.
- (4) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (5) Signs which are pasted or attached to utility poles, trees, or other signs, except as provided in section 36-797(8).
- (6) Signs which move in any manner or have a major moving part or give an illusion of motion unless otherwise permitted by these regulations.
- (7) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of suspension or attachment.
- (8) All temporary signs, unless authorized elsewhere within this chapter.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

#### **Sec. 36-799. - Permit and fees.**

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.
- (b) The application shall contain the following information:
  - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
  - (2) The signature of the property owner concurring in submittal of said application.
  - (3) An accurate survey drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
  - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

### **Sec. 36-800. - Illumination.**

- (a) The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
- (b) No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except that movement showing the date, the time, and the temperature exclusively may be permitted. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-796(6). Illumination for LED billboards shall be regulated pursuant to section 36-794(6). Nothing contained in this article shall, however, be construed as preventing the use of lights or decorations related to religious and patriotic festivities.
- (c) No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.13; Ord. of 6-4-2014, § 62.13)

### **Sec. 36-801. - Computation of surface area.**

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.

(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

### **Sec. 36-802. - Removal.**

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall remove the sign. The township shall also remove the sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the township shall remove it in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee conducts the same type of business and agrees to maintain the signs as provided in this article or changes the copy on the signs to advertise the type of business being conducted on the premises, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

### **Sec. 36-803. - Nonconforming signs.**

Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

### **Sec. 36-804. - Responsibilities for signs.**

The following regulations apply to all signs, except those signs permitted in sections 36-790, 36-791, and 36-792(a), (b) and (d):

- (1) The advertiser is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) Signs shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

### **Sec. 36-805. - Registry.**

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, advertiser, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

### Section 3: Article XXVI Sign Regulations - Purpose, Section 36-788 through Registry, Section 36-805; add the following:

#### **Sec. 36-788. - Purpose.**

The purpose of this article is to provide regulations for signs in a manner that will minimize their negative effects while allowing for creative and effective communication of information. These regulations are intended to balance the public and private interests, with the goal of promoting a safe, well-maintained, vibrant, and attractive community while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse, and otherwise communicate information. It is a basic tenet of this article that unrestricted signage does not benefit the community. The objectives of this Article are:

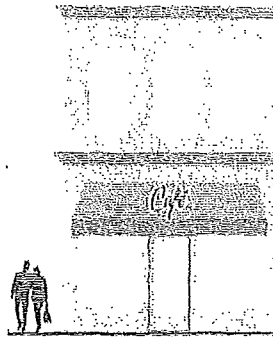
- (a) **Public Safety.** To promote free flow of motorized and non-motorized traffic and protect motorists, passengers, and pedestrians from injury and property damage caused by, or which may be fully or partially attributable to, visual clutter that confuses or misleads traffic, obstructs vision and is potentially harmful to property values, businesses, and community appearance, and to protect public safety by prohibiting or removing signs that are structurally unsafe or poorly maintained.
- (b) **Community Aesthetics.** To preserve the appearance of the township by preventing the placement of oversized signs that are out of scale with surrounding buildings and structures, or the placement of signs with materials or illumination that detracts from the character of the surrounding area, so as to protect the character of neighborhoods in the Township, and to protect the public welfare.
- (c) **Effective Communication.** To encourage the appropriate design, scale, and placement of signs in a manner that communicates effectively to the intended reader.
- (d) **Economic Development.** To allow for adequate and effective signage for businesses to inform, identify, and communicate effectively.
- (e) **Ease of Administration.** To have standards and administrative review procedures that are simple for property owners, tenants, and sign installers to understand and follow, and are easily enforceable by Township staff.
- (f) **Reduce Blight.** To reduce blight caused by poorly maintained signs and the proliferation of signs beyond what is permitted in this article.

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

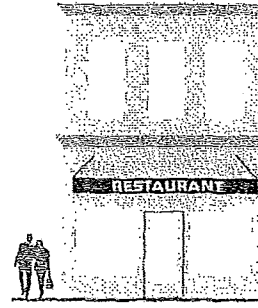
#### **Sec. 36-789. - Definitions.**

- (a) **Sign Definitions, Sign Types.** The following definitions apply to types of signs based on the characteristics of the sign without respect to the content of the message:
  - (1) **Animated Sign.** A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or osculating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. An "Animated Sign" does not include an "Electronic Message Sign" as defined in this chapter.
  - (2) **Awning Sign or Canopy Sign.** A sign that is painted on or attached to an awning or canopy.



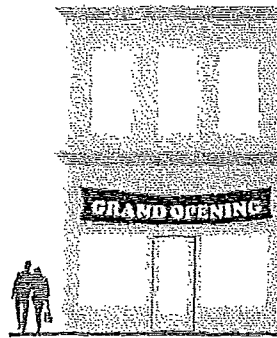


Awning Sign



Canopy Sign

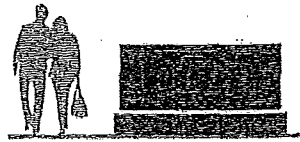
- (3) **Banner Sign.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat either to a wall or temporarily to a permanent sign face.



Banner Sign

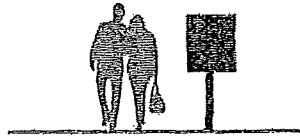
- (4) **Billboard.** See *Outdoor Advertising Sign*.
- (5) **Building-Mounted Sign.** Display sign that is painted on, adjacent to or attached to a building wall, door, and window or related architectural feature including building directories, canopy signs, projecting signs or marquee signs, wall signs, and window signs.
- (6) **Changeable Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change, either automatically through electrical or electronic means, or manually through the placement of copy and symbols on a panel mounted in or on a track system.
- (7) **Electronic Message Sign (EMS).** An electrically activated changeable copy sign whose variable message capability can be electronically programmed.
- (8) **Festoon.** A string of ribbons, pennants, spinners, streamers, tinsel, small flags, pinwheels, or lights, typically strung overhead and/or in loops.
- (9) **Flag.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached to a permanent conforming pole or attached flat to a wall.
- (10) **Freestanding Sign.** Any sign that is affixed to the ground surface and supported by one or more uprights, poles, pylons, monuments, or braces placed in the ground and independent of any building or other structure. Signs on water towers or other elevated tanks should be considered as free standing signs.

- a. **Freestanding Sign, Ground Sign or Monument Sign.** A freestanding sign supported by structures, columns, braces, or other supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A Ground Sign or Monument Sign must have a solid supporting base equal to or greater than the width of the sign face constructed of a decorative and durable material, and shall have no separations between the sign face and the base.



Monument Sign

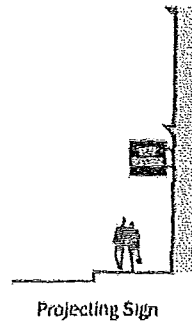
- b. **Freestanding Sign, Pole Sign.** A type of freestanding sign that is elevated above the ground on poles or braces.



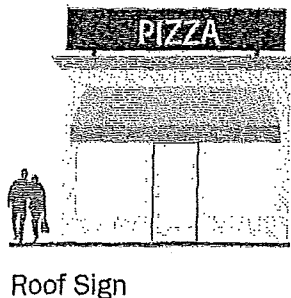
Pole Sign

- (11) **Incidental Sign.** A small sign, usually 2 square feet or less, designed and located to be read only by people within the site and generally not visible or legible from the right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating hours of business, no smoking signs, signs used to designate bathrooms, handicapped signs, traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices, and other signs providing information to be read at close proximity. The Zoning Administrator shall determine whether a sign is an Incidental Sign, based on the visibility of the sign from the lot line and right-of-way and/or the number of signs in close proximity of each other, and the Zoning Administrator may deny a Incidental Sign if it is a sign that is regulated by another standard in this Article.
- (12) **Interior Sign.** A sign placed within a building, but not including a window sign as defined by this Ordinance, that is not visible from any public street, sidewalk, alley, park or public property.
- (13) **Mural.** Any image or design that is painted or otherwise attached flat to a wall that is primarily artwork and does not function like a sign. For purposes of this Ordinance, a mural shall not be considered a sign. The Building Official or Zoning Administrator shall as necessary make a determination as to whether a design is a mural or a sign.
- (14) **Outdoor Advertising Sign.** A sign intended to advertise a use located on other premises and which is intended primarily for advertising purposes. Such sign, by virtue of its size and scale, would constitute the principal use of the premises on which the sign is located.
- (15) **People Sign.** A portable sign held by a person and displayed for the purposes of expressing a message.
- (16) **Projecting Sign.** A display sign attached to or hung from a structure projecting from and supported by the building and extending beyond the building wall, building line or street right-

of-way line. A "Projecting Sign" is differentiated from a "Wall Sign" based on the distance the sign projects from the surface of the building.



- (17) **Roof Sign.** A display sign that is erected, constructed and maintained on or above the roof of the building, or that extends above the roofline.



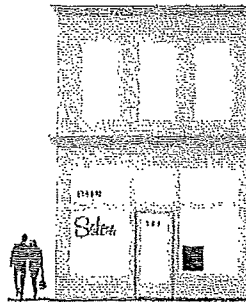
- (18) **Street Furniture Sign.** A sign applied to or affixed to the seat or back of a bench, lamp post, garbage can, tree, utility pole, or other public street furniture.
- (19) **Temporary Sign.** A sign, with or without a structural frame, intended for a limited period of display.
- Temporary Sign, Air-Activated Sign.** A Temporary Sign that is an air inflated object, which may be of various shapes, is made of flexible fabric, rests on the ground or structure and is equipped with a portable blower motor that provides a constant flow of air into the device. Air-activated signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
  - Temporary Sign, Balloon Sign.** A Temporary Sign that is an air inflated object, which, unlike air-activated signs, retains its shape. A balloon sign is made of flexible fabric, rests on the ground or structure, and may be equipped with a portable blower motor that provides a constant flow of air into the device. Balloon signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
  - Temporary Sign, Portable Sidewalk, Sandwich Board, or A-Frame Sign.** A sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. Such sign is usually placed along the sidewalk or road frontage of a business and is capable of being moved within the zoning lot on which it is located or from one zoning lot to another. Often referred to as "sidewalk signs," sandwich board signs include, but are not limited to, so called "A" frame, "T" shaped, or inverted "T" shaped stands.

- d. **Temporary Sign, Support Pole Sign.** A Temporary Sign that is attached as an appendage to a sign, sign support, light pole, utility pole, or any part of a pole or support.
  - e. **Temporary Sign, Yard Sign.** A portable temporary sign or sign board that is freestanding and temporarily anchored or secured to the ground.
- (20) **Vehicle Sign.** Any sign on a vehicle, trailer, truck, and similar vehicle used for transport, where the primary purpose of the vehicle is for transportation as part of the normal course of business.
- (21) **Wall Sign.** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and displays only one sign surface. A wall sign shall not project from the surface of the building wall more than 12 inches.



Wall Sign

- (22) **Window Sign.** A sign affixed to a window or so as to be observable from the exterior of the window to which such sign is located or affixed, including signs located inside a building but visible from the outside of the building.



Window Sign

(b) **Sign Definitions, General.**

- (1) **Abandoned Sign.** A sign or supporting structure that is no longer regularly maintained or a sign located on a lot with a vacant building. Whether a sign has been abandoned shall be determined by the intent of the sign owner and shall be governed by the applicable Case Law and Statutory Law on abandoned structures.
- (2) **Alteration.** Any change in copy, color, size, or shape, which changes appearance of a sign, or a change in position, location, construction, or supporting structure of a sign, except that a non-structural copy change on a sign is not an alteration.

- (3) **Awning.** A fireproof space frame structure with translucent flexible reinforced vinyl or canvas covering designed in awning form, and extending outward from the building wall.
- (4) **Building Frontage.** The length of the front (entry) portion of a building occupied by a single tenant, often facing a street fronting to the premises on which the tenant is located.
- (5) **Canopy.** A multi-sided overhead structure used as a common building architectural feature.
  - a. **Canopy, Attached.** A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points.
  - b. **Canopy, Freestanding.** A multi-sided overhead structure supported by columns, but not enclosed by a wall.
- (6) **Clearance.** The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.
- (7) **Damaged Sign.** A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized, or destroyed.
- (8) **Decorative Display.** A decorative display designed for the entertainment or cultural enrichment of the public and intended to serve as a cosmetic adornment rather than to convey a message. A decorative display shall not be considered a sign and shall be temporary in nature.
- (9) **Directional Sign.** A sign that controls or directs traffic, pedestrian, or parking movements.
- (10) **Grade, Sign.** The average elevation of an area within a horizontal radius, equal to the height of the sign, extending around sign base
- (11) **Height, Sign.** The vertical distance measured from the sign grade at the center point of the sign location to the highest point of the sign.
  - a. **Height, Maximum.** Shall be measured from sign grade to the highest edge of the sign surface or its projecting structure.
  - b. **Height, Minimum.** Shall be measured from sign grade to the lowest edge of the sign surface or its projecting structure.
- (12) **Illegal Sign.** A sign for which no valid permit was issued by the Township at the time such sign was erected, or a sign that is not in compliance with the current zoning chapter and does not meet the definition of a nonconforming sign.
- (13) **Noncombustible Material.** Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- (14) **Nonconforming Sign.** A sign that was lawful at the time of its construction but which is not in compliance with current ordinance provisions for signs.
- (15) **Owner.** A person, firm, partnership, association, company, or corporation and/or its legal heirs, successors, and assigns.
- (16) **Sign.** Any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession,

or industry which is located upon any land attached on or attached to any building, in such manner as to attract attention from outside the premises.

- (17) **Sign Area.** The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed, as long as those supports do not contain signs. An awning shall not be deemed to be a sign frame.
- (18) **Sign Copy.** The words and images constituting the message of a sign.
- a. **Sign Copy, Animated Copy.** Any type of sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means.
  - b. **Sign Copy, Changeable.** Moveable letters or other forms of sign copy, not including animated copy, that can be altered by natural, mechanical or electrical means without replacing the sign copy area.
- (19) **Unsafe Sign.** A sign that is not properly secured; is in danger of falling or has otherwise been found to be in a condition that is hazardous to the public health, safety or welfare by the Building Official or Code Enforcement Officer.

## **Sec. 36-790. - General sign regulations.**

The following general sign regulations apply to all zoning districts within the township:

- (1) **Traffic control.** No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) **Sign character and setbacks.** All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum setback of 15 feet from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) **Permit required.** Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated.
- (4) **Sign height.**
  - a. No freestanding sign shall exceed a height of 15 feet above the sign grade.
  - b. **Computation of height.** The height of a sign shall be computed as the distance from the base of the sign at the center of the sign grade to the top of the highest attached component of the sign.
  - c. In cases where the sign grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the sign grade at the base of the sign is

equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

- (5) *Maintenance.* All portions of signs and sign structures shall undergo maintenance as needed to keep them in good repair and working order.
- (6) *Illumination.* The following regulations shall apply to all signs.
  - a. The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
  - b. No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-797(6). Illumination for LED billboards shall be regulated pursuant to section 36-796(6). Nothing contained in this article shall, however, be construed as preventing the use of lighting as a decorative display.
  - c. No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

## **Sec. 36-791. - Signs permitted in recreation-conservation and agricultural districts.**

Signs permitted in the AR and RC zoning districts include the following:

	AR and RC Districts (Single-Family Lots)	AR and RC Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Yard Signs (temporary in nature)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (permanent in nature)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.

Yard Signs (semi-permanent in nature, small)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 180 days in a calendar year
--	---

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

### **Sec. 36-792. – Signs permitted in residential districts.**

Signs permitted in the LR, MR, MHP, SR1, and SR2 zoning districts include the following:

	LR, MR, MHP, SR1, and SR2 Districts (Single-Family Lots)	LR, MR, MHP, SR1, and SR2 Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Permanent Wall Signs	Not permitted	Maximum Area: 32 sq. ft.
Yard Signs (temporary in nature)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (permanent in nature)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.
Yard Signs (semi-permanent in nature)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 180 days in a calendar year	

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)



## Sec. 36-793. - Signs permitted in business districts.

Signs permitted within the LC, GC, RO, WLD-D, WLD-NV, WLD-W, PSC, and RTM zoning districts include the following:

	LC and GC Districts	WLD-D, WLD-NV, and WLD-W Districts	RO, PSC, and RTM Districts
<b>Permanent Freestanding Signs</b>	<b>Maximum Number:</b> 1 per street frontage of the lot. <b>Maximum Area:</b> 36 sq. ft. per sign, except that a lot with multiple tenants may have 1 sq. ft. per front foot of building provided the sign does not exceed 200 sq. ft.		
<b>Freestanding Canopy Signage</b>	<b>Maximum Area:</b> On a lot with an approved freestanding canopy, 6 sq. ft. of sign area is permitted on each side of the freestanding canopy.		
<b>Permanent Wall Signs</b>	<b>Maximum Number:</b> 1 per building, or 1 per tenant in a multi-tenant building <b>Maximum Area:</b> 2 sq. ft. for each foot of length of the front wall to which the sign is affixed. <b>Minimum Separation Distance Between Wall Signs:</b> Where there are 2 or more wall signs, the minimum distance between such signs must be at least 2 feet.		
<b>Permanent Projecting Sign</b>	Not permitted in LC and GC.	<b>Maximum Number:</b> 1 per first floor business. <b>Maximum Area:</b> 8 sq. ft., which is included in the total amount of wall signage for the building. <b>Minimum Height (Vertical Clearance):</b> 8 feet from the grade below to the bottom of the sign. <b>Maximum Projection:</b> Up to 4 feet from the face of the building.	Not permitted in RO, PSC, and RTM.
<b>Rear and Side Entrance Location Wall Signs</b>	<b>Maximum Number:</b> 1 per rear or side entrance to the building. <b>Maximum Area:</b> 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.		
<b>Yard Signs</b>	<b>Maximum Area (Total):</b> 32 sq. ft. per lot <b>Maximum Height:</b> 8 feet		
<b>Portable Sidewalk Signs</b>	<b>Maximum Number:</b> 1 per business, plus up to 1 additional sidewalk sign per business if the business has more than 160 feet of lot frontage. <b>Maximum Area:</b> 7 sq. ft. per side of the sidewalk sign. <b>Maximum Height and Width:</b> 3.5 feet. <b>Location:</b> On the building side of the sidewalk, provided that a pedestrian travel area of at least 5 feet is maintained, that there is no obstruction of ingress or egress to any building caused by the sign, and that the sign shall not interfere with the view, access to, or use of the subject or adjacent property. <b>Duration:</b> The sidewalk sign may only be placed outdoors when the building is open to the public.		Not permitted in RO, PSC, and RTM
<b>Window and Door Signs</b>	<b>Maximum Area (Total):</b> 25% of the window and door area. Any area of window or door signage exceeding 25% of the window and door area shall be counted as wall signage.		

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

**Sec. 36-794. – Signs permitted in industrial districts.**

Signs permitted within the LI and GI zoning districts include the following.

	LI and GI Districts
Permanent Freestanding Signs	Maximum Number: 1 per street frontage of the lot. Maximum Area: 80 sq. ft. per sign.
Permanent Wall Signs	Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building. Maximum Area: 1 sq. ft. for each foot of length of the front wall to which the sign is affixed.
Rear and Side Entrance Location Wall Signs	Maximum Number: 1 per rear or side entrance to the building. Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.
Yard Signs	Maximum Area (Total): 32 sq. ft. per lot Maximum Height. 8 feet

**Sec. 36-795 –Signage in Conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM and Non-residential PUD Districts**

Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted in conjunction with an approved temporary use permit in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the temporary use permit and sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

**Sec. 36-796. - Billboards (outdoor advertising signs).**

Billboards shall be permitted in LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) *Spacing.* Billboards shall be spaced so that not more than three (3) billboards structures may be located per linear mile of street or highway regardless of the fact that such billboards may be

located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.

- (2) *Display areas.* Billboards that face U.S. 23 within an appropriate district shall have a maximum surface display area of six-hundred seventy-two (672) square feet, known as a bulletin billboard. Billboards facing all other streets within the township within an appropriate zoning district shall have a maximum surface display area of two-hundred eighty-eight (288) square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall not be considered a single sign for the purposes of calculating maximum sign area.
- (3) *Height.* The billboard shall not exceed thirty (30) feet above the average grade of:
  - a. The ground on which the billboard sits; or
  - b. The grade of the abutting roadway, whichever is higher.
- (4) *Placement on roof.* The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) *Setbacks.* No billboard shall be located closer than fifty (50) feet to a non-right-of-way property line and must maintain a minimum of fifteen (15) feet from any right-of-way on the property. No billboard shall project over public property. Billboard signs shall be no closer than twenty-five (25) feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards are prohibited from locating within three-hundred (300) feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within one-thousand (1,000) feet of an existing residence.
- (6) *Illumination.* Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:
  - a. A billboard shall have automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over ambient light levels measured at the following distance in relation to billboard size, rounded to the nearest whole square foot:

Billboard Sign Face Area (sq. ft.)	Distance from Sign (ft.)
0 – 300	150
301 – 378	200
379 – 671	250
672	350

- b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.

- c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
  - d. No digital or LED billboard shall be permitted within four-thousand (4,000) feet of another digital or LED billboard or three-thousand (3,000) feet of a nondigital or non-LED billboard.
  - e. The rate of change between two static messages shall be one second or less.
  - f. There shall be a minimum of no less than seven (7) seconds between copy changes.
  - g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
  - h. The digital or LED billboard will not distract, endanger, or disorient motorists.
- (7) *Construction.* Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

### **Sec. 36-797. - Electronic message signs.**

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district and to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50% of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every thirty (30) seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign rounded to the nearest whole square foot, and the distance measured perpendicular to the sign face in accordance with the following table:

Sign Face Area (sq. ft.)	Distance from Sign (ft.)*
0 – 10	32
11 – 15	39
16 – 20	45
21 – 25	50

26 – 30	55
31 – 35	59
36 – 40	63
41 – 45	67
46 – 50	71
51 – 55	74
56 +	77

\*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

### **Sec. 36-798. - Exemptions.**

The following types of signs shall not require a permit and are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- (1) Signs erected by an official governmental agency or a public officer in the performance of their public duty, as necessary to preserve the health, safety, and welfare of the community.
- (2) Sign copy carved into stone, concrete, or other similar material or permanent type construction and made an integral part of the structure or architecture of the building.
- (3) Signs recognizing an official national or state historical site or building.
- (4) Directional signs as necessary to direct traffic movement onto a property or within a property, not exceeding eight (8) square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- (5) Incidental signs, subject to the approval of the Zoning Administrator.
- (6) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet. The basis for exempting these types of signs is for the public safety benefit provided informing people that trespassing is prohibited.
- (7) Address numbers, being essential for public safety and emergency response, with a numeral height no greater than six (6) inches for each dwelling unit and eighteen (18) inches for any other use, including multiple-family buildings. The Police Chief or Fire Chief may approve a larger numeral height if deemed necessary for public safety and emergency response.
- (8) Interior signs.

- (9) Vehicle signs, provided the vehicle is licensed, registered, and lawfully parked in accordance with this Ordinance.
- (10) Any lawful sign in a public or private right-of-way installed by an authorized public agency.
- (11) Temporary signs authorized elsewhere within this chapter.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

### **Sec. 36-799. - Prohibited signs.**

The following signs are prohibited anywhere within the Township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words.
- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (4) All temporary signs, unless authorized elsewhere within this chapter.
- (5) Abandoned signs.
- (6) Festoons, except for decorations commemorating a holiday or approved in conjunction with a temporary land use.
- (7) Street furniture signs, unless otherwise permitted within this chapter.
- (8) Signs attached to other signs, unless otherwise permitted within this chapter.
- (9) Animated signs.
- (10) Roof signs.
- (11) Illegal signs.
- (12) Damaged signs.
- (13) Unsafe signs.
- (14) People signs. The basis for prohibiting people signs is that the movement and proliferation of people signs would degrade traffic safety and community aesthetics.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

### **Sec. 36-800. - Permit and fees.**

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign

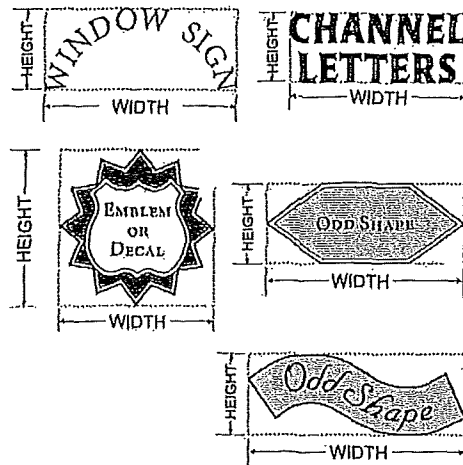
permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.

- (b) The application shall contain the following information:
  - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
  - (2) The signature of the property owner concurring in submittal of said application.
  - (3) An accurate detailed drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
  - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

### **Sec. 36-801. - Computation of surface area.**

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.



(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

### **Sec. 36-802. - Removal.**

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall take action to force the removal of the sign. The township shall also remove a sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the Township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises, thereby making the sign an Abandoned Sign. If the owner or lessee fails to remove the sign, the township shall take action to force the removal of the sign in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee agrees to maintain the signs as provided in this article, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

### **Sec. 36-803. - Nonconforming signs.**

- (a) Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.
- (b) Nonconforming signs must be brought into compliance with the standards of this ordinance for all projects that require site plan approval.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)



## **Sec. 36-804. - Responsibilities for signs.**

*The following regulations apply to all signs:*

- (1) The sign user is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) When or where applicable, signs requiring a permit shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

## **Sec. 36-805. - Registry.**

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, sign user, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

## **Secs. 36-806—36-831. - Reserved.**

## Section 4: Miscellaneous

If any portion of this Ordinance 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 Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

## Section 5: Effective Date

The provisions of this Zoning Code amendment are hereby ordered to take effect the day following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this \_\_\_\_ day of \_\_\_\_, 2019.

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

---

Marlene Chockley, Supervisor

ATTEST:

---

Kathy Manley, Clerk

I, Kathy Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_ day of \_\_\_\_, 2019. The names of the members voting thereon and how each member voted was as follows:

Yeas:

Nays:

Absent

- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2019, and;

- C. The effective date of the above Ordinance is the \_\_\_\_<sup>th</sup> day of \_\_\_\_ 2019.

NORTHFIELD TOWNSHIP BOARD

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

Kathy Manley, Clerk

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

---

**To: Northfield Township Board**

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

**Date: April 2, 2019**

**Subject: Sewer Projects**

---

**Township Board Members,**

We have a list of projects we would like to do this year, we have the budget to get them done and would like the ok on these items.

**1. Return sludge control valve system.**

The return sludge system controls the aeration system, it is 40 yrs old and not operating like it should. We have control valves that don't work and valves that don't turn, we have to guess at the flow because the flow meters aren't accurate. The price to replace the whole system is \$69,919 for all the valves and flow meters. We have 3 quotes for labor to install them with T.H.Eifert being the lowest at \$19,220. The total for this project is \$89,139

**2. Scada Controls for Pump Station.**

The Scada system controls the pump stations and is the alarm system for station failures. It is approaching 30 yrs. old and parts are no longer available. One has failed already and been replaced. To upgrade with new parts on all 13 pump stations at once is \$76,525 or \$5886 each. We can do them individually for \$6179 each and do 3 or 4 a year till they are all done. I would prefer to do them all at once to avoid an emergency failure.

**3. Main Street Pump Station Force Main.**

The force main pipe line has broken twice in the last 2 yrs. we need to

replace it before we have a brake that put sewage into the lake. It is now over 50 yrs. old . We have received 1 quote so far for \$66,300 we are currently waiting for 2 more bids. I would like the ok to proceed with the lowest bidder not to exceed the \$66,300

**4. Eight Mile Rd. Pump Station VFD**

The pump station at 8 Mile has 4 pumps that are run by a VFD that controls the flow to maintain a constant flow. One of the VFDs has stopped working and has to be replaced, it is 20 yrs old and no longer made. The cost of its replacement is \$15,120 including labor.

Thank you,

Dan Willis W.W.T.P Superintendent.

# 1. Return Sludge Control Valves



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
3/8/2019	0022538	1 of 3

B NOR075  
I NORTHFIELD TOWNSHIP  
L 11500 LEMEN ROAD  
T WHITMORE LAKE, MI 48189  
O

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

Company: \_\_\_\_\_

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

PO#: \_\_\_\_\_

ATTENTION:

DAN WILLIS

734-449-4159

willisd@northfieldmi.gov

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE	
QUOTE		NORTHFIELD TOWNSHIP, WWTP, DEZURIK, PROCESS VALVES	NJH/JRW	FREIGHT ALLOWED	
QTY	DESCRIPTION		UNIT PRICE		EXTENDED
3.00	APCO,CHECK,6",CVS CVS,6,EDV,F1,DI,DI-S1-S1-NBR,VP*AC APCO SERIES EDV SWING CHECK VALVE, DUCTILE IRON BODY, ASME 125/150# FLANGED END CONNECTIONS, DUCTILE IRON DISC, 304 STAINLESS STEEL SHAFT, NBR DISC SEAT MATERIAL, INTERIOR/EXTERIOR 12 MILS EPOXY COATING, AIR CUSHION SIDE MOUNTED CYLINDER OPERATOR. *MADE FOR USE IN VERTICAL POSITION* SHIPPING: 4-6 WEEKS ARO		\$1,338.00		\$4,014.00
7.00	DEZURIK,VALVE,PLUG PEC,6,F1,CI,NBR,NBR,GE,*NT 6", FLANGED END CONNECTION, CAST IRON BODY, BUNA PACKING, BUNA PLUG FACING, GRIT EXCLUDER, 2" SQUARE NUT OPERATOR SHIPPING: IN STOCK (SUBJECT TO PRIOR SALE) IF SOLD 6-8 WEEKS ARO		\$713.00		\$4,991.00
4.00	DEZURIK,PLUG,6",PEC PEC,6,F1,CI,NBR,NBR,GE*GS-6-CW8 DEZURIK AWWA C517 ECCENTRIC PLUG VALVE, CAST IRON BODY ASME 125/150# FLANGED END CONNECTIONS, NBR PACKING, NBR PLUG FACING, EXTERIOR - 3MILS ENAMEL COATING, GRIT EXCLUDERS, G-SERIES GEAR WITH CHAINWHEEL OPERATOR. *EACH VALVE INCLUDES 20' GALVANIZED CHAIN* SHIPPING: 8-10 WEEKS ARO		\$1,232.00		\$4,928.00
2.00	DEZURIK,PLUG,6",PEC PEC,6,F1,CI,NBR,NBR*Modified DEZURIK AWWA C517 ECCENTRIC PLUG VALVE, CAST IRON BODY, ASME 125/150# FLANGED END CONNECTIONS, NBR PACKING, NBR PLUG FACING, EXTERIOR - 3 MILS ENAMEL COATING, LIMITROQUE QX-3 NON-INTRUSIVE ELECTRIC MOTOR OPERATOR, MODULATING SERVICE, 460V, 3PH, 60HZ, BRUSHLESS DC MOTOR, CAST ALUMINUM HOUSING, NEMA 4, 4X, 6, IP67, IP68 ENCLOSURE, LIMIT SWITCHES, TORQUE SENSING, 15-60 SECONDS OPEN/CLOSE, 4 STATUS CONTACTS AND 1 MONITOR RELAY, LOCAL CONTROLS SWITCHES- REMOTE-STOP-LOCAL, OPEN-CLOSE, ANALOG POSITION TRANSMITTER 4-20MA SIGNAL, DECLUTCHABLE MANUAL OVERRIDE HANDWHEEL. *INCLUDES START-UP ASSISTANCE* SHIPPING: 18-20 WEEKS ARO		\$8,600.00		\$17,200.00



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
3/8/2019	0022538	2 of 3

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
*			
1.00	DEZURIK,PLUG,4",PEC PEC,4,F1,CI,NBR,NBR*Modified DEZURIK AWWA C517 ECCENTRIC PLUG VALVE, CAST IRON BODY, ASME 125/150# FLANGED END CONNECTIONS, NBR PACKING, NBR PLUG FACING, EXTERIOR - 3 MILS ENAMEL COATING, LIMITROQUE QX-2 NON-INTRUSTIVE ELECTRIC MOTOR OPERATOR, MODULATING SERVICE, 460V, 3PH, 60HZ, BRUSHLESS DC MOTOR, CAST ALUMINUM HOUSING, NEMA 4, 4X, 6, IP67, IP68 ENCLOSURE, LIMIT SWITCHES, TORQUE SENSING, 8-30 SECONDS OPEN/CLOSE, 4 STATUS CONTACTS AND 1 MONITOR RELAY, LOCAL CONTROLS SWITCHES- REMOTE-STOP-LOCAL, OPEN-CLOSE, ANALOG POSITION TRANSMITTER 4-20MA SIGNAL, DECLUTACHABLE MANUAL OVERRIDE HANDWHEEL. *INCLUDES START-UP ASSISTANCE* SHIPPING: 18-20 WEEKS ARO	\$8,212.00	\$8,212.00
2.00	DEZURIK,PLUG,6",PEC PEC,6,F1,CI,NBR,NBR*Modified DEZURIK AWWA C517 ECCENTRIC PLUG VALVE, CAST IRON BODY, ASME 125/150# FLANGED END CONNECTIONS, NBR PACKING, NBR PLUG FACING, EXTERIOR - 3 MILS ENAMEL COATING, LIMITROQUE QX-3 NON-INTRUSTIVE ELECTRIC MOTOR OPERATOR, OPEN/CLOSE SERVICE, 460V, 3PH, 60HZ, BRUSHLESS DC MOTOR, CAST ALUMINUM HOUSING, NEMA 4, 4X, 6, IP67, IP68 ENCLOSURE, LIMIT SWITCHES, TORQUE SENSING, 15-60 SECONDS OPEN/CLOSE, 4 STATUS CONTACTS AND 1 MONITOR RELAY, LOCAL CONTROLS SWITCHES- REMOTE-STOP-LOCAL, OPEN-CLOSE, DECLUTACHABLE MANUAL OVERRIDE HANDWHEEL. *INCLUDES START-UP ASSISTANCE* SHIPPING: 18-20 WEEKS ARO	\$7,673.00	\$15,346.00
2.00	TOSHIBA,FLOW METER,6",LF654 LF654KM1BNCAAF TOSHIBA REMOTE MOUNT STYLE ELECTROMAGNETIC FLOW METER, CARBON STEEL CASE CLASS I DIV II, IP67, NEMA 4X, ASME B16.5 CLASS 150 FLANGED END CONNECTIONS, NSF APPROVED POLYURETHANE LINER, 316 STAINLESS STEEL GROUNDING RINGS, 316 STAINLESS STEEL ELECTRODE MATERIAL, LF622 REMOTE CONVERTER WITH (2) DIGITAL OUTPUTS AND (1) DIGITAL INPUT, 30' CABLE, POTTING KIT SHIPPING: IN STOCK AT FACTORY IN HOUSTON, TX *MINIMUM (1) PIPE DIAMETER LEGNTH OF UPSTREAM STRAIGHT PIPE FROM THE FLANGE IS REQUIRED TO MAINTAIN PERFORMANCE* *START-UP ASSISTANCE NOT INCLUDED*	\$5,360.00	\$10,720.00
1.00	TOSHIBA,FLOW METER,4",LF654 LF654JM1BNCAAF TOSHIBA REMOTE MOUNT STYLE ELECTROMAGNETIC FLOW METER, CARBON STEEL CASE CLASS I DIV II, IP67, NEMA 4X, ASME B16.5 CLASS 150 FLANGED END CONNECTIONS, NSF APPROVED POLYURETHANE LINER, 316 STAINLESS STEEL GROUNDING RINGS, 316 STAINLESS STEEL ELECTRODE MATERIAL, LF622 REMOTE CONVERTER WITH (2) DIGITAL OUTPUTS AND (1) DIGITAL INPUT, 30' CABLE, POTTING KIT SHIPPING: IN STOCK AT FACTORY IN HOUSTON, TX *MINIMUM (1) PIPE DIAMETER LEGNTH OF UPSTREAM STRAIGHT PIPE FROM THE FLANGE IS REQUIRED TO MAINTAIN PERFORMANCE* *START-UP ASSISTANCE NOT INCLUDED*	\$4,508.00	\$4,508.00





**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

**QUOTATION**

DATE	NUMBER	PAGE
3/8/2019	0022538	3 of 3

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
-----	-------------	------------	----------

\*\*\*VALVES QUOTED DO NOT MEET AIS OR BUY AMERICAN\*\*\*

WE DO NOT INCLUDE: TAXES, FLANGE ACCESSORIES, INSTALLATION OR ASSEMBLY OF ANY COMPONENTS.

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.  
SINCERELY,

NICK HEINTZ / JASON WENDECKER

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE**  
**NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

**TOTAL: \$69,919.00**

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

**[www.KennedyInd.com](http://www.KennedyInd.com)**

# T.H. EIFERT

MECHANICAL  
CONTRACTORS

## Proposal

Date: 02-25-19

Job Name: Valve Replacement

Offered To: Northfield Township  
11500 Lemen Road  
Whitmore Lake, Michigan 48189

Phone: (734) 449-4159 Cell: (734) 323-1389 E-Mail: willisd@northfieldmi.gov Attn: Dan Willis

T.H. Eifert, Inc. offers to furnish Skilled Labor, Material, Insurance's, Tools, Equipment, and Permits (if applicable) to complete the following services.

All work to be performed during the hours of 7:00 a.m. and 3:30 p.m. Overtime work will be charged as an extra and pre-approved by the owner.

**1. Scope of work includes:**

- Provide labor, material, and equipment to replace 19 valves, and 3 flowmeters in the filter building as per walk through. All materials supplied by owner.

**2. Work Excludes:**

- Asbestos or lead paint abatement, if required.
- Removal or disposal of any materials classified as hazardous waste, unless specifically included in item (1) above.
- Service, labor or materials required for any existing equipment or piping other than specified in proposal.
- Service, labor or materials required to shut down, drain, or refill systems.
- Painting.

\_\_\_\_\_  
This Proposal is firm for 30 days. If accepted, please return signed copy to our office.

Total Price .....\$ 19,220.00

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal prepared by: Tim Somerville  
Tim Somerville Field Superintendent

This proposal is subject to our standard payment terms of net thirty (30) days unless other contractual arrangements are made. If customer fails to timely pay any invoice customer also agrees to pay finance charges at 1.5% per month, and will also pay reasonable actual attorney fees of T.H. Eifert, Inc. should collection activity be necessary.

# Northfield Township WWTP Valve Replacement

## *Overview:*

*Midwest Power Systems is pleased to quote the following process valve replacements at the Northfield Township Wastewater Treatment Plant.*

Midwest Power Systems shall install the following owner supplied valves:

1. Three (3) APCO 6" flanged swing check valves.
2. Seven (7) Dezurik 6" flanged plug valves with 2" operator nut.
3. Four (4) Dezurik 6" flanged plug valves with chain wheel operator.
4. Two (2) Dezurik 6" flanged plug valves with 460V Limitorque actuator with analog position transmitter.
5. One (1) Dezurik 4" flanged plug valves with 460V Limitorque actuator.
6. Two (2) Dezurik 6" flanged plug valves with 460V Limitorque actuator.
7. Two (2) Toshiba 6" flowmeters with remote converter.
8. One (1) Toshiba 4" flowmeter with remote converter.
9. New stainless steel nuts and bolts.
10. New full faced red rubber gaskets.
11. Process pipe filler flanges and flange adapters as required.

**Total of all expenses: \$50,000**

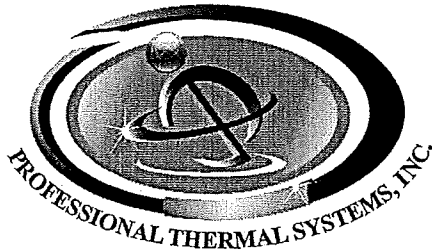
*Price does not include:*

*Tank cleaning*

*Bypass Pumping*

*Engineering*

Brent Canup  
Midwest Power Systems  
248-770-5121  
bgcanup@aol.com



734 S. Michigan Ave  
Suite #1  
Howell, Michigan 48843  
(810) 217-3870 Phone  
(888) 800-2902 Fax

Page No. 1 of 2

## PROPOSAL

PROPOSAL SUBMITTED TO <b>Mr. Dan Willis Plant Superintendent</b>		TODAY'S DATE <b>March 19, 2019</b>	DATE OF PLANS/PAGE #'S
PHONE NUMBER <b>734-449-4159</b>	FAX NUMBER	JOB NAME: Northfield Township WWTP	
ADDRESS, CITY, STATE, ZIP <b>8350 Main St, Whitmore Lake, MI</b>		JOB LOCATION <b>11500 Lemen Rd, Whitmore Lake, MI</b>	

We propose hereby to furnish material and labor necessary for the completion of the following project scope:

- The removal and installation of the following list of valves as per our walkthrough with Dan Willis. The Owner is to provide the following items from Kennedy as per our agreement. This includes ordering, shipping and unloading of these items (just to grade level) on site for PTSI to install.
  1. Three (3) APCO 6" flanged swing check valves.
  2. Seven (7) Dezurik 6" flanged plug valves with 2" operator nut.
  3. Four (4) Dezurik 6" flanged plug valves with chain wheel operator.
  4. Two (2) Dezurik 6" flanged plug valves with 460V Limitorque actuator with analog position transmitter.
  5. One (1) Dezurik 4" flanged plug valves with 460V Limitorque actuator.
  6. Two (2) Dezurik 6" flanged plug valves with 460V Limitorque actuator.
  7. Two (2) Toshiba 6" flowmeters with remote converter.
  8. One (1) Toshiba 4" flowmeter with remote converter.
  9. Stainless bolt and nut kits.
  10. New red rubber gaskets.
  11. Process pipe fill flanges and flange adapters as required. (we will provide this item as it will be determined in the field during install)

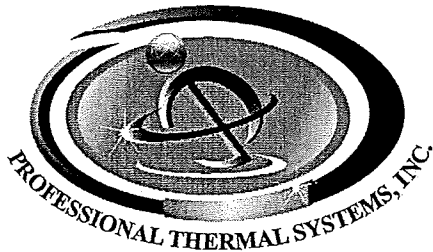
**Base Bid = \$56,990.00**

Included:

- Hoisting & rigging
- Demolition
- Installation (only) Owner to provide the materials.
- Insurance
- Supervision, labor, and oversite for our work
- Project to be performed in a workmanlike manner

Excluded:

- Bonding



734 S. Michigan Ave  
Suite #1  
Howell, Michigan 48843  
(810) 217-3870 Phone  
(888) 800-2902 Fax

Page No. 2 of 2

## PROPOSAL

Payment as follows: Within 30 days of invoice date, subject to 1.5% monthly finance charge.

General Conditions: All work to be completed in a substantial workmanlike manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, signed by both parties, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Unless specifically agreed upon, Owner to provide sufficient power, water, and toilet facilities to perform the project. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction. Work to proceed upon receipt of signed copy of this proposal or other written form of acceptance that references this proposal as part of the contract documents.

Authorized  
Signature \_\_\_\_\_

Note: this proposal may be withdrawn  
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL The above prices,  
specifications and conditions are satisfactory and are  
hereby accepted. You are authorized to do the work as  
specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
Print Name / Title \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_

## 2. Scada Controls For Pump Stations



Date	March 15, 2019	Customer	Northfield Township	To	Dan Willis
Description	Motorla RTU Upgrades				Northfield Township
Quote #	190389				11500 Lemen Rd
Estimator	Ken Wesley	Email	ken.wesley@uiscorp.com		Whitmore Lake, MI 48189

Scope of Work	Cost
---------------	------

#### Upgrade Motorola RTUs (Project Approach)

At thirteen (13) lift stations, furnish and install one (1) Motorola ACE3600 RTU with enclosure, UHF radio, battery backup, and necessary I/O to replace the existing RTU that is no longer supported.

Provide necessary Motorola RTU programming to convert the existing programs for the new ACE RTUs.

Provide startup service for the thirteen sites.

Our price for this scope of work is \$76,525.0

#### Motorola RTU Upgrades (Phased Approach)

For the following lift stations: Nine Mile, Elm Crest, North Shore 1, North Shore 2, East Shore 1, East Shore 2, Whitmore Lake, Raymond, Edmund, Eagle Gardens, and Shadowoods, furnish and install one (1) Motorola ACE3600 RTU with enclosure, UHF radio, battery backup, and necessary I/O to replace the existing RTU that is no longer supported.

Provide necessary Motorola RTU programming to convert the existing program for the new ACE RTU.

Provide startup services.

Our price for this scope of work at EACH locations is \$5,995.0

For the following lift stations: North Territorial and Eight Mile, furnish and install one (1) Motorola ACE3600 RTU with enclosure, UHF radio, battery backup, and necessary I/O to replace the existing RTU that is no longer supported.

Provide necessary Motorola RTU programming to convert the existing program for the new ACE RTU.

Provide startup services.

Our price for this scope of work at EACH locations is \$7,195.0

Our total for the phased approach is \$80,335.0

UIS SCADA Approved by

Date March 15, 2019

UIS Group of Companies  
2290 Bishop Circle East  
Dexter, MI 48130  
(734) 424-1200

Utilities Instrumentation Service  
UIS SCADA  
UIS Renewable Power

## Exclusions and Clarifications

Our quote is based on straight time during normal hours of 7:00 A.M. - 3:30 P.M., Monday through Friday.

Our price is valid for thirty (30) days, after which time UIS SCADA reserves the right to review and modify any and all portions of its proposal.

This proposal contains pricing and other information confidential and proprietary to UIS SCADA, and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA.

## UIS GROUP OF COMPANIES - TERMS AND CONDITIONS

### 1. Offer.

These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) provided to Purchaser under an Order Confirmation with Utilities Instrumentation Services, Inc., UIS SCADA, Inc., and/or UIS Renewable Power, Inc. (collectively, "Seller"). These Terms are incorporated into each and every Order Confirmation issued by Seller to a purchaser of such Products or Services ("Purchaser"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Purchaser after the Purchaser has submitted an order to Seller. The Order Confirmation constitutes Seller's offer to the Purchaser identified in the Order Confirmation to sell the Products and/or provide the Services identified in the Order Confirmation and otherwise to enter into the agreement that the Order Confirmation and these Terms describe, and the Order Confirmation and these Terms shall be the complete and exclusive statement of such offer and agreement.

### 2. Acceptance.

A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to these Terms and the terms and conditions expressly referenced on the face of the Order Confirmation, and shall not include any terms and conditions contained in Purchaser's purchase order. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Order Confirmation.

### 3. Prices.

Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable federal, state, local or foreign duties or taxes.

### 4. Payment Terms.

Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (30) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser objects to any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or under any other agreement.

### 5. Shipping and Delivery.

All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products.

Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferment or cancellation.

### 6. Proprietary Materials.

Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible, furnished by Seller in connection with or under the Order Confirmation or any related purchase order ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with or pursuant to the Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

### 7. Licenses.

Seller does not grant to Purchaser any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufactures of such products.

### 8. Design.

Seller is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Seller as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

### 9. Warranty.

(a) Seller warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Purchaser understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Seller. Seller makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. Seller may, at its sole election, and as Purchaser's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Purchaser shall hold and make available for inspection and testing by Seller all Products claimed by Purchaser to be defective.

(b) Services provided by Seller under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

(c) THE SELLER DISCLAIMS, AND PURCHASER HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY PURCHASER AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SPECIFICALLY, BUT NOT BY WAY OF LIMITATION, DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

### 10. Liability Limitation.

Specific performance shall not be available to Purchaser as a remedy in connection with Seller's providing of the Products and/or Services. Monetary damages against Seller shall be limited to the dollar amount charged to Purchaser for the applicable order placed by Purchaser and accepted by Seller for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from: (a) any order placed by Purchaser and accepted by Seller or Seller's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL SELLER BE LIABLE TO PURCHASER FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON SELLER ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY SELLER AND SPECIFICALLY REFERENCING THIS SECTION.

### 11. Termination.

In the event that Purchaser fails to perform any of its obligations stated in the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Seller specifying such breach, the Seller may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Seller: (a) Seller shall be relieved of any further obligation to Purchaser (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Purchaser shall be liable to Seller for the immediate payment of amounts then billed to date by Seller to Purchaser; (c) Purchaser shall purchase and pay Seller immediately for all raw materials, components, work in process and finished goods acquired by Seller in connection with the Order Confirmation and/or any related purchase orders; and (d) Purchaser shall immediately reimburse Seller for all other loss, cost or expense of Seller as a result of the termination of the Order Confirmation or any related purchase order.

### 12. Right of Entry.

If applicable, Purchaser shall provide for Seller's right to enter the property owned by the Purchaser and/or others in order for Seller to perform the Services in the Order Confirmation. The Purchaser agrees, to the fullest extent permitted by law, to indemnify and hold Seller and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.



13. Force Majeure.

Seller shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, acts of terrorism or war, or acts by third parties, failure of Purchaser to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Seller's obligations under the Order Confirmation and any related purchase order shall be suspended and Seller shall not have any obligation to provide Purchaser with Services from other sources or to pay or reimburse Purchaser for any additional costs to Purchaser of obtaining substitute Services, nor shall Seller be liable for any damages to Purchaser arising from or related to a Force Majeure Event.

14. Employee Solicitation

Employee Solicitation. Purchaser agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Seller directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Seller regardless of the circumstances surrounding employee's cause of termination of employment.

15. Indemnification.

Purchaser holds harmless, indemnifies, and will defend Seller and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, or fines including attorney's fees and expenses to the extent directly or indirectly caused by Purchaser's (including those acting on behalf of Purchaser) (a) negligent acts of omissions and involving property damage or bodily injury; (b) breach of the terms of the contract between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Seller's negligence. Liability per above is not limited by limits of workers compensation coverage.

