

**NORTHFIELD TOWNSHIP BOARD AGENDA**  
**June 9, 2015 - - 7:00 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
CONSENT AGENDA: Minutes, Bills  
ADOPT BALANCE OF AGENDA  
CALL TO THE PUBLIC  
BOARD MEMBER COMMENTS  
CORRESPONDENCE AND ANNOUNCEMENTS

REPORTS/UPDATES

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

PUBLIC HEARING

1. Fiscal Year 2015-16 Budget

AGENDA ITEMS

1. Resolution: 2015 Millage Rates
2. Resolution: Amendments to the Fiscal Year 2014-15 Budget
3. Resolution: Fiscal Year 2015-16 Budget
4. Kiwanis Request to use 75 Barker for 4<sup>th</sup> of July Chicken Barbecue
5. Lee Maultbesch Request for continued use of farmland at 2727 N. Territorial (Fire Station 2)
6. Michigan FOIA Regulation Changes
7. People's Express Contract
8. Ordinance: Amendment to Zoning Ordinance: Enterprise Service District
9. Ordinance: Amendment to Zoning Map
10. Ordinance: Site Plan Manual Updates
11. Ordinance: Amendment to Civic Event Application
12. Library Fees

2<sup>nd</sup> CALL TO THE PUBLIC  
BOARD MEMBER COMMENTS  
ADJOURNMENT

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

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# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

### May 12, 2015

#### CALL TO ORDER

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

#### PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

#### ROLL CALL

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

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Public Safety Director William Wagner  
Police Lt. Tim Greene  
Township Attorney Brad Maynes  
Recording Secretary Lisa Lemble  
Members of the community

#### CONSENT AGENDA:

- **Minutes**
- **Bills**
- **Authorization for Settlement (Goldbrick v Northfield Township)**

- **Motion:** Engstrom moved, Chick supported, that the items in the consent agenda be approved as presented. **Motion carried 7—0 on a voice vote.**

#### ADOPT BALANCE OF AGENDA

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

#### FIRST CALL TO THE PUBLIC

**Master Plan Amendment/Community Survey.** Mike Cicchella, 7789 Sutton Road, Ed Wojtys, 6235 Hellner Road, Craig Warburton, 450 West Joy Road, and Thomas Zelenock, 1440 Six Mile Road, made comments in support of the current master and involving the community in the proposed revision, including in development of the community survey.

#### BOARD MEMBER COMMENTS

Dockett objected to the short notice of the special Board meeting the previous Friday and to the potential loss of tax revenue if the State purchased property at Eight Mile Road for construction of a parking lot during US-23 construction. Otto commented on an emailed question from a voter prior to the May 5<sup>th</sup> election about the public safety millage.

#### CORRESPONDENCE AND ANNOUNCEMENTS

**Insurance Loss Run Ratios.** Fink referred to loss run ratios for the Townships liability insurance coverage since 2009-10 and noted that this shows the insurer has paid out or reserved for claims only 13% of the premiums paid.

#### REPORTS

##### Department Heads

**Fire.** Chief Wagner read the summary of the April, 2015, departmental report. He also reported a regional grant in the amount of \$392,754 had been received for all County fire departments for mobile training, and Northfield Township's portion is about \$1,090.

**Police.** Lt. Greene read the departmental summary for the month of April. He also made short presentations about the online citizen police reporting system and the crimemapping.com site which are available through the Township's CLEMIS membership.

**Wastewater Treatment Plant.** Hardesty referred to his written report. There were no questions.

**Senior Center.** Engstrom referred to Averill's written report.

##### Other

**Financial.** Engstrom referred to Braun's written report.

**Township Manager.** Fink referred to his written report and added:

- The agreement for farming of Township land surrounding Fire Station #2 will be renewed without objection from Board members.
- Liability insurance renewals are coming up. Last year's renewal saved \$21,000 over the previous year, and there will be no increases this year due to a three year rate guarantee unless coverages are changed, so he will be signing the renewal contracts.
- In answer to a question from Dockett, Fink said if the Board wishes to discuss the Library allocation fee that could be done at the workshop session.
- It would be appropriate to allow for some fees to be waived administratively when appropriate and equitable.

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May 12, 2015**

- Civic event permit fees are waived inconsistently per current policy, so a review of that is appropriate.

Dockett said he believes that if vendors are charged fees the Township should not waive permit fees for those events. He also said the planning consultant contract should be put out for bid. It was agreed to add discussion of the planning consultant contract to this agenda.

Otto suggested for a variety of reasons that Kiwanis be removed from Fink's list of groups to be represented on an economic development subcommittee. Chick agreed.

*Zoning Board of Appeals.* No meeting was held since the last Township Board meeting.

*Planning Commission.* Chick reported that the Commission met on May 6<sup>th</sup> and discussed the proposal from Cobalt to conduct a community survey.

*Parks and Recreation.* Thomas referred to the Manager's Report.

## **AGENDA ITEMS**

### **1.**

#### **Sewer Use Ordinance Agreement**

- **Motion:** Chick moved, Engstrom supported, to approve an amendment to Chapter 32-48(b)(1), establishing rates of the Northfield Township Municipal Code for unmetered customers. **Motion carried 7—0 on a voice vote.**

### **2.**

#### **Civic Event Application: 4<sup>th</sup> of July Parade**

Chief Wagner said he sees no issues with this year's application. Engstrom noted this will be on the 4<sup>th</sup> of July starting at 10:00 A.M. Wagner noted the fireworks and the run will be on July 3<sup>rd</sup>, and school district is planning a carnival at the middle school on Thursday, Friday, and Saturday July 2<sup>nd</sup> through 4<sup>th</sup>.

- **Motion:** Engstrom moved, Braun supported, that the 4<sup>th</sup> of July Civic Event Application be approved as presented. **Motion carried 7—0 on a voice vote.**

### **3.**

#### **Resolution for Road Closure: 4<sup>th</sup> of July Parade**

- **Motion:** Thomas moved, Chick supported, that the Resolution Regarding Temporary Road Closure requested by the Kiwanis of Whitmore Lake Auxiliary be adopted. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

### **4.**

#### **Civic Event Application: 4<sup>th</sup> of July Fireworks Display**

Chief Wagner DNR said he has met with this group a couple times, this will be pretty much the same as last

year, but he does not know if the DNR permit has been granted yet.

- **Motion:** Engstrom moved, Otto supported, that the Civic Event Permit for the 4<sup>th</sup> of July Fireworks display on July 3, 2015, be approved, subject to DNR approval. **Motion carried 7—0 on a voice vote.**

Fink said he has been to a lot of fireworks displays in a lot of big cities, and the display he saw here last year was phenomenal and the best time he has ever had at such an event.

[Thomas left the room at this point].

### **5.**

#### **Resolution for Road Closure: 4<sup>th</sup> of July Fireworks Display**

- **Motion:** Engstrom moved, Otto supported, that the resolution to close the road for the Fireworks Display on July 3<sup>rd</sup> be approved. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

[Thomas returned at this point].