16. Waiver.

Waiver by Seller of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Seller, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Seller of any right.

17. Survival.

These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order

18. Entire Agreement.

The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Seller and Purchaser with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Seller.

19. Applicable Laws.

Unless otherwise specified, the laws of the State of Michigan, except for its choice of laws provisions, shall govern these Terms.

### 3. Main St Pump Station Force Main

# Joe Raica Excavating, Inc

---

3640 Nicholson Rd  
Fowlerville, Mi 48836  
[joeraicaexc@hotmail.com](mailto:joeraicaexc@hotmail.com)

Phone 517-521-4508  
Fax 517-521-4393

## Job Quote

March 22, 2019  
6" Sewer Force Main  
Northfield Township

Approx. 780'+/-  
Supply and fuse 6" IPS Pipe  
Locate utilities marked by miss dig  
Bore and install 6" IPS pipe with 2 green locator wires. Completed in 1 or 2 drills.  
Excavate and make connections at manhole and lift station  
Remove asphalt drive as needed

**Total** **\$66,300.00**

Price includes the following-

Labor and Equipment  
Material  
Entrance and Exit Pits  
Utility Locating  
Fusing

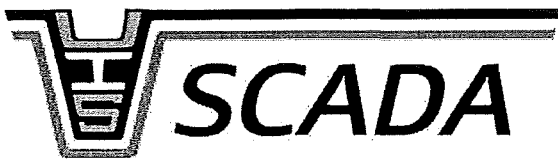
Price does NOT include the following-

Owner to Replace Asphalt on drive  
Water for drilling- Supplied by owner  
Haul out of contaminated soil  
Layout  
Compaction Testing  
Permits  
Not responsible for unmarked or miss marked utilities

Respectfully,

Jennifer Raica

## 4. Eight Mile Rd. Pump Station VFD



<b>Date</b>	February 22, 2019	<b>Customer</b>	Northfield Township	<b>To</b>	Dan Willis
<b>Description</b>	Main Lift Station - Replace VFD				Northfield Township
<b>Quote #</b>	190321				11500 Lemen Rd
<b>Estimator</b>	Brian Davis	<b>Email</b>	brian.davis@uiscorp.com		Whitmore Lake, MI 48189
<b>Scope of Work</b>					<b>Cost</b>

Furnish and install one (1) Allen Bradley PowerFlex 400, 100 HP, 480 VAC, VFD at Main Lift Station.

Furnish and install one (1) Allen Bradley remote HIM with cable.

Rewire controls to new drive.

Provide programming and startup services.

Note: Existing enclosure and line reactor to be used for installation.

Total \$15,120.00

UIS is accredited to ISO/IEC 17025:2005 for Calibration

Our Professional Technicians are routinely trained and updated in ISA and EPRI standards.



ISO/TS16949 calls for external laboratories used for inspection, testing, or calibration to be accredited to ISO 17025. This standard certifies that the laboratory is able to provide technically competent services, to operate an effective quality system, and to generate technically valid calibration and test results. Our tools are calibrated and are traceable to NIST (National Institute of Standards and Technology). As a customer you are assured of precise, accurate, and repeatable results along with enhanced data reporting. Uncertainty is not taken into account when statements of compliance are made.

Accredited calibrations with or without uncertainties are not provided unless requested in writing.

UIS SCADA Approved by

Date February 22, 2019

#### Exclusions and Clarifications

Our quote is based on straight time during normal hours of 7:00 A.M. - 3:30 P.M., Monday through Friday.

Our price is valid for thirty (30) days, after which time UIS SCADA reserves the right to review and modify any and all portions of its proposal.

This proposal contains pricing and other information confidential and proprietary to UIS SCADA, and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA.

#### UIS GROUP OF COMPANIES - TERMS AND CONDITIONS

##### 1. Offer.

These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) provided to Purchaser under an Order Confirmation with Utilities Instrumentation Services, Inc., UIS SCADA, Inc., and/or UIS Renewable Power, Inc. (collectively, "Seller"). These Terms are incorporated into each and every Order Confirmation issued by Seller to a purchaser of such Products or Services ("Purchaser"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Purchaser after the Purchaser has submitted an order to Seller. The Order Confirmation constitutes Seller's offer to the Purchaser identified in the Order Confirmation to sell the Products and/or provide the Services identified in the Order Confirmation and otherwise to enter into the agreement that the Order Confirmation and these Terms describe, and the Order Confirmation and these Terms shall be the complete and exclusive statement of such offer and agreement.

UIS Group of Companies  
2290 Bishop Circle East  
Dexter, MI 48130  
(734) 424-1200

Utilities Instrumentation Service  
UIS SCADA  
UIS Renewable Power

## 2. Acceptance.

A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to these Terms and the terms and conditions expressly referenced on the face of the Order Confirmation, and shall not include any terms and conditions contained in Purchaser's purchase order. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Order Confirmation.

## 3. Prices.

Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable federal, state, local or foreign duties or taxes.

## 4. Payment Terms.

Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (30) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser objects to any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or under any other agreement.

## 5. Shipping and Delivery.

All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products.

Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferment or cancellation.

## 6. Proprietary Materials.

Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible, furnished by Seller in connection with or under the Order Confirmation or any related purchase order ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with or pursuant to the Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

## 7. Licenses.

Seller does not grant to Purchaser any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufactures of such products.

## 8. Design.

Seller is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Seller as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

## 9. Warranty.

(a) Seller warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Purchaser understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Seller. Seller makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. Seller may, at its sole election, and as Purchaser's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Purchaser shall hold and make available for inspection and testing by Seller all Products claimed by Purchaser to be defective.

(b) Services provided by Seller under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

(c) THE SELLER DISCLAIMS, AND PURCHASER HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY PURCHASER AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SPECIFICALLY, BUT NOT BY WAY OF LIMITATION, DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

## 10. Liability Limitation.

Specific performance shall not be available to Purchaser as a remedy in connection with Seller's providing of the Products and/or Services. Monetary damages against Seller shall be limited to the dollar amount charged to Purchaser for the applicable order placed by Purchaser and accepted by Seller for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from: (a) any order placed by Purchaser and accepted by Seller or Seller's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL SELLER BE LIABLE TO PURCHASER FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON SELLER ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY SELLER AND SPECIFICALLY REFERENCING THIS SECTION.

## 11. Termination.

In the event that Purchaser fails to perform any of its obligations stated in the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Seller specifying such breach, the Seller may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Seller: (a) Seller shall be relieved of any further obligation to Purchaser (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Purchaser shall be liable to Seller for the immediate payment of amounts then billed to date by Seller to Purchaser; (c) Purchaser shall purchase and pay Seller immediately for all raw materials, components, work in process and finished goods acquired by Seller in connection with the Order Confirmation and/or any related purchase orders; and (d) Purchaser shall immediately reimburse Seller for all other loss, cost or expense of Seller as a result of the termination of the Order Confirmation or any related purchase order.

## 12. Right of Entry.

If applicable, Purchaser shall provide for Seller's right to enter the property owned by the Purchaser and/or others in order for Seller to perform the Services in the Order Confirmation. The Purchaser agrees, to the fullest extent permitted by law, to indemnify and hold Seller and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

## 13. Force Majeure.

Seller shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, acts of terrorism or war, or acts by third parties, failure of Purchaser to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Seller's obligations under the Order Confirmation and any related purchase order shall be suspended and Seller shall not have any obligation to provide Purchaser with Services from other sources or to pay or reimburse Purchaser for any additional costs to Purchaser of obtaining substitute Services, nor shall Seller be liable for any damages to Purchaser arising from or related to a Force Majeure Event.

## 14. Employee Solicitation

Employee Solicitation. Purchaser agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Seller directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Seller regardless of the circumstances surrounding employee's cause of termination of employment.

## 15. Indemnification.

Purchaser holds harmless, indemnifies, and will defend Seller and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, or fines including attorney's fees and expenses to the extent directly or indirectly caused by Purchaser's (including those acting on behalf of Purchaser) (a) negligent acts of omissions and involving property damage or bodily injury; (b) breach of the terms of the contract between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Seller's negligence. Liability per above is not limited by limits of workers compensation coverage.

## 16. Waiver.

Waiver by Seller of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Seller, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Seller of any right.

## 17. Survival.

These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order

## 18. Entire Agreement

The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Seller and Purchaser with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Seller.

19. Applicable Laws.

Unless otherwise specified, the laws of the State of Michigan, except for its choice of laws provisions, shall govern these Terms.



Boring and Jacking  
Pipe Jacking  
Horizontal Directional Drilling (HDD)

PREQUALIFIED  
MDOT  
INDOT  
ODOT

www.lowecon.net  
2535 BADER ROAD

HORTON, MICHIGAN 49246-9714

BUS: (517) 529-9406  
FAX: (517) 529-4504

Scott Bazinet: scott@lowecon.net  
Cell Phone: (517) 206-5423

Tim Matlice: tim@lowecon.net  
Cell Phone: (734) 552-2667

DIRECTIONAL DRILL PRICE QUOTE

Date: 04-04-19



Please deliver the following pages to: NORTHFIELD TWP

Attn: MIKE Phone: \_\_\_\_\_

Fax/Cell Number: \_\_\_\_\_ e-Mail: \_\_\_\_\_

From: SCOTT

Number of pages including cover sheet: 1

Item(s) quoted: KENTON RD.

780 LF x 6" HDPE SDR11, IPS PIPE PLACED USING HDD METHODS FOR \$109,000.00  
= \$85,020.00

OUR QUOTE INCLUDES PIPE, FUSING & 2 MH CONNECTIONS

\*Price total depends on total footage bored

Specs:

The above price(s) include equipment & labor to directional bore and install the ~~General Contractor~~ <sup>LOWE CONSTRUCTION</sup> supplied carrier pipe/conduit with basic tracer wire only unless otherwise noted.

Price(s) do not include entry/exit pits (if needed), pipe/conduit, conduit termination, special tracer wire, hauling of dirt, drill mud cleanup requiring Vactor® type equipment, disposal of drill mud, inspection fees, permits or bonds, railroad inspection fees, poly-wrap, railroad insurance, saw cutting, special backfill, surface restoration, traffic control, trucking, re-locating of utilities, or utility locating via Vactor® or similar type of excavation.

Note: A local water source would need to be made available (i.e. Hydrant, river, pond, etc.)

Should you encounter any problems during this transmission or do not receive the indicated number of pages, please call (517) 529-9406. Thank you

**mita**  
MEMBER



RC Directional Boring, Inc.  
P.O. Box 706  
Howell, Mi. 48844

ATTN: Mark Spirl

April 2, 2019

Mike Spirl  
Phone: 734-845-7117  
Email: spirml@northfieldmi.gov

**Job: Northfield Township WWTP**

We hereby submit specifications and estimates for:

**Directional Boring:**

**Approximately 780 ft. of 6 inch HDPE IPS DR11 @ \$ 56.00 per ft.**

RC is to bore, supply pipe, make connections to lift station, and remove asphalt only.  
Replacement of asphalt would be an extra cost.

\*\*\*Please note that RC Directional Boring will not guarantee any copper tracer wire for breakage, stainless only. **These prices are not for rock boring. (45 blow count)** We will need a place to dump drill mud on site. Poly wrap will not stay on the pipe if needed. RC is MDOT approved.

**We Propose** hereby to provide labor – complete in accordance with the specification, for the sum of

Directional Boring Price Total: Depends on Total Footages

Mobilization: \$-0-Due on Start.

Payment to be made as follows: **30 day net** (any bonding or retainage monies to be discussed prior to signing of the contract) **(If we do not receive a signed copy of this contract back from you before work is done, we will assume that the job is per quote)**

## Responsibilities of Prime Contractor:

Prime contractor, at no cost to RC, agrees to:

1. RC will not be responsible for the damage to any private unmarked utilities.
2. Obtain all necessary permits, licenses and permission from all authorities and private landowners prior to commencement of work.
3. Owner or Prime Contractor will stake entry and exit points prior to commencement of project.
4. Provide suitable work sites, access for trucking RC equipment to job site and including mats, if required.
5. Furnish, install and maintain any traffic and erosion control, if required.
6. Provide equipment and personnel to assist RC during bore pit and exit site set up.
7. Be responsible for hauling and disposing of contaminated soils or water encountered in the bore hole during the drilling operation.
8. Provide any and all security on project, if required.
9. Provide all project pipe for HDD project.
10. Provide all site restoration.
11. Provide any excavating over 5 feet deep.
12. Provide all dewatering needed.
13. Provide all pressure testing and chlorinating if needed.
14. Provide dump site for drill mud.
15. Provide de-watering and all shoring if needed.
16. Provide all pavement removal and replacement if needed.

## QUOTE ON ABOVE REFERENCED PROJECT:

No provisions for down hole motors or assemblies for handling rock formations are included in this price. If encountered, a renegotiated footage or day rate will apply.

## General Conditions:

1. Payment terms-Net 30 days: 2% per month finance charge.
2. Crew availability  
Subject to crew and rig availability.
3. Delays and Work Stoppage  
If a work stoppage order issued by the engineer, a standby rate of \$3,000.00 per day plus any equipment rental fee, applies, when it arises through no fault of RC Directional Boring, Inc.
4. Back Charges
5. Any back charges to RC Directional Boring Inc. will be verified, authorized and signed at time of said charges by RC project manager.

6. Change in Procedures

All additional costs resulting from client errors, information, or omissions and man-made or natural obstructions encountered requiring substantial deviation from specifications are charged on a cost plus basis.

7. Project Performance

All locating is done by an overhead walking system and all grades are at 1 % or better unless otherwise noted. If the directionally drilled pipeline is not installed or RC abandons the effort, the limit of recourse by the Owner or Prime Contractor shall be the forfeiture of all payments for the applicable time by RC. In some cases, extenuating circumstances may dictate another arrangement be made between RC and Prime Contractor or Owner.

8. Time is of the Essence

Our proposal will remain firm for 30 days and is predicated upon a mutually agreeable contract and rig availability, unless extended in writing by RC Directional Boring Inc.

9. Formal Agreement

Upon acceptance of this quotation, an authorized representative is requested to sign and return one copy to RC Directional Boring Inc., credit approval of client.

10. \*\*If our quote is used to obtain job, please call to schedule ASAP.

RC Directional Boring Inc. appreciates the opportunity to furnish you a quotation on this project and looks forward to working with you.

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

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

Client

Firm: \_\_\_\_\_

RC Directional Boring Inc.

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

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

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Northfield Township  
Fire Department**

# Memo

**To:** Township Board of Trustees

**From:** Chief Wagner

**cc:**

**Date:** April 9, 2019

**Re:** Sale of Apparatus

---

I am requesting approval to sell 2 fire trucks. These trucks were replaced with the recently purchased tanker.

Fire truck #1: Tanker 8-1 is a 1993 4-Guys 1800 gallon tanker. This truck was removed from service when the new truck went into service.

Fire truck #2: Engine 8-2 is a 2004 Freightliner commercial chassis with a 1,000 gallon tank and a 1,500 gallon a minute pump. This truck too was taken out of service when the new truck went into service.

2 years ago we sold a rescue utilizing Fire-Tec to see the rescue. We were able to get top dollar for that truck, selling it to a fire department in Nevada. They have a nationwide outreach to sell used fire trucks. Their commission is 10%.

I am requesting approval to sign a contract with Fire Tec to sell the above 2 trucks. We do not pay a commission unless the trucks sell and we can set a minimum purchase price.

**Northfield Township  
Fire Department**

# Memo

**To:** Township Board of Trustees  
**From:** Chief Wagner  
**cc:**  
**Date:** April 9, 2019  
**Re:** Sale of excess items

---

We are spring cleaning in the fire department.

Attached is a list of excess items in the Fire Department. Some of these items are 30+ years old and obsolete. If you see on the list where it says "OOS" this means out of service.

I am requesting to use the service of Gov Deals.com to sell these items. Also attached is a menu of possible commissions that would be charged. If approved I will review the items we are selling along with the possible cost and choose the best option for the fire department.

If the items are not sold I would request to properly dispose of the items.

## Station Dispose Of List

CS

Charles Smith &lt;charlessmith288@gmail.com&gt;

Sun 1/20, 6:36 PM

William Wagner; Chris Bishop

Reply all |

Chief,

Here is the list of potential items to dispose of using GovDeals or similar. DC reviewed list today as well.

(3) 4500 Scott Packs w/ Mask

4500 Scott Pack Yellow no mask

14 MSA Harnesses

9 MSA Masks

(3) Junkin Folding Stretchers

(3) Junkin Stair Chairs

(1) Walker

Dayton PPV Fan

John Bean Skid Unit

Odyssey Chief Car Box

(7) Lengths Hard Suction

Portable Basketball Hoop Pieces

(2) Tires 225/70R 19.5

(9) 4"x100' Rubber Hose OOS

(2) 5"x100' Rubber Hose OOS

(2) 2.5" x 50 Rubber Hose OOS

(2) 2.5"x50' Cloth Hose OOS

(6) 1.5"x50' Cloth Hose OOS

3 Way Manifold OOS Scrap

Honda 6500 Generator

SuperVac Electric Negative Fan

Hurst Power Unit OOS

(2) K12 Partner Saws OOS

Overhead Projector and Chart

(4) Metal Indian Cans

AeroStar Light Bar

LightBar

Confined Space Tripod & Winch

Low Level Strainer

Scott SlingPack

Mustang Suits + Some Misc Ice Rescue Equipment

Wire Stokes Basket

Hurst Cutters  
Hurst Large Spreaders  
Hurst Large Ram  
Hurst Small Ram  
Hurst Combi Tool  
(2) High Lift Jacks  
High Pressure Air Bags OOS  
Low Pressure Air Bags OOS  
Sort Old Fire Gear Mostly Lion Apparel Gear  
(2) Diamond Plate Containers  
(2) Horse Collars Ice Rescue  
Confined Space Flex Duct  
Misc Scrap Metal

Let me know if we can work on selling and cleaning up the mezzanines.

Thanks

CB

# GovDeals

## Flexible Pricing Options (FPO)

---

**The Client has the option to choose from the following alternative plans:**

**B - Client Elects GovDeals Financial Settlement Services (FSS) allowing GovDeals to Collect Proceeds. Only one option below can be used and once this option is chosen, it cannot be changed for twelve (12) months.**

**Option B1:** The Client pays a 7.5% fee, but not less than \$5.00, and the winning bidder pays a 5% Buyers Premium. \*

**Option B2:** The Client pays a 5% fee, but not less than \$5.00, and the winning bidder pays a 7.5% Buyers Premium.

**Option B3:** The Client pays a 2.5% fee, but not less than \$5.00, and the winning bidder pays a 10% Buyers Premium.

**Option B4:** The Client pays a 0% fee and the winning bidder pays a 12.50% Buyers Premium.

\*If the Client chooses to pay the full 7.5% fee (Option B1), they will have access to the **Tiered Fee Reduction Schedule**.

### **Tiered Fee Reduction Schedule (Only applies to Option B1)**

GovDeals' **Tiered Fee Reduction Schedule** below explains how the base auction fee of 7.5% is reduced for assets that sell in excess of \$100,000 on [www.govdeals.com](http://www.govdeals.com).

1. **When an asset sells for up to \$100,000 in a winning bid, the GovDeals fee is seven and one-half percent (7.5%) of the winning bid, but not less than \$5.00.**
2. **Where an asset sells for more than \$100,000, but less than \$500,000 the GovDeals fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000.**
3. **Where an asset sells for greater than \$500,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the bid amount in excess of \$500,000.**
4. **Where an asset sells for greater than \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the next \$500,000 of the winning bid, plus a fee of two and one-half percent (2.5%) of the bid amount in excess of \$1,000,000.**



**Northfield Township  
Police Department**

# Memo

**To:** Township Board of Trustees

**From:** Chief Wagner

**cc:**

**Date:** April 9, 2019

**Re:** Accept resignation of Andrea McHahan

---

Please accept the attached resignation of Andrea McKahan. Andrea did not complete the initial field training program for the department.

To: Director of Safety  
Date: 03/19/2019  
RE: Letter of Resignation

I have determined it is pointless to continue the FTO program with NTPD and therefore am turning in my notice of resignation. I gave it my absolute best effort and persevered even when I could tell the decision had basically been made and the program turned into a documentation process rather than a training extension.

It's my recommendation you do not hire new recruits in the future.

Sincerely,

  
Andréa McKahan

**Northfield Township  
Police and Fire  
Departments**

# Memo

**To:** Township Board of Trustees

**From:** Chief Wagner

**cc:**

**Date:** April 9, 2019

**Re:** Non Union Employee raises

---

Now that all three Union contracts have been settled I am requesting raises for the following non-union employees. I have completed wage surveys with Hamburg and Green Oak Township's.

1. Angela Bennett: Angela has worked for Northfield Township for 15 years. Angela has worked part time, mostly for the Police department, but recently has moved as a part time administrative assistant for the fire department. 9 years ago this position was a full time position with benefits. Some of the work load I now complete but much of that is now completed by Angela working an average of 6-8 hours every two weeks. Angela has also double our collection of response fees annually. I am requesting Angela's wage be increased to the same as Sue and Shannon in the Police Department( \$23.68 per hour) I am also requesting this be paid retro actively to July 1, 2018.

2. In doing the wage comparison of Sue and Shannon's wages to Green Oak and Hamburg Township I found that they are being paid at the top of the scale when compared to personnel performing similar jobs there. Sue received a 2% increase July 1<sup>st</sup> 2018 and will be moving to part time July 1<sup>st</sup> 2019. In the 2020 budget I have requested a 2% increase for both Shannon and Sue. Sue will continue working 3 days a week at the same wage but without benefits. Shannon will continue full time and be moved to top pay (on her anniversary as previously approved when hired).

3. Deputy Chief Bishop: Deputy Chief Bishop has been with the Northfield Township Fire Department for 20 years. Deputy Chief Bishop has been an excellent asset to the Township and is highly respected in the County for his knowledge and abilities. He is very reliable and I have no concerns of his abilities to take over when I am out of town or unable to respond to calls for service or answer concerns in the Township. Deputy Chief Bishop did not receive a raise as of July 1, 2018 because we were waiting to see what the Fire contract looked like. I am request Deputy Chief Bishop receive an increase in his hourly rate from \$22 per hour to \$23.50 per hour retroactively. Deputy Chief Bishop is part time and receives no benefits.

4. Assistant Chief Steve Lowe: Assistant Chief Lowe has been with us for a little over a year and brings 30+ years of experience in Washtenaw County holding positions in Pittsfield Township and The City of Ann Arbor Fire Departments of Fire Fighter to Acting Chief in Ann Arbor. Assistant Chief Lowe is instrumental at providing an extra set of hands and command presence in the weekday and daytime hours when manpower is at a premium for all paid on call departments. I am requesting that Assistant Chief Lowe's pay rate is increased from \$20 per hour to \$21.50 per hour retroactively.

5. Chief Wagner: I called both Hamburg Township and Green Oak Township for wage comparisons for Directors, Police Chief's and Fire Chief's. In Hamburg Township their Police Chief was recently changed to being a Director of Public Safety that oversees both Police and Fire Departments. He receives an annual wage of around \$95,000. The Hamburg Director has been there around 6 years. Both Green Oak Township Police and Fire Chief are both at \$95,000 currently. The Green Oak Police Chief has been Chief for 7 years I believe and the Fire Chief has been Chief for 6-7 years as well. My current wage is \$88,756. I have been the Fire Chief for 11.5 years and the Director of Public Safety since January 1 2010. I have never "asked" for a raise in my life. If the board sees fit to increase my wage it would be appreciated.

The budget can sustain these requests in the current budget.

# NORTHFIELD TOWNSHIP

---

## MEMO

**To:** Northfield Township Board  
**From:** Steve Aynes, Township Manager  
**Date:** 4/4/2019  
**Re:** Sale of Property at 75 Barker Rd.

---

The Board directed Township Attorney, Paul Burns, and me to secure a commercial real estate company to list the property at 75 Barker Rd. for sale.

Mr. Burns and I secured a proposed "Exclusive Right to Sell" agreement with Thomas A. Duke Company and from Signature Realty to serve as the Broker for Northfield Township. See attached.

Both Thomas A. Duke Company and Signature Realty are active commercial realtors in this area.

I was contacted by Michael Acho expressing interest in buying the property. I asked him to put in writing his expression of interest in purchasing the property. See attached.

A "For Sale by Owner" sign has been posted at 75 Barker. I have received 1 call from this sign inquiring about the asking price.

## EXCLUSIVE RIGHT TO SELL

In consideration of the THOMAS A. DUKE COMPANY (hereinafter referred to as "Broker") undertaking to find a Purchaser for the herein described property, the undersigned Seller(s) hereby grant Broker the exclusive right to sell said property from the date hereof on the following terms and conditions, or any other terms and conditions acceptable to Seller(s).

Location and Description: 75 Barker Road, Northfield Twp., MI.

Sale Price and Terms: \$275,000.00

Listing Term Commences: \_\_\_\_/\_\_\_\_/\_\_\_\_ Listing Term Ends: 12/31/19

Additional Conditions: The second floor is unsafe to occupy currently

If a Purchaser is obtained for said property by anyone, including the Seller(s), during the life of this contract, at the price and conditions herein named, or upon any other price, terms, exchange, conveyed or otherwise transferred to which Seller(s) consent, Seller(s) agree to pay Broker a commission equal to 6% of the sale price payable at closing.

The Seller(s) represent and warrant that they are the exclusive holders of the interest to be conveyed hereunder, have good marketable title, or that they are the duly authorized agents of the holders of said interest and are specifically empowered to enter into this contract and to convey the interest set forth and promise to provide at closing all parties required to sign the final closing documents. This contract shall be binding upon execution by Seller(s) or their agents and the Broker or their agent. Seller(s) understand that Broker is relying upon these warranties and representations in their efforts to find a Purchaser.

If during the Listing Period negotiations involving the sale of the Property have commenced and are continuing, then the Listing Period shall be extended for a period through the termination of such negotiations or the consummation of such transaction.

Furthermore, Broker shall be entitled to such compensation if the property is sold, leased, conveyed or otherwise transferred within one hundred eighty (180) days after the termination of this authority, or any extension thereof (which shall include re-listings), to anyone with whom the Broker has had negotiations with or to anyone who has been shown the property during the term of this Agreement, or any extension thereof, and whose name appears on a list of prospective Purchasers to be submitted by Broker to Seller within ten (10) business days following the expiration or termination of this Agreement. This extension shall apply to options to purchase granted before the authority terminates or during such 180-day period after termination of authority and the option is exercised after the termination of said 180-day extension. Seller is advised to treat Broker's clients as exclusions to any future listings with another Broker.

Known defects or violations of law: See Attached.

The Broker is hereby authorized to place an "Available" sign on said property.

As required by law, discrimination because of religion, race, color, national origin, age, sex, disability, familial status or marital status on the part of the Broker, Seller or Lessor is prohibited.

Seller(s) agree to provide any and all information, currently in Seller's possession, which Broker deems necessary for the sale of the subject property. All information provided by the Seller(s), including but not limited to Leases and contracts involving the property, is represented to be true and accurate. The Broker will

and is entitled to rely upon all information provided by Seller(s), and Seller(s) will indemnify and hold Broker harmless from liability incurred by reason of inaccurate information provided by Seller(s).

Seller(s) shall provide access to the property at reasonable hours.

The sale price and terms have been established by the Seller(s), and the Broker has agreed to market the property accordingly. The Broker has not made an appraisal and makes no representations or guaranty that the price or terms reflects the fair market value of the property.

This Agreement shall inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the respective parties. Receipt of a copy hereof is hereby acknowledged.

The undersigned hereby executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2019.

ACCEPTED:

SELLER(S):

THOMAS A. DUKE COMPANY

\_\_\_\_\_  
By: Mark W. Szerlag, CCIM  
Its: Partner

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

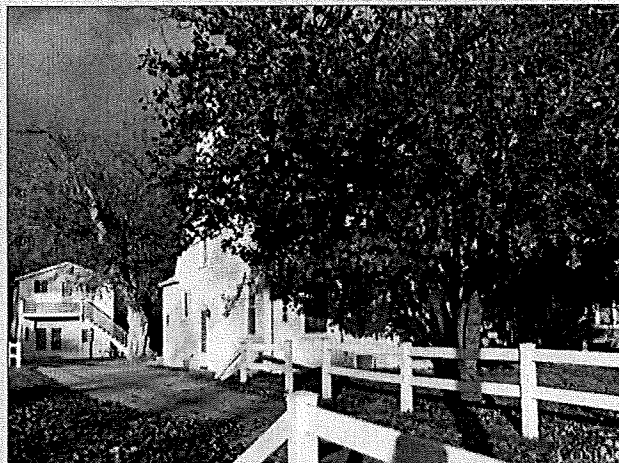
**9205 Main St**

Whitmore Lake, MI 48189

**Class C Office Building of 3,943 SF Sold on 6/19/2018 for \$160,000 - Public Record**

buyer

seller

**Robert M O'Brien Jr.**  
**393 Gleneagles**  
**Highland, MI 48357****vital data**

Escrow/Contract: -  
Sale Date: **6/19/2018**  
Days on Market: **690 days**  
Exchange: **No**  
Conditions: -  
Land Area SF: **27,007**  
Acres: **0.62**  
\$/SF Land Gross: **\$5.92**  
Year Built, Age: **1950 Age: 68**  
Parking Spaces: **5**  
Parking Ratio: **1.64/1000 SF**  
FAR **0.15**  
Lot Dimensions: -  
Frontage: -  
Tenancy: **Multi**  
Comp ID: **4302247**

Sale Price: **\$160,000**  
Status: **Confirmed**  
Building SF: **3,943 SF**  
Price/SF: **\$40.58**  
Pro Forma Cap Rate: -  
Actual Cap Rate: -  
Down Pmnt: -  
Pct Down: -  
Doc No: -  
Trans Tax: -  
Corner: **No**  
Zoning: **RI**  
Percent Improved: -  
Submarket: **Washtenaw E of 23**  
Map Page: -  
Parcel No: -  
Property Type: **Office**

**income expense data**

<b>Expenses</b>	- Taxes	<b>\$714</b>
	- Operating Expenses	
	Total Expenses	<b>\$714</b>

**Listing Broker****Milliken Realty**  
**100 Huronview Blvd**  
**Ann Arbor, MI 48103**  
**(734) 821-4321**  
**William Milliken****Buyer Broker****financing**



**9531-9535 Main St**

Whitmore Lake, MI 48189

**Storefront Retail/Residential Building of 3,400 SF Sold on  
10/3/2018 for \$199,500 - Research Complete**

buyer

seller

**vital data**

Escrow/Contract:	-	Sale Price:	<b>\$199,500</b>
Sale Date:	<b>10/3/2018</b>	Status:	-
Days on Market:	<b>79 days</b>	Building SF:	<b>3,400 SF</b>
Exchange:	<b>No</b>	Price/SF:	<b>\$58.68</b>
Conditions:	-	Pro Forma Cap Rate:	-
Land Area SF:	<b>10,890</b>	Actual Cap Rate:	<b>15.40%</b>
Acres:	<b>0.25</b>	Down Pmnt:	-
\$/SF Land Gross:	<b>\$18.32</b>	Pct Down:	-
Year Built, Age:	<b>1880 Age: 138</b>	Doc No:	-
Parking Spaces:	<b>8</b>	Trans Tax:	-
Parking Ratio:	<b>2.19/1000 SF</b>	Corner:	<b>No</b>
FAR	<b>0.31</b>	Zoning:	<b>GC</b>
Lot Dimensions:	-	Percent Improved:	-
Frontage:	<b>107 feet on Main St (with 1 ...</b>	Submarket:	<b>Washtenaw E of 23</b>
Tenancy:	<b>Multi</b>	Map Page:	-
Comp ID:	<b>4550228</b>	Parcel No:	-
		Property Type:	<b>Retail</b>

**Income expense data**

<b>Expenses</b>	- Taxes	<b>\$835</b>
	- Operating Expenses	
	<b>Total Expenses</b>	<b>\$835</b>

**Listing Broker**

**KW Metro**  
**423 S Washington Ave**  
**Royal Oak, MI 48067**  
**(248) 288-3500**  
**Ryan Fagin**

**Buyer Broker****financing**

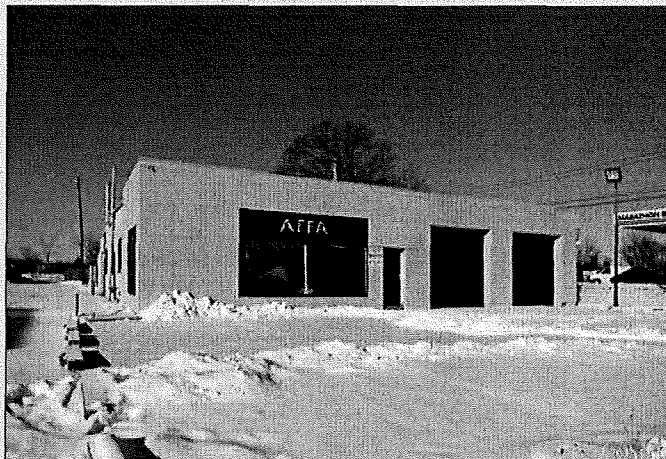
**9859 Main St**

Whitmore Lake, MI 48189

**Freestanding Building of 3,921 SF Sold on 5/7/2018 for \$310,000 - Research Complete**

buyer

seller

**vital data**

Escrow/Contract:	-	Sale Price:	<b>\$310,000</b>
Sale Date:	<b>5/7/2018</b>	Status:	<b>Confirmed</b>
Days on Market:	<b>777 days</b>	Building SF:	<b>3,921 SF</b>
Exchange:	<b>No</b>	Price/SF:	<b>\$79.06</b>
Conditions:	-	Pro Forma Cap Rate:	-
Land Area SF:	<b>125,017</b>	Actual Cap Rate:	-
Acres:	<b>2.87</b>	Down Pmnt:	-
\$/SF Land Gross:	<b>\$2.48</b>	Pct Down:	-
Year Built, Age:	<b>1988 Age: 30</b>	Doc No:	-
Parking Spaces:	<b>10</b>	Trans Tax:	-
Parking Ratio:	<b>2.85/1000 SF</b>	Corner:	<b>No</b>
FAR	<b>0.03</b>	Zoning:	<b>BI</b>
Lot Dimensions:	-	Percent Improved:	-
Frontage:	<b>94 feet on Main St (with 1 curb ...</b>	Submarket:	<b>Washtenaw E of 23</b>
Tenancy:	<b>Single</b>	Map Page:	-
Comp ID:	<b>4263335</b>	Parcel No:	-
		Property Type:	<b>Retail</b>

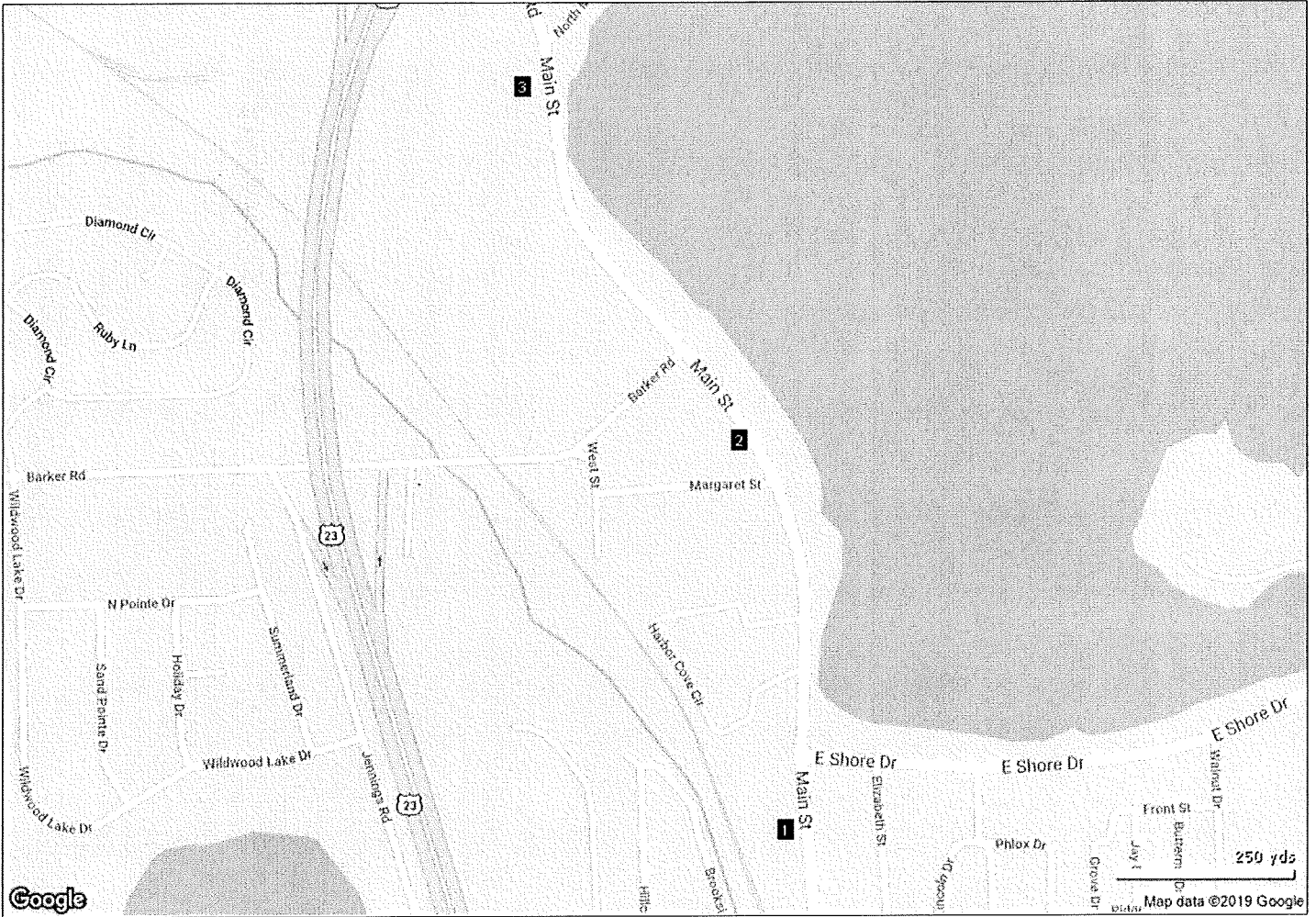
**income expense data**

<b>Expenses</b>	- Taxes	<b>\$1,416</b>
	- Operating Expenses	
	<b>Total Expenses</b>	<b>\$1,416</b>

**Listing Broker**

**Colliers International**  
**401-407 E Liberty St**  
**Ann Arbor, MI 48104**  
**(734) 994-3100**  
**Jim Chaconas**

**Buyer Broker****financing**

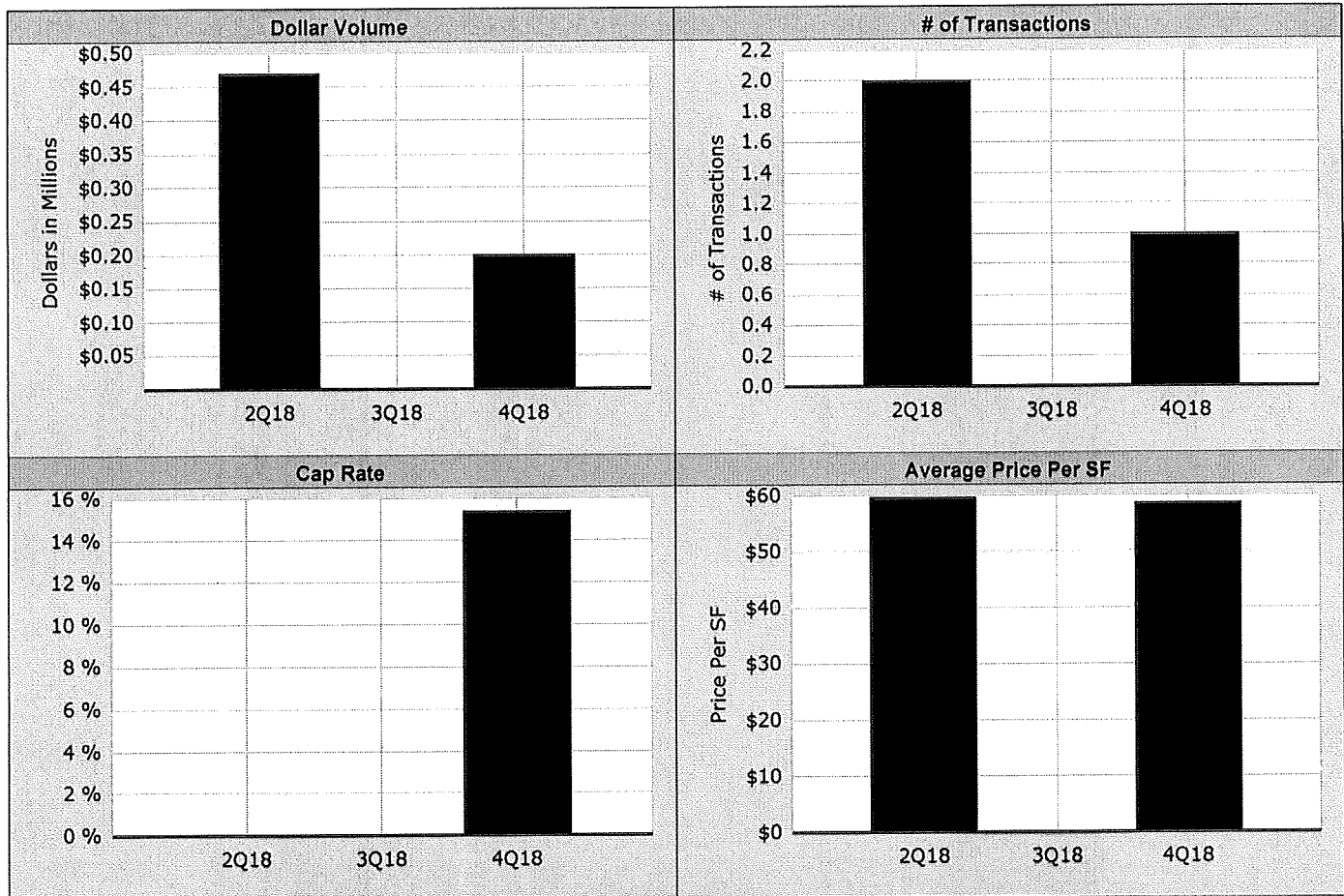


THOMAS DUKE COMPANY  
COMMERCIAL PROPERTY

Copyrighted report licensed to Thomas Duke Company - 177044.

4/3/2019

## Trend Report



Legend:		Report Time Frame: 4/1/2018 - 4/3/2019	
Current Survey		Sale Date: 1/1/2018 - 4/3/2019	
Sold Transactions		Sold Transactions	
Time Interval - Quarterly	Number of Transactions	3	
	Total Dollar Volume	\$669,500	
	Total Bldg Square Feet	11,264	
	Total Land in Acres	3.74	
	Total Land in SF	162,914	
	Average Price	\$223,167	
	Average Number of SF	3,755	
	Average Price Per Bldg SF	\$59.44	
	Median Price Per SF	\$58.68	
	Average Number of Acres	1.25	
	Average Number of SF(Land)	54,305	
	Average Price Per Unit	-	
	Median Price Per Unit	-	
	Average Number of Units	-	
Actual Cap Rate		15.40%	

### Survey Criteria

basic criteria: Type of Property - **Office, Retail**; Property Size - **2,000 - 10,000 SF**; Sale Date - **1/1/2018 - 4/3/2019**; Sale Status - **Sold**; Return and Search on Portfolio Sales as Individual Properties - **Yes**

geography criteria: Geography - **User Defined Polygon Search**

## Trend Report

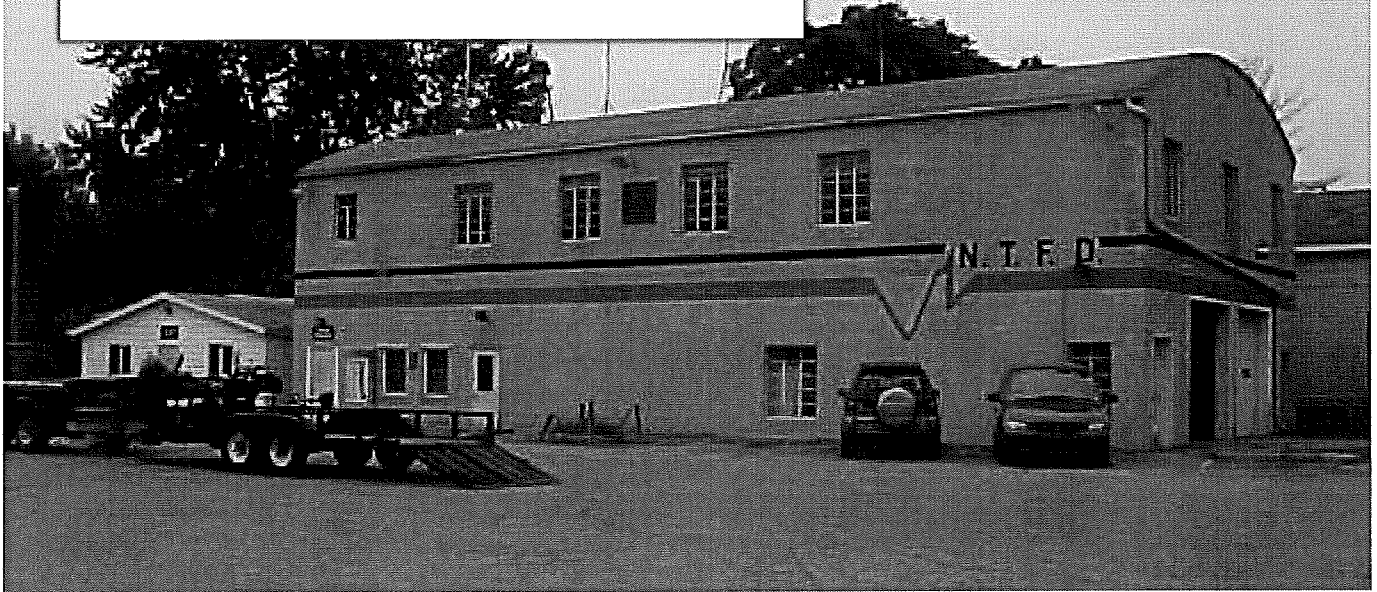
	2Q18 04/1-6/30/18	4Q18 10/1-12/31/18		
	Sold Transaction	Sold Transaction		
Number of Transactions	2	1		
Total Dollar Volume	\$470,000	\$199,500		
Total Bldg Square Feet	7,864	3,400		
Total Land in Acres	3.49	0.25		
Total Land in SF	152,024	10,890		
Average Price	\$235,000	\$199,500		
Average Number of SF	3,932	3,400		
Average Price Per Bldg SF	\$59.77	\$58.68		
Median Price Per SF	\$59.82	\$58.68		
Average Number of Acres	1.75	0.25		
Average Number of SF(Land)	76,012	10,890		
Average Price Per Unit	-	-		
Median Price Per Unit	-	-		
Average Number of Units	-	-		
Actual Cap Rate	-	15.40%		

# A MARKETING SOLUTION

PREPARED FOR

**75 Barker Rd.  
Whitmore Lake, MI**

MARCH 21, 2019



PREPARED FOR

**Mr. Steven Aynes  
Northfield Township  
8350 Main St.  
Whitmore Lake, MI 48189**

PREPARED BY

**Rick Birdsall**  
Senior Associate  
[rbirdsall@signatureassociates.com](mailto:rbirdsall@signatureassociates.com)  
(248) 799 3145



**SIGNATURE  
ASSOCIATES**  
KNOW SIGNATURE | KNOW RESULTS

[www.signatureassociates.com](http://www.signatureassociates.com)



## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>MARKETING STRATEGY.....</b>	<b>2</b>
• Designate Project Team	
• Define Target Markets	
• Marketing Plan	
• Regional & National Exposure	
• Respond To Inquiries And Conduct Property Tours	
• Negotiate Terms And Contractual Agreements	
• Report And Communicate	
<b>OPINION OF VALUE AND PRICING RECOMMENDATIONS.....</b>	<b>3</b>
<b>COMPARABLE TRANSACTIONS .....</b>	<b>4</b>
<b>COMPETITIVE PROPERTIES .....</b>	<b>5</b>
<b>MARKETING EXPERIENCE AND QUALIFICATIONS.....</b>	<b>6</b>
• Corporate Mission Statement	
• Service Platform	
• Community Involvement	
• Awards And Recognitions	
• The Signature Advantage	
<b>OUR COMMITMENT.....</b>	<b>7</b>
• Listing Agreement	

## EXECUTIVE SUMMARY

Signature Associates ("Signature") welcomes the opportunity to become your real estate partner. Our ultimate goal is to create, implement, and deliver a marketing program that concentrates on your specific requirements and will provide you with an effective solution that meets your overall business strategy.

The following will:

- Demonstrate our understanding of your needs and requirements
- Outline our proposed marketing strategy
- Provide an opinion of value and pricing recommendation
- Review our market experience and qualifications

It is our intent that the following proposal will prove our sincere commitment to this project and will provide you with sufficient information to conclude that Signature is the most qualified firm to represent your real estate asset.

## DEFINE NEEDS AND REQUIREMENTS

---

The best way to realize the maximum value for your property is to assure yourself that it is obtaining the best possible exposure. Signature Associates can provide such exposure.

To provide extensive market coverage, as well as in-depth knowledge of market activity, Signature brokers work as a team rather than relying on an individual to work a portion of the market alone. This method has become and will remain a key to our achievements. In this business, timing is the passport to success. We are in constant contact with the Detroit Metropolitan market and have connections with many throughout the marketplace. We also remain abreast of conditions affecting local, regional and national markets. This extensive knowledge provides us with the inside track in knowing of activity before it hits the streets, allowing each of our clients to make the best possible real estate decisions.

Our clients' property receive immediate recognition and exposure by utilizing a semi-annual inventory brochure, monthly update report to all outside brokers of all of our properties, internet web site database entry, advertising in various medias, membership with regional and national affiliations, and cooperation with other brokers. With the assistance of our computer market data system, we have the ability to quickly match available properties in the marketplace with a client's specific need. This, in addition to tracking major users and cold calling on a continual basis, makes deals happen. Hanging a sign and waiting for the phone to ring is not the way to generate deals.



## MARKETING STRATEGY

Based on information and understanding of your requirements, we propose implementing the following marketing strategy. The primary focus will be to create a marketing campaign that will provide exposure of your property to the most likely prospects resulting in a transaction that will maximize your asset's value.

Initially, we would recommend the following strategy for your property:

- Designate Project Team
- Define Target Markets
- Design Marketing Materials
- Distribute Materials and Increase Property Awareness
- Respond to Proposals and Conduct Property Tours
- Negotiate Terms and Contractual Agreements
- Report and Communicate

As we move through the process, we will make any adjustments deemed necessary, given current market conditions and/or other unforeseen circumstances that may arise.

### DESIGNATE PROJECT TEAM

---

Your project team consists of Rick Birdsall who will serve as your primary contact. Rick has been selected to handle your project based on his individual experience, expertise and qualifications in marketing comparable properties in this particular market area. Additionally, when Signature is awarded a marketing assignment, it becomes the responsibility of the entire brokerage team to collaborate on strategies that will expedite the transaction and more importantly, maximize asset value. Signature holds weekly sales meetings to discuss assignments and address marketing solutions.



## **RICK BIRDSALL**

Senior Associate

[rbirdsall@signatureassociates.com](mailto:rbirdsall@signatureassociates.com)

Direct: (248) 799 3145 | Mobile: (248) 842 3145

### **EXPERIENCE**

---

Rick is a past President of the Michigan Commercial Board of Realtors and Michigan's Commercial Realtor of the Year for 2005. With over 25 years in the industry, Rick specializes in industrial, hi-tech, and commercial brokerage and is a vacant land/build-to-suit expert. Many business owners and municipalities utilize his expertise as a real estate consultant. His expertise also includes sale-lease backs, investment sales, sophisticated multi-property transactions and tax-deferred exchanges. His geographical area of expertise concentrates on southeastern Michigan, with current projects also taking him throughout the State of Michigan.

Rick was a Planning Commissioner for the City of Northville, a member of the Michigan Association of Planning, and a commercial committee member for the National Association of Realtors. He is extremely knowledgeable with the history, current market conditions, and future planning strategies for the communities and businesses within his market. Rick's tireless work habit, high ethical standard, and professional consulting approach to commercial real estate consistently make him among the leaders in the industry.

### **PROFESSIONAL AFFILIATIONS AND EDUCATION**

---

Member, Commercial Board of Realtors (CBOR)  
Past President, Michigan Commercial Board of Realtors  
Planning Commissioner, City of Northville  
District Staff Officer, U.S. Coast Guard Aux  
Chairman, Michigan Synergy Conference  
University of Michigan

### **CLIENT LIST**

---

- |                        |                                     |
|------------------------|-------------------------------------|
| • 35th District Court  | • Meridian Development              |
| • Allied Leisure       | • Monroe Bank                       |
| • Dealers Resource     | • Meineke Car Care                  |
| • Detroit Hot Rod      | • Pulte Homes                       |
| • Dynatek Corp.        | • R&D Enterprises                   |
| • FDIC                 | • Singh Development Company         |
| • Finlan Insurance     | • Sole' Construction                |
| • Lil' Indian Minibike | • TEAM Electric                     |
| • Masonic Temple       | • Wayne County Sanitation Authority |

## **DEFINE TARGET MARKETS**

---

We will employ the market knowledge of the entire Signature brokerage team to determine a list of those companies who are currently in need of space, as well as those who may have requirements in the near future. This information comes from brokers who know and understand the market better than anyone else, and have built an effective networking platform based on relationships with business and community leaders, other brokerage companies, and governmental agencies.

Additionally, to obtain an initial list of prospects, we will utilize a combination of Dunn and Bradstreet, InfoUSA, and our internal proprietary database of clients and contacts. We have refined this list of over 125,000 companies over the past 28 years and it has proven to be an effective method for marketing specific properties. We will also use information generated from CoStar, the country's leading commercial real estate data provider, to contact those companies whom we would consider a good match for your property based on current location, space requirements and lease expiration dates.

We recommend targeting the following groups, as they are most likely to produce the greatest number of prospects:

- The primary market would consist of those companies that are in similar industries or have similar space requirements. These would include: manufacturing companies, distribution and service related industries.
- The secondary market is comprised of the ancillary groups who have direct or indirect contact with potential prospects. These include the brokerage community at large, state and local economic groups, members of professional organizations and affiliations, as well as an entire network of businesses with whom we have built long-term relationships. Marketing and communicating to these markets is crucial to ensure the success of this assignment.

## **MARKETING PLAN**

---

Signature will create a cohesive, targeted marketing program to achieve your specific goals. The marketing plan and collateral materials will focus on the unique aspects of the property, promoting them to potential tenants and brokers in the market. We will work closely with you to develop the program and materials.

Below is an overview and description of the program. This will be regularly reviewed and adjusted as marketing conditions evolve.

- Theme and Positioning
- Property Flyer
- Email & Mail Campaigns
- Property Signage
- Web-Based Digital Marketing
- Canvassing Program
- Marketing Tracking System

### **THEME AND POSITIONING**

Signature will develop a positioning statement that compliments the property and will be used as the first opportunity to introduce the property to the target audience. The positioning statement will be the most persuasive, meaningful, and unique point of differentiating the property. This will focus the marketing campaign around a consistent and coherent message which will be incorporated into all communications.

### **PROPERTY FLYER**

Signature will create a high-quality, multi-page property flyer that communicates the positioning statement, theme, message, and detailed information. The piece will be a compelling presentation of the property, highlighting the unique attributes and excellent location and accessibility, along with technical specifications, imagery and demographics.

### **EMAIL & MAIL CAMPAIGNS**

A series of communications is a key component to a successful marketing campaign. An email and direct mail campaign builds excitement about the property and provides reminders of the site to a targeted audience of brokers and potential tenants. We believe that email and hard copy mailings are both still very effective methods of marketing. Each communication within the campaign will feature various amenities and strengths of the property.

### **PROPERTY SIGNAGE**

Our bright and vibrant signs will offer your property high visibility. We will evaluate the property's location, exposure, access, and traffic flow to determine the most effective use of signage.

### **WEB-BASED MARKETING**

We will promote the property through all major commercial listing services available to ensure it receives maximum exposure. Information is updated in real time making the property details easily accessible by brokers and clients alike. Signature can track traffic on our website and provide the Project Team monthly reports on visitors for follow-up phone calls. Currently, Signature utilizes signatureassociates.com, CPIX, CoStar, Loopnet, RealNex and Commercial IQ.

### **CANVASSING PROGRAM**

Signature will implement an aggressive canvassing program targeting surrounding area companies, as well as current and past clients. We will contact prospective tenants through cold calling, email and direct mail, flyers distribution and social media.

### **MARKETING TRACKING SYSTEM**

We understand the importance of managing the marketing process from start to finish in a systematic manner. Therefore, Signature created and implemented Marketing Manager (M<sup>2</sup>) into our already proven marketing strategy. M<sup>2</sup> is a proprietary database written and designed by Signature's marketing staff to track all aspects involved in marketing a property. This exclusive system contains all components of the program, including building specifications, contact information, sign orders, flyer and brochure generation, imagery, site plans and/or floor plans, email and mailing campaigns, as well as prospect tracking. The M<sup>2</sup> platform allows for the conversion of all data into a digital format for ease of use and electronic transfer. Additionally, the system offers full reporting capability to keep you informed as we move through the process.

## REGIONAL & NATIONAL EXPOSURE

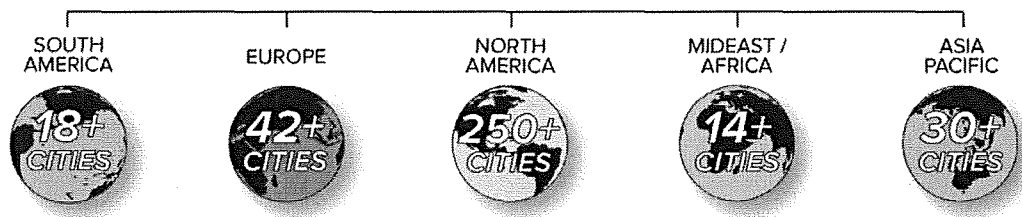
---

In addition to our marketing efforts expended locally, Signature will use referral systems, memberships in real estate trade organizations, and professional accreditation's to assist in our efforts to find prospects.

## MULTI-MARKET CAPABILITIES

Signature's resources offer the advantages of global knowledge and systems on a targeted local level in all major business centers. Our clients gain bottom-line benefits like widespread exposure for listings via a national and global network of brokerage contacts, an extensive stream of incoming tenant and buyer leads and an increased awareness of space and asset opportunities. Other advantages include agile and results-oriented work style and a lean and responsive team, macro-scale market knowledge and trends, and an extended network of proven providers and sources.

## COMPLETED GLOBAL TRANSACTIONS



## **AFFILIATIONS**

---



## **RESPOND TO INQUIRIES & CONDUCT PROPERTY TOURS**

---

Signature will respond to all inquiries of interest and proposals that relate to the property and will manage all preliminary negotiations. In addition, all property tours will be conducted with a representative of the Project Team in attendance. We will screen, evaluate and qualify all prospects to determine their degree of interest, risk potential and financial stability.

## **NEGOTIATE TERMS & CONTRACTUAL AGREEMENTS**

---

We have successfully negotiated several thousand transactions over the years. Through our keen ability to gather and evaluate information, remove objections, and aggressively close the deal, we have been able to maintain a 42% market share.

We will coordinate and prepare all necessary contracts and documentation and we will take every opportunity to insure that you are well informed and educated regarding all aspects of the process.

## **REPORTING AND COMMUNICATION**

---

We recognize the value of regular communication and will adhere to this commitment. We will be available to discuss your concerns and comments through any means you require. There are several methods available for reporting marketing activity including meetings, email, conference calls, etc. and we will customize a program that best meets your requirements.

Signature's Client Extranet enables professionals and clients to track the progress of a project on demand. Features include:

- Secure, invitation-only password protected online tool that enables clients and Signature professionals to work collaboratively
- Promotes sharing of information and resources such as documents, reference materials, financial analysis, project scheduling, reports and tasks
- Enables users to create individual created extranet sites for storing critical project-specific information
- Enhances Client / Signature strategic relationships through communication, collaboration and consistency



## OPINION OF VALUE & PRICING RECOMMENDATION

There is no perfect formula for determining the value of real estate. Rather, it is a combination of competitive analysis and many years of experience and market knowledge. We have a tremendous amount of experience within this marketplace, and understand the value of pricing your property correctly. Initially, we prefer to list the property at the highest price we believe the property can merit, without jeopardizing its marketability.

Based on our understanding, we believe the strengths and challenges of your property as compared to competing product are as follows:

**Property:**

- Approximately 4,571 Sq. Ft.
- Zoned ME
- .87 Acres
- 10' Clear Height
- Two (2) Rolling Door
- Parcel # B-02-05-254-002

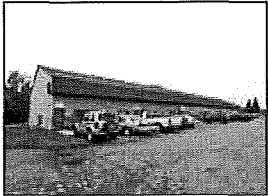

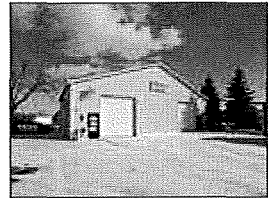

Therefore, based on the information we've analyzed and our experience in the market, it is our opinion that the value of the property is as follows:

SALE	SALE PRICE	PSF PRICE
Suggested List Price:	\$275,000	\$60.16 PSF
High Market Value:	\$250,000	\$54.69 PSF
Low Market Value:	\$200,000	\$43.75 PSF

We will continuously evaluate the appropriateness of this pricing structure to ensure it is in accordance with current market conditions and your business goals.

# COMPARABLE TRANSACTIONS

## Sale Comps

<b>1</b>	<b>10164-10188 Colonial Industrial Dr, Unit 56 &amp; 57 - Industrial Condo</b>	<b>SOLD</b>
<p>South Lyon, MI 48178 Livingston County</p> <p>Sale Date: 11/02/2018 (32 days on mkt) Condo Type: 3,658 SF Industrial Condo            Sale Price: \$146,000 Year Built/Age: Built 1982 Age: 36            Price/SF: \$39.91 RBA: 3,658 SF</p> <p>Pro Forma Cap - Parcel No: -            Actual Cap Rate: -            Comp ID: 4568128 Sale Conditions: -            Research Status: Public Record</p>		
		
<b>2</b>	<b>6556 Whitmore Lake Rd</b>	<b>SOLD</b>
<p>Whitmore Lake, MI 48189 Washtenaw County</p> <p>Sale Date: 10/30/2018 Bldg Type: Class B Industrial Warehouse            Sale Price: \$720,000 - Confirmed Year Built/Age: Built 1994 Age: 24            Price/SF: \$129.15 RBA: 5,575 SF</p> <p>Pro Forma Cap - Parcel No: 02-20-300-023            Actual Cap Rate: -            Comp ID: 4617234 Sale Conditions: -            Research Status: Confirmed</p>		
		
<b>3</b>	<b>6628 Whitmore Lake Rd - Multi-Property Sale (Part of Multi-Property)</b>	<b>SOLD</b>
<p>Whitmore Lake, MI 48189 Washtenaw County</p> <p>Sale Date: 03/20/2017 Bldg Type: Class C Industrial Warehouse            Sale Price: - Year Built/Age: -            Price/SF: - RBA: 4,800 SF</p> <p>Pro Forma Cap - Parcel No:            Actual Cap Rate: -            Comp ID: 3974842 Sale Conditions: -            Research Status: Public Record</p>		
		
<b>4</b>	<b>6628 Whitmore Lake Rd - Multi-Property Sale (Part of Multi-Property)</b>	<b>SOLD</b>
<p>Whitmore Lake, MI 48189 Washtenaw County</p> <p>Sale Date: 03/20/2017 Bldg Type: Class C Industrial Service            Sale Price: - Year Built/Age: -            Price/SF: - RBA: 4,800 SF</p> <p>Pro Forma Cap - Parcel No:            Actual Cap Rate: -            Comp ID: 3974842 Sale Conditions: -            Research Status: Public Record</p>		
		

# COMPETITIVE PROPERTIES

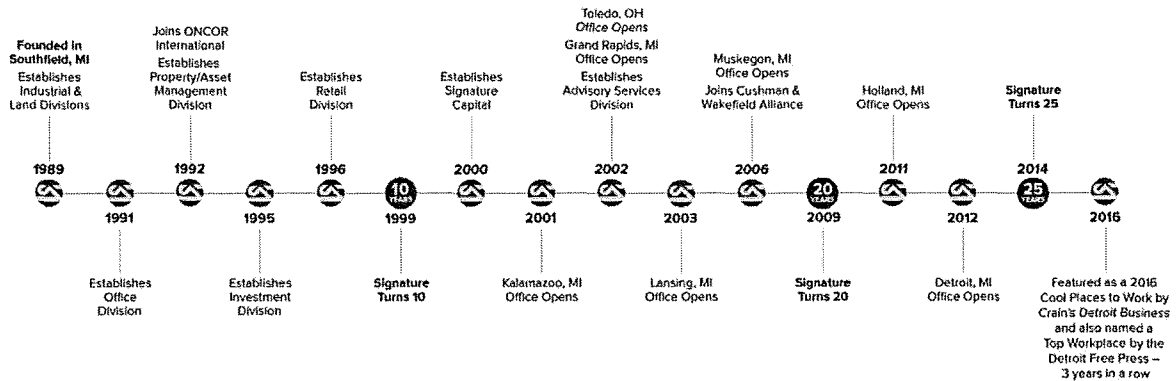
***Note: There were no Competing Properties for sale or lease  
in a 5 Mile Radius.***

## MARKETING EXPERIENCE & QUALIFICATIONS

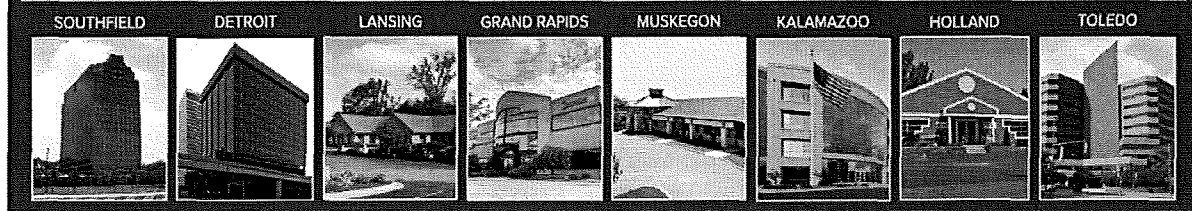
Established in 1989 in southeastern Michigan, Signature Associates ("Signature") is Michigan and Northwest Ohio's leading full-service commercial real estate firm. With our headquarters in Southfield, we also have offices in Detroit, Lansing, Grand Rapids, Muskegon, Holland and Kalamazoo, Michigan as well as Toledo, Ohio. Signature provides a diversity of services including industrial, office and retail brokerage, investment and business sales, property/asset management, strategic consulting and portfolio advisory services.

In 2016, Signature completed more than 1,260 transactions totaling 32.2 million square feet and 2,100 acres with a value of \$1.1 billion. Additionally, the firm manages more than 8 million square feet of commercial space for its third-party clients, making us one of the largest locally owned property management firms in the market.

### OUR HISTORY



### OUR LOCATIONS THROUGHOUT MICHIGAN & OHIO



## CORPORATE MISSION STATEMENT

---

Signature Associates' mission statement is to deliver the highest level of real estate services which will exceed client expectations by providing superior service, an untiring work ethic, and an absolute commitment to creating and maintaining long-term relationships. Our goal is to maintain our position as the preferred full-service real estate provider in the region.

## SERVICE PLATFORM

---

Signature has a multi-disciplined approach that is essential to understanding all the implications of a real estate decision. Signature's core services, **Brokerage, Tenant Representation, Investment, Advisory Services and Property / Asset Management**, span the full continuum of real estate services.

<b>BROKERAGE</b>	Industrial / Hi-Tech Office / Medical Retail / Commercial Land / Build-To-Suit
<b>TENANT REPRESENTATION</b>	Strategic Planning Relocation / Consolidation / Renewal Financial & Market Analysis
<b>INVESTMENT SALES</b>	Investment Sales & Acquisitions Equity Debt & Structured Finance Special Asset Services
<b>ADVISORY SERVICES</b>	Lease Administration Portfolio Management Project Management Strategic Consulting
<b>PROPERTY / ASSET MANAGEMENT</b>	Facilities Management Financial Reporting Tenant Retention

## **BROKERAGE**

The Signature Brokerage Division conducts full-service leasing and sales of office, hi-tech, warehouse/distribution, industrial and retail properties, as well as undeveloped and developed land. Our strong presence in Michigan and Northwest Ohio has made Signature the dominant commercial real estate firm in the marketplace.

Other services include, but are not limited to:

- Build-to-Suit Analysis
- Land Assemblages
- Sale/Leasebacks
- Property Dispositions
- Renovation Analysis
- Lease vs. Ownership Modeling

## **TENANT REPRESENTATION**

Signature Tenant Representation Services transcend the obvious task of finding the “most space for the least money”. Whether the immediate concern is inadequate space, a shift in customer base, or a lease that is up for renewal, successful facility planning demands in-depth understanding of the immediate area’s economy and market conditions, as well as the strategic and long-term objective of a given business. Such insight, backed by in-depth market analysis, excellent negotiating skills and a clear understanding of ownership goals, allows us to help businesses reach well-executed, cost effective real estate decisions.

## **INVESTMENT SALES AND ANALYSIS**

Real estate continues its transition to being evaluated and held more and more as an investment asset, as opposed to a user asset. While putting great short-term demand on industry professionals, the long-term impact will be a less cyclical real estate market, accompanied by better benchmarking of value. In cooperation with Signature’s Market Research Division, our Investment Division works with institutions, including major lenders and pension funds and individuals to provide real estate valuations and programs. This process benefits from our superior access to local market information, as well as long-standing relationships with leading developers, investors, lenders, and financial institutions.

## **SIGNATURE ADVISORY SERVICES**

Corporate America’s real estate activities have been traditionally handled “in-house”. Today, however, in the interest of streamlining operations, many companies are outsourcing real estate functions such as asset management, space acquisition, or leasing and sale of excess space.

Signature Advisory Services develops real estate strategies and implementation procedures that complement our traditional transaction and property management services. They transcend transaction management by coordinating and integrating all aspects of the real estate project process. Advisory services provided include database management, financial portfolio assessment, due diligence analysis, project master planning, project management and budgeting, coordination of service delivery, utilities expense audits, and more.

## **PROPERTY / ASSET MANAGEMENT**

Signature manages office, hi-tech, and mixed-use properties for private and institutional investors, including major banks, insurance companies, and asset managers. With more than 40 years combined experience in property asset and facilities management, our property management team understands that superior tenant service, combined with stringent financial controls and expert knowledge of today's complex regulatory arena, leads to maximum return on investment and/or acquisition value.

## **MARKET RESEARCH**

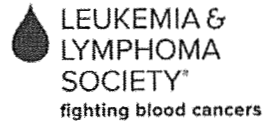
Signature's Market Research Division – the largest of any Michigan real estate firm - was formed to provide a more comprehensive approach to market analysis for our institutional and entrepreneurial clients. Our superior proprietary database is derived from our unequalled participation in the marketplace, together with our highly committed and skilled research staff. We also subscribe to CoStar to enhance our in-house capabilities. As a result, we have access to the latest market data, including vacancies, absorption, market rates, deal terms and general demographic information.



## COMMUNITY INVOLVEMENT

---

Signature always has and always will believe in the importance of supporting community programs and organizations. The following is a sample of some of the groups to which we have had the pleasure of donating either our time and/or financial support:



## AWARDS & RECOGNITION

---

The following are a few samples of awards and recognition that Signature has received over the past several years:

Michigan's Best in Business Award	Corp Magazine
Commercial Real Estate Hall of Fame	Midwest Real Estate News
Largest Commercial and Industrial Brokerage	Crain's Detroit Business
Michigan and Northwest Ohio Power Brokerage	CoStar Group
Top Midwest Brokers	Midwest Real Estate News
Leading Office Leases	Crain's Detroit Business
Leading Industrial Leases	Crain's Detroit Business
Leading Real Estate Sales	Crain's Detroit Business
Top Workplaces 2014, 2015 & 2016	The Detroit Free Press
Crain's Cool Places to Work in Michigan	Crain's Detroit Business

## THE SIGNATURE ADVANTAGE

### WHY SIGNATURE ASSOCIATES?

#### **LARGEST VOLUME, FULL SERVICE COMMERCIAL REAL ESTATE FIRM**

In the State of Michigan, Northwest Ohio and Midwest Region

#### **75 TOP BROKERS REGIONALLY**

Capable, knowledgeable, experienced and service-oriented, with a proven track record of both large and small transactions

#### **MARKET KNOWLEDGE**

Entrenched in the marketplace; we make it our job to know the types of deals being quoted and signed

#### **LOCAL AND GLOBAL**

Recognized on a local, national and global level as one of the most knowledge and capable full-service commercial real estate companies in the region

#### **DEMONSTRATED SUCCESS WITH CLIENTS**

We have well-established contacts with all major users in the market

#### **DEAL DRIVEN, NOT DOLLAR DRIVEN**

Our focus is on forming and maintaining long-term relationships


#### **COMMITMENT**

We will commit the necessary resources to provide solutions that exceed your expectations

## COMMITMENT

A great deal of our business stems from repeat business and referrals from satisfied clients who believe in us and are confident that we will meet and exceed their expectations, time and time again. Not only do we want to assist you with your current needs, but we also want to earn your respect and trust to become your preferred real estate provider in the future.

Therefore, on behalf of the entire Signature Team, you have our commitment that this assignment will receive the highest level of attention and professionalism that our clients have come to know and expect. Let us put our resources, knowledge and expertise to work for you.

A handwritten signature in black ink, appearing to read 'Rick Birdsall', written over a horizontal line.

Rick Birdsall  
Senior Associate

## **Exclusive Listing Agreement For Sale**

**March 21, 2019**

In consideration of your services as broker in offering the following described property for lease, the undersigned hereby grants you the exclusive right, from this day to twelve o'clock noon of March 31, 2020 to find a Tenant therefore.

Land and premises located in the City of Whitmore Lake, County of Washtenaw, State of Michigan, described as free standing building consisting of approximately 4,571 sq. ft. and more commonly referred to as 75 Barker Rd. (Parcel B-02-05-254-002).

The sale price shall be Two Hundred Seventy-Five Thousand and 00/100 (\$275,000) Dollars, under terms and conditions acceptable to Owner in its sole discretion.

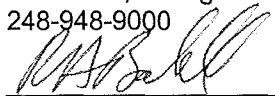
### **Owner Agrees and Represents as follows:**

1. It is agreed by the Real Estate Broker, Real Estate Salesperson and Owner that as required by law, discrimination because of religion, race, color, national origin, handicap age, sex or marital status on the part of the Real Estate Broker, Real Estate Salesperson or Owner in respect to the lease or sale of the subject property is prohibited.
2. If a Purchaser is obtained by you or by anyone for Owner (including Owner) during said period, at the stated price and terms or upon any other price, terms or exchange to which Owner consents, or if said property is sold by Owner or for Owner within one hundred twenty (120) days after expiration of this Agreement, or if either an Agreement to Sell is entered into or an Option to Purchase or Lease is granted within said time period but the transaction is not closed until after the expiration of said time period to a purchaser known to Broker to have been shown the property during said period by Broker and registered in writing with Owner prior to the expiration of this Agreement, the Owner agrees to pay the Broker a commission of six (6%) percent of the aggregate sale price. Such commission shall be due and payable at closing.
3. The undersigned is the Owner of the above-described property and has the right and authority to enter into this Agreement and any Purchase Agreement with respect to said property.
4. That Broker may show the property to prospective Purchasers during reasonable hours, erect a "For Sale" sign thereon, remove other "For Sale" signs there from, or cooperate with other brokers.

### **Receipt of a copy hereof is hereby acknowledged.**

#### **Broker:**

Signature Associates  
One Towne Square, Suite 1200  
Southfield, Michigan 48076  
248-948-9000

  
By: Rick Birdsall  
Its: Senior Associate

#### **Landlord/Ownership:**

Northfield Township  
8350 Main St.  
Whitmore Lake, Michigan 48189

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

---

# ACHO ASSOCIATES, LLC ACHO BROTHERS, LLC

March 21, 2019

Northfield Township Board of Trustees  
8350 Main Street  
Whitmore Lake, MI 48189

RE: 75 Barker Road, Whitmore Lake, MI 48189

Dear Northfield Township Board of Trustees,

Please allow this letter to serve as an indication of interest in purchasing the property at 75 Barker Road from the Township. The Acho family owns the adjoining property to the east which includes Polly Market at 9589 Main Street, the property to the south of Polly which includes 9567 and 9571 Main Street, as well as the barn behind those buildings whose address is 35 Barker Road.

Our family has operated Polly Market and owned properties in the Township for 50 years. In fact, I remember when the building at 75 Barker was a firehouse and often preparing sandwiches from our deli for the firefighters. We consider ourselves part of the fabric of the community and intend to remain so.

We are interested in 75 Barker Road because we think we are best poised to own and possibly redevelop the entire parcel. Our ideas are very preliminary, of course, but if we could acquire the property for a reasonable value, we'd like to redevelop the entire corner. Subject to zoning and such, we envision a multi-story, mixed use development. It would include a new Polly Market as the anchor and our other current tenants, Jump in Time Tack and Domino's Pizza. As well as a bank, a laundromat, pharmacy and other retail.

A second and/or third floor could be office space and perhaps even residential condominiums. With such proximity to the lake, if we could get lake access, we think that residential units would be very desirable in that location.

[REDACTED]  
Bloomfield Hills, MI  
48301 U.S.A

PHONE [REDACTED]  
FAX [REDACTED]  
EMAIL [REDACTED]

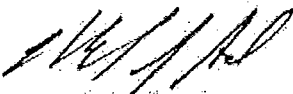
---

It is very early in the planning stages, and there is much due diligence and analysis ahead, but the Acho family is very interested in doing its part to improve and enhance the downtown Whitmore Lake area. We think that we are a natural fit to own the parcel at 75 Barker Road, so please allow us the opportunity to discuss the purchase with you.

Whitmore Lake and Northfield Township have been home to our family businesses for a long time and we plan to stay for many decades to come.

Thank you for your consideration.

Sincerely,



Michael Acho  
Managing Partner

[REDACTED]  
Bloomfield Hills,  
MI 48301  
U.S.A.

PHONE [REDACTED]

FAX [REDACTED]

EMAIL [REDACTED]

Dear Twp Board;

Parks and Rec seeks to obtain board approval to purchase picnic tables for the new park, and to permit the Twp Manager to approve the check for the picnic tables totaling \$545, payable to Greenbriar Golf Club & RV Park.

The following are details pertaining to the picnic tables.

(3-8 footers iron wood mix, 1-6 foot iron wood mix, 1 custom handicap all wood. Check for \$545. Total made payable to Greenbriar Golf Club & RV Park. Bill of sale will be issued when check is delivered. Tables will be sold on an as is basis. No returns.

Tim and I would need a check and will pick up the tables.

Thanks, Sam )

Parks and Rec ALSO seeks approval to purchase the following items for the Community Garden not to exceed \$2000 total for those items for the Garden, and asks to permit the Twp Manager to approve the checks for such items.

P&R budgeted the following for the Garden:

\$1500 shed

\$300 garden box materials

\$100 soil

\$100 sign (signs)

Thank you,

Tawn

Tawn Beliger

Northfield Township Trustee

[beligert@northfieldmi.gov](mailto:beligert@northfieldmi.gov)



# Preliminary Budget - Memo

**From:** Marlene Chockley

**Subject:** Preliminary Considerations for the 2019-2020 Budget

**Date:** April 9, 2019

---

Trustees,

We are preparing the 2019-2020 budget for your review at the next meeting. In order for our controller, Ms. Patrick, to provide us the most accurate budget document, we need to provide her some guidance about the board's priorities and how we plan to allocate the funds available.

Most of the line items track from one year to the next because of contracts or known costs. Others are less clear.

The specific items that we need to provide guidance on are:

- Raises – I recommend a cost of living increase of 2.8% for all non-union employees and a further adjustment where warranted for specific positions when we receive the salary study and evaluate performance.
- Roadwork – I suggest we contract for 3 vs. 4 brine applications (\$55,064 vs. \$73,419).
- Road Improvements - \$68,723 to match the road commission's contribution at the very least and more where we can find the funds (see supervisor's report).
- Township manager contract – Shall we renew the contract with or without a raise, advertise for someone with a different skill set (such as a full or part-time economic developer), or reallocate the funds to other needs? The full cost of the manager's contract is nearly \$120,000/year. The contract expires at the end of July so we need to provide Mr. Aynes with a determination by May 1.
- Car for Code Enforcement – The police department will be replacing a car in the near future. I recommend that we purchase the car instead of putting it up for auction so that we can provide a more professional appearance in line with the importance of the job.
- Kiosks – It is unclear to me what this is and if this is a good expenditure. I recommend removal until we understand it better and determine if it would be a good use of funds.

## **Action Requested**

**Discuss these items and provide guidance to our controller on how to proceed.** NOTE: These line items can be adjusted as we approach the end of the fiscal year and hold a public hearing for feedback on the budget.

## **Provide a List of Attachments or Back Up Documents Included**

Preliminary Budget

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
101-000-426	PRIOR YEAR TAX INTEREST	738	500	1,467	500	0	0
	Projection based on prior year budgets.						
101-000-452	PEDDLER'S LICENSES	255	150	0	150	0	0
	Projection based on prior year budgets.						
101-000-453	CABLEVISION FRANCHISE FEES	95,857	98,000	73,258	98,000	0	0
	Base projections on ATT/MI Bell/Charter Contracts						
101-000-455	FIBER FOOTAGE FEES	10,388	10,000	0	10,000	0	0
	Fiber footage fees are received through the LCSA. Estimate based on prior years.						
101-000-573	LCSA PPT REIMBURSEMENT	7,695	2,000	3,889	3,889	1,889	94.43%
	Projections based on State of MI Website for prior year.						
101-000-574	STATE SHARED REVENUE	709,831	702,352	617,146	747,396	45,044	6.41%
	Projections based on State of MI Websit for F19						
101-000-590	GRANT INCOME	225,766	0	0	0	0	#DIV/0!
	No Grants Currently Applied For.						
101-000-615	INSURANCE PROCEEDS	0	0	0	0	0	#DIV/0!
101-000-626	COPY & FOIA INCOME	165	100	54	100	0	0
	Projection based on prior year budgets.						
101-000-655	ORDINANCE FINES	2,331	100	9,214	100	0	0
101-000-665	INTEREST INCOME	5,571	4,800	3,818	4,800	0	0
	Bank and Investment Income						
101-000-666	DIVIDENDS	0	0	0	0	0	#DIV/0!
101-000-671	REIMBURSEMENT/OTHER INCOME	7,042	0	54	0	0	#DIV/0!
101-000-673	SALE OF FIXED ASSET	46	100	0	100	0	0
101-000-675	CONTRIBUTION - PRIVATE SOURCES	130	100	0	100	0	0
Totals for dept 000-		1,065,815	818,202	708,898	865,135	46,933	5.74%

Dept 191-ELECTIONS

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
101-191-671	REIMBURSEMENT/OTHER INCOME	4,628	0	0	0	0	#DIV/0!
	Only reimbursed for School Elections						
Totals for dept 191-ELECTIONS		4,628	0	0	0	0	#DIV/0!
Dept 253-TREASURER							
101-253-402	CURRENT PROPERTY TAX	268,948	276,984	259,821	286,701	9,717	3.51%
101-253-404	MOBILE HOME LICENSE FEES	2,788	2,850	1,887	2,850	0	0
	(475 Trailers @ \$.50 Ea. X 12 Months)						
101-253-445	PENALTY & INTEREST ON TAXES	4,206	3,500	58	3,500	0	0
101-253-627	SUMMER TAX PREPARATION	13,740	14,000	13,770	14,000	0	0
101-253-680	TAX ADMINISTRATION FEES	148,888	145,000	147,789	145,000	0	0
Totals for dept 253-TREASURER		438,569	442,334	423,325	452,051	9,717	2.20%
Dept 336-CONTRIBUTIONS							
101-336-624	DDA	0	0	0	0	0	#DIV/0!
101-336-625	SEWER/LIBRARY ADMINISTRATION	48,560	46,157	0	46,157	0	0
	Sewer and Library projections will be based on schedule to be prepared by Controller.						
101-336-694	NON-MOTORIZED PATH	2,141	0	0	0	0	#DIV/0!
	Project Concluded.						
Totals for dept 336-CONTRIBUTIONS		50,701	46,157	0	46,157	0	0
Dept 412-PLANNING/ZONING DEPT							
101-412-477	ZONING COMPLIANCE PERMITS	12,450	9,500	6,800	9,500	0	0
	Projection based on prior year budgets.						
101-412-607	ZONING ADMINISTRATIVE FEES	0	0	0	0	0	#DIV/0!
101-412-608	VARIANCES/APPEALS	4,235	2,000	2,975	2,000	0	0

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-412-609	Projection based on prior year budgets. REZONING/CONDITIONAL USE PMTS	0	0	750	0	0	#DIV/0!
101-412-612	TAX ABATEMENT FEES	0	0	0	0	0	#DIV/0!
101-412-614	PLANNING FEES	1,875	0	0	0	0	#DIV/0!
101-412-629	These Funds are now being applied to escrow accounts for specific projects. ZONING COPIES	0	0	83	0	0	#DIV/0!
101-412-637	SPLIT APPLICATIONS	405	1,000	(650)	1,000	0	0
101-412-671	Projection based on prior year budgets. REIMBURSEMENT/OTHER INCOME	680	1,500	0	1,500	0	0
	Concept Meetings now covered by the Township.						
Totals for dept 412-PLANNING/ZONING DEPT		19,645	14,000	9,958	14,000	0	0
Dept 666-COMMUNITY CENTER							
101-666-590	GRANT INCOME	8,000	100	8,000	100	0	0
101-666-643	CC TRIPS	5,059	4,000	3,546	5,000	1,000	25.00%
101-666-644	Projection based on prior year budgets. CC PROGRAMS	7,969	6,500	5,587	9,000	2,500	38.46%
101-666-671	Projection based on prior year budgets. REIMBURSEMENT/OTHER INCOME	92	4,986	0	4,986	1	0.01%
101-666-676	Reimbursement from Washtenaw County for Meals on Wheels Staff (Community Center Assistant). CONTRIBUTIONS - SCC	2,235	1,750	1,298	1,750	0	0
	Senior Center Donations						
Totals for dept 666-COMMUNITY CENTER		23,355	17,336	18,431	20,836	3,501	20.19%
Dept 753-RECREATION BOARD							
101-753-677	CONTRIBUTIONS - PARKS AND RECREATION	400	100	0	100	0	0
Totals for dept 666-COMMUNITY CENTER		400	100	0	100	0	0
101-753-677							

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
TOTAL ESTIMATED REVENUES		1,603,114	1,338,129	1,160,612	1,377,442	39,314	2.94%
APPROPRIATIONS							
Dept 101-TOWNSHIP BOARD							
101-101-701	SALARIES	11,249	10,000	7,500	10,000	0	0
	\$2,500 x 4						
101-101-715	SOCIAL SECURITY	765	765	574	765	0	0
	\$10,000 x 7.65%						
101-101-807	MEMBERSHIP DUES	9,339	10,200	2,614	0	(10,200)	-100.00%
	Board would like to review each membership individually.						
101-101-836	WELFARE COSTS	10,000	0	0	10,000	10,000	#DIV/0!
	People's Express						
101-101-860	FUEL & MILEAGE	190	500	0	500	0	0
	Fuel and Mileage reimbursements for Board Members						
101-101-900	PRINTING & PUBLICATIONS	7,087	7,500	5,551	7,500	0	0
	Publishing of Minutes from Twp Board Mtgs and Ads for Employment - \$5,000; Newsletter - \$2,500						
101-101-956	MISCELLANEOUS	800	800	10	800	0	0
	Twp. Events, Ribbon Cutting Ceremonies, Etc.						
101-101-957	TRAINING & DEVELOPMENT	214	550	0	550	0	0
	Training for New Board Members						
Totals for dept 101-TOWNSHIP BOARD		39,645	30,315	16,248	30,115	(200)	-0.66%
Dept 171-SUPERVISOR							
101-171-701	SALARIES	12,500	12,500	9,135	12,500	0	0
101-171-715	SOCIAL SECURITY	956	956	699	956	0	0
	(\$12,500 x 7.65%)						
101-171-807	MEMBERSHIP DUES	0	120	0	120	0	0
101-171-860	FUEL & MILEAGE	282	400	0	400	0	0
101-171-956	MISCELLANEOUS	0	500	0	500	0	0
101-171-957	TRAINING & DEVELOPMENT	988	750	0	750	0	0

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
Totals for dept 171-SUPERVISOR		14,726	15,226	9,833	15,226	0	0
Dept 172-TOWNSHIP MANAGER							
101-172-701	SALARIES	66,346	75,000	54,808	75,000	0	0
101-172-704	CLERICAL/DEP /SUPER/ELECTION	29,429	29,532	21,495	29,531	(1)	0.00%
	\$18.93 x 30 Hrs/Wk x 52 Wks						
101-172-715	SOCIAL SECURITY	10,935	11,649	8,377	11,648	(0)	0.00%
	Salaries x 7.65%						
101-172-716	HOSPITALIZATION	20,918	26,269	19,991	28,108	1,839	7.00%
	7% Increase over prior year						
101-172-717	LIFE/DISB. INSURANCE	817	839	648	901	63	7.50%
	Life/Disability for Township Manager only. 7.5% Increase over Prior Year.						
101-172-718	PENSION	5,192	7,500	5,481	7,500	0	0
	Base wage of Twp Mgr x 10%						
101-172-722	CONTROLLER	48,060	47,736	35,675	47,736	0	0
	20 Hrs/Wk x \$45.90 x 52 Wks						
101-172-734	BONUS	0	0	0	0	0	#DIV/0!
101-172-807	MEMBERSHIP DUES	130	300	0	305	5	1.67%
	MI Municipal Exec \$135, \$120 MFGOA, Other \$50						
101-172-818	CONTRACTUAL SERVICES	1,393	4,050	2,190	4,000	(50)	-1.23%
	(Codification of Ordinance's - \$3,500; Other - \$500)						
101-172-850	COMMUNICATION	489	612	456	612	0	0
	Twp. Mgr. Cell Phone \$51/Month						
101-172-860	FUEL & MILEAGE	126	500	0	500	0	0
101-172-927	ALLOCATE TO DEPARTMENTS	(41,128)	(32,748)	0	(32,748)	0	0
	(Controller Allocation to Police, Fire, Bldg Dept and WWTP - \$32,748)						
101-172-956	MISCELLANEOUS	0	500	0	500	0	0
101-172-957	TRAINING & DEVELOPMENT	496	750	113	750	0	0
	Increase for additional training for Controller and Twp Mgr						
Totals for dept 172-TOWNSHIP MANAGER		143,202	172,488	149,234	174,343	1,855	1.08%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
Dept 191-ELECTIONS							
101-191-702	SALARIES	3,443	12,000	10,727	20,320	8,320	69.33%
	Based on estimates for 22 Election Workers/4 Elections.						
101-191-704	CLERICAL/DEP /SUPER/ELECTION	0	0	0	0	0	#DIV/0!
101-191-715	SOCIAL SECURITY	263	0	47	0	0	#DIV/0!
	Election worker salaries don't meet the minimum requirement for payroll taxes.						
101-191-727	SUPPLIES	1,463	5,000	926	5,500	500	10.00%
	AV Applications, Ballots, Food, Equipment						
101-191-818	CONTRACTUAL SERVICES	600	1,000	1,025	3,700	2,700	270.00%
	Election equipment testing and Services at WL Schools						
101-191-851	POSTAGE	1,018	1,200	1,844	3,850	2,650	220.83%
	(Mailing of Election Material with Postage Increases)						
101-191-900	PRINTING & PUBLICATIONS	2,690	2,000	3,313	2,500	500	25.00%
	(Printed Materials and Newspaper Ads - Education on New Election Laws)						
101-191-930	REPAIRS & MAINTENANCE	518	900	0	900	0	0
101-191-956	MISCELLANEOUS	0	100	0	100	0	0
Totals for dept 191-ELECTIONS		9,996	22,200	17,883	36,870	14,670	66.08%
Dept 215-CLERK							
101-215-701	SALARIES	12,500	12,500	9,135	12,500	0	0
101-215-703	DEPUTY SALARIES	41,800	42,730	31,193	42,730	0	0
	(\$20.54 x 2080)						
101-215-715	SOCIAL SECURITY	4,154	4,225	3,085	4,225	0	0.00%
	(Salaries x 7.65%)						
101-215-716	HOSPITALIZATION	8,564	9,948	17,776	10,644	696	7.00%
	7% Increase over prior year						
101-215-717	LIFE/DISB. INSURANCE	576	650	424	699	49	7.50%
	7.5% Increase over prior year						
101-215-718	PENSION	4,180	4,273	3,119	4,273	(0)	0.00%
	(Base Pay x 10%)						

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
101-215-723	RECORD SEC	8,850	12,855	7,100	12,855	0	0
	Projections based on prior year budget.						
101-215-734	BONUS	0	0	0	0	0	#DIV/0!
101-215-807	MEMBERSHIP DUES	0	100	0	100	0	0
101-215-860	FUEL & MILEAGE	365	300	21	300	0	0
101-215-922	LATE FEES AND PENALTIES	5	0	0	0	0	#DIV/0!
101-215-956	MISCELLANEOUS	0	500	0	500	0	0
101-215-957	TRAINING & DEVELOPMENT	0	500	0	500	0	0
Totals for dept 215-CLERK		80,994	88,581	71,853	89,326	745	0.84%
Dept 228-INFORMATION TECHNOLOGY							
101-228-936	SOFTWARE	13,396	14,220	10,193	14,220	0	0
	BS&A Software \$12,000, Anti-Virus Software \$185/month						
101-228-948	COMPUTER SERVICES	6,868	12,060	2,470	21,500	9,440	78.28%
	Microsoft EXCHANGE \$4000, Onsite FLEX IT \$6,000, Cloud Backup \$1500, Website Updates \$10,000						
Totals for dept 228-INFORMATION TECHNOLOGY		20,264	26,280	12,663	35,720	9,440	35.92%
Dept 247-BOARD OF REVIEW							
101-247-706	BOARD OF REVIEW FEE	1,029	2,000	252	1,800	(200)	-10.00%
	Increase rate to \$20/hr for 30 hr/year for 3 Board Members (March - 24 hrs, July - 3 hours, December - 3 hours)						
101-247-715	SOCIAL SECURITY	79	153	19	138	(15)	-10.00%
	Board of Review Fee x 7.65%						
101-247-723	RECORD SEC	1,065	1,500	640	1,500	0	0
	March, July, September Mtgs. March meeting may last several days.						
101-247-900	PRINTING & PUBLICATIONS	682	700	0	700	0	0
	MLive Ads - February						
101-247-956	MISCELLANEOUS	68	500	14	500	0	0
	Food for March Board of Review Meeting						



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-247-957	TRAINING & DEVELOPMENT	0	0	295	0	0	#DIV/0!
101-247-959	TRIBUNALS AND DRAINS	5,658	10,000	6,178	10,000	0	0
	Appraisals, Back Taxes, Drain Pymts						
Totals for dept 247-BOARD OF REVIEW		8,581	14,853	7,399	14,638	(215)	-1.45%
Dept 253-TREASURER							
101-253-701	SALARIES	12,500	12,500	9,135	12,500	0	0
101-253-703	DEPUTY SALARIES	37,182	40,480	26,019	40,480	0	0
101-253-704	CLERICAL/DEP /SUPER/ELECTION	18,634	23,400	13,871	23,400	0	0
101-253-715	SOCIAL SECURITY	4,911	5,843	3,804	5,843	(0)	0.00%
101-253-716	HOSPITALIZATION	10,751	15,180	604	16,243	1,063	7.00%
101-253-717	LIFE/DISB. INSURANCE	560	718	372	772	54	7.50%
	\$55.65 x 12 Mths						
101-253-718	PENSION	3,733	4,048	1,614	4,048	0	0.01%
	Full time salary x 10%						
101-253-734	BONUS	0	0	0	0	0	#DIV/0!
101-253-803	LEGAL	6,000	6,000	4,500	6,000	0	0
	\$500/Mth						
101-253-804	TAX STATEMENT PREPARATION	611	1,700	1,511	1,700	0	0
	Tax Bill Printing						
101-253-807	MEMBERSHIP DUES	100	100	50	100	0	0
	MMTA Membership Dues						
101-253-818	CONTRACTUAL SERVICES	0	1,193	1,193	0	(1,193)	-100.00%
	No Temporary Work Expected						
101-253-851	POSTAGE	3,308	3,800	1,981	3,800	0	0
	Tax Bill Mailing						
101-253-860	FUEL & MILEAGE	577	600	515	600	0	0
	Mileage Reimbursement for Bank Trips						
101-253-927	ALLOCATE TO DEPARTMENTS	(39,660)	(17,103)	0	(17,103)	0	Page 8 of 17

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
101-253-956	Deputy Treasurer and Front Desk llocation based on schedule provided by controller. MISCELLANEOUS	335	500	427	1,000	500	100.00%
101-253-957	Bank Service Charges TRAINING & DEVELOPMENT	245	250	261	500	250	100.00%
	Training for Treasurer & Deputy						
Totals for dept 253-TREASURER		59,787	99,209	65,856	99,883	674	0.68%
Dept 257-ASSESSING							
101-257-709	ASST ASSESSOR (\$20.74 x 2080)	43,046	0	166	0	0	#DIV/0!
101-257-713	ASSESSOR	0	0	0	0	0	#DIV/0!
101-257-715	Paid as contractor - see 101-257-818 SOCIAL SECURITY	3,293	0	254	0	0	#DIV/0!
101-257-716	(\$43,140 x 7.65%) HOSPITALIZATION	17,318	0	5,455	0	0	#DIV/0!
101-257-717	LIFE/DISB. INSURANCE	593	0	0	0	0	#DIV/0!
101-257-718	(\$55.65 x 12 Mths) PENSION	4,305	0	504	0	0	#DIV/0!
101-257-720	(Base Salary x 10%) BANKED PTO	0	0	0	0	0	#DIV/0!
101-257-727	SUPPLIES	10	1,000	1,573	0	(1,000)	-100.00%
101-257-734	BONUS	0	0	0	0	0	#DIV/0!
101-257-807	MEMBERSHIP DUES	13	250	0	250	0	0
101-257-818	Washtenaw Assessors Association CONTRACTUAL SERVICES	63,345	96,540	75,240	96,540	0	0
101-257-851	Contract for part time assessor and assistant. POSTAGE	1,981	2,500	2,089	2,500	0	0
101-257-860	Assessment Notices FUEL & MILEAGE	31	200	0	200	0	0
101-257-900	PRINTING & PUBLICATIONS PPT Statements and Assessing Notices	1,263	1,500	1,453	1,500	0	0