### **6.**

#### **Resignation of Front Desk Clerk: Mary Kendall**

Fink noted Kendall will be staying on until the end of May and has indicated she is willing to work occasionally during staff vacations, etc. Dockett agreed she would be valuable to have in such situations.

- **Motion:** Engstrom moved, Chick supported, that the resignation of Mary Kendall be accepted with regret. **Motion carried 7—0 on a voice vote.**

### **7.**

#### **Resolution: Budget Amendments**

- **Motion:** Engstrom moved, Braun supported, that the resolution for the budget amendments for fiscal year 2015 be approved as presented.

In answer to questions from Otto, Fink explained the changes being made related to personnel and the costs of small claims actions. Braun and Fink said Township staff are doing a very good job of collecting delinquent taxes. Braun said she will prepare a report for the next meeting, and Fink said this sends the message that the Township will be diligent about collecting taxes due.

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

### **8.**

#### **Planning Commission Survey**

- **Motion:** Chick moved, Engstrom supported, to approve contracting with Cobalt Community Research for the purpose of executing a citizen survey for Northfield Township at a cost of \$16,832.

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Dockett said he would have preferred to get at least three bids. Fink noted that the Township's planning consultants sent out requests to seven survey firms they were aware of and only one proposal was submitted. He said the Planning Commission directed the planner to do that and Fink was not involved in that process.

The Board discussed the merits and cost of increasing the number of surveys to be mailed from a sampling to the entire voter list and the desire for the questions to be phrased without bias so that a true representation of resident desires is achieved. Thomas said although he would have preferred to see more proposals he is inclined to approve this request by the Planning Commission. Dockett requested a roll call vote.

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

The Board agreed that the first draft of survey questions should be prepared by Cobalt and submitted by Cobalt directly to all Board members; and before the survey goes out it should be approved by a vote of the Board.

**9.  
Civic Event Application Fee**

Fink referred to his memo of May 7<sup>th</sup> recommending that fees be waived for all or none of the non-profit applicants, rather than the current policy which exempts only the Homecoming and 4<sup>th</sup> of July parades.

Dockett said the \$100 fee is not a lot of money. Otto said each of these events has expenses. Fink said the cost of reviewing any permit probably exceeds the fee, and some of the reviews cost many times that amount. Thomas said it is unlikely that the Township would be flooded with event requests if the fee was waived for all non-profit events. Fink said more than the review costs cannot be charged, but less or nothing can certainly be charged, and it should be based on what is fair, appropriate, and equitable. Dockett said the time spent reviewing applications can be seen as the Township's contribution to these events.

- ▶ **Motion:** Otto moved, Chick supported, that the fee for the 4<sup>th</sup> of July Fireworks civic event permit be waived and refunded for 2015.  
**Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Chick supported, that civic event permit fees be waived for all non-profit organizations.

Fink asked that action be delayed until an ordinance has been prepared that can be adopted.

**Motion withdrawn.**

**10.  
Resolution: Poverty Exemption**

Chuck Steuer pointed out a needed correction. Chick questioned whether the wording regarding required personal identification should be clearer.

- ▶ **Motion:** Engstrom moved, Thomas supported, that a Resolution Amending the 2015 Policy Guidelines for Property Tax Poverty Reductions be approved with the corrections, "...15% ~~over~~ the federal policy threshold..." and in item 4, the wording be changed to "... ~~or other photographic identification as allowed by statute.~~"

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

**11.  
Planning Consultant Contract**

- ▶ **Motion:** Chick moved, Braun supported, to allow the Township to issue an Request for Proposals for a planning commission consultant.  
**Motion carried 7—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

Joan Steuer, 760 Six Mile, said fees should not be waived only because someone complains loudly or talks to a Board member. Mary Devlin, 9211 Brookside, said the efforts of the Board at transparency should not be questioned. She noted that no development proposal has been submitted to the Township by Biltmore.

**BOARD MEMBER COMMENTS**

Dockett noted that the cost of running the Township in April was \$296,120.

**ADJOURNMENT**

Engstrom adjourned the meeting at 9:13 P.M.

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Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Approved by the Township Board on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Angela Westover, Clerk

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

# NORTHFIELD TOWNSHIP Township Board Workshop Minutes May 26, 2015

## CALL TO ORDER/PLEDGE

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

Supervisor Engstrom led those present in the Pledge of Allegiance.

## ROLL CALL

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

Also present:

Township Manager Howard Fink  
Public Safety Director William Wagner  
Code Enforcement Officer William Lenahan  
Township Attorney Paul Burns  
Members of the community

## ADOPT AGENDA

Dockett asked if the issue of waiving Civic Event fees for non-profits could be discussed. It was agreed to add this as item 6.

- **Motion:** Engstrom moved, Thomas supported, that the agenda be adopted as amended.  
**Motion carried 7—0 on a voice vote.**

## FIRST CALL TO THE PUBLIC

No comments.

## BOARD MEMBER COMMENTS

No comments.

## CORRESPONDENCE & ANNOUNCEMENTS

**Lot Combination Fees.** Referring to an item discussed at an earlier meeting, Fink said while no application was ever submitted, a property owner had approached staff about combining two parcels into one. He said these combinations can be beneficial for the Township and for property owners, and at some point he will put on an agenda the issue of whether fees for this should be waived. Dockett said he would be in favor of this.

## DISCUSSION ITEMS

### 1. Various Project Updates

*Whitmore Lake Sewer Assessment District.* Fink explained that he is working on clearing up a title issue (Discharge of Mortgage needed) for a critical easement. He said if that cannot be obtained soon he will bring the next step to the Board to decide whether they would like to proceed anyway.

*Barker Road Non-Motorized Path.* Fink said he has made initial contacts to get easements for this project, but it will not be as easy as he had hoped. He said there are sections where easements will be required for the project to move forward.

*Main Street Sidewalk.* The design and title work for this have not yet been received, but once they are he will begin work on getting easements.

### 2. Code Enforcement Update

Bill Lenahan referred to the written report and said the mission is to get compliance and resolve issues without having to initiate legal action. He said of 87 complaints lodged last year almost all were handled administratively and most of a large backlog was cleared up. He said one permit violation has gone to court.

### 3. Library Allocation

Fink recalled that he had mentioned to the Board previously that Controller Rick Yaeger has been working on figuring out the allocation of Township expenses due from the library. He referred to the written information and said he recommends that this be revised every two years and that last year's amount be used for this year.

In answer to a question from Dockett, Fink said he thinks there is too much work involved in this analysis to do it every year. Dockett said he disagrees, noting that costs for Township departments are going up so it is proper for the Library to pay its fair share. Otto said the Library does not have the same access to information as other departments, and this is a large percentage increase for them.