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-257-927	ALLOCATE TO DEPARTMENTS	(34,278)	0	0	0	0	#DIV/0!
101-257-956	MISCELLANEOUS	0	500	0	500	0	0
101-257-957	TRAINING & DEVELOPMENT	20	200	0	200	0	0
Totals for dept 257-ASSESSING		100,940	102,690	86,734	101,690	(1,000)	-0.97%
Dept 265-HALL AND GROUNDS							
101-265-710	JANITORIAL SALARIES (\$45/Hr x 2.75 Hrs/Wk x 52 Wks)	6,174	6,435	5,390	6,435	0	0
101-265-715	SOCIAL SECURITY (\$6,435 x 7.65%)	472	492	412	492	(0)	-0.06%
101-265-716	HOSPITALIZATION	0	0	0	0	0	#DIV/0!
101-265-727	SUPPLIES	10,508	11,000	8,736	11,000	0	0
101-265-731	WORKERS COMP INSURANCE	3,654	3,178	0	3,178	0	0
101-265-816	From Invoice GROUNDS/CLEANG/JANITORL SERVIC	24,735	17,600	19,700	17,600	0	0
101-265-821	(Center Island Flower Beds - \$1,100; Lawn Maintenance - \$2500; Snow Removal & Salting - \$14,000) PSB MAINT & OPS ALLOCATION	39,660	46,667	0	43,100	(3,567)	-7.64%
101-265-850	Portion of PSB Maintenance and Ops cost split between GF, Police and Fire COMMUNICATION	2,532	2,580	1,684	2,580	0	0
101-265-851	Phone & Internet \$160/Mth; PEG Station \$10/Mth; Livestream \$45/Mth POSTAGE	2,128	2,880	2,580	2,880	0	0
101-265-910	Average of \$240/Mth INSURANCE & BONDS	10,256	24,790	0	24,790	(0)	0.00%
101-265-920	UTILITIES (Siren Electric @ \$17.00/Mth)	200	205	160	205	0	0
101-265-927	ALLOCATE TO DEPARTMENTS (H & G and PSB Maint & Ops. Allocation to Bldg Dept)	(4,195)	(4,000)	0	(4,000)	0	0
101-265-929	GRANT EXPENSE	440	0	0	0	0	#DIV/0!
101-265-930	REPAIRS & MAINTENANCE	1,116	4,800	5,579	4,800	0	Page 10 of 17

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

## Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-265-938	(\$1000 Siren & Extinguisher Maint, \$3,800 Misc) CHARGEBACKS - PRIOR TAX YEARS	1,981	1,250	191	1,250	0	0
101-265-940	RENTAL EQUIPMENT	5,044	5,500	4,230	5,320	(180)	-3.27%
101-265-956	Mail Machine \$420/qtr, Water \$14/mth, Printer 65/mth, Copier 192/mth, \$32/mth color copier. MISCELLANEOUS	0	500	0	500	0	0
Totals for dept 265-HALL AND GROUNDS		104,706	123,877	48,660	120,130	(3,747)	-3.03%
Dept 270-LEGAL/PROFESSIONAL							
101-270-800	OTHER PROFESSIONAL FEES	0	2,500	697	12,500	10,000	400.00%
101-270-802	Scanning and Disposal of Township Documents \$10k, Miscellaneous \$1k, Barry Lonik AUDIT FEES	6,300	6,300	6,300	6,300	0	0
101-270-803	(Per Signed Agreement) LEGAL	87,625	96,000	62,360	96,000	0	0
101-270-806	(\$66,000 P. Burns Retainer + \$30,000 Other) ENGINEER	838	10,000	425	10,000	0	0
101-270-927	ALLOCATE TO DEPARTMENTS	(45,600)	(45,600)	(34,200)	(45,600)	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		49,163	69,200	35,582	79,200	10,000	14.45%
Dept 336-CONTRIBUTIONS							
101-336-933	CONTRIBUTION - INDEPENDENCE DAY CELEBR	0	2,500	0	2,500	0	0
101-336-963	CONTRIBUTION - WWTP	0	0	0	0	0	#DIV/0!
101-336-964	CONTRIBUTION-FIRE & MED RES	13,718	0	0	0	0	#DIV/0!
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	0	0	0	0	0	#DIV/0!
Totals for dept 336-CONTRIBUTIONS		13,718	2,500	0	2,500	0	0

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

## Fund 101: GENERAL FUND 2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
Dept 412-PLANNING/ZONING DEPT							
101-412-701	ZONING SALARIES	0	17,601	10,896	17,601	(0)	0.00%
	40% of Bldg/Planning/Zoning Coordinator Salary						
101-412-707	ZBA SALARIES	15,625	6,000	3,744	6,000	0	0
101-412-715	SOCIAL SECURITY	1,407	3,396	2,863	3,397	0	0.01%
101-412-716	HOSPITALIZATION	0	7,132	8,090	7,631	499	7.00%
101-412-717	LIFE/DISB INSURANCE	0	267	381	287	20	7.65%
101-412-718	ZONING PENSION	0	1,760	1,083	1,760	0	0.03%
101-412-723	RECORD SEC	6,260	9,620	6,160	7,020	(2,600)	-27.03%
	(Recording Sec - \$195/Mtg x 36 Mtgs)						
101-412-726	PLANN COMM	9,700	16,800	9,200	16,800	0	0
	Seven members of planning commission paid \$100 per mtg; 24 mtgs per year						
101-412-727	SUPPLIES	0	0	0	0	0	#DIV/0!
101-412-741	UNIFORMS/GEAR & ALLOWANCE	0	2,000	0	0	(2,000)	-100.00%
101-412-800	OTHER PROFESSIONAL FEES	0	1,000	0	1,000	0	0
101-412-801	PLANNER FEES	41,538	47,250	54,002	47,250	0	0
101-412-809	CODE ENFORCEMENT	200	20,800	13,800	20,800	0	0
	(C.E. Officer \$25/Hr x 16 Hrs/Wk=\$20,800)						
101-412-818	CONTRACTUAL SERVICES	0	0	0	0	0	#DIV/0!
101-412-823	ZONING ADMINISTRATION	16,025	12,000	18,140	12,000	0	0
	(8 Hrs. Every Weeks @ \$60/Hr. 52 weeks)						
101-412-851	POSTAGE	267	250	374	250	0	0
101-412-860	FUEL & MILEAGE	810	750	760	1,000	250	33.33%
	Increase for Code Enforcement full year mileage						
101-412-900	PRINTING & PUBLICATIONS	2,952	2,500	1,929	2,500	0	0
	Mlive Ads						

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-412-910	INSURANCE & BONDS	1,000	0	0	0		
101-412-927	ALLOCATE TO DEPARTMENTS	27,054	0	0	0	0	#DIV/0!
101-412-956	MISCELLANEOUS	0	500	0	500	0	0
101-412-957	TRAINING & DEVELOPMENT	0	1,800	490	1,800	0	0
Totals for dept 412-PLANNING/ZONING DEPT		122,837	151,426	131,912	129,995	(21,430)	-14.15%
Dept 448-STREET LIGHTS							
101-448-920	UTILITIES	37,862	54,410	24,536	38,000	(16,410)	-30.16%
Totals for dept 448-STREET LIGHTS		37,862	54,410	24,536	38,000	(16,410)	-30.16%
Dept 449-ROAD WORK							
101-449-805	PATHWAYS AND SIDEWALKS	0	7,670	6,670	0	(7,670)	-100.00%
101-449-813	ROADWORK	28,762	49,113	22,986	66,113	17,000	34.61%
101-449-814	(Brine Applications) - 4 applications ROAD IMPROVEMENTS	133,073	136,000	92,024	156,000	20,000	14.71%
101-449-929	Drainage \$27,500, \$11,000 County Drains, \$30,000 for 6 Mile Culvert Replacement over 3 Years. \$20k increase per Twp Mgr GRANT EXPENSE	75,897	0	0	0	0	#DIV/0!
(Construction Costs)							
Totals for dept 449-ROAD WORK		237,731	192,783	121,680	222,113	29,330	15.21%
Dept 523-SOLID WASTE MANAGEMENT							
101-523-880	MAY/OCT CLEAN UP PROGRAM	2,000	0	0	2,000	2,000	#DIV/0!
Totals for dept 523-SOLID WASTE MANAGEMENT		2,000	0	0	2,000	2,000	#DIV/0!
Dept 666-COMMUNITY CENTER							

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-666-701	SALARIES \$22.55 x 2080	45,892	46,909	34,247	46,909	0	0
101-666-702	SALARIES \$14.75/hr 24 hours/week Reimbursed for 6 hrs/wk Get Quarterly Payments from County)	0	18,408	0	18,408	0	0
101-666-710	JANITORIAL SALARIES (85/Wk. x 52 Wks)	4,160	4,420	3,040	4,420	0	0
101-666-715	SOCIAL SECURITY 7.65% of Salaries	3,720	5,336	2,772	5,335	(1)	-0.01%
101-666-716	HOSPITALIZATION 7% Increase over the prior year	8,301	9,998	7,594	10,697	700	7.00%
101-666-717	LIFE/DISB. INSURANCE 7.5% increase over prior year	617	690	462	742	52	7.50%
101-666-718	PENSION (Base Salary x 10%)	4,589	4,691	3,425	4,691	0	0
101-666-727	SUPPLIES (Paper Towels, Toilet Paper, Office Supplies)	1,113	2,000	1,183	2,000	0	0
101-666-731	WORKERS COMP INSURANCE From Invoice	628	824	0	824	1	0.06%
101-666-807	MEMBERSHIP DUES (Costco Memberships 1 @ \$120 Ea.)	120	120	120	120	0	0
101-666-812	CC TRIPS (Peoples Express)	5,737	4,500	3,803	6,000	1,500	33.33%
101-666-815	CC PROGRAMS (Instructors, Art Class, Movies on the Lake, Events)	11,670	10,000	7,430	12,000	2,000	20.00%
101-666-816	GROUPS/CLEANING/JANITORIAL SERVIC (\$800 Grass, \$125 Beds, \$2,500 Snow)	2,885	3,425	3,395	3,425	0	0
101-666-822	SENIOR NUTRITION	1,921	2,000	1,432	2,000	0	0
101-666-836	COMMUNITY EXPENSE (Donation Spend)	815	1,500	815	1,500	0	0
101-666-850	COMMUNICATION (Charter for Phones, Internet & TV @ \$230/Mth)	2,817	2,760	2,223	2,760	0	0
101-666-851	POSTAGE	196	250	141	250	0	0
101-666-860	FUEL & MILEAGE	0	200	0	200	0	0
101-666-900	PRINTING & PUBLICATIONS	0	650	0	650	0	0

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
101-666-910	INSURANCE & BONDS	559	1,131	0	1,131	0	0
101-666-920	UTILITIES	2,592	2,800	2,590	2,800	0	0
101-666-922	Constellation, DTE, Sewer LATE FEES AND PENALTIES	805	125	0	125	0	0
101-666-929	GRANT EXPENSE	3,718	100	0	100	0	0
101-666-930	REPAIRS & MAINTENANCE	2,723	3,500	5,182	3,500	0	0
101-666-936	Terminix, Window cleaning and Various other repairs and maintenance. SOFTWARE	113	194	149	194	0	0
101-666-940	Micro Tech Anti Virus \$16.20 per month RENTAL EQUIPMENT	2,155	2,160	1,646	2,160	0	0
101-666-956	Copier Lease @ \$180/Mth) MISCELLANEOUS	0	500	245	500	0	0
101-666-970	EQUIPMENT	20	0	39	0	0	#DIV/0!
Totals for dept 666-COMMUNITY CENTER		107,866	129,190	81,933	133,441	4,251	3.29%
Dept 753-RECREATION BOARD							
101-753-727	SUPPLIES	208	0	180	0	0	#DIV/0!
101-753-768	PARK IMPROVEMENTS	0	0	0	10,000	10,000	#DIV/0!
101-753-931	North Village Improvements PARKS MAINTENANCE	332	5,000	399	5,000	0	0
Totals for dept 753-RECREATION BOARD		540	5,000	579	15,000	10,000	200.00%
Dept 754-LAND PRESERVATION							
101-754-727	SUPPLIES	0	0	0	0	0	#DIV/0!
101-754-810	CONSULTANTS	0	0	0	0	0	#DIV/0!



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
101-754-851	POSTAGE	0	0	0	0	0	#DIV/0!
101-754-900	PRINTING AND PUBLICATIONS	0	0	0	0	0	#DIV/0!
Totals for dept 754 - LAND PRESERVATION		0	0	0	0	0	#DIV/0!
Dept 850-TOWNSHIP CONTINGENCY							
101-850-905	CONTINGENCY FUNDS	0	0	0	0	0	#DIV/0!
Totals for dept 850-TOWNSHIP CONTINGENCY		0	0	0	0	0	#DIV/0!
Dept 900-CAPITAL OUTLAY							
101-900-970	EQUIPMENT	0	4,000	0	60,000	56,000	1400.00%
101-900-972	Indoor and Outdoor Self Serve Kiosks COMPUTER	1,949	1,000	99	2,000	1,000	100.00%
101-900-973	Assessing and Code Enforcement Computers SEWER IMPROVEMENTS	0	1,700	1,600	0	(1,700)	-100.00%
101-900-974	VEHICLES	0	0	0	10,000	10,000	#DIV/0!
101-900-975	Purchase vehicle from Police for Code Enforcement CONSTRUCTION	0	0	0	0	0	#DIV/0!
101-900-978	LAND ACQUISITION	15	8,303	8,303	0	(8,303)	-100.00%
Totals for dept 900-CAPITAL OUTLAY		1,964	15,003	10,002	12,000	(3,003)	-20.02%
Dept 905-DEBT SERVICE							
101-905-985	PSB SHARE OF BOND PMT	90,051	83,334	87,046	89,774	6,440	7.73%
Totals for dept 905-DEBT SERVICE		90,051	83,334	87,046	89,774	6,440	7.73%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
Dept 999	TRANSFERS OUT						
101-999-999	TRANSFER OUT	0	0	0	0	0	#DIV/0!
Totals for dept 999-		0	0	0	0	0	#DIV/0!
TOTAL APPROPRIATIONS		1,246,572	1,398,565	979,633	1,441,965	43,400	3.10%
NET OF REVENUES/APPROPRIATIONS - FUND 1		356,541	(60,437)	180,979	(64,523)	(4,086)	6.76%
BEGINNING FUND BALANCE		789,348	1,145,889	1,145,889	1,085,452		
ENDING FUND BALANCE		1,145,889	1,085,452	1,326,868	1,020,930		
			Fund Bal % 78%		Fund Bal % 71%		

04/04/2019 03:31 PM  
User: JEN  
DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
EXP CHECK RUN DATES 04/10/2019 - 04/10/2019  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
BANK CODE: MIF

Page: 1/5

**OPEN**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 215 CLERK					
101-215-723.000	RECORD SEC	LISA LEMBLE	RECORDING SECRETARY SERVICE JAN-MARCH	1,550.00	
Total For Dept 215 CLERK				1,550.00	
Dept 228 INFORMATION TECHNOLOGY					
101-228-936.000	SOFTWARE	MICRO TECH SERVICES INC	APRIL 2019 ALL EMAIL LICENSES & TWP O	184.32	
101-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	APRIL 2019 ALL EMAIL LICENSES & TWP O	298.22	
Total For Dept 228 INFORMATION TECHNOLOGY				482.54	
Dept 247 BOARD OF REVIEW					
101-247-723.000	RECORD SEC	LISA LEMBLE	RECORDING SECRETARY SERVICE JAN-MARCH	1,320.00	
101-247-956.000	MISCELLANEOUS	BENJAMIN GRIFFIN	DINNER FOR BOARD OF REVIEW 3/14/19	35.49	
101-247-956.000	MISCELLANEOUS	THOMAS MONCHAK	LUNCH FOR BOARD OF REVIEW 3/12/19	18.86	
Total For Dept 247 BOARD OF REVIEW				1,374.35	
Dept 253 TREASURER					
101-253-803.000	LEGAL	PAUL E BURNS	LEGAL SERVICES FOR MARCH 2019	500.00	
101-253-803.000	LEGAL	PAUL E BURNS	LEGAL SERVICES FEB 2019	500.00	
101-253-860.000	FUEL & MILEAGE	EMILY HOFSESS	MILEAGE TO POST OFFICE, BANK & TREASU	128.53	
Total For Dept 253 TREASURER				1,128.53	
Dept 257 ASSESSING					
101-257-727.000	SUPPLIES	MICRO TECH SERVICES INC	LASERJET MULTI-FUNCTION PRINTER	372.25	
101-257-818.000	CONTRACTUAL SERVICES	ASSESSMENT ADMIN. SERVIC	ASSESSOR SERVICES APRIL 2019	8,045.00	
Total For Dept 257 ASSESSING				8,417.25	
Dept 265 HALL AND GROUNDS					
101-265-727.000		QUILL CORP	OFFICE SUPPLIES: PRINTER TONER, CALCU	137.45	
101-265-727.000	SUPPLIES	WASHTENAW CO EQUALIZATIO	E-SIZE DDA MAP	15.00	
101-265-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	OFFICE SMALL COPIER LEASE	65.23	
101-265-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	PD, OFFICE, WWTP & COM CTR COPIER LEA	191.01	
Total For Dept 265 HALL AND GROUNDS				408.69	
Dept 270 LEGAL/PROFESSIONAL					
101-270-800.000	OTHER PROFESSIONAL FEES	TREEMORE ECOLOGY & LAND	LAND PRESERVATION SERVICES FEB 2019	45.00	
101-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LABOR ATTORNEY FEES 2/4/19-2/27/19	137.50	
101-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LEGAL SERVICES 11/2/18-1/29/19	325.00	
101-270-803.000	LEGAL	PAUL E BURNS	LEGAL SERVICES FOR MARCH 2019	6,380.00	
101-270-803.000	LEGAL	PAUL E BURNS	LEGAL SERVICES FEB 2019	6,297.76	
101-270-927.000	ALLOCATE TO DEPARTMENTS	PAUL E BURNS	LEGAL SERVICES FOR MARCH 2019	(3,800.00)	
101-270-927.000	ALLOCATE TO DEPARTMENTS	PAUL E BURNS	LEGAL SERVICES FEB 2019	(3,800.00)	
Total For Dept 270 LEGAL/PROFESSIONAL				5,585.26	
Dept 412 PLANNING/ZONING DEPT					
101-412-723.000	RECORD SEC	LISA LEMBLE	RECORDING SECRETARY SERVICE JAN-MARCH	1,365.00	
101-412-801.000	PLANNER FEES	MCKENNA ASSOCIATES	MASTER PLAN SERVICES FEB 2019	5,145.00	
101-412-801.000	PLANNER FEES	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES FEB 2019	4,163.00	
101-412-823.000	ZONING ADMINISTRATION	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES FEB 2019	1,725.00	
101-412-860.000	FUEL & MILEAGE	JAMES TURNER	CODE ENFORCEMENT MILEAGE FEB 2019	47.56	
101-412-860.000	FUEL & MILEAGE	LARRY ROMAN	TRAINING 3/13/19 ROUND-TRIP TO FRANKE	85.26	
101-412-957.000	TRAINING & DEVELOPMENT	MICHIGAN ASSOC. OF PLANN	SPRING INSTITUTE REGISTRATION - CHICK	150.00	
101-412-957.000	TRAINING & DEVELOPMENT	MICHIGAN ASSOC. OF PLANN	SPRING INSTITUTE REGISTRATION - IAQUI	150.00	
Total For Dept 412 PLANNING/ZONING DEPT				12,830.82	

04/04/2019 03:31 PM

User: JEN

DB: Northfield

## INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

Page: 2/5

EXP CHECK RUN DATES 04/10/2019 - 04/10/2019

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: MIF

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 448 STREET LIGHTS					
101-448-920.000	UTILITIES	DTE ENERGY	STREETLIGHTS 3/1/19-3/31/19	2,594.33	
		Total For Dept 448 STREET LIGHTS		2,594.33	
Dept 666 COMMUNITY CENTER					
101-666-850.000	COMMUNICATION	CHARTER COMMUNICATIONS	COM CTR TV, PHONES & INTERNET 4/4/19-	253.42	
101-666-920.000	UTILITIES	DTE ENERGY	9101 MAIN ST 1/24/19-3/22/19	276.73	
101-666-936.000	SOFTWARE	MICRO TECH SERVICES INC	APRIL 2019 ALL EMAIL LICENSES & TWP O	3.98	
101-666-936.000	SOFTWARE	MICRO TECH SERVICES INC	COM CTR APRIL 2019 ANTIVIRUS MGMT	17.10	
101-666-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	PD, OFFICE, WWTP & COM CTR COPIER LEA	179.58	
		Total For Dept 666 COMMUNITY CENTER		730.81	
Dept 753 RECREATION BOARD					
101-753-931.000	PARK MAINITENANCE	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 4/1/19-4/30/19	17.46	
		Total For Dept 753 RECREATION BOARD		17.46	
		Total For Fund 101 GENERAL FUND		35,120.04	
Fund 207 LAW ENFORCEMENT FUND					
Dept 270 LEGAL/PROFESSIONAL					
207-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LABOR ATTORNEY FEES 2/4/19-2/27/19	650.00	
207-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LEGAL SERVICES 11/2/18-1/29/19	4,702.50	
207-270-803.000	LEGAL	PAUL E BURNS	LEGAL SERVICES FOR MARCH 2019	3,300.00	
207-270-803.000	LEGAL	PAUL E BURNS	LEGAL SERVICES FEB 2019	3,300.00	
		Total For Dept 270 LEGAL/PROFESSIONAL		11,952.50	
Dept 301 OPERATING COSTS					
207-301-727.000		ARBOR SPRINGS WATER CO I	PD 4 - 5 GAL ARTESIAN WATER & RENTAL	40.00	
207-301-727.000	SUPPLIES	BATTERIES PLUS BULBS #38	12PK 3V LITHIUM	24.99	
207-301-727.000	SUPPLIES	PETER'S HARDWARE HAMBURG	INVOICE # 13684: DRILL BIT SET, TOOL	47.83	
207-301-820.000	DISPATCH SERVICES	WASHTENAW COUNTY TREASUR	DISPATCH SERVICES APRIL 2019	5,437.25	
207-301-850.000	COMMUNICATION	NEXTIVA INC.	PD & FD PHONES 5/1/19-5/31/19	715.63	
207-301-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	PD, OFFICE, WWTP & COM CTR COPIER LEA	217.39	
207-301-972.000	COMPUTER	MICRO TECH SERVICES INC	APRIL 2019 ALL EMAIL LICENSES & TWP O	77.90	
207-301-972.000	COMPUTER	MICRO TECH SERVICES INC	PD APRIL 2019: OFF-SITE BACKUP, MGMT	189.52	
		Total For Dept 301 OPERATING COSTS		6,750.51	
Dept 333 TRANSPORTATION					
207-333-860.000	FUEL & MILEAGE	SHANNON CLARK	TRAINING IN TAYLOR, MI 3/12/19 - ROUN	52.43	
207-333-860.000	FUEL & MILEAGE	SUE HAMILTON	TRAINING IN TAYLOR, MI 3/13/19 - ROUN	52.43	
207-333-930.000	REPAIRS & MAINTENANCE	AUTO ONE	2014 EXPLORER - WINDSHIELD	179.95	
207-333-930.000	REPAIRS & MAINTENANCE	CREATIVE CARS INC	2015 EXPLORER ROTATE TIRES	28.00	
207-333-930.000	REPAIRS & MAINTENANCE	CREATIVE CARS INC	2015 EXPLORER OIL CHANGE	53.57	
207-333-930.000	REPAIRS & MAINTENANCE	CREATIVE CARS INC	2015 TAHOE LT OIL CHANGE	74.48	
207-333-930.000	REPAIRS & MAINTENANCE	VAL'S SERVICE STATION	2017 TAHOE - FRONT BREAKS & ROTORS	629.94	
		Total For Dept 333 TRANSPORTATION		1,070.80	
		Total For Fund 207 LAW ENFORCEMENT FUND		19,773.81	
Fund 216 MEDICAL RESCUE FUND					
Dept 226 PERSONNEL					
216-226-730.000	MEDICAL TESTING	OCCUPATIONAL HEALTH CENT	FIRE FIGHTER PHYSICAL - SAM WALSH	193.50	
216-226-957.000	TRAINING & DEVELOPMENT	ANN ARBOR TWP FIRE DEPT	JACOB DENTEL - ICE RESCUE PROGRAM	75.00	
		Total For Dept 226 PERSONNEL		268.50	

04/04/2019 03:31 PM

User: JEN

DB: Northfield

## INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

EXP CHECK RUN DATES 04/10/2019 - 04/10/2019

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: MIF

Page: 3/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 216 MEDICAL RESCUE FUND					
Dept 301 OPERATING COSTS					
216-301-727.000	SUPPLIES	ARBOR SPRINGS WATER CO I	FD 1 - 5 GAL ARTESIAN WATER	6.50	
216-301-727.000	SUPPLIES	BOUND TREE MEDICAL LLC	LANCETS, TAPE, INSTA-GLUCOSE, RING CU	145.74	
216-301-727.000	SUPPLIES	ZOLL MEDICAL CORPORATION	LIFEBAND 3 PK	836.18	
216-301-820.000	DISPATCH SERVICES	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES APR 2019	918.82	
216-301-850.000	COMMUNICATION	NEXTIVA INC.	PD & FD PHONES 5/1/19-5/31/19	290.00	
216-301-972.000	COMPUTER	MICRO TECH SERVICES INC	APRIL 2019 ALL EMAIL LICENSES & TWP O	81.88	
216-301-972.000	COMPUTER	MICRO TECH SERVICES INC	FD APRIL 2019: MGMT SERVICES	22.80	
Total For Dept 301 OPERATING COSTS				2,301.92	
Dept 333 TRANSPORTATION					
216-333-930.000	REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS - FD	OIL ABSORBENT	174.60	
216-333-930.000	REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS - FD	XTRACLEAR	22.76	
216-333-930.000	REPAIRS & MAINTENANCE	FIRE WRENCH OF MICHIGAN,	ENGINE 82 REPAIR TO LADDER RACK	401.79	
216-333-930.000	REPAIRS & MAINTENANCE	SCHAFER & BIERLEIN	REPAIR TO VEHICLE CLIPPED BY FIRE TRU	360.19	
Total For Dept 333 TRANSPORTATION				959.34	
Total For Fund 216 MEDICAL RESCUE FUND				3,529.76	
Fund 217 PSB - RENTAL PROPERTY FUND					
Dept 000					
217-000-908.000	RENTAL REIMBURSEMENT	LAWNET	CONSTRUCTION REIMBURSEMENT APRIL 2019	810.84	
Total For Dept 000				810.84	
Total For Fund 217 PSB - RENTAL PROPERTY FUND				810.84	
Fund 287 BUILDING DEPARTMENT FUND					
Dept 261 GOVERNMENT SHARED SERVICES					
287-261-725.000	BUILDING INSPECTIONS	PITTSFIELD TOWNSHIP	BLDG INSPECTIONS FEB 2019	880.00	
287-261-737.000	PLAN REVIEW	PITTSFIELD TOWNSHIP	BLDG INSPECTIONS FEB 2019	580.20	
Total For Dept 261 GOVERNMENT SHARED SERVICES				1,460.20	
Total For Fund 287 BUILDING DEPARTMENT FUND				1,460.20	
Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022					
Dept 301 OPERATING COSTS					
370-301-930.000	REPAIRS & MAINTENANCE	HOME DEPOT CREDIT SERVIC	WAGNER CHARGE 03/04/19: FAUCET	73.00	
370-301-930.000	REPAIRS & MAINTENANCE	PURE WINDOW WASHING	PSB ENTRANCEWAY 3/12/19	10.00	
370-301-930.000	REPAIRS & MAINTENANCE	PURE WINDOW WASHING	PSB ENTRANCEWAY 3/27/19	10.00	
Total For Dept 301 OPERATING COSTS				93.00	
Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022				93.00	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 000					
571-000-302.000	BOND PAYABLE - 1992	US BANK, N.A.	2004B LGLP-SRS-NORTHFIELD TWP #5	45,000.00	
Total For Dept 000				45,000.00	
Dept 226 PERSONNEL					
571-226-957.000	TRAINING & DEVELOPMENT	MICHAEL SPIRL	MILEAGE ROUND-TRIP TO CONFERENCE IN F	150.80	
Total For Dept 226 PERSONNEL				150.80	
Dept 228 INFORMATION TECHNOLOGY					
571-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	APRIL 2019 ALL EMAIL LICENSES & TWP O	7.96	
571-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	WWTP APRIL 2019: MGMT SERVICES & ANTI	37.90	

04/04/2019 03:31 PM  
User: JEN  
DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
EXP CHECK RUN DATES 04/10/2019 - 04/10/2019  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
BANK CODE: MIF

Page: 4/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 571 WASTEWATER TREATMENT FUND					
Dept 228 INFORMATION TECHNOLOGY					
Total For Dept 228 INFORMATION TECHNOLOGY				45.86	
Dept 301 OPERATING COSTS					
571-301-740.000	OPERATING SUPPLIES	ELHORN ENGINEERING CO.	EL-CHLOR 5 GAL CARBOY (12)	272.00	
571-301-817.000	LAB & TESTING	BRIGHTON ANALYTICAL ASSO	SELENIUM, AMMONIA & PHOSPHORUS	60.00	
571-301-819.000	COLLECTION SYS ANNUAL MAINT	HAMBURG TOWNSHIP	STATOR & LINER, GOOSENECK GROMMET	143.50	
571-301-850.000	COMMUNICATION	CHARTER COMMUNICATIONS	WWTP PHONES & INTERNET 4/6/19-5/5/19	274.93	
571-301-929.000	GRANT EXPENSE	TETRA TECH INC	SAW GRANT - PROFESSIONAL SERVICES	16,529.26	
571-301-930.000	REPAIRS & MAINTENANCE	GLOBAL EQUIPMENT COMPANY	6-WHEEL PLATFORM TRUCK	523.42	
571-301-930.000	REPAIRS & MAINTENANCE	GRAINGER, INC.	6 FUSES	638.90	
571-301-930.000	REPAIRS & MAINTENANCE	HONOR-PLUMBING & SEWER S	INSTALL VALVES AND HOSE CONNECTION	300.00	
571-301-930.000	REPAIRS & MAINTENANCE	JOE RAICA EXCAVATING, IN	WATER MAIN REPAIR	2,934.18	
571-301-930.000	REPAIRS & MAINTENANCE	KENNEDY INDUSTRIES INC	2 CHLOROPRENE PLUGS	1,460.06	
571-301-930.000	REPAIRS & MAINTENANCE	UIS SCADA	TROUBLESHOOT BOILER OVERTEMP ISSUE -	278.00	
571-301-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	PD, OFFICE, WWTP & COM CTR COPIER LEA	131.22	
Total For Dept 301 OPERATING COSTS				23,545.47	
Dept 528 O & M - BOND & INTEREST					
571-528-989.000	INTEREST 1992 BOND	US BANK, N.A.	2004B LGLP-SRS-NORTHFIELD TWP #5	4,275.00	
Total For Dept 528 O & M - BOND & INTEREST				4,275.00	
Total For Fund 571 WASTEWATER TREATMENT FUND				73,017.13	

04/04/2019 03:31 PM

User: JEN

DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

EXP CHECK RUN DATES 04/10/2019 - 04/10/2019

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: MIF

Page: 5/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 101 GENERAL FUND	35,120.04
Fund 207 LAW ENFORCEME	19,773.81
Fund 216 MEDICAL RESCU	3,529.76
Fund 217 PSB - RENTAL	810.84
Fund 287 BUILDING DEPA	1,460.20
Fund 370 PUBLIC SAFETY	93.00
Fund 571 WASTEWATER TR	73,017.13

Total For All Funds:	133,804.78
----------------------	------------

04/04/2019 09:31 AM  
User: JEN  
DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
CHECK DATE FROM 03/07/2019 - 04/04/2019  
Banks: MIF

PAID

Page 1/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
03/08/2019	MIF	415 (E) *#		PAYROLL	SUPERVISOR WAGES	701.000	171	480.77
					SUPERVISOR FICA	715.000	171	36.79
					TOWNSHIP MANAGER WAGES	701.000	172	2,884.62
					ASST TO TOWNSHIP MANAGER-CLERICAL	704.000	172	1,003.29
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	434.39
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	1,836.00
					GENERAL CLERK WAGES	701.000	215	480.77
					GENERAL DEPUTY CLERK WAGES	703.000	215	1,643.42
					GENERAL CLERK FICA	715.000	215	162.51
					GENERAL CLERK PENSION	718.000	215	164.34
					GENERAL TREASURER WAGES	701.000	253	480.77
					GENERAL DEPUTY TREASURER WAGES	703.000	253	1,520.00
					GENERAL CLERICAL WAGES	704.000	253	817.50
					GENERAL TREASURER FICA	715.000	253	215.60
					GENERAL TREASURER PENSION	718.000	253	152.00
					GENERAL JANITORIAL SALARIES	710.000	265	583.80
					GENERAL JANITORIAL FICA	715.000	265	44.66
					GENERAL PAYROLL FEE	727.000	265	34.95
					GENERAL ZONING SALARIES	701.000	412	676.80
					GENERAL ZBA WAGES	707.000	412	400.00
					GENERAL PLAN/ZBA/ZONING FICA	715.000	412	199.79
					ZONING PENSION	718.000	412	67.68
					PLANNING COMMISSION WAGES	726.000	412	600.00
					CODE ENFORCEMENT SALARIES	809.000	412	975.00
					GENERAL COMMUNITY CENTER DIRECTOR	701.000	666	1,804.31
					JANITORIAL SALARIES	710.000	666	320.00
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	158.31
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	180.43
				CHECK MIF 415(E) TOTAL FOR F				18,646.96
03/13/2019	MIF	44605	455449-1	APPLIED IMAGING	STAPLES FOR COPIER	727.000	265	49.98
03/13/2019	MIF	44606*#	1741714	ARBOR SPRINGS WATER CO INC	PSB 3 - 5 GAL ARTESIAN WATER & REN	727.000	265	19.50
			1741714		PSB 3 - 5 GAL ARTESIAN WATER & REN	940.000	265	14.00
				CHECK MIF 44606 TOTAL FOR FU				33.50
03/13/2019	MIF	44607	020119	ASSESSMENT ADMIN. SERVICES,	ASSESSING SERVICES FEB 2019	818.000	257	8,045.00
			3119		ASSESSING SERVICES MARCH 2019	818.000	257	8,045.00



04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 2/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
				CHECK MIF 44607 TOTAL FOR FU				16,090.00
03/13/2019	MIF	44612*#	0075124030119	CHARTER COMMUNICATIONS	PEG STATION & PD/FD CABLE BOXES 3/	850.000	265	10.51
03/13/2019	MIF	44614	9100 4059 5829	DTE ENERGY	STREETLIGHTS 2/1/19-2/28/19	920.000	448	2,595.15
03/13/2019	MIF	44621*#	3802	J & M LANDSCAPING	SALT APPLICATION & SNOW REMOVAL FE	816.000	265	5,750.00
			3802		SALT APPLICATION & SNOW REMOVAL FE	816.000	666	1,025.00
				CHECK MIF 44621 TOTAL FOR FU				6,775.00
03/13/2019	MIF	44622#	78	JAMES NELSON	VIDEO SERVICES DEC 2018	723.000	215	170.00
			79		VIDEO SERVICES JAN 2019	723.000	215	170.00
			80		VIDEO SERVICES FEB 2019	723.000	215	170.00
			78		VIDEO SERVICES DEC 2018	723.000	412	255.00
			79		VIDEO SERVICES JAN 2019	723.000	412	170.00
			80		VIDEO SERVICES FEB 2019	723.000	412	255.00
				CHECK MIF 44622 TOTAL FOR FU				1,190.00
03/13/2019	MIF	44623	276621	KENT COMMUNICATIONS INC	ASSESSMENT NOTICES 2019	851.000	257	59.00
			276621		ASSESSMENT NOTICES 2019	900.000	257	1,283.22
				CHECK MIF 44623 TOTAL FOR FU				1,342.22
03/13/2019	MIF	44626	MILEAGE	LEISA DEVANEY	POST OFFICE 12/18/18-3/6/19	860.000	253	38.98
03/13/2019	MIF	44627	MILEAGE	MARY BIRD	MILEAGE FOR FEBRUARY 2019	860.000	412	48.72
03/13/2019	MIF	44628	21601-28	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES JAN 201	609.000	412	700.00
			21601-28		PLANNING & ZONING SERVICES JAN 201	801.000	412	4,849.00
			21815-6		MASTER PLAN SERVICES JAN 2019	801.000	412	1,960.00
			21601-28		PLANNING & ZONING SERVICES JAN 201	823.000	412	1,620.00
				CHECK MIF 44628 TOTAL FOR FU				9,129.00
03/13/2019	MIF	44629*#	32454	MICRO TECH SERVICES INC	ANTI-VIRUS MGMT, OFF-SITE BACKUP &	936.000	228	60.00
			32454		ANTI-VIRUS MGMT, OFF-SITE BACKUP &	948.000	228	594.26
			32455		COM CTR ANTI-VIRUS MGMT 3/1/19-3/3	936.000	666	17.10
				CHECK MIF 44629 TOTAL FOR FU				671.36
03/13/2019	MIF	44630#	0002351234	MLIVE MEDIA GROUP	ADS FOR FEB 2019	900.000	101	151.63

04/04/2019 09:31 AM  
User: JEN  
DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
CHECK DATE FROM 03/07/2019 - 04/04/2019  
Banks: MIF

Page 3/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
			0002351234		ADS FOR FEB 2019	900.000	247	640.00
			0002351234		ADS FOR FEB 2019	900.000	412	364.14
			CHECK MIF 44630 TOTAL FOR FU					1,155.77
03/13/2019	MIF	44633*#	7900 0440 8028 914	NEOFUNDS	POSTAGE 12/3/18-3/12/19	851.000	191	15.05
			7900 0440 8028 914		POSTAGE 12/3/18-3/12/19	851.000	253	119.04
			7900 0440 8028 914		POSTAGE 12/3/18-3/12/19	851.000	257	121.50
			7900 0440 8028 914		POSTAGE 12/3/18-3/12/19	851.000	265	385.57
			7900 0440 8028 914		POSTAGE 12/3/18-3/12/19	851.000	412	79.97
			CHECK MIF 44633 TOTAL FOR FU					721.13
03/13/2019	MIF	44637*#	MULTIPLE	PETER'S HARDWARE HAMBURG - W	CHARGES 2/1/19-2/14/19: FLUORESCNE	930.000	666	19.67
03/13/2019	MIF	44641*#	1264	PURE WINDOW WASHING	COM CTR WINDOWS 3/1/19	930.000	666	58.00
03/13/2019	MIF	44642	5419276	QUILL CORP	OFFICE SUPPLIES: COPY PAPER, PAPER	727.000	265	176.40
03/13/2019	MIF	44645*#	379148547	U.S. BANK EQUIPMENT FINANCE	PD, OFFICE, WWTP & COM CTR COPIER	940.000	265	191.01
			379148547		PD, OFFICE, WWTP & COM CTR COPIER	940.000	666	179.58
			CHECK MIF 44645 TOTAL FOR FU					370.59
03/13/2019	MIF	44647	3312	WASHTENAW CO EQUALIZATION &	2019 SALES STUDY MAPS, ECF MAP, LA	727.000	257	95.00
03/13/2019	MIF	44649	0057799-1389-5	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 3/1/19-3/31	931.000	753	17.46
03/20/2019	MIF	44651*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	BRONZE PREMIUMS FOR APRIL 2019	716.000	215	1,411.74
			007011521-0002		BRONZE PREMIUMS FOR APRIL 2019	716.000	412	483.70
			CHECK MIF 44651 TOTAL FOR FU					1,895.44
03/20/2019	MIF	44652*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	SILVER PREMIUMS FOR APRIL 2019	716.000	172	1,785.56
			007011521-0001		SILVER PREMIUMS FOR APRIL 2019	716.000	666	698.27
			CHECK MIF 44652 TOTAL FOR FU					2,483.83
03/20/2019	MIF	44655*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR APRIL 2019	717.000	172	72.00
			TM05946124 0001		PREMIUMS FOR APRIL 2019	717.000	215	45.72
			TM05946124 0001		PREMIUMS FOR APRIL 2019	717.000	253	47.78
			TM05946124 0001		PREMIUMS FOR APRIL 2019	717.000	412	19.54
			TM05946124 0001		PREMIUMS FOR APRIL 2019	717.000	666	51.28

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 4/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
CHECK MIF 44655 TOTAL FOR FU								236.32
03/22/2019	MIF	416(E)*#		PAYROLL	TRUSTEE SALARIES	701.000	101	2,500.00
					TRUSTEE FICA	715.000	101	191.24
					SUPERVISOR WAGES	701.000	171	480.77
					SUPERVISOR FICA	715.000	171	36.78
					TOWNSHIP MANAGER WAGES	701.000	172	2,884.62
					ASST TO TOWNSHIP MANAGER-CLERICAL	704.000	172	1,197.32
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	466.79
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	2,065.50
					GENERAL CLERK WAGES	701.000	215	480.77
					GENERAL DEPUTY CLERK WAGES	703.000	215	1,643.42
					GENERAL CLERK FICA	715.000	215	162.50
					GENERAL CLERK PENSION	718.000	215	164.34
					BOARD OF REVIEW FEE	706.000	247	81.00
					SOCIAL SECURITY	715.000	247	6.18
					GENERAL TREASURER WAGES	701.000	253	480.77
					GENERAL DEPUTY TREASURER WAGES	703.000	253	1,520.00
					GENERAL CLERICAL WAGES	704.000	253	952.50
					GENERAL TREASURER FICA	715.000	253	225.93
					GENERAL TREASURER PENSION	718.000	253	152.00
					GENERAL PAYROLL FEE	727.000	265	33.36
					GENERAL ZONING SALARIES	701.000	412	676.80
					GENERAL PLAN/ZBA/ZONING FICA	715.000	412	145.29
					ZONING PENSION	718.000	412	67.68
					PLANN COMM	726.000	412	400.00
					CODE ENFORCEMENT SALARIES	809.000	412	862.50
					GENERAL COMMUNITY CENTER DIRECTOR	701.000	666	1,804.31
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	133.82
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	180.43
CHECK MIF 416(E) TOTAL FOR F								20,285.08
03/27/2019	MIF	44661*#	1307118	APPLIED IMAGING	OFFICE & PD COPIER MAINT AGREEMENT	727.000	265	171.38
			1307119		WWTP & COM CTR COPIER MAINT AGREEM	727.000	666	47.59
CHECK MIF 44661 TOTAL FOR FU								218.97
03/27/2019	MIF	44668*#	XXXX XXXX XXXX 337	STAPLES CREDIT PLAN	OFFICE & FD SUPPLIES: CHARGES 2/26	727.000	265	144.18

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 5/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
04/04/2019	MIF	44673*#	1000 0973 9812	CONSUMERS ENERGY	9101 MAIN ST 2/21/19-3/20/19	920.000	666	103.87
04/04/2019	MIF	44681	24441414	GREAT AMERICA FINANCIAL SVCS	COLOR PRINTER LEASE	940.000	265	31.73
04/04/2019	MIF	44683	N7625839	MAILFINANCE	MAIL MACHINE LEASE 1/12/19-4/11/19	940.000	265	420.36
04/04/2019	MIF	44685#	XXXX XXXX XXXX 589	PNC BANK	C WILSON 2/16/19-3/6/19: WHITE PAG	957.000	172	25.00
			XXXX XXXX XXXX 589		C WILSON 2/16/19-3/6/19: WHITE PAG	957.000	253	35.00
			XXXX XXXX XXXX 589		C WILSON 2/16/19-3/6/19: WHITE PAG	727.000	265	14.95
				CHECK MIF 44685 TOTAL FOR FU				74.95
04/04/2019	MIF	44686*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 2/16/19-3/15/19: ICE MELT,	850.000	265	45.00
04/04/2019	MIF	44689	9826760894	VERIZON WIRELESS MESSAGING S	TWP MGR CELL SERVICE 2/24/19-3/23/	850.000	172	50.80
				Total for fund 101 GENERAL FUND				85,225.93

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 6/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
03/08/2019	MIF	415 (E) *#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	3,118.73
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	21,779.15
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	3,510.40
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	1,885.28
					JANITORIAL SALARIES	710.000	226	680.00
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	2,929.56
					LAW ENFORCEMENT FICA	715.000	226	2,580.44
					PENSION	718.000	226	2,563.04
					LAW ENFORCEMENT PAYROLL FEE	727.000	301	39.42
				CHECK MIF 415(E) TOTAL FOR F				39,086.02
03/13/2019	MIF	44602	REIMBURSE	ADAM TARDIF	SHOP VAC & FILTER	727.000	301	78.38
03/13/2019	MIF	44606*#	1734809	ARBOR SPRINGS WATER CO INC	PD 5 - 5 GAL ARTESIAN WATER & RENT	727.000	301	46.50
03/13/2019	MIF	44608	138255	AUTO ONE	2014 EXPLORER REPLACE WINDSHIELD	930.000	333	179.95
03/13/2019	MIF	44612*#	0075124030119	CHARTER COMMUNICATIONS	PEG STATION & PD/FD CABLE BOXES 3/	850.000	301	30.00
03/13/2019	MIF	44613	24475	CREATIVE CARS INC	2013 TAURUS INSTALL FUEL PUMP	930.000	333	837.00
			24488		2015 TAHOE OIL CHANGE	930.000	333	53.48
			24494		2013 TAURUS REPAIR TO SKID PLATE	930.000	333	248.50
			24499		2014 EXPLORER WHEEL REPAIR	930.000	333	112.00
				CHECK MIF 44613 TOTAL FOR FU				1,250.98
03/13/2019	MIF	44629*#	32435	MICRO TECH SERVICES INC	PRE-OWNED LENOVO M73 WORKSTATION	972.000	301	150.00
			32456		PD ANTI-VIRUS MGMT, MICROSOFT OFFI	972.000	301	189.52
				CHECK MIF 44629 TOTAL FOR FU				339.52
03/13/2019	MIF	44633*#	7900 0440 8028 914	NEOFUNDS	POSTAGE 12/3/18-3/12/19	851.000	301	15.00
03/13/2019	MIF	44634*	19638656404	NEXTIVA INC.	FD & PD PHONES 4/1/19-4/30/19	850.000	301	758.78
03/13/2019	MIF	44640	238453	PUBLIC AGENCY TRAINING COUNC	ROBERTS TRAINING: MANAGING THE PRO	206.000	000	325.00
03/13/2019	MIF	44645*#	379148547	U.S. BANK EQUIPMENT FINANCE	PD, OFFICE, WWTP & COM CTR COPIER	940.000	301	217.39
03/13/2019	MIF	44646	34920	VAL'S SERVICE STATION	TAHOE - OIL CHANGE	930.000	333	59.95

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 7/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
03/13/2019	MIF	44648	MUNIS 3158	WASHTENAW COUNTY TREASURER O	DISPATCH SERVICES MARCH 2019	820.000	301	5,437.25
03/20/2019	MIF	44651*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	BRONZE PREMIUMS FOR APRIL 2019	716.000	226	(2.51)
03/20/2019	MIF	44652*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	SILVER PREMIUMS FOR APRIL 2019	716.000	226	6,181.13
03/20/2019	MIF	44655*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR APRIL 2019	717.000	226	546.34
03/20/2019	MIF	44659	106297803	ULINE	COTTON-TIP APPLICATORS	727.000	301	72.25
03/20/2019	MIF	44660	9825530928	VERIZON WIRELESS MESSAGING S	PD CELL SERVICE 2/5/19-3/4/19	850.000	301	197.56
03/22/2019	MIF	416(E)*#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	2,988.00
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	17,733.19
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	3,510.40
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	2,756.40
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	2,297.20
					LAW ENFORCEMENT FICA	715.000	226	2,219.70
					PENSION	718.000	226	2,379.92
					LAW ENFORCEMENT PAYROLL FEE	727.000	301	37.62
				CHECK MIF 416(E) TOTAL FOR F				33,922.43
03/26/2019	MIF	417(E)#		PAYROLL	LAW ENFORCEMENT FULL TIME WAGES	702.000	226	16,792.34
					SOCIAL SECURITY	715.000	226	1,361.12
					PENSION	718.000	226	982.62
					SIGNING BONUS	734.000	226	1,000.00
					SUPPLIES	727.000	301	46.80
				CHECK MIF 417(E) TOTAL FOR F				20,182.88
03/27/2019	MIF	44661*#	1307118	APPLIED IMAGING	OFFICE & PD COPIER MAINT AGREEMENT	727.000	301	29.07
03/27/2019	MIF	44666	1131516	DES MOINES STAMP MFG CO	DATER STAMP	727.000	301	68.00
03/27/2019	MIF	44668*#	XXXX XXXX XXXX 337	STAPLES CREDIT PLAN	OFFICE & FD SUPPLIES: CHARGES 2/26	727.000	301	244.57
04/04/2019	MIF	44686*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 2/16/19-3/15/19: ICE MELT,	727.000	301	130.48
04/04/2019	MIF	44688	551-533656	STATE OF MICHIGAN	SEX OFFENDER REGISTRATIONS FEB 201	214.000	000	60.00