Margaret Neblock, President of the Northfield Township Library Board, noted the Library is building an addition which is expected to be completed in the middle of fiscal year 2016-17, and there will probably be some increased

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expenses associated with that, but it would even out over two years.

Fink recommended that this be placed on a meeting agenda for separate discussion and action from the overall budget.

**4.  
Planning Consultant Request for Proposals**

Fink said he tried to be as unbiased as possible when writing the proposed Request for Proposals. It was agreed that Fink should be proceed with advertising for this.

**5.  
Budget Overview**

Fink said this budget is not much different than previous years. He referred to the summary of significant changes and made comments, including:

- The budget includes \$30,000 more in revenue than expenditures.
- Salary increases in addition to cost of living are not included, but he believes in raises based on performance and he will be making recommendations after completing staff reviews. He noted that salary increases for Wastewater Treatment Plan (WWTP) staff have been included in the proposed expenses.
- The budget is strong, and the Township is on a good financial footing. A recent University of Michigan study showed most Township have much smaller reserves as a percentage of their annual budgets.
- The Township will be in the black at the end of the current fiscal year, even after some unplanned projects such as purchasing the Curtis property.
- A long term capital improvement plan is being developed to make sure the Fire Department is in good financial condition for a long period of time.

Dockett objected to raises being included for all departments. Fink noted that Police and Fire wages are arrived at through collective bargaining. Dockett said Wagner should not be involved in those negotiations because he gains financially from them. Fink said Wagner is not in the Police union, and it is not possible to leave him out of these negotiations. He added that he believes Township staff should be paid a fair wage.

**6.  
Civic Event Permit Fees for Non-Profits**

In answer to a question from Dockett, Fink said if the Board decides that non-profits do not have to pay these fees then essentially no groups currently operating such events would pay fees. He noted that not all non-profits have 501(c)(3) status. Thomas said he thinks this exemption should extend only to 501(c)(3) organizations. Dockett said the fee exemption should extend to all non-profits. It was noted that all organizations currently offering events in the Township have 501(c)(3) status.

**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

Dockett said local residency should be considered when filling open Township staff positions.

**ADJOURNMENT**

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

The meeting adjourned at 8:07 P.M.

Submitted by Lisa Lemble.

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

Approved by the Township Board on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Angela Westover, Clerk

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**OPEN**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000	PREPAID EXPENSES	MTA	MTA MEMBERSHIP RENEWAL 7/1/15-6/30/16	5,397.20	
101-000-123	WORKER'S COMP PAYMENTS	MML WORKERS' COMP FUND	COVERAGE PERIOD 7/1/15-6/30/16	33,185.00	
101-000-124		Total For Dept 000		38,582.20	
Dept 101 TOWNSHIP BOARD	PRINTING & PUBLICATIONS	PNC BANK	CHARGES 4/17/15-5/8/15	195.00	
101-101-900	TRAINING & DEVELOPMENT	PNC BANK	CHARGES 4/17/15-5/8/15	99.00	
101-101-957		Total For Dept 101 TOWNSHIP BOARD		294.00	
Dept 191 ELECTIONS	SUPPLIES	PNC BANK	CHARGES 4/17/15-5/8/15	353.24	
101-191-727		Total For Dept 191 ELECTIONS		353.24	
Dept 253 TREASURER	LEGAL	PAUL E BURNS	LEGAL FEES FOR APRIL 2015	500.00	
101-253-803		Total For Dept 253 TREASURER		500.00	
Dept 257 ASSESSING	CONTRACTUAL SERVICES	ASSESSMENT ADMIN. SERVIC	ASSESSING SERVICES 6/3/15	4,833.33	
101-257-818		Total For Dept 257 ASSESSING		4,833.33	
Dept 265 HALL AND GROUNDS	SUPPLIES	QUILL CORP	ORDER # 80482085	210.81	
101-265-727	SUPPLIES	QUILL CORP	ORDER # 80482136	14.79	
101-265-816	GROUNDS/CLEANING/JANITORIAL SERVICE	J & M LANDSCAPING	LAWN CARE 4/29/15-5/27/15	250.00	
101-265-850	COMMUNICATION	PNC BANK	CHARGES 4/24/15-5/13/15	45.00	
101-265-930	REPAIRS & MAINTENANCE	MICRO TECH SERVICES INC	ANTIVIRUS MANAGEMENT 6/1 TO 6/30/15	90.00	
		Total For Dept 265 HALL AND GROUNDS		610.60	
Dept 270 LEGAL/PROFESSIONAL	LEGAL	MCGRAW MORRIS P.C.	LEGAL FEES 4/20 & 4/21/15	162.50	
101-270-803	LEGAL	PAUL E BURNS	LEGAL FEES FOR APRIL 2015	13,306.47	
101-270-927	ALLOCATE TO DEPARTMENTS	PAUL E BURNS	LEGAL FEES FOR APRIL 2015	(3,800.00)	
		Total For Dept 270 LEGAL/PROFESSIONAL		9,668.97	
Dept 412 PLANNING/ZONING DEPT	PLANNER FEES	CARLISLE, WORTMAN ASSOCI	ZONING DISTRICT REVIEW 4/20/15-4/29/15	635.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCI	RETAINER 4/1/15-4/29/15	450.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCI	PLANNING CONSULTATION - POSTAGE	10.29	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCI	MASTER PLAN AMENDMENT 4/1/15-4/27/15	675.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCI	GENERAL CONSULTATION 4/1/15-4/19/25	1,520.00	
		Total For Dept 412 PLANNING/ZONING DEPT		3,290.29	
Dept 666 COMMUNITY CENTER	SCC TRIPS/PROGRAMS	PEOPLE'S EXPRESS TRANSIT	TRANSPORTATION 4/19/15 & 4/24/15	617.50	
101-666-812	CC TRIPS	SALLY MARTILLA	YOGA FOR MAY 2015	105.00	
101-666-816	GROUNDS/CLEANING/JANITORIAL SERVICE	J & M LANDSCAPING	LAWN CARE 4/29/15-5/27/15	200.00	
101-666-920	UTILITIES	CONSTELLATION ENERGY SER	ELECTRIC SUPPLIER 4/27/15-5/26/15	71.56	
		Total For Dept 666 COMMUNITY CENTER		994.06	
Fund 207 LAW ENFORCEMENT FUND		Total For Fund 101 GENERAL FUND		59,126.69	
Dept 270 LEGAL/PROFESSIONAL					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 207 LAW ENFORCEMENT FUND</b>					
Dept 270 LEGAL/PROFESSIONAL	LEGAL	PAUL E BURNS	LEGAL FEES FOR APRIL 2015	3,300.00	
207-270-803		Total For Dept 270 LEGAL/PROFESSIONAL		3,300.00	
<b>Dept 301 OPERATING COSTS</b>					
207-301-807	MEMBERSHIP DUES	LERMA, INC.	LIEUTENANT TIM GREENE	35.00	
207-301-820	DISPATCH SERVICES	WASHTEENAW COUNTY TREASUR	DISPATCH SERVICES JUNE 2015	5,278.91	
207-301-850	COMMUNICATION	AT&T	PD 4/26/15-5/25/15	404.63	
		Total For Dept 301 OPERATING COSTS		5,718.54	
<b>Dept 333 TRANSPORTATION</b>					
207-333-860	FUEL & MILEAGE	WEX BANK	PD FUEL CHARGES THRU 5/23/15	1,497.92	
207-333-930	REPAIRS & MAINTENANCE	AUTO ONE	2014 EXPLORER FULL RECONDITION	150.00	
207-333-930	REPAIRS & MAINTENANCE	AUTO ONE	RECON- FULL RECONDITION	199.95	
		Total For Dept 333 TRANSPORTATION		1,847.87	
		Total For Fund 207 LAW ENFORCEMENT FUND		10,866.41	
<b>Fund 216 MEDICAL RESCUE FUND</b>					
Dept 226 PERSONNEL	TRAINING & DEVELOPMENT	CITY OF YPSILANTI FIRE D	CONKLIN, SMITH, WAGNER	30.00	
216-226-957	TRAINING & DEVELOPMENT	EMERGENT HEALTH PARTNERS	BASIC EMT COURSE - KUJOWSKI (WITH DIS	1,015.00	
216-226-957	TRAINING & DEVELOPMENT	PNC BANK	CHARGES 4/24/15-5/13/15	251.55	
		Total For Dept 226 PERSONNEL		1,296.55	
<b>Dept 301 OPERATING COSTS</b>					
216-301-727	SUPPLIES	ARBOR SPRINGS WATER CO I	FD 3-5 GAL ARTESIAN WATER	19.50	
216-301-727	SUPPLIES	BATTERIES PLUS BUBBS #38	24 DURPC2400, 12 DURPC1604, 12 DURPC1	37.68	
216-301-727	SUPPLIES	CHRIS BISHOP	COSTCO - GATORADE & WATER	33.76	
216-301-727	SUPPLIES	HOME DEPOT CREDIT SERVIC	CHARGE 5/13/15	15.47	
216-301-820	DISPATCH SERVICES	PNC BANK	CHARGES 4/24/15-5/13/15	306.54	
216-301-850	COMMUNICATION	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES FOR JUNE 20	856.17	
216-301-850	COMMUNICATION	AT&T	FIRE STA 2 4/14/15-5/13/15	68.63	
216-301-920	UTILITIES	AT&T	FD 4/26/15-5/25/15	220.58	
		CONSTELLATION ENERGY SER	ELECTRIC SUPPLIER 4/27/15-5/26/15	94.64	
		Total For Dept 301 OPERATING COSTS		1,652.97	
<b>Dept 333 TRANSPORTATION</b>					
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS - FD	BC 6GA 16FT CCA	28.92	
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS - FD	FUSES	18.84	
216-333-930	REPAIRS & MAINTENANCE	NATIONAL HOSE TESTING	2005 LTI 75' AERIAL LADDER	450.00	
216-333-930	REPAIRS & MAINTENANCE	PNC BANK	CHARGES 4/24/15-5/13/15	297.52	
216-333-930	REPAIRS & MAINTENANCE	R&R FIRE TRUCK REPAIR IN	1" SWING OUT VALVE KIT	49.80	
		Total For Dept 333 TRANSPORTATION		845.08	
		Total For Fund 216 MEDICAL RESCUE FUND		3,794.60	
<b>Fund 230 DONATION FUND</b>					
Dept 301 OPERATING COSTS	DONATIONS - EVENTS/COMMUNITY PR	WASTE MANAGEMENT OF MI	BARK PARK 6/1/15-6/30/15	19.40	
230-301-904		Total For Dept 301 OPERATING COSTS		19.40	
		Total For Fund 230 DONATION FUND		19.40	
<b>Fund 266 FEDERAL NARCOTICS FUND</b>					
				19.40	