04/04/2019 09:31 AM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 8/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 207 LAW ENFORCEMENT FUND									
			551-534243		LIVE SCAN FEB 2019	214.000	000	43.25	
				CHECK MIF 44688 TOTAL FOR FU					103.25
04/04/2019	MIF	44690	5006033389	WELLS FARGO FINANCIAL LEASIN	PD PRINTER LEASES 3/8/9-4/7/19	972.000	301	209.68	
04/04/2019	MIF	44691	58417000	WEX BANK	PD FUEL CHARGES MARCH 2019	860.000	333	1,452.74	
Total for fund 207 LAW ENFORCEMENT FUND								111,162.59	

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 9/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
03/08/2019	MIF	415 (E) *#		PAYROLL	FIRE CHIEF SALARY	701.000	226	3,413.71
					FIRE PART-TIME WAGES	702.000	226	5,208.00
					FIRE ADMIN WAGES	705.000	226	141.44
					FIRE PAID-ON-CALL WAGES	708.000	226	2,262.80
					FIRE FICA	715.000	226	858.44
					FIRE PENSION	718.000	226	341.37
					FIRE TRAINING WAGES	958.000	226	351.00
					FIRE PAYROLL FEE	727.000	301	58.76
				CHECK MIF 415 (E) TOTAL FOR F				12,635.52
03/13/2019	MIF	44603	2716-285597	ADVANCE AUTO PARTS - FD	FD SUPPLIES: MAX WASH & WINDSHIELD	930.000	333	13.22
03/13/2019	MIF	44606*#	1734808	ARBOR SPRINGS WATER CO INC	FD 2 - 5 GAL ARTESIAN WATER	727.000	301	13.00
03/13/2019	MIF	44609	342134	BOULLION SALES, INC.	CHAINSAW & CHAIN	727.000	301	260.82
			342485		REPAIR TO CARBURETOR	930.000	301	157.75
				CHECK MIF 44609 TOTAL FOR FU				418.57
03/13/2019	MIF	44612*#	0075124030119	CHARTER COMMUNICATIONS	PEG STATION & PD/FD CABLE BOXES 3/	850.000	301	15.00
03/13/2019	MIF	44615	INV06765	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES MARCH 20	820.000	301	918.82
03/13/2019	MIF	44616	0016856-IN	GEARGRID CORPORATION	TOOL GRID, SHIM BRKT, AXE HEAD HOL	970.000	900	1,880.00
03/13/2019	MIF	44618	XXXX XXXX XXXX 367	HOME DEPOT CREDIT SERVICES	CHARGES FEB 2019	727.000	301	28.32
03/13/2019	MIF	44621*#	3802	J & M LANDSCAPING	SALT APPLICATION & SNOW REMOVAL FE	816.000	265	485.00
03/13/2019	MIF	44629*#	32457	MICRO TECH SERVICES INC	FD MANAGED SERVICES 3/1/19-3/31/19	972.000	301	22.80
03/13/2019	MIF	44631	47733116	MOORE MEDICAL LLC	OXYGEN MASK, RESUCITATOR, GLOVES,	727.000	301	79.01
			47744525		NITRILE GLOVES	727.000	301	10.32
			47739724		NITRIL GLOVES, CANNULA, OXYGEN MAS	727.000	301	293.71
				CHECK MIF 44631 TOTAL FOR FU				383.04
03/13/2019	MIF	44634*	19638656404	NEXTIVA INC.	FD & PD PHONES 4/1/19-4/30/19	850.000	301	260.00
03/13/2019	MIF	44636	500133	PETER'S HARDWARE HAMBURG - F	INV 13476: WINDSHIEL FLUID & HALOG	727.000	301	21.96



04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

Page 10/20

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
03/13/2019	MIF	44643	2019-200	SUPERIOR TWP FIRE DEPT	10% MATCHING FUNDS FOR SCBA GRANT	970.000	900	14,758.29
03/13/2019	MIF	44650	2017971	ZOLL MEDICAL CORPORATION	LIFEBAND 3 PK (2)	727.000	301	750.00
03/20/2019	MIF	44652*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	SILVER PREMIUMS FOR APRIL 2019	716.000	226	1,545.66
03/20/2019	MIF	44655*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR APRIL 2019	717.000	226	83.13
03/20/2019	MIF	44656	21433	THE ACCUMED GROUP	FIRE SERVICE FEB 2019	818.000	301	28.95
03/20/2019	MIF	44657*	XXXX XXXX XXXX 485	TRACTOR SUPPLY CREDIT PLAN	CHARGES 2/3 - 2/27/19: FD & PSB SU	727.000	301	78.18
03/22/2019	MIF	416(E)*#		PAYROLL	FIRE CHIEF SALARY	701.000	226	3,413.71
					FIRE PART-TIME WAGES	702.000	226	5,208.00
					FIRE ADMIN WAGES	705.000	226	190.40
					FIRE PAID-ON-CALL WAGES	708.000	226	1,738.03
					FIRE FICA	715.000	226	825.49
					FIRE PENSION	718.000	226	341.37
					FIRE TRAINING WAGES	958.000	226	396.50
					FIRE PAYROLL FEE	727.000	301	56.07
				CHECK MIF 416(E) TOTAL FOR F				12,169.57
03/27/2019	MIF	44662	P9287537	BATTERIES PLUS BULBS #389	12V ALKALINE BATTERIES	727.000	301	10.95
03/27/2019	MIF	44664	0080645031319	CHARTER COMMUNICATIONS	STATION 2 INTERNET 3/23/19-4/22/19	850.000	301	99.98
03/27/2019	MIF	44665	0335558-IN	CORRIGAN PROPANE CO.	STATION 2 - 476 GAL PROPANE	920.000	301	984.61
03/27/2019	MIF	44669	58220275	WEX BANK	FD FUEL CHARGES FEB 2019	860.000	333	1,024.16
04/04/2019	MIF	44676*#	9100 142 3069 2	DTE ENERGY	2727 E NORTH TERRITORIAL 2/20/19-3	920.000	301	148.65
04/04/2019	MIF	44686*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 2/16/19-3/15/19: ICE MELT,	741.000	301	7.88
			XXXX XXXX XXXX 327		WAGNER 2/16/19-3/15/19: ICE MELT,	930.000	333	37.31
				CHECK MIF 44686 TOTAL FOR FU				45.19
				Total for fund 216 MEDICAL RESCUE FUND				48,822.57

04/04/2019 09:31 AM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 11/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 217 PSB - RENTAL PROPERTY FUND								
03/13/2019	MIF	44625	REFUND 9	LAWNET	CONSTRUCTION REFUND MARCH 2019	908.000	000	810.84
03/20/2019	MIF	44653*#	9100 212 3306 9	DTE ENERGY	8350 MAIN ST. 1/24/19-2/20/19	920.000	000	154.08
04/04/2019	MIF	44673*#	1000 0012 0517	CONSUMERS ENERGY	8350 MAIN ST 2/21/19-3/20/19	920.000	000	162.53
04/04/2019	MIF	44676*#	9100 212 3306 9	DTE ENERGY	8350 MAIN ST 2/21/19-3/22/19	920.000	000	166.90
Total for fund 217 PSB - RENTAL PROPERTY FUND								1,294.35

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 12/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 287 BUILDING DEPARTMENT FUND								
03/08/2019	MIF	415 (E) *#		PAYROLL	BUILDING SALARIES	703.000	226	1,015.20
					BUILDING FICA	715.000	226	73.07
					BUILDING PENSION	718.000	226	101.52
				CHECK MIF 415 (E) TOTAL FOR F				1,189.79
03/13/2019	MIF	44612*#	0083748030119	CHARTER COMMUNICATIONS	BLDG DEPT PHONES & PSB PHONES AND	850.000	301	39.99
03/13/2019	MIF	44638	0000004869	PITTSFIELD TOWNSHIP	BUILDING INSPECTIONS JANUARY 2019	725.000	261	1,580.00
			0000004869		BUILDING INSPECTIONS JANUARY 2019	737.000	261	1,332.06
				CHECK MIF 44638 TOTAL FOR FU				2,912.06
03/20/2019	MIF	44651*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	BRONZE PREMIUMS FOR APRIL 2019	716.000	226	725.54
03/20/2019	MIF	44654	REFUND	FIRE CLASS LLC	PERMIT PH190022 CANCELLED	488.000	000	125.00
03/20/2019	MIF	44655*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR APRIL 2019	717.000	226	29.31
03/22/2019	MIF	416 (E) *#		PAYROLL	BUILDING SALARIES	703.000	226	1,015.20
					BUILDING FICA	715.000	226	73.07
					BUILDING PENSION	718.000	226	101.52
				CHECK MIF 416 (E) TOTAL FOR F				1,189.79
04/04/2019	MIF	44675	INSPECTIONS	DINO BONA	ELECTRICAL INSPECTIONS MARCH 2019	725.000	301	315.00
04/04/2019	MIF	44680	INSPECTIONS	ELECTRICAL CODE SERVICES LLC	ELECTRICAL INSPECTIONS MARCH 2019	725.000	301	270.00
04/04/2019	MIF	44682	INSPECTIONS	LEONARD DONALD CZINSKI	PLUMBING & HEATING INSPECTIONS MAR	725.000	301	1,395.00
				Total for fund 287 BUILDING DEPARTMENT FUND				8,191.48

04/04/2019 09:31 AM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 13/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 369 BLDG AUTH DEBT FUND - 2023								
03/27/2019	MIF	44667*#	OBLIGOR 34637817	PNC BANK, N.A.	2012 LIMITED BOND	942.000	905	230,000.00
			OBLIGOR 34637817		2012 LIMITED BOND	987.000	905	14,452.50
				CHECK MIF 44667 TOTAL FOR FU				<u>244,452.50</u>
					Total for fund 369 BLDG AUTH DEBT FUND - 2023			244,452.50

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

Page 14/20

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 370 PUBLIC SAFETY BLDG DEBT FD - 2022								
03/13/2019	MIF	44611	41610800	CARROT-TOP INDUSTRIES, INC.	POLYESTER U.S. FLAG	930.000	301	181.44
03/13/2019	MIF	44612*#	0049525022219	CHARTER COMMUNICATIONS	PSB INTERNET & PHONE 3/1/19-3/31/1	850.000	301	164.97
			0083748030119		BLDG DEPT PHONES & PSB PHONES AND	850.000	301	234.94
				CHECK MIF 44612 TOTAL FOR FU				399.91
03/13/2019	MIF	44621*#	3802	J & M LANDSCAPING	SALT APPLICATION & SNOW REMOVAL FE	816.000	301	3,600.00
03/13/2019	MIF	44624	2019-001	L&R WATERPROOFING & CAULKING	REAPPLICATION OF TOP COAT & ANTI-S	930.000	301	1,900.00
03/13/2019	MIF	44635	8314	O'DONNELL ELECTRIC, LLC	REPAIRS TO EXTERIOR LIGHTS	930.000	301	754.39
			8337		REMOVE & REPLACE BAD LAMPS- EXTERI	930.000	301	240.00
				CHECK MIF 44635 TOTAL FOR FU				994.39
03/13/2019	MIF	44641*#	1235	PURE WINDOW WASHING	PSB ENTRANCEWAY WINDOWS 2/14/19	930.000	301	10.00
			1262		PSB ENTRANCEWAY 3/1/19	930.000	301	10.00
				CHECK MIF 44641 TOTAL FOR FU				20.00
03/20/2019	MIF	44653*#	9100 212 3306 9	DTE ENERGY	8350 MAIN ST. 1/24/19-2/20/19	920.000	301	2,962.20
03/20/2019	MIF	44657*	XXXX XXXX XXXX 485	TRACTOR SUPPLY CREDIT PLAN	CHARGES 2/3 - 2/27/19: FD & PSB SU	727.000	301	31.45
03/27/2019	MIF	44663	31135	BRIGHTON CLEANING SUPPLIES	BOWL BRITE CLEANER	727.000	301	51.40
03/27/2019	MIF	44667*#	OBLIGOR 34637817	PNC BANK, N.A.	2012 UNLIMITED BOND	945.000	905	245,000.00
			OBLIGOR 34637817		2012 UNLIMITED BOND	994.000	905	2,878.75
				CHECK MIF 44667 TOTAL FOR FU				247,878.75
03/27/2019	MIF	44670	OBLIGOR 34637817	PNC BANK, N.A.	2012 UNLIMITED BOND	994.000	905	3,113.75
			OBLIGOR 34637817		2012 UNLIMITED BOND	994.000	905	2,878.75
			OBLIGOR 34637817		2012 UNLIMITED BOND	994.000	905	3,055.00
				CHECK MIF 44670 TOTAL FOR FU				9,047.50
04/04/2019	MIF	44671	734449030603	AT&T	ELEVATOR PHONE 2/26/19-3/25/19	850.000	301	84.83
04/04/2019	MIF	44672	0049525032219	CHARTER COMMUNICATIONS	PSB PHONE & INTERNET 4/1/19-4/30/1	850.000	301	164.97
04/04/2019	MIF	44673*#	1000 0012 0517	CONSUMERS ENERGY	8350 MAIN ST 2/21/19-3/20/19	920.000	301	1,643.39

04/04/2019 09:31 AM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 15/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 370 PUBLIC SAFETY BLDG DEBT FD - 2022								
04/04/2019	MIF	44676*#	9100 212 3306 9	DTE ENERGY	8350 MAIN ST 2/21/19-3/22/19	920.000	301	3,185.20
04/04/2019	MIF	44686*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 2/16/19-3/15/19: ICE MELT,	930.000	301	118.89
Total for fund 370 PUBLIC SAFETY BLDG DEBT FD								272,264.32

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 16/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
03/08/2019	MIF	415 (E) *#		PAYROLL	SEWER SUPERINTENDENT WAGES	701.000	226	2,545.68
					SEWER FULL-TIME WAGES	702.000	226	7,223.23
					SEWER FICA	715.000	226	772.96
					SEWER PENSION	718.000	226	976.88
					SEWER ON CALL/PAGER WAGES	747.000	226	420.00
					SEWER PAYROLL FEE	727.000	301	15.62
				CHECK MIF 415 (E) TOTAL FOR F				11,954.37
03/13/2019	MIF	44604	2716-285748	ADVANCE AUTO PARTS - WWTP	BATTERY FILLER, ELECTRICAL TAPE	930.000	301	15.78
03/13/2019	MIF	44610	0219-106392	BRIGHTON ANALYTICAL ASSOCIAT	SELENIUM, AMMONIA & PHOSPHORUS	817.000	301	60.00
03/13/2019	MIF	44617	308598	HAVILAND PRODUCTS COMPANY	CHLORINE, SULFUR DIOXIDE	740.000	301	845.03
03/13/2019	MIF	44619	20661	HONOR-PLUMBING & SEWER SERVI	WATER LINES TO PEX	930.000	301	4,959.00
03/13/2019	MIF	44629*#	32458	MICRO TECH SERVICES INC	WWTP ANTIVIRUS MGMT 3/1/19-3/31/19	948.000	228	37.90
03/13/2019	MIF	44632	419178	NCL OF WISCONSIN, INC.	RED VACUUM TUBING, VOLUMETRIC PIPE	740.000	301	253.45
03/13/2019	MIF	44633*#	7900 0440 8028 914	NEOFUNDS	POSTAGE 12/3/18-3/12/19	851.000	301	896.00
03/13/2019	MIF	44637*#	MULTIPLE	PETER'S HARDWARE HAMBURG - W	CHARGES 2/1/19-2/14/19: FLUORESCNE	930.000	301	57.43
03/13/2019	MIF	44639	520003	POWER VAC OF MICHIGAN, INC	VACTOR TRUCK - JET & VAC 3 LIFT ST	819.000	301	1,149.50
03/13/2019	MIF	44644	51407176	TETRA TECH INC	SAW GRANT - ENGINEER SERVICES THRU	929.000	301	10,484.06
			51382693		SAW GRANT ENGINEERING SERVICES THR	929.000	301	12,947.41
				CHECK MIF 44644 TOTAL FOR FU				23,431.47
03/13/2019	MIF	44645*#	379148547	U.S. BANK EQUIPMENT FINANCE	PD, OFFICE, WWTP & COM CTR COPIER	940.000	301	131.22
03/20/2019	MIF	44651*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	BRONZE PREMIUMS FOR APRIL 2019	716.000	226	4,112.07
03/20/2019	MIF	44652*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	SILVER PREMIUMS FOR APRIL 2019	716.000	226	1,452.11
03/20/2019	MIF	44655*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR APRIL 2019	717.000	226	261.80
03/20/2019	MIF	44658	530355699	UIS SCADA	TROUBLEHSOOT BLOWER #2, INSTALL RT	819.000	301	6,118.80

04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 17/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
03/22/2019	MIF	416(E)*#		PAYROLL	SEWER SUPERINTENDENT WAGES	701.000	226	2,545.68
					SEWER FULL-TIME WAGES	702.000	226	7,223.23
					SEWER OVERTIME	711.000	226	131.53
					SEWER FICA	715.000	226	796.40
					SEWER PENSION	718.000	226	976.88
					SEWER ON CALL/PAGER WAGES	747.000	226	420.00
					SEWER PAYROLL FEE	727.000	301	14.90
					SEWER COMMUNICATION PAY	850.000	301	175.00
				CHECK MIF 416(E) TOTAL FOR F				12,283.62
03/27/2019	MIF	44661*#	1307119	APPLIED IMAGING	WWTP & COM CTR COPIER MAINT AGREEM	727.000	301	16.46
04/04/2019	MIF	44673*#	1000 0950 4497	CONSUMERS ENERGY	427 E NORTH TERRITORIAL 2/16/19-3/	920.000	301	13.89
			1000 1171 6543		11500 LEMEN RD #B 2/22/19-3/21/19	920.000	301	260.86
			1000 0012 4642		11500 LEMEN RD #A 2/21/19-3/21/19	920.000	301	1,529.01
			1000 0950 4273		8076 WHITMORE LAKE RD 2/21/19-3/20	920.000	301	85.07
			1000 0950 4356		601 RAYMOND DR #GEN 2/23/19-3/20/1	920.000	301	85.61
			1000 0950 4588		7647 EDMUND ST. 2/21/19-3/20/19	920.000	301	85.61
			1000 1171 7061		11500 LEMEN RD #C 2/21/19-3/21/19	920.000	301	131.61
			1000 6159 0814		11615 E SHORE DR 2/21/19-3/21/19	920.000	301	17.24
				CHECK MIF 44673 TOTAL FOR FU				2,208.90
04/04/2019	MIF	44676*#	9100 116 7798 6	DTE ENERGY	427 E NORTH TERRITORIAL 2/20/19-3/	920.000	301	172.00
			9100 116 3078 7		9081 LAKE PINE DR 2/20/19-3/20/19	920.000	301	43.04
			9100 116 3105 8		9225 LAKE PINE DR 2/20/19-3/20/19	920.000	301	493.36
			9100 113 1384 8		10201 ELMCREST 1/19/19-3/20/19	920.000	301	38.80
			9100 116 3062 1		925 8 MILE RD 2/22/19-3/22/19	920.000	301	1,329.68
			9100 116 3026 6		11591 N SHORE DR 2/22/19-3/22/19	920.000	301	59.13
			9100 116 3052 2		11800 N MAIN ST 2/22/19-3/22/19	920.000	301	126.91
			9100 116 3093 6		7941 TURNBERRY DR 2/22/19-3/22/19	920.000	301	43.14
			9100 116 2973 0		8076 MAIN ST 2/22/19-3/22/19	920.000	301	136.74
			9100 116 2999 5		601 RAYMOND ST 2/22/19-3/22/19	920.000	301	66.61
			9100 116 3014 2		11380 N SHORE DR 2/22/19-3/22/19	920.000	301	94.59
			9100 113 1398 8		11502 LEMEN RD 1/24/19-3/22/19	920.000	301	33.41
			9100 116 7814 1		9457 LAKEPOINTE DR 1/24/19-3/22/19	920.000	301	32.86
			9100 116 2944 1		7647 EDMUND ST 2/22/19-3/22/19	920.000	301	81.55
			9100 116 2958 1		10201 ELMCREST RD. 2/22/19-3/22/19	920.000	301	44.06
			9100 141 5936 2		10597 9 MILE RD 1/23/19-3/21/19	920.000	301	41.60



04/04/2019 09:31 AM

User: JEN

DB: Northfield

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

Page 18/20

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
			9100 116 3039 9		11615 E SHORE DR 2/21/19-3/21/19	920.000	301	270.31
				CHECK MIF 44676 TOTAL FOR FU				3,107.79
04/04/2019	MIF	44679	9100 4000 5506	DTE ENERGY	PRIMARY SUPPLY RATE 2/20/19-3/19/1	920.000	301	5,594.32
04/04/2019	MIF	44684	MULTIPLE	PETER'S HARDWARE HAMBURG - W	CHARGES 3/7/19-3/25/19 SOAP, TANK	930.000	301	471.77
04/04/2019	MIF	44687#	XXXX XXXX XXXX 588	PNC BANK	WILLIS 2/20/19-3/1/19: CONFERENCE	957.000	226	400.00
			XXXX XXXX XXXX 588		WILLIS 2/20/19-3/1/19: CONFERENCE	930.000	301	659.50
				CHECK MIF 44687 TOTAL FOR FU				1,059.50
				Total for fund 571 WASTEWATER TREATMENT FUND				80,478.29

04/04/2019 09:31 AM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

Page 19/20

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 815 DIST # 5 SEVEN MILE SEWER - 2023								
03/27/2019	MIF	44667*#	OBLIGOR 34637817	PNC BANK, N.A.	2012 LIMITED BOND	306.000	000	50,000.00
			OBLIGOR 34637817		2012 LIMITED BOND	995.000	905	2,232.50
				CHECK MIF 44667 TOTAL FOR FU				52,232.50
					Total for fund 815 DIST # 5 SEVEN MILE SEWER -			52,232.50

04/04/2019 09:31 AM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 03/07/2019 - 04/04/2019

Banks: MIF

Page 20/20

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 825 WHITMORE LAKE SEWER DISTRICT - 2035								
03/13/2019	MIF	44620#	3584154102	HUNTINGTON NATIONAL BANK	2016 SPECIAL ASSESSMENT BOND - LIM	307.000	000	25,000.00
			3584154102		2016 SPECIAL ASSESSMENT BOND - LIM	986.000	905	10,946.89
				CHECK MIF 44620 TOTAL FOR FU				<u>35,946.89</u>
				TOTAL - ALL FUNDS	Total for fund 825 WHITMORE LAKE SEWER DISTRICT			35,946.89
								940,071.42

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

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

## March 2019

## Northfield Township Fire Department Statistical Report

Responses March 2019:	60
Responses March 2018:	72

Fire Calls:	15	
Structure Fires		4
Vehicle Fire		0
Fire Alarms		2
Outside fire		7
Smoke investigation		2

Emergency Medical Calls:	30	
Chest Pain		2
Difficulty Breathing		4
Unconscious/Cardiac Arrest		3
Diabetic/ Seizure		2
Trauma		4
Overdose		6
Abdominal pain		0
Other		11

Motor Vehicle Accidents:	11	
Injury Crashes		2
Unknown		9
Pin In		0

Public Service calls: 3

Electrical wire down	2
Oil Spill	1
Carbon Monoxide Alarm	0
Trees down	0
Citizen assist	0
Gas leak	0
Other	0

Mutual Aid Given 4


Ann Arbor Twp	Highway Crashes	3
Superior	Structure Fire	1
Salem	Structure Fire	1
Ann Arbor Twp	Structure Fire	1

Mutual Aid Received: 3

Ann Arbor Twp	Highway Crashes	2
Hamburg	Structure Fire Cancelled	1

Responses in hamlet area:	35
Responses in rural area:	13
Responses on Highway	9
Responses outside the township:	3

Average response time for the month: 6:08

  
William Wagner

# Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

## April 2019

### Director of Public Safety Board Communication

- 1. Fire department activity for March 2019:** March, again, was an average month for calls in the Township. We responded to several mutual aid calls for structure fire but were not very active at those calls getting cancelled on 2 of three. The assist to Ann Arbor Twp. was a station stand by while they extinguished a fire at Barton and M-14. We did have several Heroin overdoses requiring the administration of Narcan (PD) saving all three of their lives. Two of the three occurred in the same apartment several hours apart.
- 2. Fire Department training for March:** March training consisted of large area search and rescue scenarios. We also practiced patient/victim transfer methods for large buildings or elevated platforms such as 2<sup>nd</sup> or 3<sup>rd</sup> floor windows.
- 3. New Fire Truck on display:** The new truck is now in service and completed. We will have the truck on display for tonight's board meeting in the front parking lot as you enter the building. If you are able to get to the meeting a couple minutes early the Deputy and Assistant Chief will be there to show off our new equipment. We are very happy with the purchase so far.
- 4. Active Shooter Training:** I taught a modified version of ALICE (Alert, Lockdown, Inform, Counter and Evacuate) to the Regency of Whitmore Lake staff last month. I have already taught this same class to the Library staff and I am planning on taking Northfield Township Employee staff through the class soon. This is the class that all Washtenaw County School's staff have been through.

# **NORTHFIELD TOWNSHIP POLICE DEPARTMENT**

## **MONTHLY OPERATIONS REPORT**



**MARCH 2019**

## MARCH 2019 MONTHLY REPORT

Calls for Service	431
Arrests	7
Mutual Aid Assistance to Other Departments Inside the Township	3
Mutual Aid Assistance to Other Departments Outside the Township	3
Average Response Time	4.38

### NOTES & FACTS FROM THE DEPARTMENT

**DATA:** 69% of total complaints answered were in the hamlet area and 31% were handled throughout the rest of the township.

### TRAINING

FORMAL- Ofc. Howe – NRA Instructor & Range Safety Officer  
Clerk Hamilton & Clark – LEIN TAC Training  
Clerk Clark – Preliminary Breath Test Operator

IN-SERVICE- The Value Gap  
Mission, Vision, Core Values (1)  
Community Policing in the 21<sup>st</sup> Century (2)  
Firearms Training – Remington Shotgun  
Firearms training – Range Preparation

### MENTAL HEALTH INCIDENTS

In the month of March the Northfield Township Police Department was dispatched to 11 Mental Health calls including welfare checks and attempted suicide. Below you will find an account of a few.

- On March 9, 2019 a 36 year old female admitted taking several (90 -Hydroxyzine 25 MG) pills and stated she wanted to die. HVA transported to U of M and a NTPD Officer completed the petition.
- On March 31, 2019 an officer responded to Emerald Circle on a domestic violence call with the aggressor having left the scene. During the investigation it was learned that the aggressor, suffers from Bi-polar disorder and abuses alcohol. Witnesses stated the subject became aggressive for no apparent reason, hit his own head against the kitchen cabinets, punched holes in the wall, and did forcibly push his girlfriend several times into the wall. Further, officers were advised that the week previous he had attempted to commit suicide (no calls for police intervention were made at that time & no explanation of how the attempt was made was discussed). The officer was unable to locate the aggressor and the officer provided the victim with a safety option.

### ASSIST MEDICAL/FIRE DEPARTMENT

The Northfield Township Police Department was dispatched to 30 Assist Medical/Fire calls in the month of March.



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

- On March 9, 2019 an officer was dispatched to the 7000 block of Shady Beach. The caller could hear the neighbor screaming stating she wanted to leave. Upon arrival the officer found two subjects, a male and female outside the home. The officer took a statement from both parties and it was determined that domestic violence had taken place. The male was arrested and charges were authorized by the Washtenaw County Prosecutor's Office for Domestic Violence.

## **DRUG OVERDOSE**

### **4 Overdose Runs:**

- On March 2, 2019– Narcan Save --36 year old Female Possible Drug Overdose - caller administer Narcan before the officer arrived– the officer arrived and administered 2 doses of Narcan – subject became conscious and refused a hospital transport
- On March 10, 2019 –Narcan Save -22 year old female possible Drug Overdose – Officers administered 2 doses of Narcan and NTFD /HVA performed rescue breathing Subject was transported to U of M where she was eventually revived. Subject admitted she had taken a heroin/Xanax combination.
- On March 22, 2019– Narcan Save -Officers arrived to the 9400 block of Main St to discover a 36 year old male unconscious, with agonal breathing. After administering 2 doses of Narcan, Northfield Fire and HVA took over medical care and the subject was revived. The subject was transported to U of M.
- On March 22, 2019-Narcan Save-Officers arrived to the 9400 block of Main St to discover a 36 year old female unconscious with vomit on her face -2 doses of Narcan were administered and Northfield Fire began rescue breathing. The subject was transported to U of M. This subject had been with the male subject that had overdosed at the same location 2 hours earlier.

## **WARRANT ARREST**

- On March 13, 2019 an officer was dispatched to assist with an arrestee transport in Northfield Estates. The male subject had a felony warrant for Police Officer Assaulting/Resisting/Obstruction. The subject was transported to the Washtenaw County jail without incident.

## **OPERATING UNDER THE INFLUENCE OF ALCOHOL/LIQUOR**

- On March 4, 2019 officers were dispatched to the area of Seven Mile and Nollar Road for a white truck with snow plow in the ditch. An Officer responded to a vehicle in the ditch – when the officer arrived the vehicle was pulling out of the ditch and attempted to flee the scene. After another officer assisted, the vehicle was stopped and officers observed the driver displayed signs of intoxication. Further investigation revealed the driver's vehicle had struck property, and was heavily damaged, the driver was transported to the hospital for medical evaluation, where he also submitted to a blood test. The lab results were returned and the case has been forwarded to the prosecutor for charges.

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**3/1/2019 12:00:00 AM - 4/1/2019 12:00:00 AM**

Offense Code	Description	Incident Count
1178	CSC 4th Degree -Forcible Contact	1
1302	Agg/Fel Assault - Family - Other Weapon-Domestic	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	3
1384	Computer/Internet Used for Harassment, Threats	1
2103	Extortion - Threat to Injure Reputation	1
2305	Larceny - Personal Property from Vehicle - LFA	1
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	1
2602	Fraud - Swindle	1
2605	Fraud - Illegal Use of Credit Card	4
2609	Identity Theft	1
2677	Defrauding Hotels, Restaurants, Innkeeper, etc	2
2695	Obtaining Money Under False Pretenses	1
3078	Retail Fraud, Theft 3rd Degree	1
7384	Nuisance Ord - Open Burning	1
80412	Operating Under the Influence of Alcohol / Liquor OWI 2nd Offense	1
C2931	DWLS OPS License Suspended / Revoked	1
C2933	Vehicle Registration - Improper / Expired	2
C2934	Vehicle Insurance - None / Expired	5
C2935	DWLS 2nd OPS License Suspended / Revoked	2
C3010	Felony Arrest Warrant (Originating Agency)	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	1
C3101	Acc, Single Motor Vehicle	1
C3145	Property Damage Traffic Crash PDA	11
C3148	Motor Vehicle - Animal Traffic Crash	3
C3155	Personal Injury Traffic Crash PIA	1
C3175	Private Property H&R Traffic Crash	1
C3205	Sudden Death - Natural	1
C3217	Attempt Suicide Adult	1
C3225	Drug Overdose	4
C3250	Mental Health Call	4
C3299	Welfare Check	6
C3310	Family Trouble	6
C3318	Found Property	1
C3324	Suspicious Circumstances	17
C3326	Suspicious Vehicles	4
C3328	Suspicious Persons	4
C3330	Assist Other Law Enforcement Agency	3
C3331	Assist Medical	27
C3332	Assist Fire Department	3
C3333	Assist Motorist	9
C3334	Assist Other Govt Agency	1
C3336	Assist Citizen	7
C3337	Assist Citizen - Vehicle Lockout	3
C3351	Civil - Landlord / Tenant	1
C3355	Civil Matter - Other	11

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**3/1/2019 12:00:00 AM - 4/1/2019 12:00:00 AM**

Offense Code	Description	Incident Count
C3381	Sex Offender Registration - SOR	1
C3702	Traffic Complaint / Road Hazard	5
C3704	Traffic Complaint / Abandoned Auto	2
C3706	Traffic Complaint / Vehicle Impound	1
C3707	Vehicle Release	5
C3728	Traffic Complaint / Parking Complaint	1
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	1
C3804	Animal Complaint	1
C3999	Alarms All Other	1
C4040	Hazardous Traffic Citation	2
C4041	Speeding Citation	16
C4047	Disobey Traffic Signal Citation	2
C4105	Equipment Citation	1
C4313	Veh Reg Impr/Expired Citation	1
L3501	911 Hang Up - NR	4
L3502	Follow Up - NR	1
L3503	Opened in Error - NR	1
L3504	PBT Station - NR	2
L3506	Shots Fired - NR	1
L3507	Fingerprints - NR	1
L3508	Ticket Sign Off - NR	4
L3509	Loud Party - NR	1
L3510	Loud Music - NR	1
L3512	Vin Inspection - NR	1
L3518	Vehicle Repossession - NR	1
L3526	False Alarm - NR	13
L3529	Duplicate Report of Run - NR	2
L3535	GUN Permit, Applications, CCW Permits - NR	29
L3542	BOL - NR	9
L3546	Trespass Notice Served - NR	1
L3547	Subpoena Service - NR	6
L3551	Sex Offender Registration/Verification - NR	3
L3552	Traffic Stop - NR	112
L3568	Local Records Check - NR	16
L3569	Assist Other Police Agency - Inside Northfield - NR	3
L3570	Assist Other Police Agency - Outside Northfield - NR	3
L3597	Non Terminal - NR	8
L4598	Information - NR	1
L4599	Misc Non-Criminal - NR	1
L6018	Inspection Motor Vehicle - NR	1
L6501	Property Check/Directed Patrol/Vac Watch - NR	2
Sum:		431

Report Time:  
4/4/2019 9:10:43 AM

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

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Mar/2019	Mar/2018	% Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENCE HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
09005 DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT	0	0	-
09006 IN-CUSTODY DEATH	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	1	-100.0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	0	100.0%
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	3	2	50.0%
13002 AGGRAVATED/FELONIOUS ASSAULT	1	0	100.0%
13003 INTIMIDATION/STALKING	1	1	0%
20000 ARSON	0	0	-
21000 EXTORTION	1	1	0%
22001 BURGLARY -FORCED ENTRY	0	1	-100.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	2	-100.0%
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSES/NATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	1	1	0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	1	0	100.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
23007 LARCENY -OTHER	0	0	-
24001 MOTOR VEHICLE THEFT	0	3	-100.0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	1	-100.0%
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	1	-100.0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	6	0	100.0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	4	0	100.0%
26003 FRAUD -IMPERSONATION	0	0	-
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
26007 FRAUD - IDENTITY THEFT	0	4	-100.0%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	-
27000 EMBEZZLEMENT	0	0	-

Agency: Northfield Township Police Department  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008  
Page 1 of 4

Report Time:  
4/4/2019 9:10:43 AM

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

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Mar/2019	Mar/2018	% Change
28000 STOLEN PROPERTY	0	0	-
29000 DAMAGE TO PROPERTY	0	3	-100.0%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	1	0	100.0%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	0	1	-100.0%
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	0	-
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	0	0	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	1	-100.0%
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
72000 ANIMAL CRUELTY	0	0	-
<b>Total for Group A</b>	<b>20</b>	<b>23</b>	<b>-13.0%</b>
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENCE HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	0	-
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	1	-100.0%
42000 DRUNKENNESS	0	0	-

Report Time:  
4/4/2019 9:10:43 AM

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

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Mar/2019	Mar/2018	% Change
48000 OBSTRUCTING POLICE	0	1	-100.0%
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	1	-100.0%
53001 DISORDERLY CONDUCT	0	1	-100.0%
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	1	0%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	1	3	-66.7%
55000 HEALTH AND SAFETY	0	0	-
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	0	0	-
57002 INVASION OF PRIVACY -OTHER	0	0	-
58000 SMUGGLING	0	0	-
59000 ELECTION LAWS	0	0	-
60000 ANTITRUST	0	0	-
61000 TAX/REVENUE	0	0	-
62000 CONSERVATION	0	0	-
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	0	-
73000 Miscellaenous Criminal Offense	0	0	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	1	0	100.0%
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>3</b>	<b>8</b>	<b>-62.5%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	0	0	-
2900 TRAFFIC OFFENSES	11	6	83.3%
3000 WARRANTS	3	4	-25.0%
3100 TRAFFIC CRASHES	17	20	-15.0%
3200 SICK / INJURY COMPLAINT	16	11	45.5%
3300 MISCELLANEOUS COMPLAINTS	98	79	24.1%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	223	198	12.6%
3500	0	0	-
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	15	17	-11.8%
3800 ANIMAL COMPLAINTS	1	5	-80.0%
3900 ALARMS	1	1	0%
4600 NON-CRIMINAL COMPLAINTS	223	198	12.6%
4700 NON-CRIMINAL COMPLAINTS	223	198	12.6%
<b>Total for Group C</b>	<b>385</b>	<b>341</b>	<b>12.9%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	20	35	-42.9%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	4	-75.0%

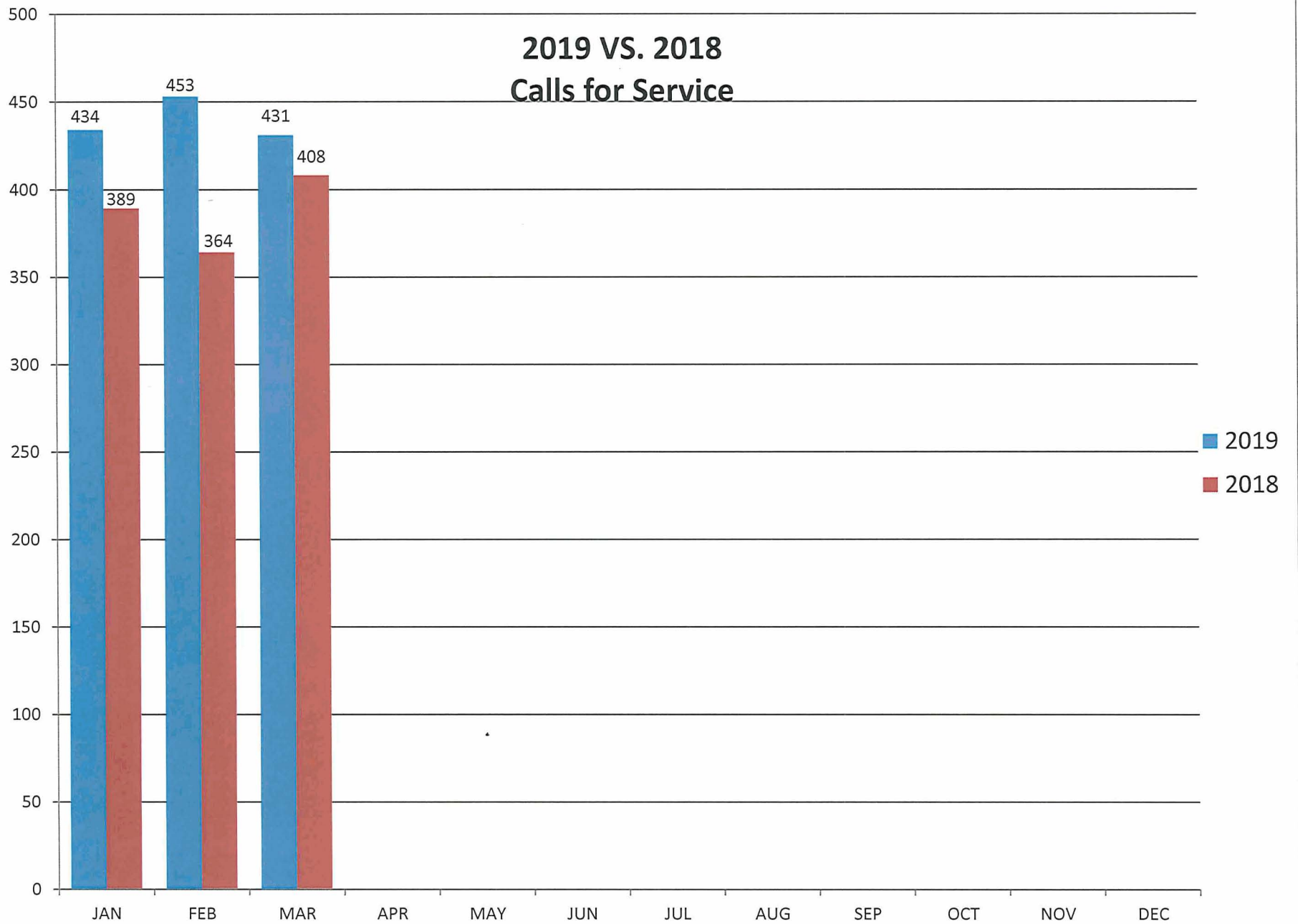
Report Time:  
4/4/2019 9:10:43 AM

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

Agency: Northfield Township  
Police Department  
ORI: MI8196400

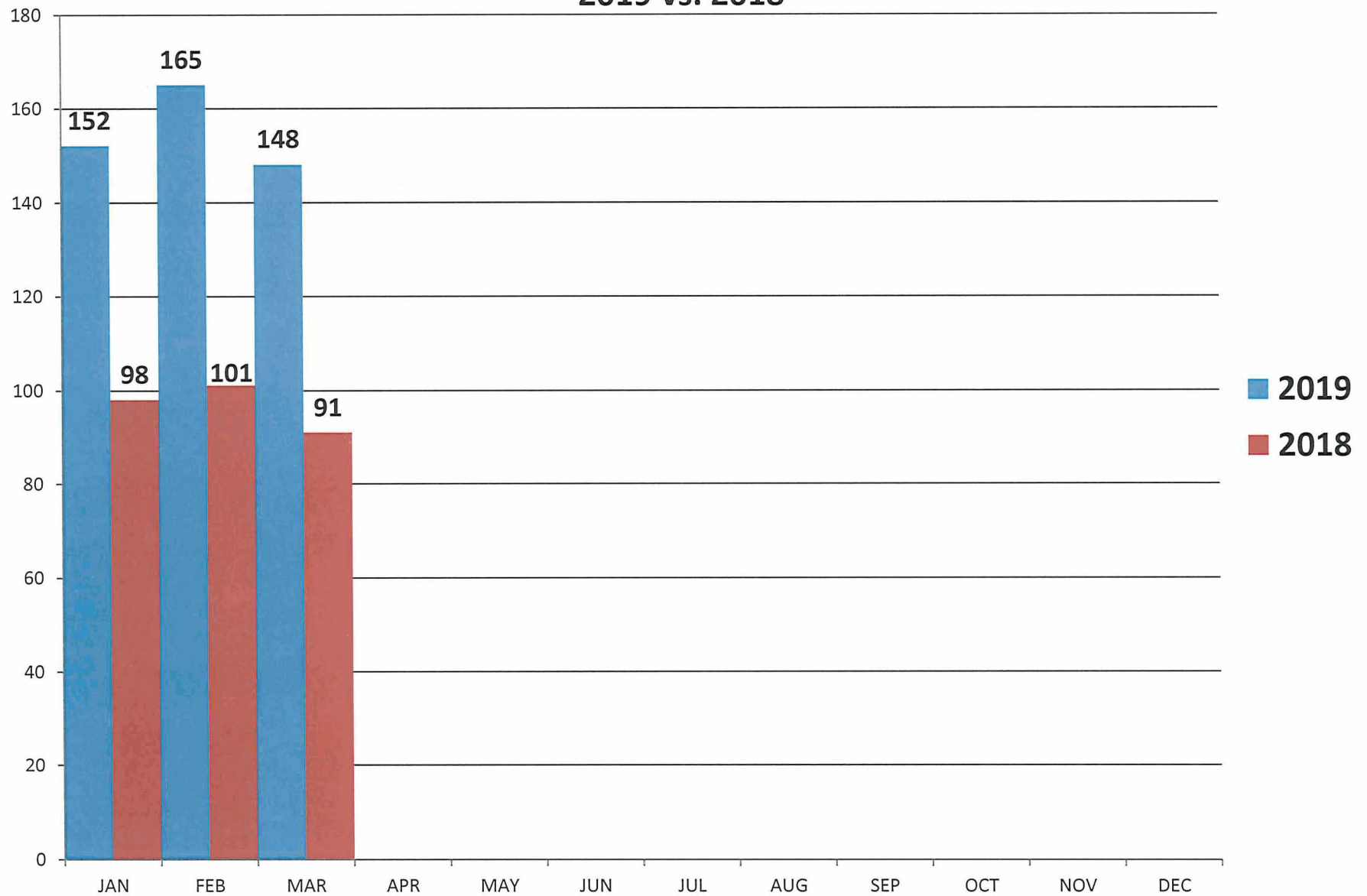
Classification		Mar/2019	Mar/2018	% Change
4200	PARKING CITATIONS	0	0	-
4300	LICENSE / TITLE / REGISTRATION CITATIONS	1	3	-66.7%
4400	WATERCRAFT CITATIONS	0	0	-
4500	MISCELLANEOUS A THROUGH UUUU	1	4	-75.0%
4600	LIQUOR CITATIONS / SUMMONS	0	0	-
4700	COMMERCIAL VEHICLE CITATIONS	0	0	-
4800	LOCAL ORDINANCE WARNINGS	0	0	-
4900	TRAFFIC WARNINGS	0	0	-
Total for Group D		23	46	-50.0%
5000	FIRE CLASSIFICATIONS	0	0	-
5000		0	0	-
5100	18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
Total for Group E				-
6000	MISCELLANEOUS ACTIVITIES (6000)	1	1	0%
6100	MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200	ARREST ASSIST	0	0	-
6300	CANINE ACTIVITIES	0	0	-
6300		0	0	-
6500	CRIME PREVENTION ACTIVITIES	2	2	0%
6600	COURT / WARRANT ACTIVITIES	0	0	-
6700	INVESTIGATIVE ACTIVITIES	0	0	-
Total for Group F		3	3	0%
Total for All Groups		434	421	3.1%

## 2019 VS. 2018 Calls for Service





## NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2019 vs. 2018



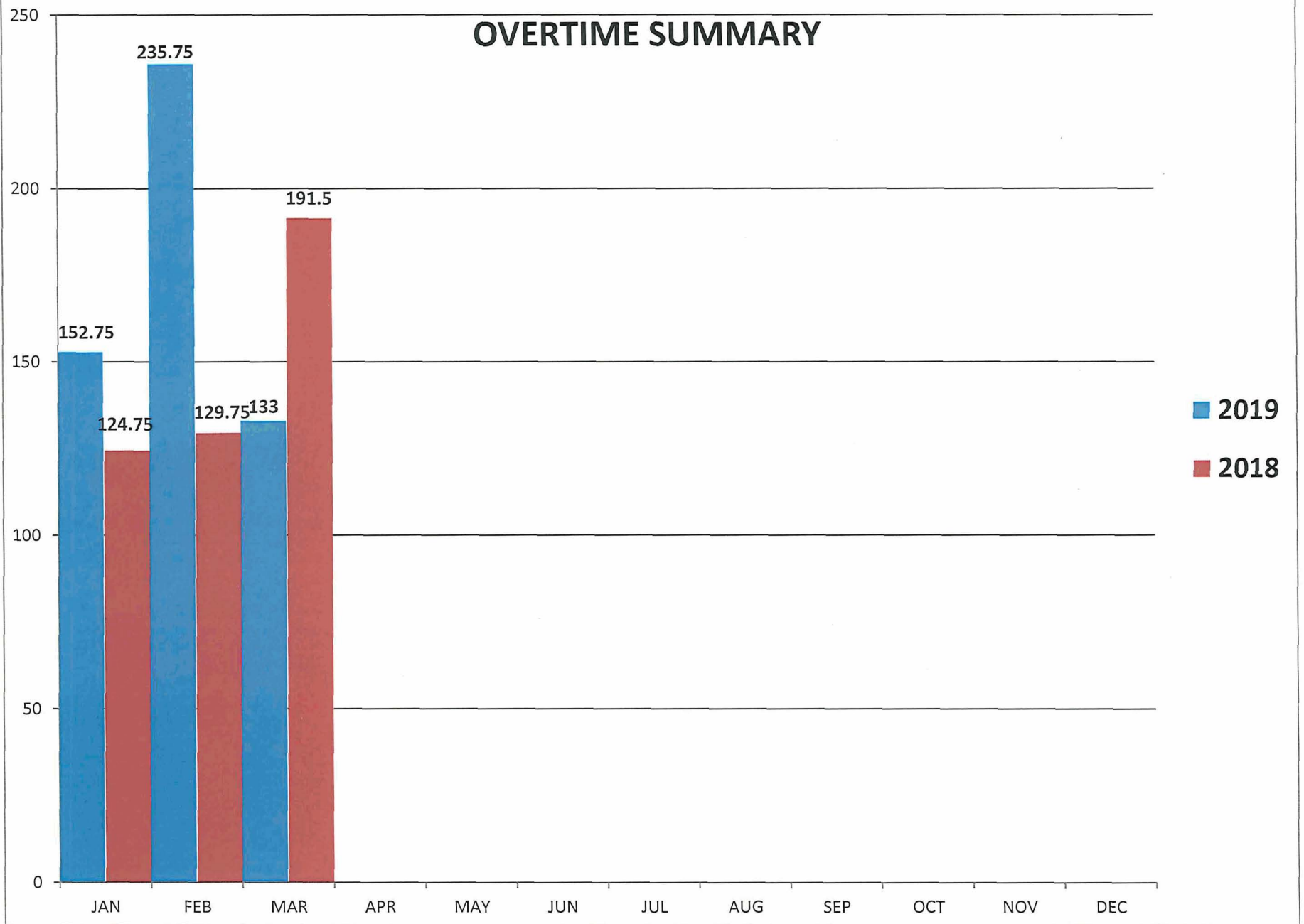
## TRAFFIC VIOLATIONS SUMMARY

[illegible][illegible]

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

[illegible]

## OVERTIME SUMMARY



## OVERTIME SUMMARY

[illegible][illegible]

## EMPLOYEE TIME OFF

[illegible]



# NORTHFIELD TOWNSHIP POLICE DEPARTMENT

## CONFIDENTIAL PHONE LIST

*Updated April 4, 2019*

Name	ID	Voicemail	R/Code	Date of Hire
<b>COMMAND</b>				
Director William Wagner	9990	101	401	
Interim Lt. Martin Smith	5107	115	402	09/01/2005
Sgt. Jason Roberts (F, AI,MC)	5073	119	403	08/13/1996
Sgt. David Powell (ET) TFO	5108	110	404	10/03/2005
Sgt. Scott Schultz (AI, FA)	5077	104	405	03/07/1997
<b>FULL-TIME OFFICERS</b>				
Ofc. Joshua Howe (T)	5096	118	415	04/09/2001
Ofc. Richard Paquette (FA, F)	5106	106	441	03/19/2004
Ofc. Mark Jensen (T, ET, F)	5068	113	423	07/20/2014
Ofc. Frank Wright	5125	133	417	03/28/2018
Ofc. Michael Buxton	5119		419	03/11/2019
Ofc. Charles Piatt	5129		421	03/30/2019
<b>PART-TIME OFFICERS</b>				
Ofc. Tammie Colling (CP)	5070	109	431	08/26/1996
Ofc. Dawn King	5118	107	445	04/28/2014
Ofc. Adam Tardif	5126	169	469	07/18/2018
<b>RESERVE OFFICERS</b>				
Sgt. Greg Pollock	5097		483	
Ofc. Shane Haynes	5045		481	
Ofc. Christopher Chan	5092		487	
Ofc. Steven Francoeur	5122		485	
Ofc. Ryan Berkey	5117		482	
<b>CLERK / DISPATCH</b>				
Sue Hamilton	5075	114		09/01/1996
Shannon Clark	5128	146		08/27/2018
<b>CHAPLAINS</b>				
Pastor Lee Taylor				

### SPECIAL TRAINING

<b>AI</b>	Accident Investigator	<b>D</b>	DARE Officer	<b>MC</b>	Motor Carrier Officer
<b>C</b>	CSC Investigator	<b>ET</b>	Evidence Technician	<b>O</b>	Ordinance Officer
<b>CA</b>	Child Abuse Investigator	<b>F</b>	Field Training Officer	<b>R</b>	Radar Instructor
<b>CP</b>	Crime Prevention Officer	<b>FA</b>	Firearms Instructor	<b>SI</b>	Special Investigations
<b>CSO</b>	Community Service Officer	<b>I</b>	Investigator / Detective	<b>T</b>	Taser Instructor

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

---

**To:** Northfield Township Board

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

**Date:** April 2, 2019

**Subject:** March, 2019 Report

---

- 3/1** Chlorinated our sand filters to remove growth from the ceramic plates, to restore flow through them.
- 3/1** An electrician from UIS came out to look at our blower to replace the controls that weren't working and found a timer in the controls was bad. The timer was replaced for \$300 saving us thousands over the replacement cost of a new VFD.
- 3/7** Mike Spirl attended a two day wastewater operators conference in Frankenmuth.
- 3/9** The water main that supplies the plant broke, the valve was turned off and the equipment that uses water was put on the backup system. Because of it being Saturday we scheduled repairs for Monday.
- 3/11** Joe Raica Excavating came in and repaired our water main and got us back on line.
- 3/19** We rebuilt two 6" valves that isolate a sludge pump that we haven't been able to close in years so that we could work on the pump. After we isolated the pump we found a ball check wasn't operating properly and it was replaced. This allowed us to avoid a costly repair.
- 3/21** Replaced the wash tub in the garage that had fallen down.
- 3/29** Homeowner at 9473 Wildwood called about a leaking sewer line in their backyard, it turned out to be a storm drain.

### March, 2019

<b>2018 Daily Average Flow</b>	<b>.879 MGD</b>
<b>2019 Daily Average Flow</b>	<b>.782 MGD</b>
<b>Maximum Daily Flow 2018</b>	<b>1.170 MGD</b>

<b>Maximum Daily Flow 2019</b>	<b>1.089 MGD</b>
<b>Minimum Daily Flow 2018</b>	<b>.716 MGD</b>
<b>Minimum Daily Flow 2019</b>	<b>.676 MGD</b>
<b>6 – Month Average Flow</b>	<b>.694 MGD</b>
<b>12 – Month Average Flow</b>	<b>.760 MGD</b>
<b>Total Gallons Treated 2018</b>	<b>27.262 MG</b>
<b>Total Gallons Treated 2019</b>	<b>24.230 MG</b>
<b>Rainfall (inches) 2018</b>	<b>2.44 in.</b>
<b>Rainfall (inches) 2019</b>	<b>2.67 in.</b>
<b>Connections / Tap-ins' to system</b>	<b>0</b>
<b>Miss Dig Staking's</b>	<b>4</b>
<b>Overtime hours for the month</b>	<b>33.0 hrs</b>

**Northfield Township Community & Senior Center**  
**Monthly Report**  
**March 2019**  
**Tami Averill, Director**

**I. March Overview**

The Senior Nutrition program continues to run smoothly. We had 12 to 31 seniors attending lunches daily in March. Lunches are served on Mondays, Wednesdays and Fridays at 12:15p.m.

THANK YOU to our Senior Lunch Volunteers – Ann Brindle, Ernestine Hogston, Kristina Kelley, Debbie Leibert, Christine Miles, Karen Neigebauer, Donn Sleek, Chuck Steuer, Ann Thompson, and Ethel Wagar. They do a wonderful job!

A great big THANK YOU to our Community/Senior Center volunteers – Laura Atwell, Dolly Boggs, Angela Brown, Denise Creque, Mary Devlin, Peggy Friscia, Ruth Hague, Russ Hall, Linda Hartley, Cindy Hogston, Ernestine Hogston, Betty Jones, Alyssa Jones, Kristina Kelley & family, Dan Krebs, Phyllis Lindblade, Margaret Riddell, Shirley Samp, Donn Sleek, Ann Thompson, and Curtis Ward - for the work they contributed in March. They are a very dedicated group of volunteers and I appreciate all that they do!

Program planning continues. Summer, fall and winter programs and events are in the works.

I continue to attend and keep minutes for the Parks & Recreation Board meetings.

I continue to serve on Whitmore Lake Health Equity Team. Meetings take place at the Community Center. This group works on addressing health and wellness concerns and suggestions for the community.

The Village of Eagle Gardens Condo Association Board of Directors continues to meet here every other month. They were here on March 28.

Assisting patrons with a variety of issues, questions and concerns is part of the job and continually keeps me busy.

Worked with Marlene Chockley, Janet Chick, Marta Larson, Steve Aynes, Jack Secrist and Jennifer Carlisle on the grant proposal for the Urban County Commission.

**II. Program Evaluation**

**a. On-Going Services**

Dr. Anthony Mastrogiamomo from South Lyon Foot & Ankle Specialists continues to offer senior foot care every other month. He returns in April.



Sixteen items were borrowed from the Medical Loan Closet in March. We received donations of a walker, a wheelchair, a bedside commode, and several miscellaneous items.

We continue to have a need for donations of shower benches, shower seats, transfer benches, knee scooters, bariatric equipment and 4-wheeled walkers with seats.

Acupuncturist, Ron Hough, had 8 to 16 people for each of his March sessions.

50+ people visited each Wednesday/Thursday in March to pick up needed bread, produce and other donated food items that we have available. Thank you to several area residents who continue to contribute farm fresh eggs and canned goods.

**b. On-Going Classes**

Chair Yoga (6-10 participants/week in March) continued on Tuesdays.

Gentle Yoga on Wednesday evenings had 6 to 8 participants each week.

Exercise with Becky had 6 to 9 participants at each of her twice -weekly sessions in March.

Tai Chi completed their 8-week session on March 19. 4 students participated. A new session will begin on April 16.

The MAH Fitness winter session ended on March 25. Seven students participated. A new session will begin in May.

Cardio Drumming class had 3 to 4 people in attendance each session in March.

Flexagility had 3 to 4 people each week in March.

Line Dancing class had 7 to 9 participants at each class in March.

"Natural Pain Solutions" is on break. New sessions will be coming.

**c. On-Going Activities**

Pinochle continues every Tuesday and Thursday afternoon. Attendance is consistent at 6 to 12 players per day each week in March.

Mah Jongg Mondays continue with 4 to 6 people participating each week in March. Four to six people continue playing on Wednesdays, as well.

The Knit, Crochet, Craft group had 3 to 4 people attending each week.

"Open Painting and Crafting Time" currently has 3 ladies participating.

The Whitmore Lake Portrait Group is in every Monday afternoon. Ten to twelve artists attend each week. The art gallery that showcases their art continues to be popular with our guests. A new array of paintings was put up the last week of March. Stop in and take a look!

"Painting with Jan Rad" was cancelled for March due to the instructor being under the weather. Her next class will be held on April 26.

Kiwanis continues to hold their regular monthly meetings and Board meetings at the Community Center.

The Crochet Mats group is hard at work! In March they had 3 to 6 participants each week. Several people are still out of town for the winter. Several ladies are crocheting at home while the weather is cold. They have completed four new mats, so far.

The Daisy Troop held one meeting here in March. Approximately fifteen girls and several parents attended as they celebrated Juliet Gordon Low's Birthday. Their second meeting was cancelled because of spring break. The troop will be working with the Parks & Recreation Board on Sunday, April 7 to do a Community Garden clean-up!

The Radio Controlled Sailboat Club continues on hold as they regroup after the unexpected passing of the club's founder.

#### **d. Special Events**

I am working with John Piette, PhD, Professor of Health Behavior and Health Education, and Research Scientist at U of M, on a project called SPEAK! He is pairing some of our seniors with English as Second Language students in Mexico City, via Skype. They will spend one hour a week conversing, allowing the students to practice and hone their conversational English. Both parties will be surveyed as to the affect that these meetings have on them. He is especially interested how it affects the seniors – relieving boredom and loneliness, building a sense of being part of something and making a difference, etc. We currently have 18 senior volunteers. Several of these seniors have already been matched with someone in Mexico City and have had at least one conversation. I have received only rave reviews from them about their experiences! \

The Diabetes Prevention Program began on February 26 and has 17 people participating. This is a yearlong program that helps to facilitate lifestyle changes for weight loss and activity level increases for participants, in an effort to lower glucose levels and prevent the onset of diabetes. Participants meet weekly for 4 months, then twice a month for four months and then finish the year with monthly classes.

We kicked off our Peyton Heart Project work bee on March 2. Twelve ladies participated by crocheting or knitting small hearts and tagging them with inspirational quotes. These hearts will be hidden throughout the community for people to find. The intent is to help increase awareness of the issues of teenage suicide and bullying. The work bees will continue on the first Saturday of each month. When enough hearts are made, we will be sending a number of them off to the Peyton Heart Project. They distribute them to schools and organizations that are running anti-bullying and suicide prevention campaigns. Thank you to Hungry Howie's for providing pizzas for our first work bee!

On March 10 we were treated to another free concert by Brian Delaney and his Sister-in-law, Neeta Delaney, a.k.a., Two Against the Moon! They delivered a fabulous performance of a number of old standards that the audience enjoyed singing along to. Sixteen people attended. Thanks to the National Council on Aging, the American Federation of Musicians and AFM Local 625 for providing the wonderful free concert series for us each year.

Our Cabin Fever Craft Show on March 23 was a success! We had 15 crafter/vendors and 80 to 100 shoppers participate! Thank you to Hungry Howie's for providing pizzas for our concession sales, and to all of the volunteers who helped make the show happen!

The Center hosted our second Wise Choices program on March 27. This Washtenaw County Health Dept. program offers free health screenings. Participants also have an opportunity to speak to an RN and a nutritionist to discuss the test results and help set some goals for a healthier lifestyle. We filled all 8 appointments and still didn't fit everyone in who wanted to participate. We will be hosting another one in the near future.

Ten people attended Pizza & a Movie night on March 29. Everyone enjoyed watching "Leap!"

# NORTHFIELD TOWNSHIP MICHIGAN

To: Board of Trustees  
From: Jim Turner  
Date: 04/03/2019  
Re: Code Enforcement Activity

I received 60 new complaints since January 01, 2019. With a break in the weather we are beginning to receive more blight complaints. I sent violation notices to the property owners requesting clean-up and several property owners have immediately addressed the blight.

The following complaints are still open:

Animal- 2  
Blight- 14  
Building Maintenance-2  
Fence without zoning compliance -1  
Sign Violations-2  
Soil Fill- 1  
Solid Waste- 1  
Wetland/Blight- 1  
Zoning- 8

In a majority of these complaints I made contact with the property/ business owners and they are working towards compliance with the ordinances. I am still waiting to hear from property owners in some of the more recent complaints.

I have continued to work with the zoning administrator on zoning complaints. A notice of violation was recently sent to a business owner who is in violation of his site plan and we are awaiting a response. We have been in contact with several other business owners who are working towards compliance with the zoning ordinance.

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 1/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-426.000	PRIOR YEAR TAX INTEREST	738.44	500.00	1,466.85	(966.85)	293.37
101-000-452.000	PEDDLER'S LICENSES	255.00	150.00	0.00	150.00	0.00
101-000-453.000	CABLEVISION FRANCHISE FEES	95,856.52	98,000.00	73,257.53	24,742.47	74.75
101-000-455.000	FIBER FOOTAGE FEES	10,388.06	10,000.00	0.00	10,000.00	0.00
101-000-573.000	LCSA PPT REIMBURSEMENT	7,694.95	2,000.00	3,888.66	(1,888.66)	194.43
101-000-574.000	STATE SHARED REVENUE	709,831.00	702,352.00	617,146.00	85,206.00	87.87
101-000-590.000	GRANT INCOME	225,766.05	0.00	0.00	0.00	0.00
101-000-626.000	COPY & FOIA INCOME	165.18	100.00	53.80	46.20	53.80
101-000-655.000	ORDINANCE FINES	2,331.15	100.00	9,214.12	(9,114.12)	9,214.12
101-000-665.000	INTEREST INCOME	5,570.96	4,800.00	3,817.69	982.31	79.54
101-000-671.000	REIMBURSEMENT/OTHER INCOME	7,042.06	0.00	53.54	(53.54)	100.00
101-000-673.000	SALE OF FIXED ASSET	46.00	100.00	0.00	100.00	0.00
101-000-675.000	CONTRIBUTION-PRIVATE SOURCES	130.00	100.00	0.00	100.00	0.00
Total Dept 000		1,065,815.37	818,202.00	708,898.19	109,303.81	86.64
Dept 191 - ELECTIONS						
101-191-671.000	REIMBURSEMENT/OTHER INCOME	4,628.02	0.00	0.00	0.00	0.00
Total Dept 191 - ELECTIONS		4,628.02	0.00	0.00	0.00	0.00
Dept 253 - TREASURER						
101-253-402.000	CURRENT PROPERTY TAX	268,947.94	276,984.00	259,820.96	17,163.04	93.80
101-253-404.000	MOBILE HOME LICENSE FEES	2,788.00	2,850.00	1,887.00	963.00	66.21
101-253-445.000	PENALTY & INTEREST ON TAXES	4,205.57	3,500.00	57.87	3,442.13	1.65
101-253-627.000	SUMMER TAX PREPARATION	13,740.00	14,000.00	13,770.00	230.00	98.36
101-253-680.000	TAX ADMINISTRATION FEES	148,887.78	145,000.00	147,789.16	(2,789.16)	101.92
Total Dept 253 - TREASURER		438,569.29	442,334.00	423,324.99	19,009.01	95.70
Dept 336 - CONTRIBUTIONS						
101-336-625.000	SEWER ADMINISTRATION	48,560.00	46,157.00	0.00	46,157.00	0.00
101-336-694.000	NON-MOTORIZED PATH	2,140.84	0.00	0.00	0.00	0.00
Total Dept 336 - CONTRIBUTIONS		50,700.84	46,157.00	0.00	46,157.00	0.00
Dept 412 - PLANNING/ZONING DEPT						
101-412-477.000	ZONING COMPLIANCE PERMITS	12,450.00	9,500.00	6,800.00	2,700.00	71.58
101-412-608.000	VARIANCES/APPEALS	4,235.00	2,000.00	2,975.00	(975.00)	148.75
101-412-609.000	REZONING/CONDITIONAL USE PMTS	0.00	0.00	750.00	(750.00)	100.00
101-412-614.000	PLANNING FEES	1,875.00	0.00	0.00	0.00	0.00
101-412-629.000	ZONING COPIES	0.00	0.00	83.00	(83.00)	100.00
101-412-637.000	SPLIT APPLICATIONS	405.00	1,000.00	(650.00)	1,650.00	(65.00)
101-412-671.000	REIMBURSEMENT/OTHER INCOME	680.00	1,500.00	0.00	1,500.00	0.00
Total Dept 412 - PLANNING/ZONING DEPT		19,645.00	14,000.00	9,958.00	4,042.00	71.13
Dept 666 - COMMUNITY CENTER						
101-666-590.000	GRANT INCOME	8,000.00	100.00	8,000.00	(7,900.00)	8,000.00
101-666-643.000	CC TRIPS	5,059.00	4,000.00	3,546.00	454.00	88.65
101-666-644.000	CC PROGRAMS	7,969.00	6,500.00	5,586.54	913.46	85.95

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 2/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-666-671.000	REIMBURSEMENT/OTHER INCOME	92.26	4,985.50	0.00	4,985.50	0.00
101-666-676.000	CONTRIBUTIONS - SCC	2,235.40	1,750.00	1,298.00	452.00	74.17
Total Dept 666 - COMMUNITY CENTER		23,355.66	17,335.50	18,430.54	(1,095.04)	106.32
Dept 753 - RECREATION BOARD						
101-753-677.000	CONTRIBUTION - PARKS AND RECREATION	400.00	100.00	0.00	100.00	0.00
Total Dept 753 - RECREATION BOARD		400.00	100.00	0.00	100.00	0.00
TOTAL REVENUES		1,603,114.18	1,338,128.50	1,160,611.72	177,516.78	86.73
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-701.000	SALARIES	11,249.90	10,000.00	7,499.94	2,500.06	75.00
101-101-715.000	SOCIAL SECURITY	765.00	765.00	573.75	191.25	75.00
101-101-807.000	MEMBERSHIP DUES	9,339.43	10,200.00	2,614.00	7,586.00	25.63
101-101-836.000	WELFARE COSTS	10,000.00	0.00	0.00	0.00	0.00
101-101-860.000	FUEL & MILEAGE	190.46	500.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLICATIONS	7,087.06	7,500.00	5,550.78	1,949.22	74.01
101-101-956.000	MISCELLANEOUS	800.00	800.00	10.00	790.00	1.25
101-101-957.000	TRAINING & DEVELOPMENT	214.00	550.00	0.00	550.00	0.00
Total Dept 101 - TOWNSHIP BOARD		39,645.85	30,315.00	16,248.47	14,066.53	53.60
Dept 171 - SUPERVISOR						
101-171-701.000	SALARIES	12,500.00	12,500.00	9,134.63	3,365.37	73.08
101-171-715.000	SOCIAL SECURITY	956.25	956.25	698.80	257.45	73.08
101-171-807.000	MEMBERSHIP DUES	0.00	120.00	0.00	120.00	0.00
101-171-860.000	FUEL & MILEAGE	282.13	400.00	0.00	400.00	0.00
101-171-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-171-957.000	TRAINING & DEVELOPMENT	987.50	750.00	0.00	750.00	0.00
Total Dept 171 - SUPERVISOR		14,725.88	15,226.25	9,833.43	5,392.82	64.58
Dept 172 - TOWNSHIP MANAGER						
101-172-701.000	SALARIES	66,346.26	75,000.00	54,807.78	20,192.22	73.08
101-172-704.000	CLERICAL/DEP /SUPER/ELECTION	29,429.10	29,532.60	21,495.37	8,037.23	72.79
101-172-715.000	SOCIAL SECURITY	10,934.55	11,648.65	8,376.82	3,271.83	71.91
101-172-716.000	HOSPITALIZATION	20,917.67	26,268.73	19,990.63	6,278.10	76.10
101-172-717.000	LIFE/DISB. INSURANCE	816.90	838.50	648.00	190.50	77.28
101-172-718.000	PENSION	5,192.28	7,500.00	5,480.74	2,019.26	73.08
101-172-722.000	CONTROLLER	48,060.00	47,736.00	35,675.11	12,060.89	74.73
101-172-807.000	MEMBERSHIP DUES	130.00	300.00	0.00	300.00	0.00
101-172-818.000	CONTRACTUAL SERVICES	1,392.92	4,050.00	2,190.00	1,860.00	54.07
101-172-850.000	COMMUNICATION	488.98	612.00	456.15	155.85	74.53
101-172-860.000	FUEL & MILEAGE	125.72	500.00	0.00	500.00	0.00
101-172-927.000	ALLOCATE TO DEPARTMENTS	(41,127.87)	(32,748.00)	0.00	(32,748.00)	0.00
101-172-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-172-957.000	TRAINING & DEVELOPMENT	495.50	750.00	113.00	637.00	15.07
Total Dept 172 - TOWNSHIP MANAGER		143,202.01	172,488.48	149,233.60	23,254.88	86.52

User: YVETTE

DB: Northfield

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 191 - ELECTIONS						
101-191-702.000	SALARIES	3,443.00	12,000.00	10,727.00	1,273.00	89.39
101-191-715.000	SOCIAL SECURITY	263.40	0.00	47.35	(47.35)	100.00
101-191-727.000	SUPPLIES	1,462.98	5,000.00	926.42	4,073.58	18.53
101-191-818.000	CONTRACTUAL SERVICES	600.00	1,000.00	1,025.00	(25.00)	102.50
101-191-851.000	POSTAGE	1,018.43	1,200.00	1,844.43	(644.43)	153.70
101-191-900.000	PRINTING & PUBLICATIONS	2,690.21	2,000.00	3,313.08	(1,313.08)	165.65
101-191-930.000	REPAIRS & MAINTENANCE	518.00	900.00	0.00	900.00	0.00
101-191-956.000	MISCELLANEOUS	0.00	100.00	0.00	100.00	0.00
Total Dept 191 - ELECTIONS		9,996.02	22,200.00	17,883.28	4,316.72	80.56
Dept 215 - CLERK						
101-215-701.000	SALARIES	12,500.00	12,500.00	9,134.63	3,365.37	73.08
101-215-703.000	DEPUTY SALARIES	41,800.00	42,730.00	31,192.76	11,537.24	73.00
101-215-715.000	SOCIAL SECURITY	4,153.95	4,224.99	3,085.04	1,139.95	73.02
101-215-716.000	HOSPITALIZATION	8,563.54	9,947.50	17,776.00	(7,828.50)	178.70
101-215-717.000	LIFE/DISB. INSURANCE	575.90	650.38	423.84	226.54	65.17
101-215-718.000	PENSION	4,180.00	4,273.20	3,119.24	1,153.96	73.00
101-215-723.000	RECORD SEC	8,850.00	12,855.00	7,100.00	5,755.00	55.23
101-215-807.000	MEMBERSHIP DUES	0.00	100.00	0.00	100.00	0.00
101-215-860.000	FUEL & MILEAGE	365.13	300.00	21.04	278.96	7.01
101-215-922.000	LATE FEES AND PENALTIES	5.00	0.00	0.00	0.00	0.00
101-215-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-215-957.000	TRAINING & DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
Total Dept 215 - CLERK		80,993.52	88,581.07	71,852.55	16,728.52	81.12
Dept 228 - INFORMATION TECHNOLOGY						
101-228-936.000	SOFTWARE	13,395.91	14,220.00	10,192.99	4,027.01	71.68
101-228-948.000	COMPUTER SERVICES	6,868.00	12,060.00	2,470.08	9,589.92	20.48
Total Dept 228 - INFORMATION TECHNOLOGY		20,263.91	26,280.00	12,663.07	13,616.93	48.19
Dept 247 - BOARD OF REVIEW						
101-247-706.000	BOARD OF REVIEW FEE	1,029.00	2,000.00	252.00	1,748.00	12.60
101-247-715.000	SOCIAL SECURITY	78.70	153.00	19.26	133.74	12.59
101-247-723.000	RECORD SEC	1,065.00	1,500.00	0.00	1,500.00	0.00
101-247-900.000	PRINTING & PUBLICATIONS	682.00	700.00	640.00	60.00	91.43
101-247-956.000	MISCELLANEOUS	67.61	500.00	14.00	486.00	2.80
101-247-957.000	TRAINING & DEVELOPMENT	0.00	0.00	295.00	(295.00)	100.00
101-247-959.000	TRIBUNALS AND DRAINS	5,658.40	10,000.00	6,178.28	3,821.72	61.78
Total Dept 247 - BOARD OF REVIEW		8,580.71	14,853.00	7,398.54	7,454.46	49.81
Dept 253 - TREASURER						
101-253-701.000	SALARIES	12,500.00	12,500.00	9,134.63	3,365.37	73.08
101-253-703.000	DEPUTY SALARIES	37,181.61	40,480.00	26,019.00	14,461.00	64.28
101-253-704.000	CLERICAL/DEP /SUPER/ELECTION	18,633.75	23,400.00	13,871.25	9,528.75	59.28
101-253-715.000	SOCIAL SECURITY	4,910.56	5,843.33	3,803.86	2,039.47	65.10
101-253-716.000	HOSPITALIZATION	10,751.40	15,180.00	604.33	14,575.67	3.98
101-253-717.000	LIFE/DISB. INSURANCE	560.16	718.10	372.09	346.01	51.82
101-253-718.000	PENSION	3,733.37	4,047.60	1,613.88	2,433.72	39.87

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 4/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-803.000	LEGAL	6,000.00	6,000.00	4,500.00	1,500.00	75.00
101-253-804.000	TAX STATEMENT PREPARATION	610.59	1,700.00	1,511.37	188.63	88.90
101-253-807.000	MEMBERSHIP DUES	100.00	100.00	50.00	50.00	50.00
101-253-818.000	CONTRACTUAL SERVICES	0.00	1,193.00	1,192.50	0.50	99.96
101-253-851.000	POSTAGE	3,308.12	3,800.00	1,981.26	1,818.74	52.14
101-253-860.000	FUEL & MILEAGE	577.38	600.00	514.75	85.25	85.79
101-253-927.000	ALLOCATE TO DEPARTMENTS	(39,659.88)	(17,103.00)	0.00	(17,103.00)	0.00
101-253-956.000	MISCELLANEOUS	335.29	500.00	427.00	73.00	85.40
101-253-957.000	TRAINING & DEVELOPMENT	244.50	250.00	260.50	(10.50)	104.20
Total Dept 253 - TREASURER		59,786.85	99,209.03	65,856.42	33,352.61	66.38
Dept 257 - ASSESSING						
101-257-709.000	ASST ASSESSOR	43,045.61	0.00	165.92	(165.92)	100.00
101-257-715.000	SOCIAL SECURITY	3,293.00	0.00	253.86	(253.86)	100.00
101-257-716.000	HOSPITALIZATION	17,318.12	0.00	5,454.51	(5,454.51)	100.00
101-257-717.000	LIFE/DISB. INSURANCE	592.94	0.00	0.00	0.00	0.00
101-257-718.000	PENSION	4,304.56	0.00	504.32	(504.32)	100.00
101-257-727.000	SUPPLIES	10.39	1,000.00	1,573.30	(573.30)	157.33
101-257-807.000	MEMBERSHIP DUES	13.00	250.00	0.00	250.00	0.00
101-257-818.000	CONTRACTUAL SERVICES	63,344.97	96,540.00	75,240.00	21,300.00	77.94
101-257-851.000	POSTAGE	1,981.12	2,500.00	2,088.85	411.15	83.55
101-257-860.000	FUEL & MILEAGE	31.03	200.00	0.00	200.00	0.00
101-257-900.000	PRINTING & PUBLICATIONS	1,263.12	1,500.00	1,453.33	46.67	96.89
101-257-927.000	ALLOCATE TO DEPARTMENTS	(34,277.54)	0.00	0.00	0.00	0.00
101-257-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-257-957.000	TRAINING & DEVELOPMENT	20.00	200.00	0.00	200.00	0.00
Total Dept 257 - ASSESSING		100,940.32	102,690.00	86,734.09	15,955.91	84.46
Dept 265 - HALL AND GROUNDS						
101-265-710.000	JANITORIAL SALARIES	6,174.00	6,435.00	5,389.70	1,045.30	83.76
101-265-715.000	SOCIAL SECURITY	472.33	492.28	412.30	79.98	83.75
101-265-721.000	UNEMPLOYMENT BENEFITS	0.40	0.00	0.00	0.00	0.00
101-265-727.000	SUPPLIES	10,508.21	11,000.00	8,735.63	2,264.37	79.41
101-265-731.000	WORKERS COMP INSURANCE	3,654.40	3,178.00	0.00	3,178.00	0.00
101-265-816.000	GROUND/CLEANG/JANITORL SERVIC	24,735.00	17,600.00	19,700.00	(2,100.00)	111.93
101-265-821.000	PSB MAINT & OPS ALLOCATION	39,660.31	46,667.00	0.00	46,667.00	0.00
101-265-850.000	COMMUNICATION	2,531.74	2,580.00	1,683.52	896.48	65.25
101-265-851.000	POSTAGE	2,128.41	2,880.00	2,579.55	300.45	89.57
101-265-910.000	INSURANCE & BONDS	10,256.00	24,790.04	0.00	24,790.04	0.00
101-265-920.000	UTILITIES	200.01	205.00	160.21	44.79	78.15
101-265-927.000	ALLOCATE TO DEPARTMENTS	(4,195.00)	(4,000.00)	0.00	(4,000.00)	0.00
101-265-929.000	GRANT EXPENSE	439.85	0.00	0.00	0.00	0.00
101-265-930.000	REPAIRS & MAINTENANCE	1,115.75	4,800.00	5,578.58	(778.58)	116.22
101-265-938.000	CHARGEBACKS - PRIOR TAX YEARS	1,980.74	1,250.00	191.02	1,058.98	15.28
101-265-940.000	RENTAL EQUIPMENT	5,044.37	5,500.00	4,229.73	1,270.27	76.90
101-265-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
Total Dept 265 - HALL AND GROUNDS		104,706.52	123,877.32	48,660.24	75,217.08	39.28
Dept 270 - LEGAL/PROFESSIONAL						
101-270-800.000	OTHER PROFESSIONAL FEES	0.00	2,500.00	697.12	1,802.88	27.88
101-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	0.00	100.00
101-270-803.000	LEGAL	87,625.31	96,000.00	62,360.20	33,639.80	64.96



04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 5/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-270-806.000	ENGINEER	837.50	10,000.00	425.00	9,575.00	4.25
101-270-927.000	ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(34,200.00)	(11,400.00)	75.00
Total Dept 270 - LEGAL/PROFESSIONAL		49,162.81	69,200.00	35,582.32	33,617.68	51.42
Dept 336 - CONTRIBUTIONS						
101-336-933.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	2,500.00	0.00	2,500.00	0.00
101-336-964.000	CONTRIBUTION-FIRE & MED RES	13,718.00	0.00	0.00	0.00	0.00
Total Dept 336 - CONTRIBUTIONS		13,718.00	2,500.00	0.00	2,500.00	0.00
Dept 412 - PLANNING/ZONING DEPT						
101-412-701.000	ZONING SALARIES	0.00	17,601.00	10,896.48	6,704.52	61.91
101-412-707.000	ZBA SALARIES	15,625.00	6,000.00	3,744.14	2,255.86	62.40
101-412-715.000	SOCIAL SECURITY	1,406.64	3,396.28	2,862.76	533.52	84.29
101-412-716.000	HOSPITALIZATION	0.00	7,132.00	8,090.12	(958.12)	113.43
101-412-717.000	LIFE/DISB. INSURANCE	0.00	267.00	381.03	(114.03)	142.71
101-412-718.000	ZONING PENSION	0.00	1,759.60	1,082.88	676.72	61.54
101-412-723.000	RECORD SEC	6,260.00	9,620.00	6,160.00	3,460.00	64.03
101-412-726.000	PLANN COMM	9,700.00	16,800.00	9,200.00	7,600.00	54.76
101-412-741.000	UNIFORMS/GEAR & ALLOWANCE	0.00	2,000.00	0.00	2,000.00	0.00
101-412-800.000	OTHER PROFESSIONAL FEES	0.00	1,000.00	0.00	1,000.00	0.00
101-412-801.000	PLANNER FEES	41,538.25	47,250.00	54,001.50	(6,751.50)	114.29
101-412-809.000	CODE ENFORCEMENT SALARIES	200.00	20,800.00	13,800.00	7,000.00	66.35
101-412-823.000	ZONING ADMINISTRATION	16,024.75	12,000.00	18,140.00	(6,140.00)	151.17
101-412-851.000	POSTAGE	266.64	250.00	374.30	(124.30)	149.72
101-412-860.000	FUEL & MILEAGE	809.64	750.00	759.61	(9.61)	101.28
101-412-900.000	PRINTING & PUBLICATIONS	2,951.97	2,500.00	1,929.17	570.83	77.17
101-412-910.000	INSURANCE & BONDS	1,000.00	0.00	0.00	0.00	0.00
101-412-927.000	ALLOCATE TO DEPARTMENTS	27,053.78	0.00	0.00	0.00	0.00
101-412-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-412-957.000	TRAINING & DEVELOPMENT	0.00	1,800.00	490.00	1,310.00	27.22
Total Dept 412 - PLANNING/ZONING DEPT		122,836.67	151,425.88	131,911.99	19,513.89	87.11
Dept 448 - STREET LIGHTS						
101-448-920.000	UTILITIES	37,862.45	54,410.00	24,536.20	29,873.80	45.10
Total Dept 448 - STREET LIGHTS		37,862.45	54,410.00	24,536.20	29,873.80	45.10
Dept 449 - ROAD WORK						
101-449-805.000	PATHWAYS AND SIDEWALKS	0.00	7,670.00	6,670.00	1,000.00	86.96
101-449-813.000	ROADWORK	28,761.86	49,113.00	22,985.50	26,127.50	46.80
101-449-814.000	ROAD IMPROVEMENTS	133,073.03	136,000.00	92,024.00	43,976.00	67.66
101-449-929.000	GRANT EXPENSE	75,896.55	0.00	0.00	0.00	0.00
Total Dept 449 - ROAD WORK		237,731.44	192,783.00	121,679.50	71,103.50	63.12
Dept 523 - SOLID WASTE MANAGEMENT						
101-523-880.000	MAY/OCT CLEAN UP PROGRAM	2,000.00	0.00	0.00	0.00	0.00
Total Dept 523 - SOLID WASTE MANAGEMENT		2,000.00	0.00	0.00	0.00	0.00

04/04/2019 12:50 PM

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 6/25

User: YVETTE

PERIOD ENDING 03/31/2019

DB: Northfield

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 666 - COMMUNITY CENTER						
101-666-701.000	SALARIES	45,892.05	46,909.00	34,246.51	12,662.49	73.01
101-666-702.000	SALARIES	0.00	18,408.00	0.00	18,408.00	0.00
101-666-710.000	JANITORIAL SALARIES	4,160.00	4,420.00	3,040.00	1,380.00	68.78
101-666-715.000	SOCIAL SECURITY	3,719.61	5,335.50	2,772.48	2,563.02	51.96
101-666-716.000	HOSPITALIZATION	8,301.19	9,997.50	7,594.09	2,403.41	75.96
101-666-717.000	LIFE/DISB. INSURANCE	617.47	690.15	461.52	228.63	66.87
101-666-718.000	PENSION	4,588.88	4,690.90	3,424.60	1,266.30	73.01
101-666-727.000	SUPPLIES	1,112.91	2,000.00	1,183.19	816.81	59.16
101-666-731.000	WORKERS COMP INSURANCE	628.40	823.50	0.00	823.50	0.00
101-666-807.000	MEMBERSHIP DUES	120.00	120.00	120.00	0.00	100.00
101-666-812.000	CC TRIPS	5,736.83	4,500.00	3,803.38	696.62	84.52
101-666-815.000	CC PROGRAMS	11,670.40	10,000.00	7,429.65	2,570.35	74.30
101-666-816.000	GROUPS/CLEANG/JANITORL SERVIC	2,885.00	3,425.00	3,395.00	30.00	99.12
101-666-822.000	SENIOR NUTRITION	1,920.86	2,000.00	1,431.89	568.11	71.59
101-666-836.000	COMMUNITY EXPENSE	815.25	1,500.00	815.49	684.51	54.37
101-666-850.000	COMMUNICATION	2,817.36	2,760.00	2,223.05	536.95	80.55
101-666-851.000	POSTAGE	195.57	250.00	141.47	108.53	56.59
101-666-860.000	FUEL & MILEAGE	0.00	200.00	0.00	200.00	0.00
101-666-900.000	PRINTING & PUBLICATIONS	0.00	650.00	0.00	650.00	0.00
101-666-910.000	INSURANCE & BONDS	559.00	1,131.00	0.00	1,131.00	0.00
101-666-920.000	UTILITIES	2,591.79	2,800.00	2,590.15	209.85	92.51
101-666-922.000	LATE FEES AND PENALTIES	804.67	125.00	0.00	125.00	0.00
101-666-929.000	GRANT EXPENSE	3,718.30	100.00	0.00	100.00	0.00
101-666-930.000	REPAIRS & MAINTENANCE	2,723.13	3,500.00	5,182.15	(1,682.15)	148.06
101-666-936.000	SOFTWARE	112.50	194.40	148.50	45.90	76.39
101-666-940.000	RENTAL EQUIPMENT	2,154.91	2,160.00	1,645.58	514.42	76.18
101-666-956.000	MISCELLANEOUS	0.00	500.00	245.00	255.00	49.00
101-666-970.000	EQUIPMENT	19.97	0.00	38.88	(38.88)	100.00
Total Dept 666 - COMMUNITY CENTER		107,866.05	129,189.95	81,932.58	47,257.37	63.42
Dept 753 - RECREATION BOARD						
101-753-727.000	SUPPLIES	207.50	0.00	180.00	(180.00)	100.00
101-753-931.000	PARK MAINTENANCE	332.36	5,000.00	398.63	4,601.37	7.97
Total Dept 753 - RECREATION BOARD		539.86	5,000.00	578.63	4,421.37	11.57
Dept 900 - CAPITAL OUTLAY						
101-900-970.000	EQUIPMENT	0.00	4,000.00	0.00	4,000.00	0.00
101-900-972.000	COMPUTER	1,948.65	1,000.00	99.19	900.81	9.92
101-900-973.000	SEWER IMPROVEMENTS	0.00	1,700.00	1,600.00	100.00	94.12
101-900-978.000	LAND ACQUISITION	15.47	8,303.00	8,303.00	0.00	100.00
Total Dept 900 - CAPITAL OUTLAY		1,964.12	15,003.00	10,002.19	5,000.81	66.67
Dept 905 - DEBT SERVICE						
101-905-985.000	PSB SHARE OF BOND PMT	90,050.69	83,334.00	87,045.83	(3,711.83)	104.45
Total Dept 905 - DEBT SERVICE		90,050.69	83,334.00	87,045.83	(3,711.83)	104.45
TOTAL EXPENDITURES		1,246,573.68	1,398,565.98	979,632.93	418,933.05	70.05

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 7/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,603,114.18	1,338,128.50	1,160,611.72	177,516.78	86.73
TOTAL EXPENDITURES		1,246,573.68	1,398,565.98	979,632.93	418,933.05	70.05
NET OF REVENUES & EXPENDITURES		356,540.50	(60,437.48)	180,978.79	(241,416.27)	299.45
BEG. FUND BALANCE		789,347.80	1,145,888.30	1,145,888.30		
END FUND BALANCE		1,145,888.30	1,085,450.82	1,326,867.09		

User: YVETTE

PERIOD ENDING 03/31/2019

DB: Northfield

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 207 - LAW ENFORCEMENT FUND						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAX	1,514,022.02	1,556,139.00	1,462,807.99	93,331.01	94.00
207-000-406.000	COMMUNITY MENTAL HEALTH & PUBLIC SAFETY	0.00	0.00	132,113.43	(132,113.43)	100.00
207-000-441.000	LCSA PPT Reimbursement	7,790.13	25,228.00	22,014.20	3,213.80	87.26
207-000-445.000	PENALTY & INTEREST ON TAXES	519.50	0.00	326.98	(326.98)	100.00
207-000-570.000	LIQUOR LICENSE & PERMITS	3,436.95	3,500.00	3,509.55	(9.55)	100.27
207-000-626.000	COPY & FOIA INCOME	2,400.28	2,000.00	772.65	1,227.35	38.63
207-000-635.000	EMERGENCY COST RECOVERY	1,959.75	1,000.00	0.00	1,000.00	0.00
207-000-656.000	FINES & COURT FEES	18,357.94	20,000.00	3,065.57	16,934.43	15.33
207-000-658.000	IMPOUND FEES	3,720.00	3,200.00	1,656.50	1,543.50	51.77
207-000-664.000	FEES PAID FOR OFFICER WAGES	9,191.20	8,000.00	7,778.08	221.92	97.23
207-000-671.000	REIMBURSEMENT/OTHER INCOME	2,083.08	2,000.00	1,074.92	925.08	53.75
207-000-673.000	SALE OF FIXED ASSET	1,710.00	0.00	0.00	0.00	0.00
207-000-681.000	OT REIMBURSEMENT	6,720.75	17,000.00	1,903.44	15,096.56	11.20
Total Dept 000		1,571,911.60	1,638,067.00	1,637,023.31	1,043.69	99.94
Dept 336 - CONTRIBUTIONS						
207-336-588.000	CONTRIBUTION OTHER FUND(S)	0.00	35,000.00	17,500.02	17,499.98	50.00
207-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,500.00	0.00	1,500.00	0.00
Total Dept 336 - CONTRIBUTIONS		0.00	36,500.00	17,500.02	18,999.98	47.95
TOTAL REVENUES		1,571,911.60	1,674,567.00	1,654,523.33	20,043.67	98.80
Expenditures						
Dept 226 - PERSONNEL						
207-226-701.000	SALARIES	168,360.22	219,806.00	65,052.83	154,753.17	29.60
207-226-702.000	SALARIES	473,454.87	440,500.00	375,363.84	65,136.16	85.21
207-226-704.000	CLERICAL/DEP /SUPER/ELECTION	70,535.01	93,466.00	58,580.80	34,885.20	62.68
207-226-708.000	SALARIES-PART TIME	38,027.00	40,000.00	53,522.42	(13,522.42)	133.81
207-226-710.000	JANITORIAL SALARIES	8,840.00	9,500.00	6,545.00	2,955.00	68.89
207-226-711.000	SALARIES-OVERTIME	46,412.58	40,000.00	46,401.24	(6,401.24)	116.00
207-226-714.000	HOLIDAY	34,205.05	37,032.00	34,879.52	2,152.48	94.19
207-226-715.000	SOCIAL SECURITY	66,458.34	67,394.00	51,034.38	16,359.62	75.73
207-226-716.000	HOSPITALIZATION	145,672.20	137,000.00	117,505.10	19,494.90	85.77
207-226-717.000	LIFE/DISB. INSURANCE	8,690.05	10,000.00	5,949.26	4,050.74	59.49
207-226-718.000	PENSION	66,569.22	70,096.00	46,805.37	23,290.63	66.77
207-226-719.000	EMPLOYEE FRINGE-LONGEVITY	6,750.00	7,800.00	5,400.00	2,400.00	69.23
207-226-730.000	MEDICAL TESTING	282.00	500.00	1,040.00	(540.00)	208.00
207-226-731.000	WORKERS COMP INSURANCE	29,451.20	26,000.00	0.00	26,000.00	0.00
207-226-734.000	SIGNING BONUS	0.00	0.00	1,000.00	(1,000.00)	100.00
207-226-741.000	UNIFORMS/GEAR & ALLOWANCE	6,156.00	7,000.00	6,200.00	800.00	88.57
207-226-927.000	ALLOCATE TO DEPARTMENTS	66,635.00	65,368.00	0.00	65,368.00	0.00
207-226-957.000	TRAINING & DEVELOPMENT	224.00	2,000.00	310.00	1,690.00	15.50
Total Dept 226 - PERSONNEL		1,236,722.74	1,273,462.00	875,589.76	397,872.24	68.76
Dept 265 - HALL AND GROUNDS						
207-265-721.000	UNEMPLOYMENT BENEFITS	1,121.37	0.00	0.00	0.00	0.00
207-265-821.000	PSB MAINT & OPS ALLOCATION	39,658.65	43,100.00	0.00	43,100.00	0.00
Total Dept 265 - HALL AND GROUNDS		40,780.02	43,100.00	0.00	43,100.00	0.00

User: YVETTE

DB: Northfield

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 207 - LAW ENFORCEMENT FUND						
Expenditures						
Dept 270 - LEGAL/PROFESSIONAL						
207-270-722.000	CONTROLLER	6,007.50	6,300.00	0.00	6,300.00	0.00
207-270-802.000	AUDIT FEES	2,250.00	2,300.00	2,250.00	50.00	97.83
207-270-803.000	LEGAL	57,825.83	50,000.00	38,436.70	11,563.30	76.87
Total Dept 270 - LEGAL/PROFESSIONAL		66,083.33	58,600.00	40,686.70	17,913.30	69.43
Dept 301 - OPERATING COSTS						
207-301-727.000	SUPPLIES	5,214.24	7,000.00	4,193.44	2,806.56	59.91
207-301-741.000	UNIFORMS/GEAR & ALLOWANCE	1,531.52	4,000.00	559.62	3,440.38	13.99
207-301-807.000	MEMBERSHIP DUES	200.00	1,000.00	158.99	841.01	15.90
207-301-818.000	CONTRACTUAL SERVICES	19,487.21	25,000.00	14,314.51	10,685.49	57.26
207-301-820.000	DISPATCH SERVICES	65,247.00	70,040.00	48,935.25	21,104.75	69.87
207-301-850.000	COMMUNICATION	17,666.52	15,000.00	8,302.27	6,697.73	55.35
207-301-851.000	POSTAGE	214.40	250.00	335.66	(85.66)	134.26
207-301-900.000	PRINTING & PUBLICATIONS	421.04	500.00	615.42	(115.42)	123.08
207-301-910.000	INSURANCE & BONDS	42,833.00	34,222.00	0.00	34,222.00	0.00
207-301-922.000	LATE FEES AND PENALTIES	32.97	0.00	25.00	(25.00)	100.00
207-301-930.000	REPAIRS & MAINTENANCE	3,790.48	6,000.00	0.00	6,000.00	0.00
207-301-932.000	RADIO REPAIR	1,760.00	1,100.00	977.99	122.01	88.91
207-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	709.67	0.00	0.00	0.00	0.00
207-301-940.000	RENTAL EQUIPMENT	2,608.63	1,000.00	1,956.46	(956.46)	195.65
207-301-972.000	COMPUTER	13,387.10	15,000.00	9,507.91	5,492.09	63.39
Total Dept 301 - OPERATING COSTS		175,103.78	180,112.00	89,882.52	90,229.48	49.90
Dept 333 - TRANSPORTATION						
207-333-860.000	FUEL & MILEAGE	19,435.06	15,000.00	14,588.44	411.56	97.26
207-333-930.000	REPAIRS & MAINTENANCE	15,472.15	15,000.00	14,031.55	968.45	93.54
Total Dept 333 - TRANSPORTATION		34,907.21	30,000.00	28,619.99	1,380.01	95.40
Dept 905 - DEBT SERVICE						
207-905-985.000	PSB SHARE OF BOND PMT	90,050.69	89,617.00	87,045.83	2,571.17	97.13
Total Dept 905 - DEBT SERVICE		90,050.69	89,617.00	87,045.83	2,571.17	97.13
TOTAL EXPENDITURES		1,643,647.77	1,674,891.00	1,121,824.80	553,066.20	66.98
Fund 207 - LAW ENFORCEMENT FUND:						
TOTAL REVENUES		1,571,911.60	1,674,567.00	1,654,523.33	20,043.67	98.80
TOTAL EXPENDITURES		1,643,647.77	1,674,891.00	1,121,824.80	553,066.20	66.98
NET OF REVENUES & EXPENDITURES		(71,736.17)	(324.00)	532,698.53	(533,022.53)	14,413.13
BEG. FUND BALANCE		526,215.59	454,479.42	454,479.42		
END FUND BALANCE		454,479.42	454,155.42	987,177.95		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 10/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 211 - Fire Station # 2 Fund						
Revenues						
Dept 000						
211-000-671.000	REIMBURSEMENT/OTHER INCOME	0.00	150.00	0.00	150.00	0.00
211-000-684.000	CELL TOWER INCOME	17,024.00	17,136.00	12,994.80	4,141.20	75.83
Total Dept 000		17,024.00	17,286.00	12,994.80	4,291.20	75.18
TOTAL REVENUES		17,024.00	17,286.00	12,994.80	4,291.20	75.18
Fund 211 - Fire Station # 2 Fund:						
TOTAL REVENUES		17,024.00	17,286.00	12,994.80	4,291.20	75.18
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		17,024.00	17,286.00	12,994.80	4,291.20	75.18
BEG. FUND BALANCE			17,024.00	17,024.00		
END FUND BALANCE		17,024.00	34,310.00	30,018.80		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 11/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 214 - BARKER RD - RENTAL PROPERTY FUND						
Revenues						
Dept 000						
214-000-688.000	RENTAL INCOME	9,960.00	9,960.00	5,810.00	4,150.00	58.33
Total Dept 000		9,960.00	9,960.00	5,810.00	4,150.00	58.33
TOTAL REVENUES		9,960.00	9,960.00	5,810.00	4,150.00	58.33
Expenditures						
Dept 000						
214-000-930.000	REPAIRS & MAINTENANCE	0.00	455.00	0.00	455.00	0.00
Total Dept 000		0.00	455.00	0.00	455.00	0.00
Dept 270 - LEGAL/PROFESSIONAL						
214-270-800.000	OTHER PROFESSIONAL FEES	0.00	8,670.00	8,655.00	15.00	99.83
Total Dept 270 - LEGAL/PROFESSIONAL		0.00	8,670.00	8,655.00	15.00	99.83
TOTAL EXPENDITURES		0.00	9,125.00	8,655.00	470.00	94.85
Fund 214 - BARKER RD - RENTAL PROPERTY FUND:						
TOTAL REVENUES		9,960.00	9,960.00	5,810.00	4,150.00	58.33
TOTAL EXPENDITURES		0.00	9,125.00	8,655.00	470.00	94.85
NET OF REVENUES & EXPENDITURES		9,960.00	835.00	(2,845.00)	3,680.00	340.72
BEG. FUND BALANCE			9,960.00	9,960.00		
END FUND BALANCE		9,960.00	10,795.00	7,115.00		