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 266 FEDERAL NARCOTICS FUND</b>					
Dept 301 OPERATING COSTS	SUPPLIES		NORTH EASTERN UNIFORMS & PAQUETTE: TACLITE PANT, TACTICAL SHIR	150.47	
266-301-727	SUPPLIES		VISUAL COMPUTER SOLUTION COURT ALERT-SAAS	153.60	
	Total For Dept 301 OPERATING COSTS			304.07	
Dept 900 CAPITAL OUTLAY	EQUIPMENT		VANBELKUM INSTALLATION: NICE INFORM ESSENTIAL	5,425.50	
266-900-970			Total For Dept 900 CAPITAL OUTLAY	5,425.50	
	Total For Fund 266 FEDERAL NARCOTICS FUND			5,729.57	
<b>Fund 271 LIBRARY FUND</b>					
Dept 301 OPERATING COSTS	SUPPLIES		AMERICAN EXPRESS	196.28	
271-301-727	CIRCULATING, REF MATERIALS&PROC		AMERICAN EXPRESS	39.96	
271-301-743	SERVICE/PROGRAM SUPPLIES		AMERICAN EXPRESS	144.91	
271-301-743	SERVICE/PROGRAM SUPPLIES		JILL LEVINE	8.47	
271-301-743	SERVICE/PROGRAM SUPPLIES		MARTON BEARD	21.20	
271-301-850	SERVICE/PROGRAM SUPPLIES		MEG GOLDWYN	24.51	
271-301-920	UTILITIES		CHARTER COMMUNICATIONS	500.13	
	UTILITIES		CONSUMERS ENERGY	34.26	
	UTILITIES		DTE ENERGY	273.47	
	Total For Dept 301 OPERATING COSTS			1,243.19	
	Total For Fund 271 LIBRARY FUND			1,243.19	
<b>Fund 370 PUBLIC SAFETY BLDG DEBT FD</b>					
Dept 301 OPERATING COSTS	SUPPLIES		PNC BANK	152.19	
370-301-727	GROUND/SCAPING		J & M LANDSCAPING	250.00	
370-301-816	COMMUNICATION		AT&T	130.50	
370-301-850	COMMUNICATION		CHARTER COMMUNICATIONS	106.98	
370-301-920	UTILITIES		CONSTELLATION ENERGY SER	2,343.51	
370-301-930	REPAIRS & MAINTENANCE		ALAN'S ASPHALT MAINTENAN	5,341.00	
370-301-930	REPAIRS & MAINTENANCE		SEAL COAT, CRACK FILL & STRIPING PARK	10.00	
370-301-930	REPAIRS & MAINTENANCE		ALLIANCE WINDOW CLEANING	10.00	
370-301-930	REPAIRS & MAINTENANCE		PSB ENTRANCEWAY 5/421/15	10.00	
	REPAIRS & MAINTENANCE		ENERGY DESIGN SERVICE SY	30,835.62	
	Total For Dept 301 OPERATING COSTS			39,179.80	
	Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD			39,179.80	
<b>Fund 405 LIBRARY CAPITAL OUTLAY FUND</b>					
Dept 900 CAPITAL OUTLAY	ARCHITECT COSTS		FANNING/HOWEY ASSOCIATES PROJECT NO. 214059.00	508.20	
405-900-911	ARCHITECT COSTS		CRIBLEY DRILLING CO, INC ABANDON WELL, REMOVE PUMP EQUIPMENT,	527.50	
405-900-918	OTHER LIBRARY COSTS		Total For Dept 900 CAPITAL OUTLAY	1,035.70	
	Total For Fund 405 LIBRARY CAPITAL OUTLAY FUND			1,035.70	
<b>Fund 571 WASTEWATER TREATMENT FUND</b>					
Dept 301 OPERATING COSTS	OPERATING SUPPLIES		NCL OF WISCONSIN, INC.	2,845.01	
571-301-740	LAB & TESTING		BRIGHTON ANALYTICAL LLC	1,160.00	
571-301-817	LAB & TESTING		BRIGHTON ANALYTICAL LLC	550.00	
571-301-817	LAB & TESTING		AT&T	274.65	
571-301-850	LAB & TESTING				

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS					
571-301-850	COMMUNICATION		SPRINT/NEXTEL COMMUNICAT	195.33	
571-301-920	UTILITIES		CONSTELLATION ENERGY SER	4,111.70	
571-301-930	REPAIRS & MAINTENANCE		ALIMAX SOFTWARE, INC.	880.00	
571-301-930	REPAIRS & MAINTENANCE		CARQUEST AUTO PARTS - WW	68.59	
571-301-930	REPAIRS & MAINTENANCE		CARQUEST AUTO PARTS - WW	33.59	
571-301-930	REPAIRS & MAINTENANCE		CARQUEST AUTO PARTS - WW	(1.44)	
571-301-930	REPAIRS & MAINTENANCE		HESCO	796.22	
571-301-930	REPAIRS & MAINTENANCE		MIDWEST POWER SYSTEMS, I	8,750.00	
571-301-930	REPAIRS & MAINTENANCE		UTS SCADA	357.52	
571-301-930	REPAIRS & MAINTENANCE		USA BLUE BOOK	190.71	
571-301-930	REPAIRS & MAINTENANCE		USA BLUE BOOK	82.86	
571-301-930	REPAIRS & MAINTENANCE		TYVEK FC SHOE COVERS	400.41	
			SALES ORDER NO. 480651		
Total For Dept 301 OPERATING COSTS				20,695.15	
Dept 333 TRANSPORTATION					
571-333-860	FUEL & MILEAGE		CORRIGAN OIL CO	811.22	
			339.5 GAL DELIVERED 6/2/15		
Total For Dept 333 TRANSPORTATION				811.22	
Total For Fund 571 WASTEWATER TREATMENT FUND				21,506.37	
Fund 883 DISTRICT #3 HORSESHOE LAKE					
Dept 301 OPERATING COSTS					
883-301-924	SAD REFUNDS		DONALD KEETH & ROBERT PU	3,372.83	
			PARCEL B-02-08-368-009		
Total For Dept 301 OPERATING COSTS				3,372.83	
Total For Fund 883 DISTRICT #3 HORSESHOE LAKE				3,372.83	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	59,126.69	
			Fund 207 LAW ENFORCEME	10,866.41	
			Fund 216 MEDICAL RESCU	3,794.60	
			Fund 230 DONATION FUND	19.40	
			Fund 266 FEDERAL NARCO	5,729.57	
			Fund 271 LIBRARY FUND	1,243.19	
			Fund 370 PUBLIC SAFETY	39,179.80	
			Fund 405 LIBRARY CAPIT	1,035.70	
			Fund 571 WASTEWATER TR	21,506.37	
			Fund 883 DISTRICT #3 H	3,372.83	
Total For All Funds:				145,874.56	

**PAID**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL FUND

05/13/2015 MIF 304(E)\*#

PAYROLL

SALARIES	701	171	480.76
SOCIAL SECURITY	715	171	(8.36)
SALARIES	701	172	2,961.54
CLERICAL/DEP /SUPER/ELECTION	704	172	1,144.00
SOCIAL SECURITY	715	172	486.55
PENSION	718	172	296.14
CONTROLLER	722	172	2,254.64
SALARIES	701	215	480.76
DEPUTY SALARIES	703	215	1,651.03
SOCIAL SECURITY	715	215	163.08
SALARIES	701	253	480.76
DEPUTY SALARIES	703	253	1,624.23
CLERICAL/DEP /SUPER/ELECTION	704	253	928.00
SOCIAL SECURITY	715	253	232.02
PENSION	718	253	162.42
ASST ASSESSOR	709	257	1,600.88
SOCIAL SECURITY	715	257	122.47
JANITORIAL SALARIES	710	265	440.00
SOCIAL SECURITY	715	265	33.66
SUPPLIES	727	265	18.16
SOCIAL SECURITY	715	412	53.55
PLANN COMM	726	412	700.00
SALARIES	701	666	1,442.30
SOCIAL SECURITY	715	666	110.34
PENSION	718	666	144.22