User: YVETTE

PERIOD ENDING 03/31/2019

DB: Northfield

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND						
Revenues						
Dept 000						
216-000-402.000	CURRENT PROPERTY TAX	682,218.06	701,201.00	659,135.18	42,065.82	94.00
216-000-441.000	LCSA PPT Reimbursement	6,772.33	11,282.00	9,919.67	1,362.33	87.92
216-000-445.000	PENALTY & INTEREST ON TAXES	232.11	0.00	147.33	(147.33)	100.00
216-000-482.000	HOUSE NUMBERS	760.00	500.00	240.00	260.00	48.00
216-000-588.000	CONTRIBUTION OTHER FUND(S)	13,718.00	0.00	0.00	0.00	0.00
216-000-590.000	GRANT INCOME	39,445.53	0.00	0.00	0.00	0.00
216-000-626.000	COPY & FOIA INCOME	8.00	50.00	19.00	31.00	38.00
216-000-635.000	EMERGENCY COST RECOVERY	18,523.07	20,000.00	15,967.06	4,032.94	79.84
216-000-639.000	DRIVEWAY INSPECTIONS	250.00	500.00	440.00	60.00	88.00
216-000-665.000	INTEREST INCOME	4,674.31	0.00	4,039.30	(4,039.30)	100.00
216-000-671.000	REIMBURSEMENT/OTHER INCOME	1,313.46	2,000.00	240.00	1,760.00	12.00
216-000-673.000	SALE OF FIXED ASSET	38,594.00	60,000.00	0.00	60,000.00	0.00
216-000-675.000	CONTRIBUTION-PRIVATE SOURCES	150.00	150.00	505.00	(355.00)	336.67
Total Dept 000		806,658.87	795,683.00	690,652.54	105,030.46	86.80
Dept 336 - CONTRIBUTIONS						
216-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 336 - CONTRIBUTIONS		0.00	1,000.00	0.00	1,000.00	0.00
TOTAL REVENUES		806,658.87	796,683.00	690,652.54	106,030.46	86.69
Expenditures						
Dept 226 - PERSONNEL						
216-226-701.000	SALARIES	86,950.40	90,496.00	64,786.72	25,709.28	71.59
216-226-702.000	SALARIES	151,802.59	165,000.00	103,333.27	61,666.73	62.63
216-226-705.000	ADMINISTRATIVE ASSISTANT	3,272.57	5,000.00	2,786.21	2,213.79	55.72
216-226-708.000	SALARIES-PART TIME	49,383.94	56,088.00	38,357.78	17,730.22	68.39
216-226-712.000	SALARIES - OFFICERS	6,737.50	11,000.00	10,150.00	850.00	92.27
216-226-715.000	SOCIAL SECURITY	23,212.36	24,983.00	17,142.55	7,840.45	68.62
216-226-716.000	HOSPITALIZATION	19,284.90	26,116.00	17,686.62	8,429.38	67.72
216-226-717.000	LIFE/DISB. INSURANCE	909.87	1,100.00	748.17	351.83	68.02
216-226-718.000	PENSION	8,694.22	9,049.00	6,465.14	2,583.86	71.45
216-226-730.000	MEDICAL TESTING	467.00	8,000.00	383.50	7,616.50	4.79
216-226-731.000	WORKERS COMP INSURANCE	19,483.80	17,000.00	0.00	17,000.00	0.00
216-226-927.000	ALLOCATE TO DEPARTMENTS	(66,635.00)	(65,368.00)	0.00	(65,368.00)	0.00
216-226-957.000	TRAINING & DEVELOPMENT	5,801.31	12,000.00	5,904.00	6,096.00	49.20
216-226-958.000	TRAINING WAGES	8,733.00	12,000.00	7,569.25	4,430.75	63.08
Total Dept 226 - PERSONNEL		318,098.46	372,464.00	275,313.21	97,150.79	73.92
Dept 265 - HALL AND GROUNDS						
216-265-816.000	GROUNDS/CLEANG/JANITORL SERVIC	2,260.00	2,500.00	1,270.00	1,230.00	50.80
216-265-821.000	PSB MAINT & OPS ALLOCATION	39,658.64	43,100.00	0.00	43,100.00	0.00
Total Dept 265 - HALL AND GROUNDS		41,918.64	45,600.00	1,270.00	44,330.00	2.79
Dept 270 - LEGAL/PROFESSIONAL						
216-270-722.000	CONTROLLER	6,007.50	6,500.00	0.00	6,500.00	0.00
216-270-802.000	AUDIT FEES	2,250.00	2,250.00	2,250.00	0.00	100.00
216-270-803.000	LEGAL	50.00	3,000.00	1,031.25	1,968.75	34.38



PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND						
Expenditures						
Total Dept 270 - LEGAL/PROFESSIONAL		8,307.50	11,750.00	3,281.25	8,468.75	27.93
Dept 301 - OPERATING COSTS						
216-301-727.000	SUPPLIES	7,648.56	10,000.00	8,088.70	1,911.30	80.89
216-301-741.000	UNIFORMS/GEAR & ALLOWANCE	2,083.03	10,000.00	641.76	9,358.24	6.42
216-301-807.000	MEMBERSHIP DUES	1,990.00	3,000.00	1,175.00	1,825.00	39.17
216-301-818.000	CONTRACTUAL SERVICES	1,696.99	2,000.00	1,752.60	247.40	87.63
216-301-820.000	DISPATCH SERVICES	10,809.84	11,000.00	8,269.38	2,730.62	75.18
216-301-850.000	COMMUNICATION	8,070.52	8,500.00	6,038.08	2,461.92	71.04
216-301-851.000	POSTAGE	21.53	50.00	6.70	43.30	13.40
216-301-900.000	PRINTING & PUBLICATIONS	224.64	500.00	105.00	395.00	21.00
216-301-910.000	INSURANCE & BONDS	39,363.00	37,000.00	3,089.00	33,911.00	8.35
216-301-920.000	UTILITIES	7,427.21	7,000.00	6,365.75	634.25	90.94
216-301-922.000	LATE FEES AND PENALTIES	32.97	0.00	0.00	0.00	0.00
216-301-929.000	GRANT EXPENSE	35,391.18	0.00	0.00	0.00	0.00
216-301-930.000	REPAIRS & MAINTENANCE	4,307.88	8,000.00	865.08	7,134.92	10.81
216-301-932.000	RADIO REPAIR	3,750.00	2,500.00	2,285.00	215.00	91.40
216-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	309.77	0.00	0.00	0.00	0.00
216-301-972.000	COMPUTER	4,865.50	7,000.00	1,926.40	5,073.60	27.52
Total Dept 301 - OPERATING COSTS		127,992.62	106,550.00	40,608.45	65,941.55	38.11
Dept 333 - TRANSPORTATION						
216-333-860.000	FUEL & MILEAGE	10,284.45	12,500.00	8,489.65	4,010.35	67.92
216-333-930.000	REPAIRS & MAINTENANCE	18,570.56	30,000.00	22,865.55	7,134.45	76.22
Total Dept 333 - TRANSPORTATION		28,855.01	42,500.00	31,355.20	11,144.80	73.78
Dept 900 - CAPITAL OUTLAY						
216-900-970.000	EQUIPMENT	8,024.80	30,000.00	30,640.55	(640.55)	102.14
216-900-974.000	VEHICLE	0.00	477,790.00	484,294.72	(6,504.72)	101.36
Total Dept 900 - CAPITAL OUTLAY		8,024.80	507,790.00	514,935.27	(7,145.27)	101.41
Dept 905 - DEBT SERVICE						
216-905-985.000	PSB SHARE OF BOND PMT	90,050.68	89,617.00	87,045.83	2,571.17	97.13
Total Dept 905 - DEBT SERVICE		90,050.68	89,617.00	87,045.83	2,571.17	97.13
TOTAL EXPENDITURES		623,247.71	1,176,271.00	953,809.21	222,461.79	81.09
Fund 216 - MEDICAL RESCUE FUND:						
TOTAL REVENUES		806,658.87	796,683.00	690,652.54	106,030.46	86.69
TOTAL EXPENDITURES		623,247.71	1,176,271.00	953,809.21	222,461.79	81.09
NET OF REVENUES & EXPENDITURES		183,411.16	(379,588.00)	(263,156.67)	(116,431.33)	69.33
BEG. FUND BALANCE		832,958.13	1,016,369.29	1,016,369.29		
END FUND BALANCE		1,016,369.29	636,781.29	753,212.62		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 14/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 217 - PSB - RENTAL PROPERTY FUND						
Revenues						
Dept 000						
217-000-688.000	RENTAL INCOME	0.00	36,000.00	36,000.00	0.00	100.00
217-000-695.000	RENTAL UTILITY REVENUE	0.00	2,631.00	2,593.84	37.16	98.59
Total Dept 000		0.00	38,631.00	38,593.84	37.16	99.90
TOTAL REVENUES		0.00	38,631.00	38,593.84	37.16	99.90
Expenditures						
Dept 000						
217-000-908.000	RENTAL REIMBURSEMENT	0.00	9,730.08	7,297.56	2,432.52	75.00
217-000-920.000	UTILITIES	0.00	2,631.00	1,042.92	1,588.08	39.64
Total Dept 000		0.00	12,361.08	8,340.48	4,020.60	67.47
TOTAL EXPENDITURES		0.00	12,361.08	8,340.48	4,020.60	67.47
Fund 217 - PSB - RENTAL PROPERTY FUND:						
TOTAL REVENUES		0.00	38,631.00	38,593.84	37.16	99.90
TOTAL EXPENDITURES		0.00	12,361.08	8,340.48	4,020.60	67.47
NET OF REVENUES & EXPENDITURES		0.00	26,269.92	30,253.36	(3,983.44)	115.16
BEG. FUND BALANCE						
END FUND BALANCE			26,269.92	30,253.36		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 15/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 230 - DONATION FUND						
Revenues						
Dept 000						
230-000-698.000	DONATIONS - OTHER	20.00	100.00	0.00	100.00	0.00
Total Dept 000		20.00	100.00	0.00	100.00	0.00
TOTAL REVENUES		20.00	100.00	0.00	100.00	0.00
Fund 230 - DONATION FUND:						
TOTAL REVENUES		20.00	100.00	0.00	100.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		20.00	100.00	0.00	100.00	0.00
BEG. FUND BALANCE		498.61	518.61	518.61		
END FUND BALANCE		518.61	618.61	518.61		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 16/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTH						
Revenues						
Dept 000						
248-000-607.000	VENDOR FEES	0.00	0.00	285.00	(285.00)	100.00
248-000-675.000	CONTRIBUTION-PRIVATE SOURCES	0.00	0.00	11.00	(11.00)	100.00
Total Dept 000		0.00	0.00	296.00	(296.00)	100.00
TOTAL REVENUES		0.00	0.00	296.00	(296.00)	100.00
Expenditures						
Dept 301 - OPERATING COSTS						
248-301-801.000	PLANNER FEES	13,695.00	0.00	0.00	0.00	0.00
248-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	0.00	500.00	333.34	166.66	66.67
Total Dept 301 - OPERATING COSTS		13,695.00	500.00	333.34	166.66	66.67
Dept 900 - CAPITAL OUTLAY						
248-900-925.000	STREETSCAPING	267.03	600.00	0.00	600.00	0.00
Total Dept 900 - CAPITAL OUTLAY		267.03	600.00	0.00	600.00	0.00
TOTAL EXPENDITURES		13,962.03	1,100.00	333.34	766.66	30.30
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:						
TOTAL REVENUES		0.00	0.00	296.00	(296.00)	100.00
TOTAL EXPENDITURES		13,962.03	1,100.00	333.34	766.66	30.30
NET OF REVENUES & EXPENDITURES		(13,962.03)	(1,100.00)	(37.34)	(1,062.66)	3.39
BEG. FUND BALANCE		48,932.50	34,970.47	34,970.47		
END FUND BALANCE		34,970.47	33,870.47	34,933.13		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 17/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 265 - NARCOTICS FUND						
Revenues						
Dept 000						
265-000-661.000	FORFEITURES	0.00	30,000.00	0.00	30,000.00	0.00
265-000-673.000	SALE OF FIXED ASSET	15,075.00	0.00	0.00	0.00	0.00
Total Dept 000		15,075.00	30,000.00	0.00	30,000.00	0.00
TOTAL REVENUES		15,075.00	30,000.00	0.00	30,000.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
265-301-727.000	SUPPLIES	238.93	5,000.00	1,256.44	3,743.56	25.13
265-301-899.000	FORFEITURE SHARING	33,012.00	0.00	0.00	0.00	0.00
265-301-956.000	MISCELLANEOUS	5,023.44	5,000.00	1,303.38	3,696.62	26.07
265-301-972.000	COMPUTER	0.00	5,000.00	0.00	5,000.00	0.00
Total Dept 301 - OPERATING COSTS		38,274.37	15,000.00	2,559.82	12,440.18	17.07
Dept 900 - CAPITAL OUTLAY						
265-900-970.000	EQUIPMENT	0.00	10,000.00	2,284.00	7,716.00	22.84
Total Dept 900 - CAPITAL OUTLAY		0.00	10,000.00	2,284.00	7,716.00	22.84
TOTAL EXPENDITURES		38,274.37	25,000.00	4,843.82	20,156.18	19.38
Fund 265 - NARCOTICS FUND:						
TOTAL REVENUES		15,075.00	30,000.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		38,274.37	25,000.00	4,843.82	20,156.18	19.38
NET OF REVENUES & EXPENDITURES		(23,199.37)	5,000.00	(4,843.82)	9,843.82	96.88
BEG. FUND BALANCE		145,364.50	122,165.13	122,165.13		
END FUND BALANCE		122,165.13	127,165.13	117,321.31		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 18/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 266 - FEDERAL NARCOTICS FUND						
Revenues						
Dept 000						
266-000-661.000	FORFEITURES	161,596.23	100,000.00	0.00	100,000.00	0.00
Total Dept 000		161,596.23	100,000.00	0.00	100,000.00	0.00
TOTAL REVENUES		161,596.23	100,000.00	0.00	100,000.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
266-301-727.000	SUPPLIES	3,400.18	12,000.00	10,976.68	1,023.32	91.47
266-301-956.000	MISCELLANEOUS	12,273.95	12,000.00	9,993.75	2,006.25	83.28
Total Dept 301 - OPERATING COSTS		15,674.13	24,000.00	20,970.43	3,029.57	87.38
Dept 336 - CONTRIBUTIONS						
266-336-967.000	CONTRIBUTION-LAW ENFORCEMENT	0.00	35,000.00	17,500.02	17,499.98	50.00
Total Dept 336 - CONTRIBUTIONS		0.00	35,000.00	17,500.02	17,499.98	50.00
Dept 900 - CAPITAL OUTLAY						
266-900-970.000	EQUIPMENT	18,822.00	20,000.00	0.00	20,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		18,822.00	20,000.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		34,496.13	79,000.00	38,470.45	40,529.55	48.70
Fund 266 - FEDERAL NARCOTICS FUND:						
TOTAL REVENUES		161,596.23	100,000.00	0.00	100,000.00	0.00
TOTAL EXPENDITURES		34,496.13	79,000.00	38,470.45	40,529.55	48.70
NET OF REVENUES & EXPENDITURES		127,100.10	21,000.00	(38,470.45)	59,470.45	183.19
BEG. FUND BALANCE		113,151.69	240,251.79	240,251.79		
END FUND BALANCE		240,251.79	261,251.79	201,781.34		

User: YVETTE

PERIOD ENDING 03/31/2019

DB: Northfield

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND						
Revenues						
Dept 000						
287-000-478.000	SOIL FILL PERMITS	1,400.00	0.00	500.00	(500.00)	100.00
287-000-481.000	SIGN PERMITS	100.00	0.00	0.00	0.00	0.00
287-000-484.000	BUILDING PLAN REVIEW FEES	4,188.00	5,500.00	4,444.50	1,055.50	80.81
287-000-485.000	BUILDING PERMIT FEES	38,811.25	35,000.00	41,908.50	(6,908.50)	119.74
287-000-486.000	CONTRACTOR'S REGISTRATION	2,540.00	2,500.00	2,175.00	325.00	87.00
287-000-488.000	TRADE PERMIT FEES	42,082.50	40,000.00	33,030.00	6,970.00	82.58
287-000-626.000	COPY & FOIA INCOME	5.00	0.00	37.65	(37.65)	100.00
Total Dept 000		89,126.75	83,000.00	82,095.65	904.35	98.91
TOTAL REVENUES		89,126.75	83,000.00	82,095.65	904.35	98.91
Expenditures						
Dept 226 - PERSONNEL						
287-226-703.000	BUILDING SALARIES	0.00	26,401.25	19,308.66	7,092.59	73.14
287-226-715.000	SOCIAL SECURITY	626.34	2,020.07	1,206.78	813.29	59.74
287-226-716.000	HOSPITALIZATION	0.00	16,403.60	1,451.08	14,952.52	8.85
287-226-717.000	LIFE/DISB. INSURANCE	0.00	574.05	58.62	515.43	10.21
287-226-718.000	BUILDING PENSION	0.00	3,572.12	1,624.32	1,947.80	45.47
287-226-731.000	WORKERS COMP INSURANCE	570.40	480.00	0.00	480.00	0.00
287-226-927.000	ALLOCATE TO DEPARTMENTS	56,772.00	17,819.00	0.00	17,819.00	0.00
Total Dept 226 - PERSONNEL		57,968.74	67,270.09	23,649.46	43,620.63	35.16
Dept 261 - GOVERNMENT SHARED SERVICES						
287-261-725.000	BUILDING INSPECTIONS	16,562.16	25,000.00	13,400.00	11,600.00	53.60
287-261-737.000	PLAN REVIEW	3,019.16	3,000.00	4,071.58	(1,071.58)	135.72
287-261-738.000	MISC BUILDING ADMINISTRATION	635.00	500.00	75.00	425.00	15.00
Total Dept 261 - GOVERNMENT SHARED SERVICES		20,216.32	28,500.00	17,546.58	10,953.42	61.57
Dept 270 - LEGAL/PROFESSIONAL						
287-270-722.000	CONTROLLER	2,403.01	2,519.00	0.00	2,519.00	0.00
287-270-802.000	AUDIT FEES	900.00	900.00	900.00	0.00	100.00
287-270-806.000	ENGINEER	1,510.00	0.00	0.00	0.00	0.00
287-270-823.000	ZONING ADMINISTRATION	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		4,813.01	4,419.00	900.00	3,519.00	20.37
Dept 301 - OPERATING COSTS						
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTIONS	28,575.00	25,000.00	21,150.00	3,850.00	84.60
287-301-727.000	SUPPLIES	419.98	500.00	0.00	500.00	0.00
287-301-850.000	COMMUNICATION	486.53	500.00	401.53	98.47	80.31
287-301-910.000	INSURANCE & BONDS	0.00	900.00	0.00	900.00	0.00
287-301-927.000	ALLOCATE TO DEPARTMENTS	4,195.00	4,200.00	0.00	4,200.00	0.00
Total Dept 301 - OPERATING COSTS		33,676.51	31,100.00	21,551.53	9,548.47	69.30
Dept 412 - PLANNING/ZONING DEPT						
287-412-823.000	ZONING ADMINISTRATION	150.00	0.00	0.00	0.00	0.00

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 20/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND						
Expenditures						
Total Dept 412 - PLANNING/ZONING DEPT		150.00	0.00	0.00	0.00	0.00
<hr/>						
TOTAL EXPENDITURES		116,824.58	131,289.09	63,647.57	67,641.52	48.48
<hr/>						
Fund 287 - BUILDING DEPARTMENT FUND:						
TOTAL REVENUES		89,126.75	83,000.00	82,095.65	904.35	98.91
TOTAL EXPENDITURES		116,824.58	131,289.09	63,647.57	67,641.52	48.48
NET OF REVENUES & EXPENDITURES		(27,697.83)	(48,289.09)	18,448.08	(66,737.17)	38.20
BEG. FUND BALANCE		171,326.13	143,628.30	143,628.30		
END FUND BALANCE		143,628.30	95,339.21	162,076.38		



GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 571 - WASTEWATER TREATMENT FUND						
Revenues						
Dept 000						
571-000-445.000	PENALTY & INTEREST ON TAXES	2.48	0.00	9.41	(9.41)	100.00
571-000-500.000	TAP-IN FEES	25,019.00	29,865.00	0.00	29,865.00	0.00
571-000-590.000	GRANT INCOME	116,519.34	246,479.40	0.00	246,479.40	0.00
571-000-651.000	USAGE FEES	1,340,523.97	1,365,000.00	1,063,795.71	301,204.29	77.93
571-000-665.000	INTEREST INCOME	5,353.21	1,500.00	8,241.77	(6,741.77)	549.45
571-000-671.000	REIMBURSEMENT/OTHER INCOME	5,167.83	1,800.00	1,880.59	(80.59)	104.48
571-000-672.000	SAD INTEREST	45.56	0.00	0.00	0.00	0.00
571-000-673.000	SALE OF FIXED ASSET	2,565.00	0.00	0.00	0.00	0.00
Total Dept 000		1,495,196.39	1,644,644.40	1,073,927.48	570,716.92	65.30
TOTAL REVENUES		1,495,196.39	1,644,644.40	1,073,927.48	570,716.92	65.30
Expenditures						
Dept 226 - PERSONNEL						
571-226-701.000	SALARIES	64,816.76	66,188.00	48,318.01	17,869.99	73.00
571-226-702.000	SALARIES	181,727.97	181,738.00	133,537.13	48,200.87	73.48
571-226-711.000	SALARIES-OVERTIME	12,057.64	18,540.00	7,636.98	10,903.02	41.19
571-226-715.000	SOCIAL SECURITY	19,845.01	20,383.95	15,444.37	4,939.58	75.77
571-226-716.000	HOSPITALIZATION	87,379.29	115,063.25	69,105.05	45,958.20	60.06
571-226-717.000	LIFE/DISB. INSURANCE	1,802.07	3,705.53	2,356.20	1,349.33	63.59
571-226-718.000	PENSION	22,575.94	26,646.10	18,154.69	8,491.41	68.13
571-226-720.000	BANKED PTO	(7,385.19)	0.00	0.00	0.00	0.00
571-226-731.000	WORKERS COMP INSURANCE	7,568.80	6,616.00	0.00	6,616.00	0.00
571-226-747.000	ON-CALL WAGES	0.00	10,920.00	7,980.00	2,940.00	73.08
571-226-957.000	TRAINING & DEVELOPMENT	4,141.95	5,000.00	2,319.69	2,680.31	46.39
Total Dept 226 - PERSONNEL		394,530.24	454,800.83	304,852.12	149,948.71	67.03
Dept 228 - INFORMATION TECHNOLOGY						
571-228-948.000	COMPUTER SERVICES	0.00	0.00	115.70	(115.70)	100.00
Total Dept 228 - INFORMATION TECHNOLOGY		0.00	0.00	115.70	(115.70)	100.00
Dept 270 - LEGAL/PROFESSIONAL						
571-270-722.000	CONTROLLER	16,821.00	17,633.00	0.00	17,633.00	0.00
571-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	0.00	100.00
571-270-803.000	LEGAL	0.00	500.00	0.00	500.00	0.00
571-270-806.000	ENGINEER	7,308.56	25,000.00	0.00	25,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		30,429.56	49,433.00	6,300.00	43,133.00	12.74
Dept 301 - OPERATING COSTS						
571-301-727.000	SUPPLIES	1,281.86	2,500.00	855.44	1,644.56	34.22
571-301-740.000	OPERATING SUPPLIES	48,280.31	50,000.00	31,369.67	18,630.33	62.74
571-301-741.000	UNIFORMS/GEAR & ALLOWANCE	1,639.83	4,000.00	1,246.18	2,753.82	31.15
571-301-807.000	MEMBERSHIP DUES	880.00	880.00	210.00	670.00	23.86
571-301-817.000	LAB & TESTING	4,466.00	7,000.00	785.00	6,215.00	11.21
571-301-819.000	COLLECTION SYS ANNUAL MAINT	47,572.76	55,000.00	11,530.82	43,469.18	20.97
571-301-825.000	SEWER ADMINISTRATION FEES	37,500.00	37,500.00	0.00	37,500.00	0.00
571-301-850.000	COMMUNICATION	5,304.16	3,200.00	4,378.41	(1,178.41)	136.83
571-301-851.000	POSTAGE	3,565.28	3,000.00	2,775.39	224.61	92.51

PERIOD ENDING 03/31/2019  
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 571 - WASTEWATER TREATMENT FUND						
Expenditures						
571-301-900.000	PRINTING & PUBLICATIONS	0.00	200.00	0.00	200.00	0.00
571-301-907.000	REFUNDS AND REBATES	2,469.33	0.00	0.00	0.00	0.00
571-301-910.000	INSURANCE & BONDS	21,442.00	25,350.00	0.00	25,350.00	0.00
571-301-920.000	UTILITIES	76,098.40	100,000.00	92,157.89	7,842.11	92.16
571-301-929.000	GRANT EXPENSE	46,396.49	273,866.00	124,875.80	148,990.20	45.60
571-301-930.000	REPAIRS & MAINTENANCE	32,816.35	110,000.00	58,958.84	51,041.16	53.60
571-301-940.000	RENTAL EQUIPMENT	1,574.69	1,585.00	1,270.66	314.34	80.17
571-301-956.000	MISCELLANEOUS	10.00	500.00	0.00	500.00	0.00
571-301-968.000	DEPRECIATION EXPENSE	235,729.48	235,088.96	0.00	235,088.96	0.00
Total Dept 301 - OPERATING COSTS		567,026.94	909,669.96	330,414.10	579,255.86	36.32
Dept 333 - TRANSPORTATION						
571-333-860.000	FUEL & MILEAGE	2,233.20	7,000.00	2,219.05	4,780.95	31.70
571-333-930.000	REPAIRS & MAINTENANCE	52.94	1,500.00	1,500.14	(0.14)	100.01
Total Dept 333 - TRANSPORTATION		2,286.14	8,500.00	3,719.19	4,780.81	43.76
Dept 528 - O & M - BOND & INTEREST						
571-528-954.000	AGENT FEES	549.00	700.00	0.00	700.00	0.00
571-528-989.000	INTEREST 1992 BOND	10,518.76	8,550.00	4,275.00	4,275.00	50.00
Total Dept 528 - O & M - BOND & INTEREST		11,067.76	9,250.00	4,275.00	4,975.00	46.22
Dept 900 - CAPITAL OUTLAY						
571-900-970.000	EQUIPMENT	20,500.00	531,176.00	0.00	531,176.00	0.00
571-900-971.000	RENOVATIONS	0.00	0.00	17,870.00	(17,870.00)	100.00
Total Dept 900 - CAPITAL OUTLAY		20,500.00	531,176.00	17,870.00	513,306.00	3.36
TOTAL EXPENDITURES		1,025,840.64	1,962,829.79	667,546.11	1,295,283.68	34.01
Fund 571 - WASTEWATER TREATMENT FUND:						
TOTAL REVENUES		1,495,196.39	1,644,644.40	1,073,927.48	570,716.92	65.30
TOTAL EXPENDITURES		1,025,840.64	1,962,829.79	667,546.11	1,295,283.68	34.01
NET OF REVENUES & EXPENDITURES		469,355.75	(318,185.39)	406,381.37	(724,566.76)	127.72
BEG. FUND BALANCE		6,740,021.11	7,209,376.86	7,209,376.86		
END FUND BALANCE		7,209,376.86	6,891,191.47	7,615,758.23		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 23/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023						
Revenues						
Dept 000						
815-000-665.000	INTEREST INCOME	49.34	100.00	42.04	57.96	42.04
815-000-672.000	SAD INTEREST	6,281.53	6,000.00	158.90	5,841.10	2.65
Total Dept 000		6,330.87	6,100.00	200.94	5,899.06	3.29
TOTAL REVENUES		6,330.87	6,100.00	200.94	5,899.06	3.29
Expenditures						
Dept 301 - OPERATING COSTS						
815-301-968.000	DEPRECIATION EXPENSE	17,519.00	17,519.00	8,759.52	8,759.48	50.00
Total Dept 301 - OPERATING COSTS		17,519.00	17,519.00	8,759.52	8,759.48	50.00
Dept 905 - DEBT SERVICE						
815-905-995.000	DEBT SERVICE - INTEREST	6,220.22	0.00	2,232.50	(2,232.50)	100.00
Total Dept 905 - DEBT SERVICE		6,220.22	0.00	2,232.50	(2,232.50)	100.00
TOTAL EXPENDITURES		23,739.22	17,519.00	10,992.02	6,526.98	62.74
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023:						
TOTAL REVENUES		6,330.87	6,100.00	200.94	5,899.06	3.29
TOTAL EXPENDITURES		23,739.22	17,519.00	10,992.02	6,526.98	62.74
NET OF REVENUES & EXPENDITURES		(17,408.35)	(11,419.00)	(10,791.08)	(627.92)	94.50
BEG. FUND BALANCE		564,756.20	547,347.85	547,347.85		
END FUND BALANCE		547,347.85	535,928.85	536,556.77		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 24/25

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035						
Revenues						
Dept 000						
825-000-445.000	PENALTY & INTEREST ON TAXES	14.41	0.00	0.00	0.00	0.00
825-000-672.000	SAD INTEREST	37,055.59	32,000.00	0.00	32,000.00	0.00
Total Dept 000		37,070.00	32,000.00	0.00	32,000.00	0.00
TOTAL REVENUES		37,070.00	32,000.00	0.00	32,000.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
825-301-968.000	DEPRECIATION EXPENSE	15,933.31	12,000.00	6,000.00	6,000.00	50.00
Total Dept 301 - OPERATING COSTS		15,933.31	12,000.00	6,000.00	6,000.00	50.00
Dept 905 - DEBT SERVICE						
825-905-954.000	AGENT FEES	500.00	500.00	500.00	0.00	100.00
825-905-986.000	INTEREST EXPENSE - WL SAD BOND	22,393.78	21,893.76	21,893.78	(0.02)	100.00
Total Dept 905 - DEBT SERVICE		22,893.78	22,393.76	22,393.78	(0.02)	100.00
TOTAL EXPENDITURES		38,827.09	34,393.76	28,393.78	5,999.98	82.56
Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035:						
TOTAL REVENUES		37,070.00	32,000.00	0.00	32,000.00	0.00
TOTAL EXPENDITURES		38,827.09	34,393.76	28,393.78	5,999.98	82.56
NET OF REVENUES & EXPENDITURES		(1,757.09)	(2,393.76)	(28,393.78)	26,000.02	1,186.16
BEG. FUND BALANCE		766,578.92	764,821.83	764,821.83		
END FUND BALANCE		764,821.83	762,428.07	736,428.05		

04/04/2019 12:50 PM

User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

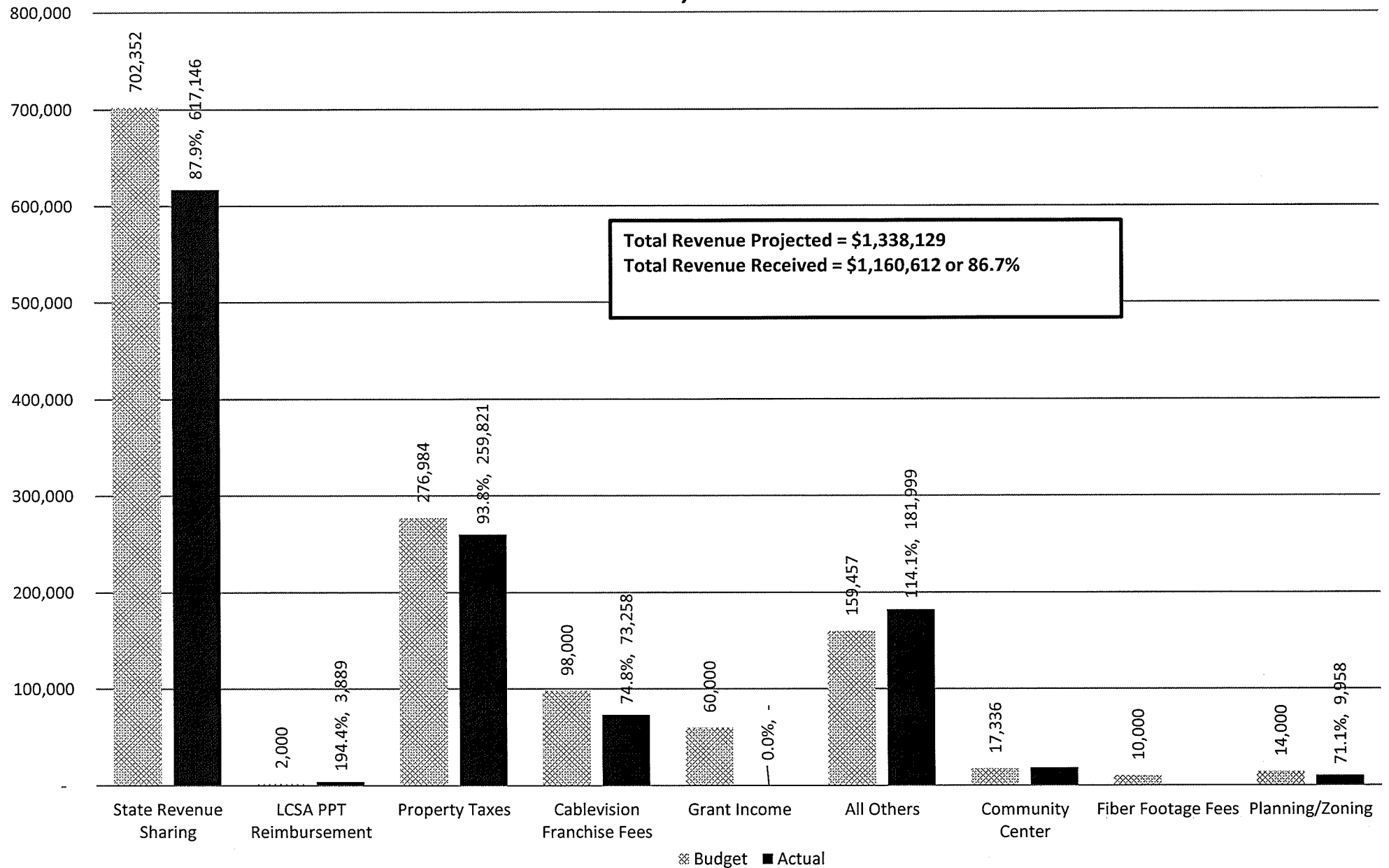
Page 25/25

PERIOD ENDING 03/31/2019

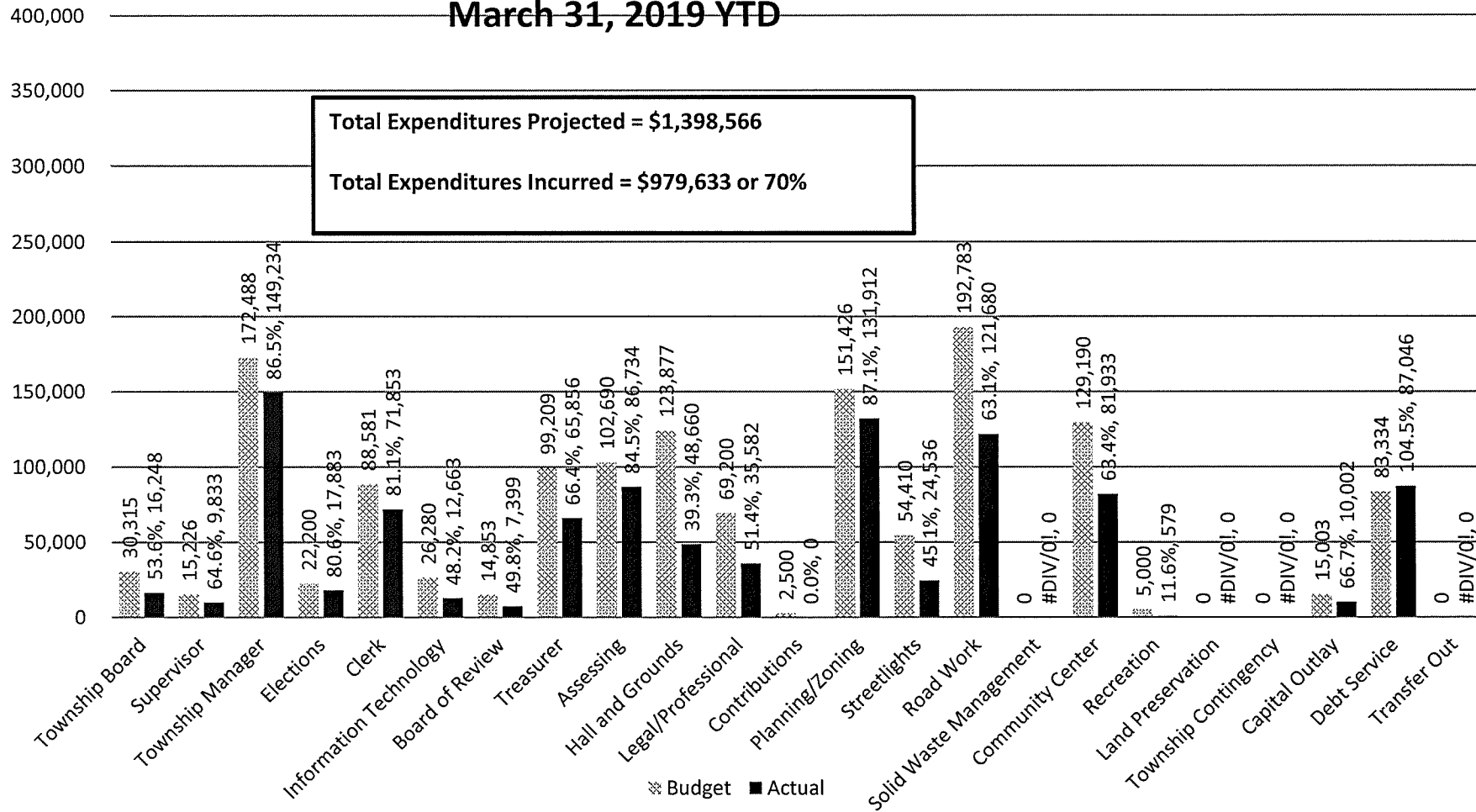
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT						
Revenues						
Dept 000						
890-000-445.000	PENALTY & INTEREST ON TAXES	0.00	0.00	82.70	(82.70)	100.00
890-000-665.000	INTEREST INCOME	160.65	750.00	209.41	540.59	27.92
890-000-672.000	SAD INTEREST	18,234.70	15,000.00	0.00	15,000.00	0.00
Total Dept 000		18,395.35	15,750.00	292.11	15,457.89	1.85
TOTAL REVENUES		18,395.35	15,750.00	292.11	15,457.89	1.85
Expenditures						
Dept 301 - OPERATING COSTS						
890-301-968.000	DEPRECIATION EXPENSE	74,187.00	72,000.00	36,000.00	36,000.00	50.00
Total Dept 301 - OPERATING COSTS		74,187.00	72,000.00	36,000.00	36,000.00	50.00
Dept 905 - DEBT SERVICE						
890-905-954.000	AGENT FEES	351.00	415.00	0.00	415.00	0.00
Total Dept 905 - DEBT SERVICE		351.00	415.00	0.00	415.00	0.00
TOTAL EXPENDITURES		74,538.00	72,415.00	36,000.00	36,415.00	49.71
Fund 890 - N.T. SEWER DISTRICT:						
TOTAL REVENUES		18,395.35	15,750.00	292.11	15,457.89	1.85
TOTAL EXPENDITURES		74,538.00	72,415.00	36,000.00	36,415.00	49.71
NET OF REVENUES & EXPENDITURES		(56,142.65)	(56,665.00)	(35,707.89)	(20,957.11)	63.02
BEG. FUND BALANCE		2,878,138.86	2,821,996.21	2,821,996.21		
END FUND BALANCE		2,821,996.21	2,765,331.21	2,786,288.32		
TOTAL REVENUES - ALL FUNDS						
		5,831,479.24	5,786,849.90	4,719,998.41	1,066,851.49	81.56
TOTAL EXPENDITURES - ALL FUNDS						
		4,879,971.22	6,594,760.70	3,922,489.51	2,672,271.19	59.48
NET OF REVENUES & EXPENDITURES		951,508.02	(807,910.80)	797,508.90	(1,605,419.70)	98.71
BEG. FUND BALANCE - ALL FUNDS		13,577,290.04	14,528,798.06	14,528,798.06		
END FUND BALANCE - ALL FUNDS		14,528,798.06	13,720,887.26	15,326,306.96		

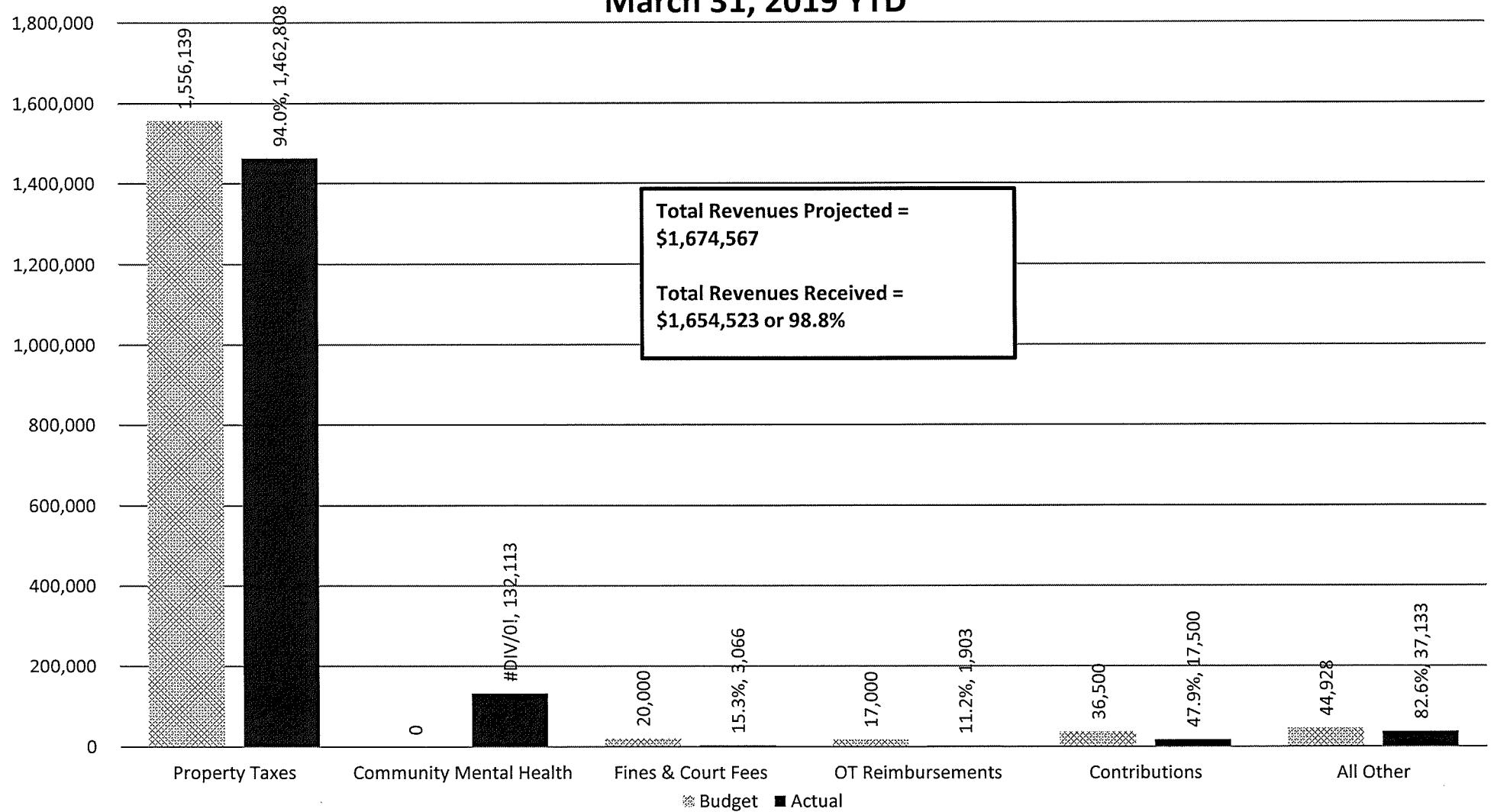
# NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Incurred March 31, 2019 YTD



# NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred March 31, 2019 YTD

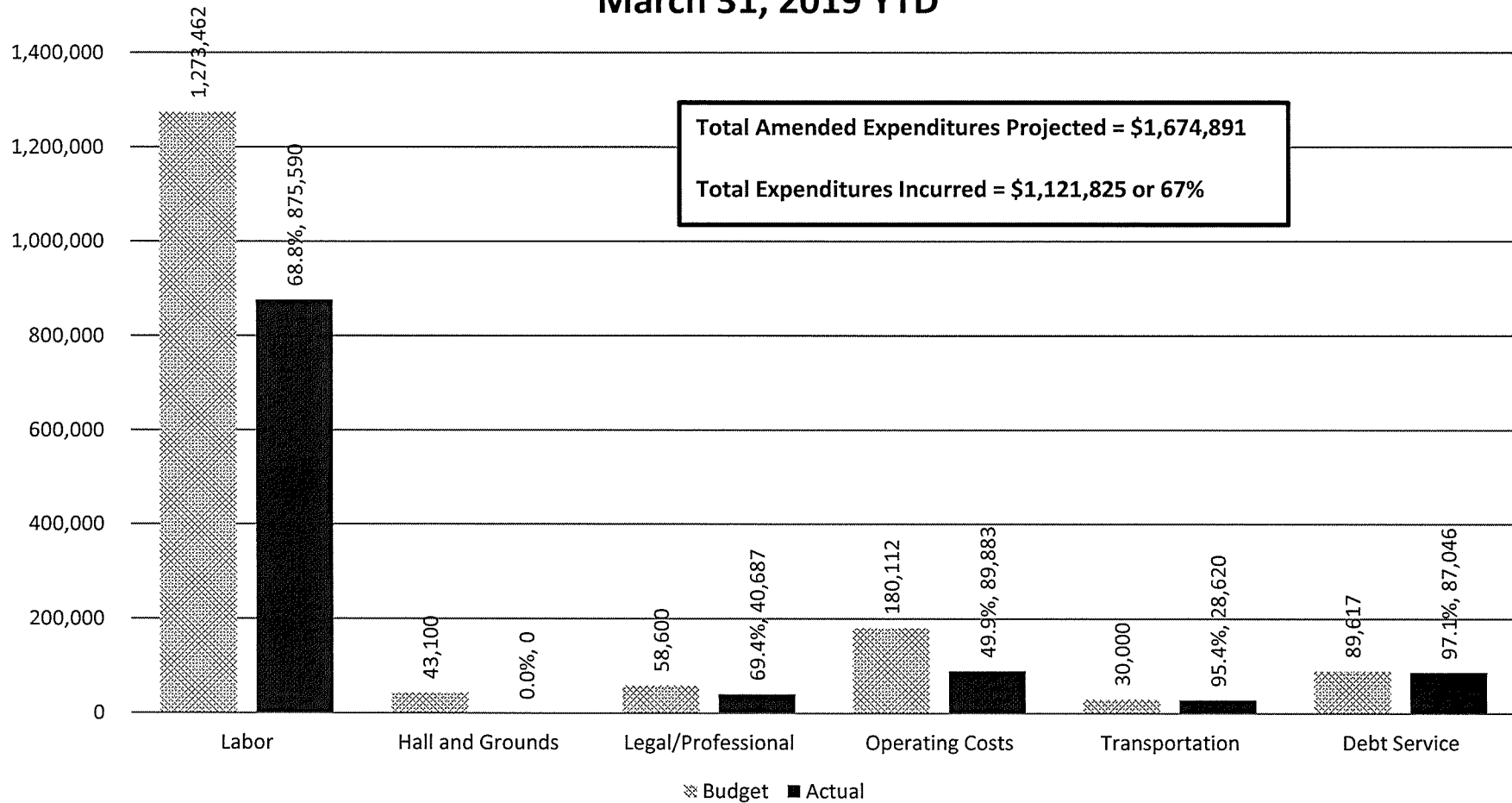


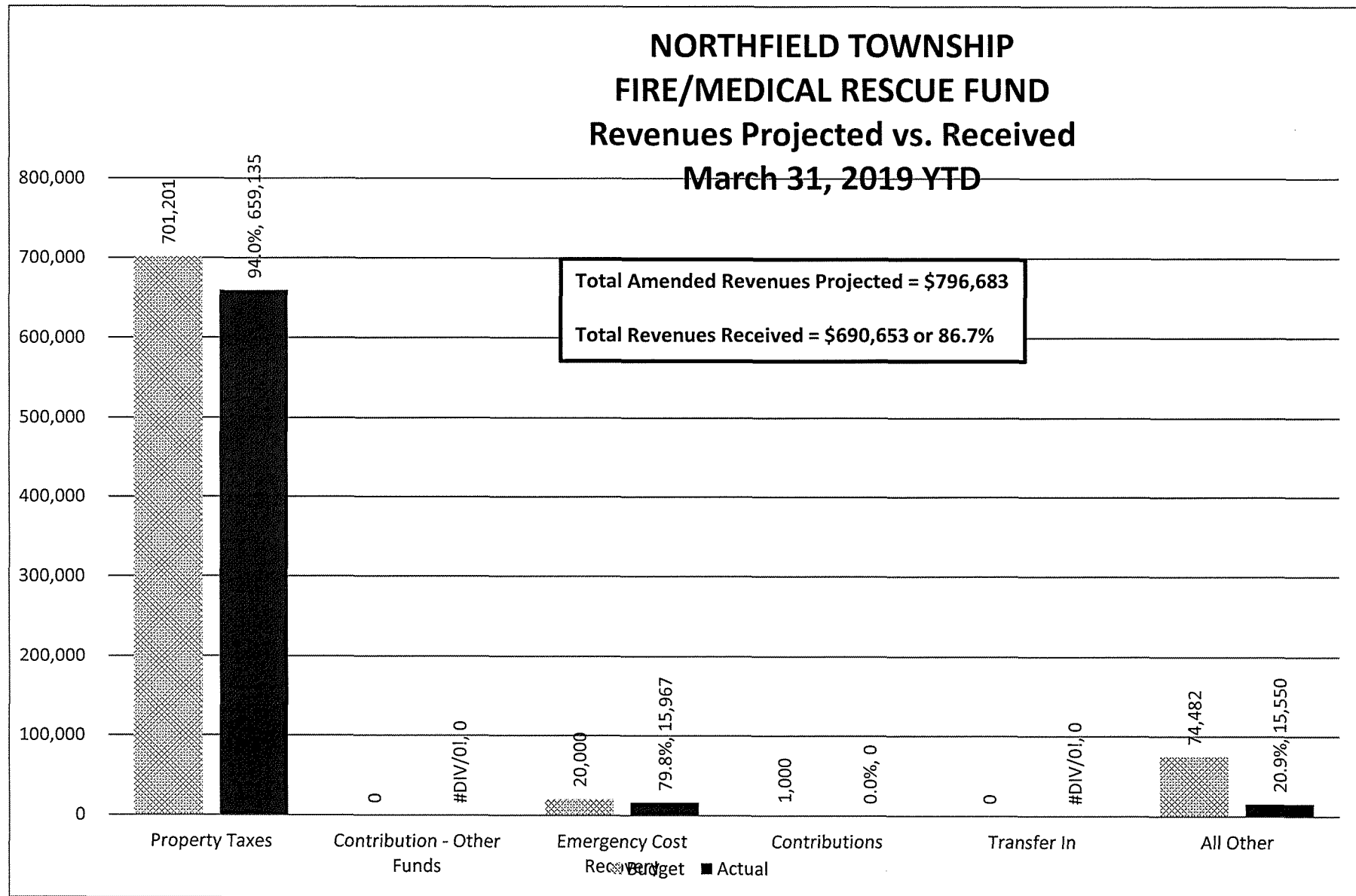
# **NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received March 31, 2019 YTD**