CHECK MIF 304(E) TOTAL FOR F

18,003.15

05/13/2015 MIF 39501 288385

APEX SOFTWARE

CONTRACTUAL SERVICES

818 257

470.00

05/13/2015 MIF 39503\*# 1555679 1555679

ARBOR SPRINGS WATER CO INC

SUPPLIES

727 265

32.50

CHECK MIF 39503 TOTAL FOR FU

46.50

05/13/2015 MIF 39504 50515

ASSESSMENT ADMIN. SERVICES,

CONTRACTUAL SERVICES

818 257

4,833.33

05/13/2015 MIF 39509 2135366 2135367 2135370

CARLISLE, WORTMAN ASSOCIATES

PLANNER FEES  
PLANNER FEES  
PLANNER FEES

801 412  
801 412  
801 412

1,170.00  
1,795.00  
450.00

CHECK MIF 39509 TOTAL FOR FU

3,415.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
05/13/2015	MIF	39513	8245 12 485 007512	CHARTER COMMUNICATIONS	COMMUNICATION	850	265	51.73
05/13/2015	MIF	39519*#	1359	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	265	275.00
			1359		GROUNDS/CLEANG/JANITORL SERVIC	816	666	135.00
CHECK MIF 39519 TOTAL FOR FU								410.00
05/13/2015	MIF	39524	29807	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	90.00
05/13/2015	MIF	39529	MILEAGE	PAM BOEGLER	FUEL & MILEAGE	860	253	122.70
05/13/2015	MIF	39530	3472143	QUILL CORP	SUPPLIES	727	666	107.03
05/13/2015	MIF	39531	3926	SIGN A RAMA	SUPPLIES	727	412	25.00
05/13/2015	MIF	39534#	50912098	TETRA TECH INC	WL SPEC ASSESS RECEIVABLE-CURRENT	045	000	2,967.60
			50912099		GRANT EXPENSE	929	449	6,690.00
CHECK MIF 39534 TOTAL FOR FU								9,657.60
05/13/2015	MIF	39539*#	26351	WASHTENAM COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	265	978.89
05/19/2015	MIF	39543	P2 ELECTION INSPEC	CHARLES STEUER	CLERICAL/DEP /SUPER/ELECTION	704	191	207.50
05/19/2015	MIF	39544	P2 ELECTION INSPEC	CHRISTOPHER BROWN	CLERICAL/DEP /SUPER/ELECTION	704	191	172.50
05/19/2015	MIF	39545	P.1 ELECTION INSPE	DAVID GIBBONS	CLERICAL/DEP /SUPER/ELECTION	704	191	155.00
05/19/2015	MIF	39546	P.3 ELECTION INSPE	JEANNIE MORFINO	CLERICAL/DEP /SUPER/ELECTION	704	191	182.50
05/19/2015	MIF	39547	P. 1 ELECTION INSP	JENNIFER CARLISLE	CLERICAL/DEP /SUPER/ELECTION	704	191	248.00
05/19/2015	MIF	39548	P.3 ELECTION INSPE	JENNIFER DILBONE	CLERICAL/DEP /SUPER/ELECTION	704	191	152.50
05/19/2015	MIF	39549	P.3 ELECTION INSPE	KAREN DILBONE	CLERICAL/DEP /SUPER/ELECTION	704	191	152.50
05/19/2015	MIF	39550	P. 3 ELECTION INSP	KAREN LEE SMITH	CLERICAL/DEP /SUPER/ELECTION	704	191	182.50
05/19/2015	MIF	39551	P.3 ELECTION INSPE	KIM AVEY	CLERICAL/DEP /SUPER/ELECTION	704	191	182.50
05/19/2015	MIF	39552	P.1 ELECTION INSPE	MICHELE MANNING	CLERICAL/DEP /SUPER/ELECTION	704	191	215.00
05/19/2015	MIF	39553	P2 ELECTION INSPEC	PAULA GONZALEZ	CLERICAL/DEP /SUPER/ELECTION	704	191	177.50
05/19/2015	MIF	39554	P2 ELECTION INSPEC	SANDRA BODI	CLERICAL/DEP /SUPER/ELECTION	704	191	172.50
05/19/2015	MIF	39555	P2 ELECTION INSPEC	TAMMY MOFFAT-MCCANN	CLERICAL/DEP /SUPER/ELECTION	704	191	202.50
05/19/2015	MIF	39556	P.1 ELECTION INSPE	TERESA REYNHOUT	CLERICAL/DEP /SUPER/ELECTION	704	191	152.50

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
05/19/2015	MIF	39557	ELECTION HELP	TIFFANY ROBERTS	CLERICAL/DEP /SUPER/ELECTION	704	191	88.75
05/19/2015	MIF	39558	ELECTION HELP	TYLER COKER	CLERICAL/DEP /SUPER/ELECTION	704	191	266.25
05/20/2015	MIF	39559*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	253	844.04
			007011521710-0001		HOSPITALIZATION	716	257	2,852.92
			007011521710-0001		HOSPITALIZATION	716	666	555.52
CHECK MIF 39559 TOTAL FOR FU								4,252.48
05/20/2015	MIF	39561*#	53358802	CONSTELLATION ENERGY SERVICE	UTILITIES	920	666	66.68
05/20/2015	MIF	39563	REFUND	DENNIS CAZAN	REIMBURSEMENT/OTHER INCOME	671	000	100.00
05/20/2015	MIF	39564	2330-4	KOCH & WHITE HEATING & COOL	REPAIRS & MAINTENANCE	930	666	330.00
05/20/2015	MIF	39565*#	IN378662	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	265	543.16
			IN378662		SUPPLIES	727	265	3.50
CHECK MIF 39565 TOTAL FOR FU								546.66
05/20/2015	MIF	39566#	1000582092	MLIVE MEDIA GROUP	PRINTING & PUBLICATIONS	900	101	177.37
			1000582092		PRINTING & PUBLICATIONS	900	191	918.00
CHECK MIF 39566 TOTAL FOR FU								1,095.37
05/20/2015	MIF	39567*#	670023	NORTHFIELD TOWNSHIP	UTILITIES	920	666	84.00
05/20/2015	MIF	39568	3863571	QUILL CORP	SUPPLIES	727	265	38.98
05/20/2015	MIF	39570	T14012912	TAX TITLE SERVICES	OTHER PROFESSIONAL FEES	800	270	925.00
05/20/2015	MIF	39571	344581873	TERMINIX	REPAIRS & MAINTENANCE	930	666	41.00
05/20/2015	MIF	39573*#	5002142944	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	265	206.74
05/20/2015	MIF	39574	PAYCHECK	WILLIAM J. LENAGHAN	CODE ENFORCEMENT	809	412	450.00
05/22/2015	MIF	305 (E) *#		PAYROLL	SALARIES	701	171	480.76
					SOCIAL SECURITY	715	171	(24.74)
					SALARIES	701	172	2,961.54
					CLERICAL/DEP /SUPER/ELECTION	704	172	884.00
					SOCIAL SECURITY	715	172	471.71
					PENSION	718	172	296.14