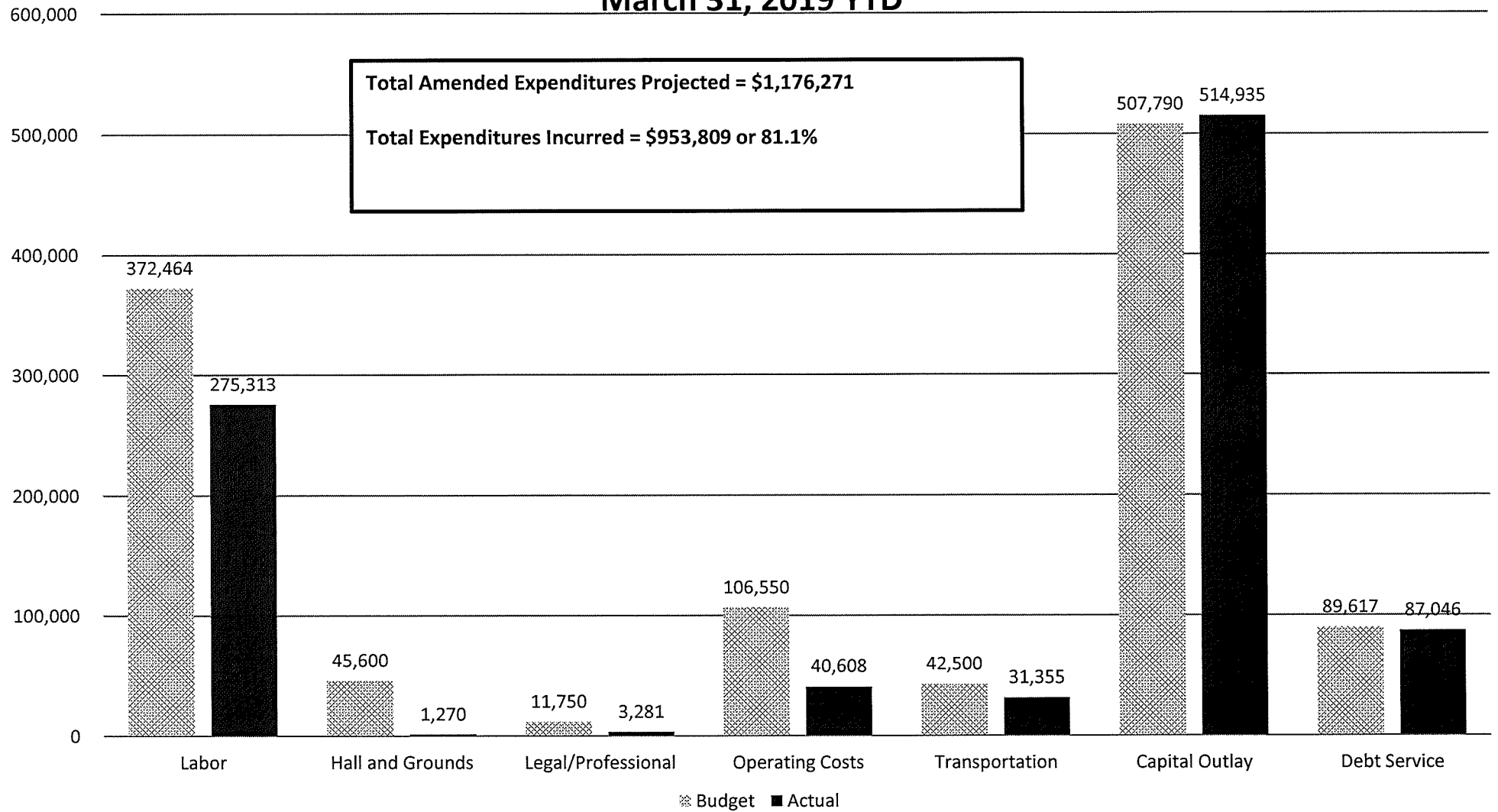


# **NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred March 31, 2019 YTD**

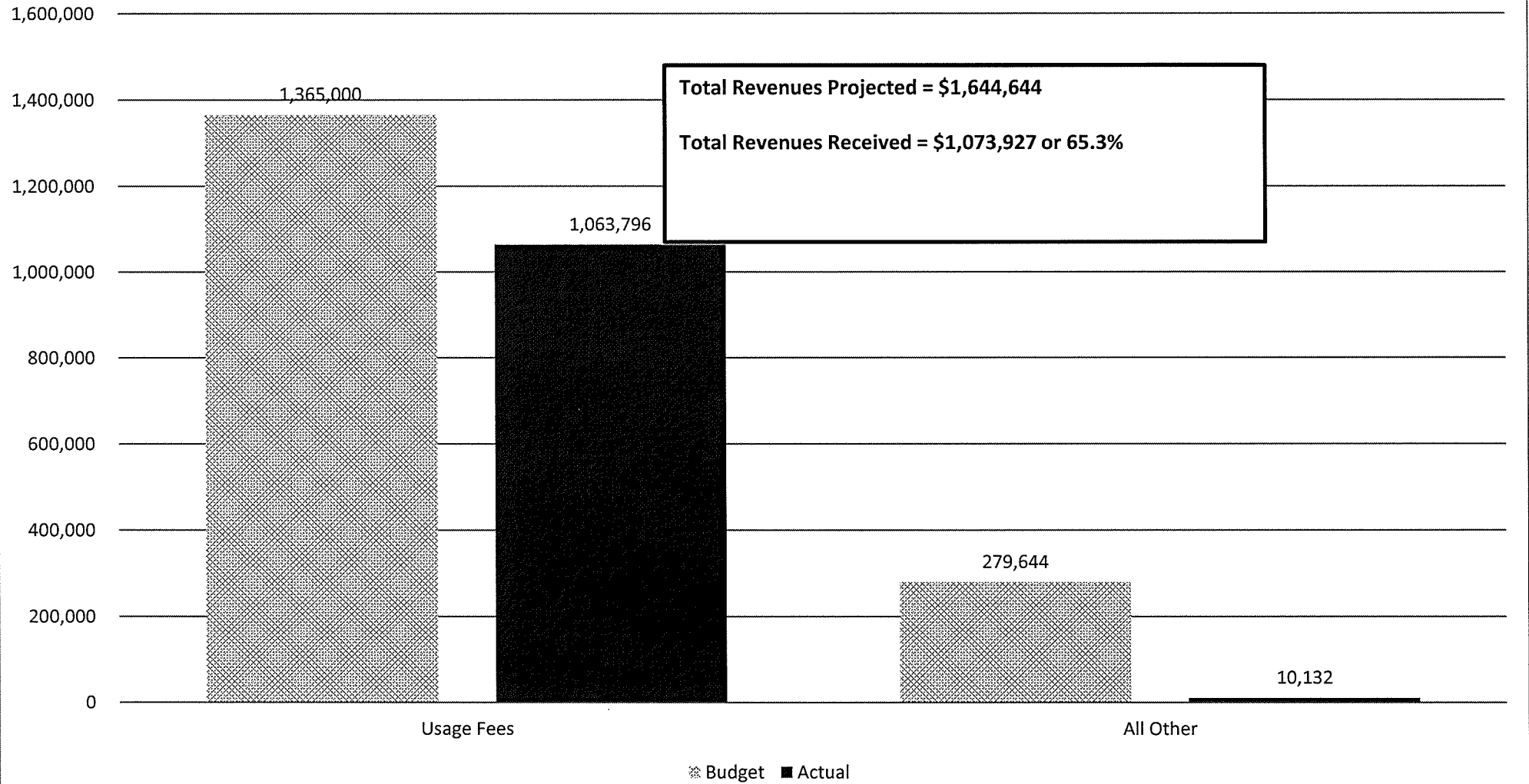




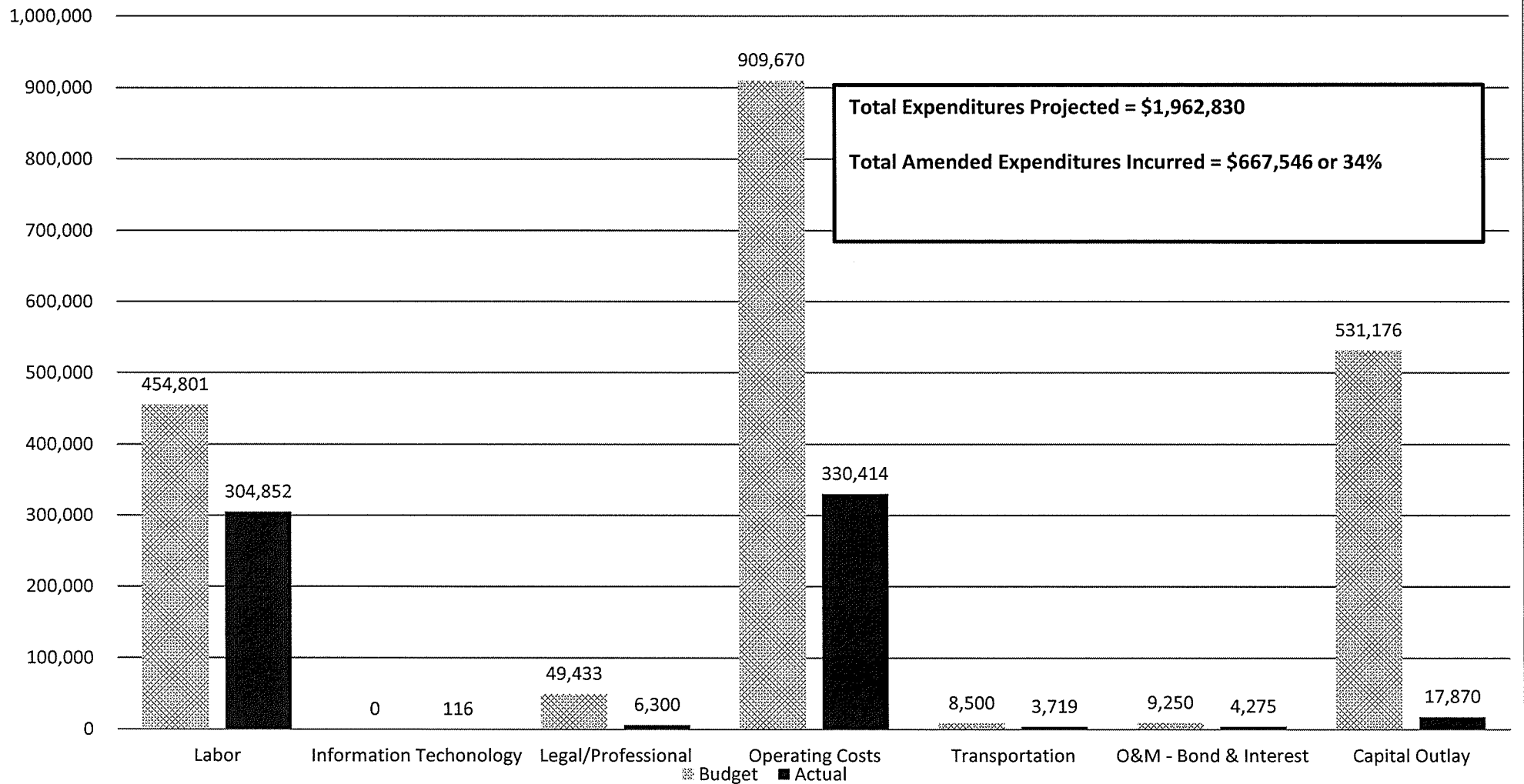
# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred March 31, 2019 YTD



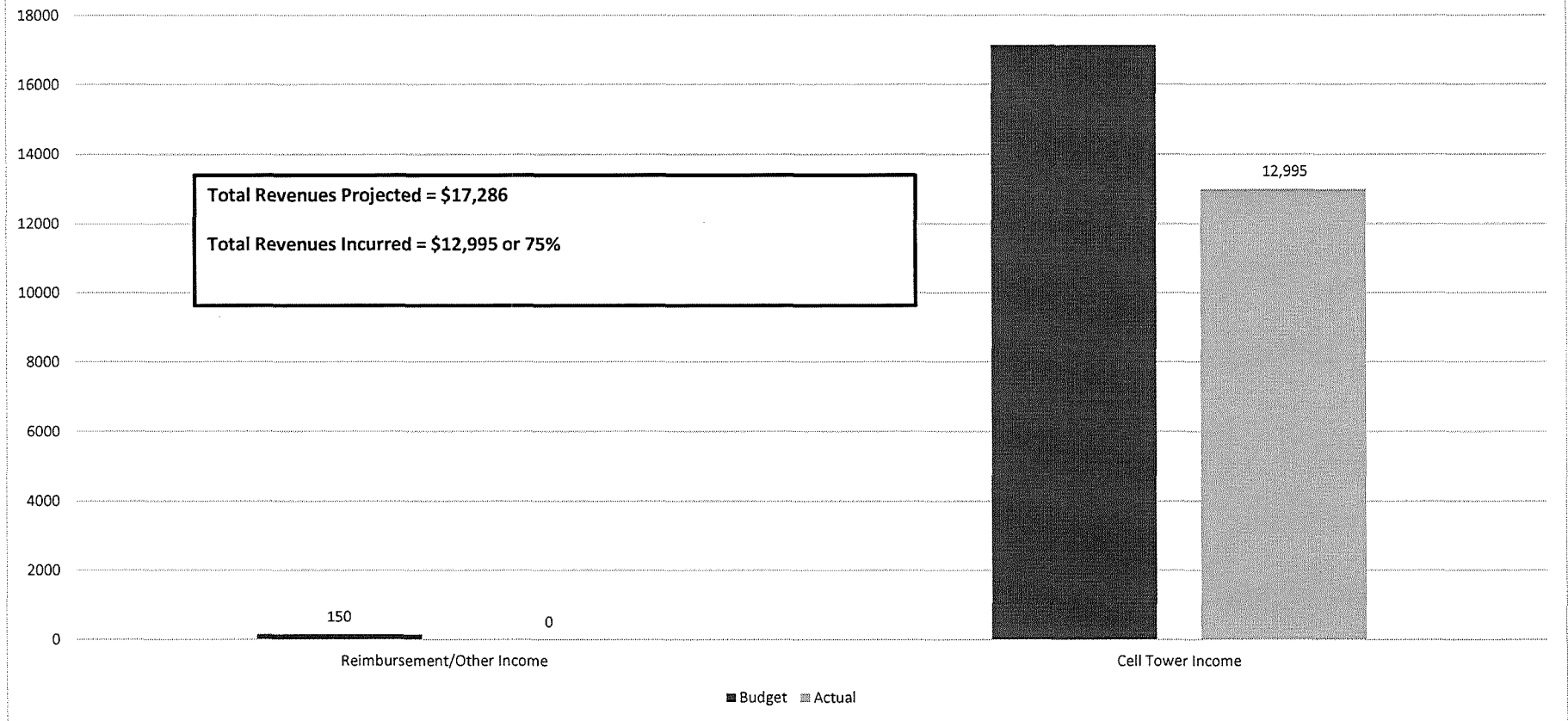
# **NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Incurred March 31, 2019 YTD**



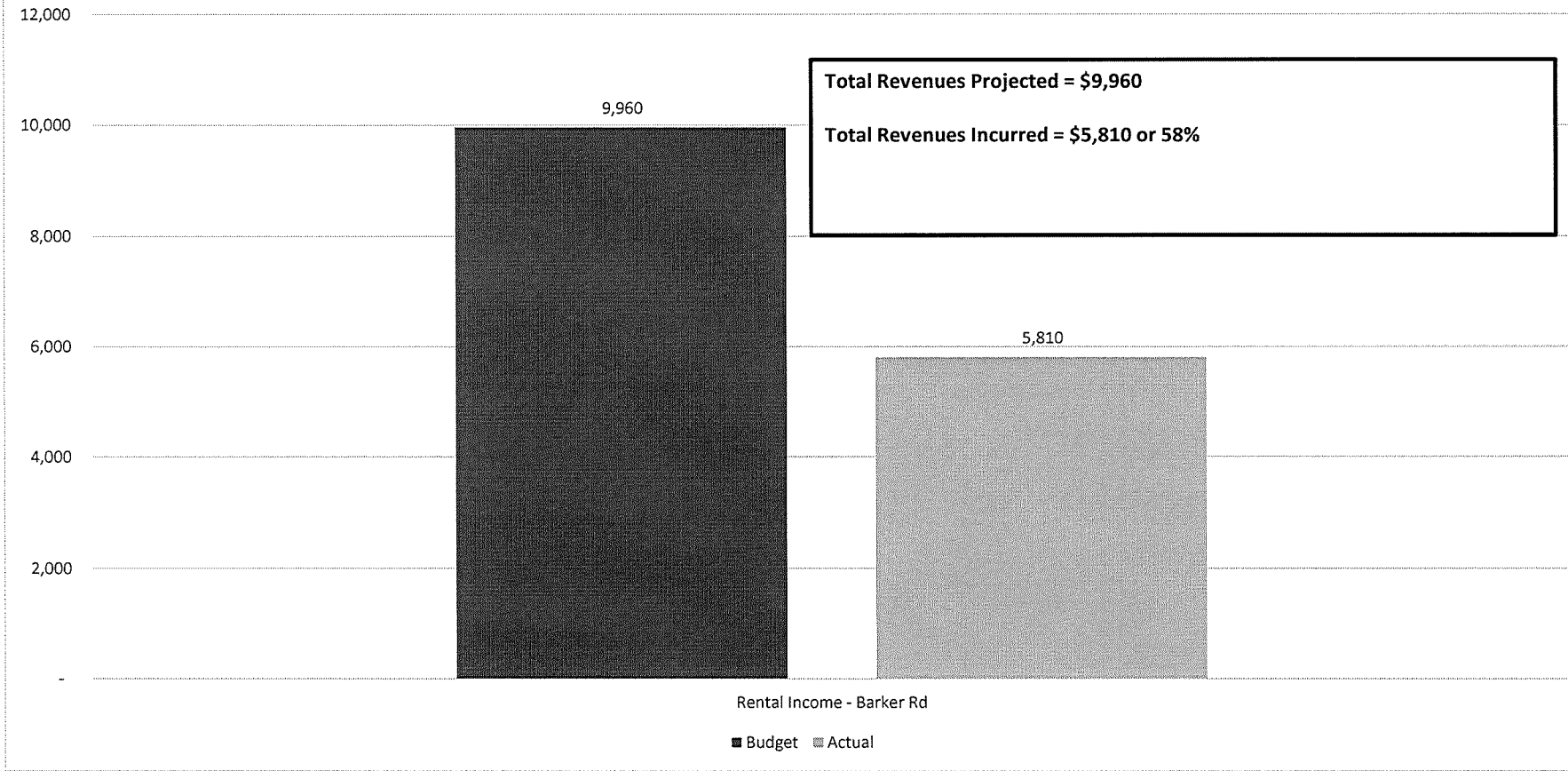
# NORTHFIELD TOWNSHIP WWTP FUND Expenditures Projected vs. Incurred March 31, 2019 YTD



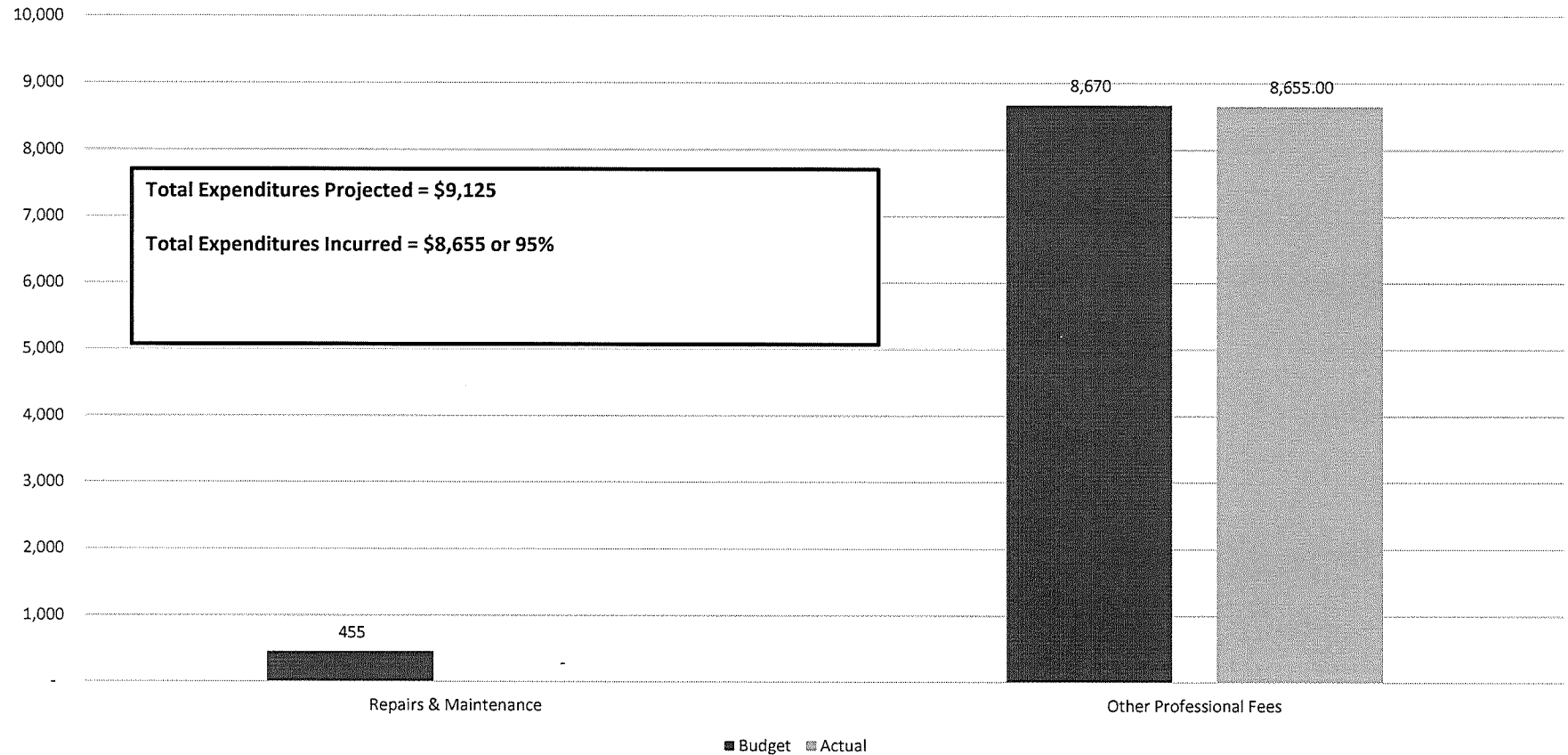
**Northfield Township  
Fire Station # 2 Fund  
Revenues Projected vs. Incurred  
March 31, 2019 YTD**



**Northfield Township  
Barker Rd Rental Property Fund  
Revenues Projected vs. Incurred  
March 31, 2019 YTD**

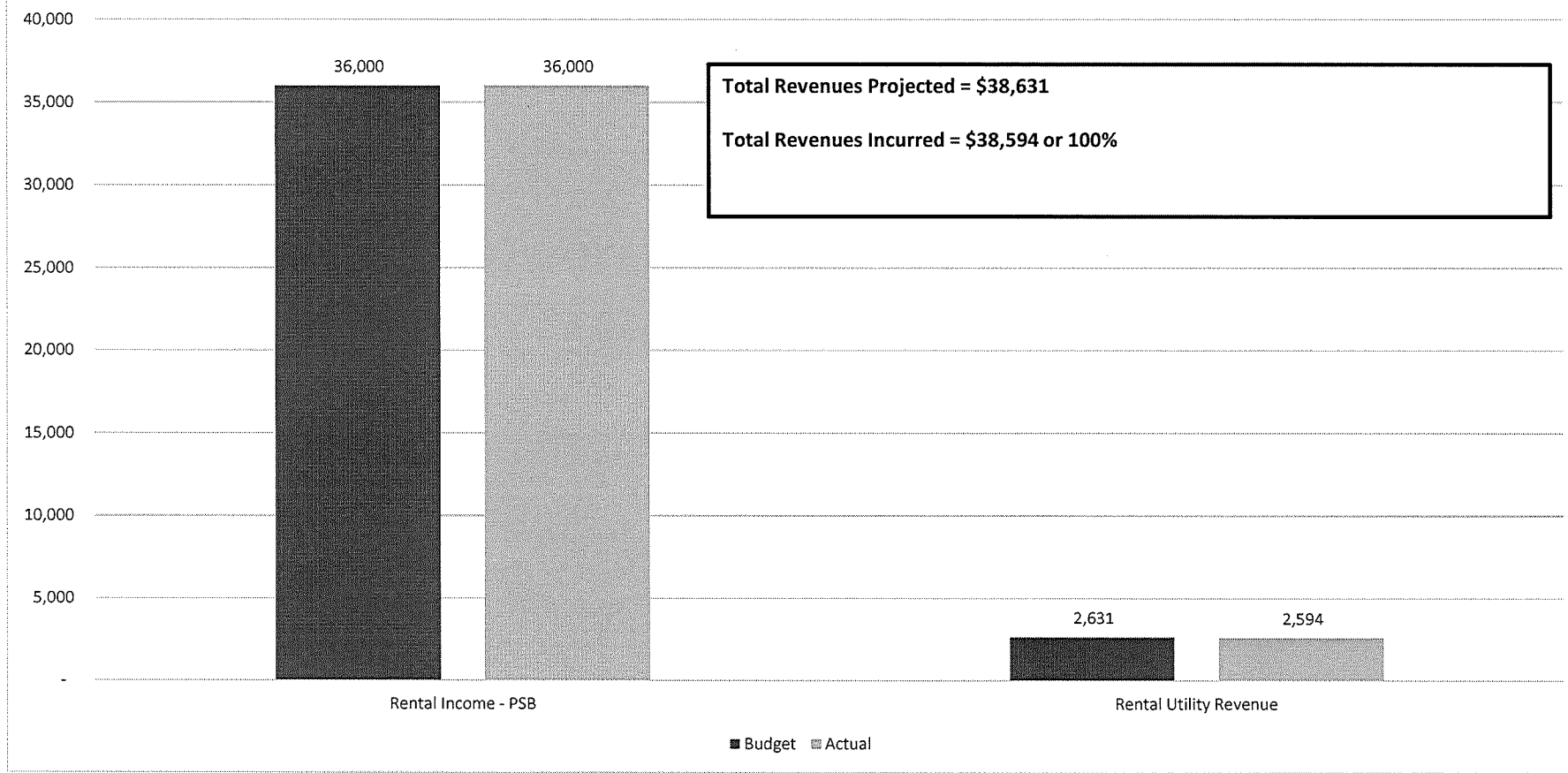


# Northfield Township Barker Rd Rental Property Fund Expenditures Projected vs. Incurred March 31, 2019 YTD

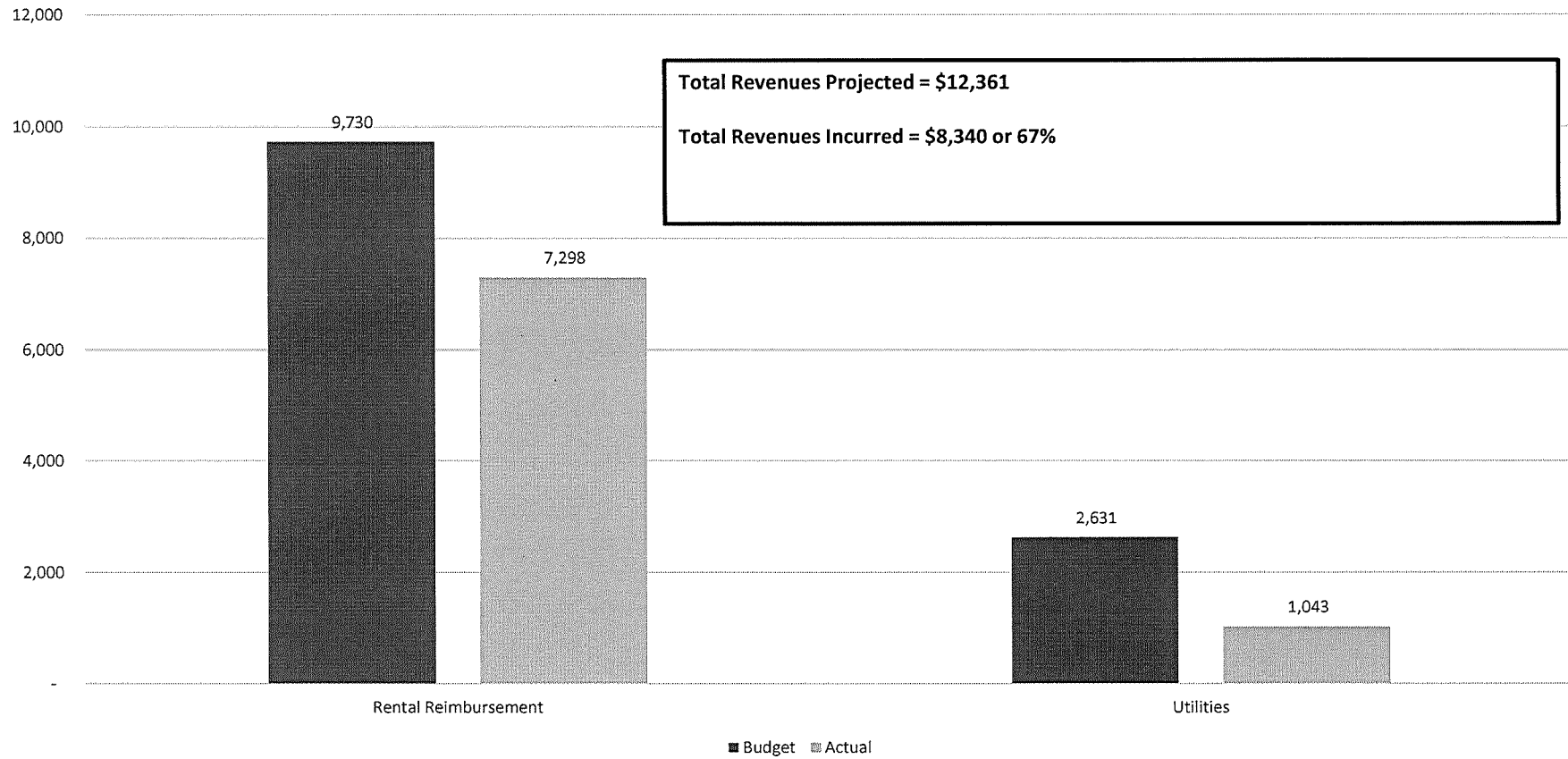




**Northfield Township  
PSB Rental Property Fund  
Revenues Projected vs. Incurred  
March 31, 2019 YTD**



**Northfield Township  
PSB Rental Property Fund  
Expenditures Projected vs. Incurred  
March 31, 2019 YTD**



**GENERAL FUND**

March, 2019

**Revenues**

	Budget	Actual	% of Budget Used
State Revenue Sharing	702,352	617,146	87.9%
LCSA PPT Reimbursement	2,000	3,889	194.4%
Property Taxes	276,984	259,821	93.8%
Cablevision Franchise Fees	98,000	73,258	74.8%
Grant Income	60,000	-	0.0%
All Others	159,457	181,999	114.1%
Community Center	17,336	18,431	106.3%
Fiber Footage Fees	10,000	-	0.0%
Planning/Zoning	14,000	9,958	71.1%
	<u>1,338,129</u>	<u>1,160,612</u>	<u>86.7%</u>

**Expenditures**

	Budget	Actual	
Township Board	30,315	16,248	53.6%
Supervisor	15,226	9,833	64.6%
Township Manager	172,488	149,234	86.5%
Elections	22,200	17,883	80.6%
Clerk	88,581	71,853	81.1%
Information Technology	26,280	12,663	48.2%
Board of Review	14,853	7,399	49.8%
Treasurer	99,209	65,856	66.4%
Assessing	102,690	86,734	84.5%
Hall and Grounds	123,877	48,660	39.3%
Legal/Professional	69,200	35,582	51.4%
Contributions	2,500	0	0.0%
Planning/Zoning	151,426	131,912	87.1%
Streetlights	54,410	24,536	45.1%
Road Work	192,783	121,680	63.1%
Solid Waste Management	0	0	#DIV/0!
Community Center	129,190	81,933	63.4%
Recreation	5,000	579	11.6%
Land Preservation	0	0	#DIV/0!
Township Contingency	0	0	#DIV/0!
Capital Outlay	15,003	10,002	66.7%
Debt Service	83,334	87,046	104.5%
Transfer Out	0	0	#DIV/0!
	<u>1,398,566</u>	<u>979,633</u>	<u>70.0%</u>

**LAW FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	1,556,139	1,462,808	94.0%
Community Mental Health	0	132,113	#DIV/0!
Fines & Court Fees	20,000	3,066	15.3%
OT Reimbursements	17,000	1,903	11.2%
Contributions	36,500	17,500	47.9%
All Other	44,928	37,133	82.6%
	1,674,567	1,654,523	98.8%

**Expenditures**

	Budget	Actual	
Labor	1,273,462	875,590	68.8%
Hall and Grounds	43,100	0	0.0%
Legal/Professional	58,600	40,687	69.4%
Operating Costs	180,112	89,883	49.9%
Transportation	30,000	28,620	95.4%
Debt Service	89,617	87,046	97.1%
	1,674,891	1,121,825	67.0%

**FIRE FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	701,201	659,135	94.0%
Contribution - Other Funds	0	0	#DIV/0!
Emergency Cost Recovery	20,000	15,967	79.8%
Contributions	1,000	0	0.0%
Transfer In	0	0	#DIV/0!
All Other	74,482	15,550	20.9%
	796,683	690,653	86.7%

**Expenditures**

	Budget	Actual	
Labor	372,464	275,313	73.9%
Hall and Grounds	45,600	1,270	2.8%
Legal/Professional	11,750	3,281	27.9%
Operating Costs	106,550	40,608	38.1%
Transportation	42,500	31,355	73.8%
Capital Outlay	507,790	514,935	101.4%
Debt Service	89,617	87,046	97.1%
	1,176,271	953,809	81.1%

**WWTP FUND****Revenues**

	Budget	Actual	% of Budget Used
Usage Fees	1,365,000	1,063,796	77.9%
All Other	279,644	10,132	3.6%
	1,644,644	1,073,927	65.3%

**Expenditures**

	Budget	Actual	
Labor	454,801	304,852	67.0%

Information Techonology	0	116	#DIV/0!
Legal/Professional	49,433	6,300	12.7%
Operating Costs	909,670	330,414	36.3%
Transportation	8,500	3,719	43.8%
O&M - Bond & Interest	9,250	4,275	46.2%
Capital Outlay	531,176	17,870	3.4%
	1,962,830	667,546	34.0%

**Fire Station # 2 Fund****Revenues**

	Budget	Actual	
Reimbursement/Other Income	150	0	0%
Cell Tower Income	17,136	12,995	76%
	17,286	12,995	75%

**Expenditures**

	Budget	Actual	
Grounds/Cleaning/Jan Srv	-	-	#DIV/0!
Utilities	-	-	#DIV/0!
Repairs & Maintenance	-	-	#DIV/0!
	-	-	#DIV/0!

**Barker Rd Rental Property Fund****Revenues**

	Budget	Actual	
Rental Income - Barker Rd	9,960	5,810	58%
	9,960	5,810	58%

**Expenditures**

	Budget	Actual	
Repairs & Maintenance	455	-	-
Other Professional Fees	8,670	8,655.00	100%
	9,125	8,655.00	95%

**PSB Rental Property Fund****Revenues**

	Budget	Actual	
Rental Income - PSB	36,000	36,000	100%
Rental Utility Revenue	2,631	2,594	99%
	38,631	38,594	100%

**Expenditures**

	Budget	Actual	
Rental Reimbursement	9,730	7,298	75%
Utilities	2,631	1,043	40%
	12,361	8,340	67%

**FUND BALANCE REPORT**  
**Fund 101: GENERAL FUND**  
**2018-2019 FISCAL YEAR**  
**AS OF 3/31/19**

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET
TOTAL ESTIMATED REVENUES	1,298,501	1,387,068	1,603,114	1,413,029	1,338,129
TOTAL APPROPRIATIONS	1,245,166	2,201,219	1,246,574	1,428,161	1,398,566
NET OF REVENUES/APPROPRIATIONS - FUND 101	53,335	(814,151)	356,541	(15,132)	(60,437)
BEGINNING FUND BALANCE	1,550,163	1,603,499	789,348	1,145,889	1,145,889
ENDING FUND BALANCE	1,603,498	789,348	1,145,889	1,130,757	1,085,451
	Fund Bal % 129%	Fund Bal % 36%	Fund Bal % 92%	Fund Bal % 79%	Fund Bal % 78%

\*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations

---

# Northfield Township Board of Trustees

## ZBA Report

---

### Memorandum

To: Northfield Township Board of Trustees  
From: Jacqueline Otto, Trustee and ZBA Representative  
Date: April 3, 2019

For March 18, 2019, the Zoning Board of Appeals meeting was canceled due to lack of petition. The next tentative ZBA meeting is scheduled for Monday, April 15, 2019.

Sent: Mon, Apr 1, 2019 7:26 pm  
Subject: March 20th Planning Commission Report

The Planning Commission met March 20th.

The Planning Commission held 2 Public Hearings.

The first was the Sign Ordinance which was before the board the previous week. No one in the public spoke to the ordinance. It was approved 7-0 as presented.

The second was the marihuana ordinance. Several of the pubic spoke but only two had questions about the ordinance and those were answered. The motion to send the ordinance to the board passed 5-2. There was also a permit/license application (it did not need a public hearing) for the township motioned to come to the board for approval or denial which passed 5-2.

A revised site plan for Littlefish Design Studio was approved with conditions. They had to redo their plan for parking as MDOT did not approve parking in the front of the building as it would extend into the right of way.

Janet



**Subject:** parks and rec update

hello,

Below is a short synopsis of the March 21st Parks and Rec meeting:

Parks and Rec moved to allocate \$2000 for materials at the Community Garden as follows;

\$300 Planter Boxes

\$100 Signs

\$100 Soil

\$1500 Shed

A \$10 charge for customers per box at the garden this year.

Parks and Rec moved to allocate \$700 for picnic tables at the new park.

Discussed was the suggestion to procure 2 that are handicap accessible.

\$2700 total

Parks and Rec members are looking into procuring a portable (temporary) event sign, for the park.

The permanent park sign is in the design stages, with suggestions being considered and finalized to share with the Twp board.

Thank you

Tawn Beliger

Northfield Township Trustee

[beligert@northfieldmi.gov](mailto:beligert@northfieldmi.gov)

# MEMO

To: Northfield Township Board

From: Lenore Zelenock, Land Preservation Committee (LPC)  
Township Board Representative

Date: 04/03/2019

Re: Land Preservation Committee (LPC) Update

---

The next Land Preservation Committee meeting is scheduled for Thursday, April 11th. (The LPC meetings are scheduled for the 2<sup>nd</sup> Thursday of the month at 7:00 PM at the Public Safety Building.)

We are discussing having public outreach events for the residents. We are also discussing how to facilitate private donations.

**Northfield Township  
Financial Report  
Month Ending, March 2019**

This report is a summary of the Township's investments and checking accounts at the end of March 2019. Morgan Stanley information is from February 2019\*. You will notice a new account called ACH (Automated Clearing House). This account was established for security purposes. Now when receiving electronic transfers from the State and County, the ACH account is used instead of the township's MIF account. The money in the ACH account is manually transferred to the MIF account.

Type	Fund/Account	Issuer	Value	Interest Rate	Purchase Date	Maturity Date	Accrued Interest	Monthly Interest Income
CD	WWTP	Morgan Stanley*	\$28,056.20	Zero Coupon	6/16/2009	5/20/2019	11,740.20	
Money Market	WWTP	Morgan Stanley*	33,128.49	2.34%				\$58.57
CD	WWTP	The State Bank	250,000.00	2.60%	1/7/2019	7/8/2019	Interested Paid at Maturity	
CD	WWTP	Flagstar Bank	<u>250,000.00</u>	2.50%	2/4/2019	8/5/2019	Interested Paid at Maturity	
<b>Total WWTP</b>			<b><u>\$561,184.69</u></b>				<b><u>\$11,740.20</u></b>	<b><u>\$58.57</u></b>
<b>Total Investments</b>			<b><u>\$561,184.69</u></b>				<b><u>\$11,740.20</u></b>	<b><u>\$58.57</u></b>
							<b>2019</b>	<b>Monthly</b>
							<b>Interest Paid</b>	<b>Interest</b>
Checking	MIF	1st National Bank	\$5,314,726.78	0.15%			<u>\$1,777.94</u>	<u>\$754.97</u>
Checking	Federal Drug Forfeiture	1st National Bank	217,802.27					
Checking	Police Narcotics	1st National Bank	117,177.67					
Checking	Trust & Agency	1st National Bank	85,950.19					
Checking	Health Account	1st National Bank	934.81					
Checking	Payroll	1st National Bank	15,076.01					
Checking	Tax Account	1st National Bank	100,782.81					
Checking	ACH	1st National Bank	<u>503.09</u>					
<b>Total Checking</b>			<b><u>\$5,852,953.63</u></b>				<b><u>\$1,777.94</u></b>	<b><u>\$754.97</u></b>
<b>Total Investments and Checking</b>			<b><u>\$6,414,138.32</u></b>				<b><u>\$13,518.14</u></b>	<b><u>\$813.54</u></b>

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

4/4/2019  
Submitted by: Lenore Zelenock, Treasurer

# Supervisor's Report

From: Marlene Chockley

Date: April 9, 2019

---

Trustees,

I've been contemplating the next 17-18 months remaining of our terms and what we will leave behind. What can we all (or at least a majority) get behind so the township can prosper?

**Here are several recommendations (in no particular order) to move us forward:**

## **Develop the Community Park**

It's time. I propose that we retain an architect to design the beachfront park. That will allow us to obtain a grant from the Department of Natural Resources to build it out. The cost of the architect can be applied to the Township's matching funds.

## **Fix the roads**

Each year the Township receives matching funds from the Road Commission for road improvements and maintenance. This year's allocation, when matched by the Township, will yield a total of \$137,446 to care for the rural roads. The roads are so bad that it will only rebuild maybe a mile of 6 Mile from Earhart to Rushton, for instance, leaving nothing for the rest of the township. We will pay an additional \$55,000 for 3 applications of dust control. This funding level cannot continue if our citizens are to be served well.

The Township itself cannot provide funding at a level that will stop the decline unless a special assessment district or some other creative financing is considered. I propose we set up a committee to look at needs and funding and bring back a plan to deal with them.

## **Stem the business hemorrhage and recruit new ones to the Township**

The Downtown Development Authority recommends holding a Business Fair to allow interested individuals or businesses to inquire about opportunities in the Township. The planner and zoning administrator would be available to answer questions on appropriate zoning and locations for the businesses inquiring. The DDA stands ready to co-sponsor. We would invite commercial realtors to highlight their properties for sale or rent in the Township. We also hope to have an expert in entrepreneurship participate.

## **Land preservation protects our rural heritage, respects the environment, and keeps it healthy**

We can implement a very modest program to preserve agricultural and natural areas in the Township. The Township has been slowly acquiring wetland parcels that have gone into foreclosure for a natural park behind the Public Safety Building. We recently provided \$2000 to

keep 75 acres in agriculture in perpetuity in the Township. It was matched by over \$400,000 of Federal, County, and Ann Arbor funds.

### **Maintain and improve public assets—buildings, equipment and parks**

The Township owns several buildings, but has not kept them up. The Community Center has needed a new roof and flooring for some time. Fire Station #2 needs a new roof. The Public Safety Building's heating and cooling system is abominable. And 75 Barker—wow! We must find a way to protect the investment that the community has made in these buildings and keep them from deteriorating. Leaving them in disrepair costs much more in the long run. Unfortunately, our capital improvement plan graces a shelf, ignored.

### **Reverse the decline of the downtown**

We need viable businesses that people would like to frequent. The Downtown Strategic Action Plan provides a lot of guidance, but we must have public parking. The planning commission has provided a lot of flexibility for businesses and site plans. One of which is removing the requirement to have parking on site. This helps restaurants especially, but we need to make sure it is provided conveniently downtown. Please visit Dexter or Saline—thriving downtowns with public parking. We need a payment in lieu of parking ordinance so we can provide it and we need to keep the current public parking lot or negotiate a deed restriction if the building is sold.

We also need to get into the Redevelopment Ready Communities Program. We would have had help marketing North Village and improving development processes, too. The Board was concerned that it would cost some staff time to fill out the forms, but the benefits outweigh that. Penny wise and pound foolish. Enough already. Let's do it.

### **Foster residential development in accordance with the Master Plan**

Most building has occurred in the agricultural area in recent years, but quality residential development in the sewer district would allow more efficient use of land, ready access to the expressway, and more affordable price points. I recommend that we take a more aggressive approach to communicate with the realtors and landowners and discuss the options we see for that land as shown in the Master Plan.

With that said, we need to begin the process to provide an equalization basin to protect the environment and provide capacity for those areas in the sewer district that the Township is contractually obligated to serve.

### **Match our personnel to the needs of the Township**

I believe we need to evaluate the positions that the Township is paying for and determine if those positions are meeting our needs. *Is the skill set a good match for the job? Having the right personnel is very important. With the right people, our citizens are well-served and the office runs smoothly. We must train and value them or face the turnover that disrupts Township service to our citizens. Compensation should be appropriate.*

Some questions to consider: How well do the job descriptions of each of our staff members match their jobs? There have been some minor adjustments, but more is needed. Are their positions meeting the needs of our citizens and the board? Do we have enough staff and do they have enough work space? What support do they need to grow in their positions? Are their jobs satisfying and adequately compensated? Would reorganizing the office staff move us forward toward performing our statutory duties better and meeting the Township's needs? And one of the big ones. . . are our processes clear and customer friendly?

Most of these questions can be answered by asking staff and taking to heart the feedback we have received from the public. Many of the solutions are administrative, but will need funding and board approval.

One area we lack is human resources. We should look into what an HR company can provide and what it would cost.

Another very important piece is economic development. No one is doing that consistently.

There has been talk of hiring an in-house zoning administrator/planner to improve accessibility and project turnaround. We should explore this. It may be the correct solution, but we should first evaluate the costs.

These subjects will be on our plate for some time to come and more will arise. Let's prioritize them keeping in mind the health, safety and welfare of our citizens—and businesses.

Respectfully submitted,

Marlene Chockley