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
					CONTROLLER	722	172	2,320.56
					SALARIES	701	215	480.76
					DEPUTY SALARIES	703	215	1,699.30
					SOCIAL SECURITY	715	215	166.77
					SALARIES	701	253	480.76
					DEPUTY SALARIES	703	253	1,624.23
					CLERICAL/DEP /SUPER/ELECTION	704	253	928.00
					SOCIAL SECURITY	715	253	232.02
					PENSION	718	253	162.42
					ASST ASSESSOR	709	257	1,440.00
					SOCIAL SECURITY	715	257	110.16
					SUPPLIES	727	265	17.61
					SOCIAL SECURITY	715	412	45.90
					PLANN COMM	726	412	600.00
					SALARIES	701	666	1,442.30
					SOCIAL SECURITY	715	666	110.34
					PENSION	718	666	144.22
					CHECK MIF 305(E) TOTAL FOR F			17,074.76
06/01/2015	MIF	39577	338897	ALL AMERICAN CLEANING CO.	GROUND/CLNANG/JANITORL SERVIC	816	666	280.00
06/01/2015	MIF	39580*#	734449288005	AT&T	COMMUNICATION	850	265	216.91
			734449229505		COMMUNICATION	850	666	221.30
				CHECK MIF 39580 TOTAL FOR FU				438.21
06/01/2015	MIF	39581	124681763-1	AT&T - UVERSE	COMMUNICATION	850	666	45.00
06/01/2015	MIF	39582*#	822375300-0	AT&T LONG DISTANCE		850	265	781.94
			822375300-0			850	666	141.15
				CHECK MIF 39582 TOTAL FOR FU				923.09
06/01/2015	MIF	39585*#	1000 0973 9812	CONSUMERS ENERGY	UTILITIES	920	666	37.77
06/01/2015	MIF	39587*#	2689 463 0005 3	DTE ENERGY	UTILITIES	920	666	57.06
06/01/2015	MIF	39590*#	0000-7608-3	DTE ENERGY	UTILITIES	920	448	2,921.99
06/01/2015	MIF	39591	REFUND	FRANCIS NELSON	CC TRIPS	812	666	84.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/01/2015	MIF	39596*#	0000002037	PITTSFIELD TOWNSHIP	CODE ENFORCEMENT	809	412	455.00
06/01/2015	MIF	39598	4030376	QUILL CORP	SUPPLIES	727	666	48.98
06/01/2015	MIF	39600*#	00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE	717	172	81.29
			00 751981 0001		LIFE/DISB. INSURANCE	717	253	38.40
			00 751981 0001		LIFE/DISB. INSURANCE	717	666	43.68
				CHECK MIF 39600 TOTAL FOR FU				163.37
06/01/2015	MIF	39601*#	6035 5178 2024 354	STAPLES CREDIT PLAN		727	265	154.62
06/01/2015	MIF	39605*#	9745238130	VERIZON WIRELESS MESSAGING S	COMMUNICATION	850	172	50.46
06/01/2015	MIF	39608	PAYCHECK	WILLIAM J. LENAGHAN	CODE ENFORCEMENT	809	412	425.00
			MILEAGE		FUEL & MILEAGE	860	412	68.00
				CHECK MIF 39608 TOTAL FOR FU				493.00
06/03/2015	MIF	39609	5	LYN BADALAMENTI	CLERICAL/DEP /SUPER/ELECTION	704	191	150.00
06/03/2015	MIF	39610	15-22535	GBS, INC.	SUPPLIES	727	191	405.00
				Total for fund 101 GENERAL FUND				73,040.65



Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
05/13/2015	MIF	304 (E) * #		PAYROLL	SALARIES	701	226	7,432.20
					SALARIES	702	226	12,704.80
					CLERICAL/DEP /SUPER/ELECTION	704	226	2,492.81
					SALARIES-PART TIME	708	226	761.40
					JANITORIAL SALARIES	710	226	720.00
					SALARIES-OVERTIME	711	226	1,920.59
					SOCIAL SECURITY	715	226	1,991.43
					PENSION	718	226	2,171.78
					SUPPLIES	727	301	20.88
				CHECK MIF 304 (E) TOTAL FOR F				30,215.89
05/13/2015	MIF	39503*#	1550127	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	35.00
			1555809		SUPPLIES	727	301	39.00
			1555809		RENTAL EQUIPMENT	940	301	14.00
				CHECK MIF 39503 TOTAL FOR FU				88.00
05/13/2015	MIF	39505*	734449890004	AT&T	COMMUNICATION	850	301	401.45
05/13/2015	MIF	39508	224751	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	490.44
05/13/2015	MIF	39511	2716-209492	CARQUEST AUTO PARTS - PD	REPAIRS & MAINTENANCE	930	333	231.78
			2716-209492		REPAIRS & MAINTENANCE	930	333	(40.00)
				CHECK MIF 39511 TOTAL FOR FU				191.78
05/13/2015	MIF	39523	551-441578	MICHIGAN STATE POLICE	DUE TO OTHERS	214	000	44.75
05/13/2015	MIF	39528	CLM0006477	OAKLAND COUNTY	CONTRACTUAL SERVICES	818	301	3,638.00
			CLM0006477		COMMUNICATION	850	301	1,619.00
				CHECK MIF 39528 TOTAL FOR FU				5,257.00
05/13/2015	MIF	39537	31843	VAL'S SERVICE STATION	REPAIRS & MAINTENANCE	930	333	20.00
05/13/2015	MIF	39539*#	26395	WASHTENAW COUNTY TREASURER	DISPATCH SERVICES	820	301	5,278.91
			26351		CHARGEBACKS - PRIOR TAX YEARS	938	301	3,197.46
				CHECK MIF 39539 TOTAL FOR FU				8,476.37
05/13/2015	MIF	39541	1168154	ZBATTERY.COM, INC.	SUPPLIES	727	301	11.96

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
<b>Fund: 207 LAW ENFORCEMENT FUND</b>								
05/20/2015	MIF	39559*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	2,755.38
05/20/2015	MIF	39560*	007011521710-0002	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	5,645.61
05/20/2015	MIF	39565*#	IN378662	MICHIGAN OFFICE SOLUTIONS	PRINTING & PUBLICATIONS	900	301	3.50
			IN378662		PRINTING & PUBLICATIONS	900	301	39.85
				CHECK MIF 39565 TOTAL FOR FU				43.35
05/20/2015	MIF	39573*#	5002142944	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	301	114.91
05/22/2015	MIF	305 (E)*#		PAYROLL				
				SALARIES		701	226	7,446.79
				SALARIES		702	226	12,704.00
				CLERICAL/DEP /SUPER/ELECTION		704	226	2,409.42
				SALARIES-PART TIME		708	226	563.22
				SALARIES-OVERTIME		711	226	1,080.12
				SOCIAL SECURITY		715	226	1,851.57
				PENSION		718	226	2,171.78
				SUPPLIES		727	301	20.25
				CHECK MIF 305 (E) TOTAL FOR F				28,247.15
06/01/2015	MIF	39582*#	822375300-0	AT&T LONG DISTANCE		850	301	373.45
06/01/2015	MIF	39593*#	302490196	HEWLETT-PACKARD FINANCIAL SR	COMPUTER	972	301	200.00
06/01/2015	MIF	39600*#	00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	652.37
06/01/2015	MIF	39605*#	9745121674	VERIZON WIRELESS MESSAGING S	COMMUNICATION	850	301	204.40
06/01/2015	MIF	39606	5002162332	WELLS FARGO FINANCIAL LEASIN	SUPPLIES	727	301	87.50
			5002162332		REPAIRS & MAINTENANCE	930	301	75.62
				CHECK MIF 39606 TOTAL FOR FU				163.12
				Total for fund 207 LAW ENFORCEMENT FUND				83,597.38

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
05/13/2015	MIF	304(E)*#		PAYROLL	SALARIES	701	226	3,050.38
					SALARIES	702	226	4,704.00
					ADMINISTRATIVE ASSISTANT	705	226	236.55
					SALARIES-PART TIME	708	226	2,131.27
					SOCIAL SECURITY	715	226	818.18
					PENSION	718	226	305.02
					TRAINING WAGES	958	226	573.00
					SUPPLIES	727	301	32.68
								11,851.08
05/13/2015	MIF	39502	89468	APOLLO FIRE EQUIPMENT	UNIFORMS/GEAR & ALLOWANCE	741	301	85.74
05/13/2015	MIF	39503*#	1550126	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	5.75
05/13/2015	MIF	39510	2716-209533	CARQUEST AUTO PARTS - FD	REPAIRS & MAINTENANCE	930	333	17.45
			2716-210071		REPAIRS & MAINTENANCE	930	333	13.42
			2716-209910		REPAIRS & MAINTENANCE	930	333	85.15
			2716-209930		REPAIRS & MAINTENANCE	930	333	6.98
				CHECK MIF 39510 TOTAL FOR FU				123.00
05/13/2015	MIF	39516	INV03746	EMERGENT HEALTH PARTNERS	DISPATCH SERVICES	820	301	856.17
05/13/2015	MIF	39519*#	1359	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	265	145.00
05/13/2015	MIF	39520	0916212	JACKSON - HIRSH INC	SUPPLIES	727	301	36.93
05/13/2015	MIF	39527	4092	NORTH EASTERN UNIFORMS & EGU	UNIFORMS/GEAR & ALLOWANCE	741	301	414.94
05/13/2015	MIF	39539*#	26351	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	1,429.95
05/20/2015	MIF	39559*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	1,678.16
05/20/2015	MIF	39572	6035 3012 0297 485	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	727	301	56.98
05/22/2015	MIF	305(E)*#		PAYROLL	SALARIES	701	226	3,050.38
					SALARIES	702	226	4,704.00
					ADMINISTRATIVE ASSISTANT	705	226	199.20
					SALARIES-PART TIME	708	226	1,007.92
					SOCIAL SECURITY	715	226	737.13
					PENSION	718	226	305.02

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND					TRAINING WAGES	958	226	674.25
				CHECK MIF 305(E) TOTAL FOR F	SUPPLIES	727	301	31.69
								<u>10,709.59</u>
06/01/2015	MIF	39578	482119	ANN ARBOR WELDING SUPPLY	SUPPLIES	727	301	90.29
06/01/2015	MIF	39582*#	822375300-0	AT&T LONG DISTANCE	COMMUNICATION	850	301	61.74
06/01/2015	MIF	39583	88493	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	43.35
06/01/2015	MIF	39584	2716-210948	CARQUEST AUTO PARTS - FD	REPAIRS & MAINTENANCE	930	333	28.24
06/01/2015	MIF	39587*#	3147 035 0001 2	DTE ENERGY	UTILITIES	920	301	86.19
06/01/2015	MIF	39593*#	302490196	HEWLETT-PACKARD FINANCIAL SR COMPUTER		972	900	58.63
06/01/2015	MIF	39595	4130	NORTH EASTERN UNIFORMS & EQU UNIFORMS/GEAR & ALLOWANCE		741	301	21.25
06/01/2015	MIF	39600*#	00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	70.41
06/01/2015	MIF	39601*#	6035 5178 2024 354	STAPLES CREDIT PLAN	SUPPLIES	727	301	152.14
06/01/2015	MIF	39602	313932	STATE OF MICHIGAN	TRAINING & DEVELOPMENT	957	226	150.00
06/01/2015	MIF	39604	REIMBURSE	TYLER COKER	TRAINING & DEVELOPMENT	957	226	34.95
06/01/2015	MIF	39605*#	9745238130	VERIZON WIRELESS MESSAGING S		850	301	354.64
06/01/2015	MIF	39607	40832473	WEX BANK	FUEL & MILEAGE	860	333	719.41
					Total for fund 216 MEDICAL RESCUE FUND			29,264.53

User: JEN  
DB: Northfield

CHECK DATE FROM 05/12/2015 - 06/04/2015

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 230 DONATION FUND								
05/13/2015	MIF	39540	7400936-1389-2	WASTE MANAGEMENT OF MI	DONATIONS - EVENTS/COMMUNITY PROJE	904	301	19.40
Total for fund 230 DONATION FUND								19.40

06/04/2015 01:52 PM

CHECK DISBURSEMENT REPORT FOR NORTFIELD TOWNSHIP

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User: JEN

CHECK DATE FROM 05/12/2015 - 06/04/2015

DB: Northfield

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 287 BUILDING DEPARTMENT FUND								
05/13/2015	MIF	39514	APRIL 2015	DINO BONA	INSPECTOR EXPENSES	725	301	360.00
06/01/2015	MIF	39580*#	734449500005	AT&T	COMMUNICATION	850	301	31.51
06/01/2015	MIF	39596*#	0000002037	PITTSFIELD TOWNSHIP	BLDG INSPECT	725	261	1,183.45
Total for fund 287 BUILDING DEPARTMENT FUND								1,574.96

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 370 PUBLIC SAFETY BLDG DEBT FD								
05/13/2015	MIF	39500	15000 15106	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	301	10.00
					REPAIRS & MAINTENANCE	930	301	10.00
				CHECK MIF 39500 TOTAL FOR FU				20.00
05/13/2015	MIF	39505*	734449927204	AT&T	COMMUNICATION	850	301	130.60
05/13/2015	MIF	39519*#	1359	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	301	575.00
05/13/2015	MIF	39533	344581247	TERMINIX	REPAIRS & MAINTENANCE	930	301	50.00
05/13/2015	MIF	39539*#	26351	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	659.64
05/20/2015	MIF	39567*#	671508	NORTHFIELD TOWNSHIP	UTILITIES	920	301	1,428.00
05/20/2015	MIF	39569	1221531	STATE OF MICHIGAN	REPAIRS & MAINTENANCE	930	301	185.00
06/01/2015	MIF	39585*#	1000 0012 0517	CONSUMERS ENERGY	UTILITIES	920	301	834.60
06/01/2015	MIF	39587*#	4693 635 0002 3	DTE ENERGY	UTILITIES	920	301	1,472.05
					Total for fund 370 PUBLIC SAFETY BLDG DEBT FD			5,354.89

Fund: 571 WASTEWATER TREATMENT FUND

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
05/13/2015	MIF	304(E) *	#	PAYROLL	SALARIES	701	226	2,519.23
					SALARIES	702	226	7,090.97
					SOCIAL SECURITY	715	226	735.18
					PENSION	718	226	918.98
					SUPPLIES	727	301	6.37
				CHECK MIF 304(E) TOTAL FOR F				11,270.73
05/13/2015	MIF	39506	265322	BOULLION SALES, INC.	REPAIRS & MAINTENANCE			** VOIDED **
			266065		REPAIRS & MAINTENANCE			** VOIDED **
					REPAIRS & MAINTENANCE			** VOIDED **
05/13/2015	MIF	39507	0415--88689 0515--88804	BRIGHTON ANALYTICAL LLC	LAB & TESTING	817	301	850.00
					LAB & TESTING	817	301	60.00
				CHECK MIF 39507 TOTAL FOR FU				910.00
05/13/2015	MIF	39512	2716-209912	CARQUEST AUTO PARTS - WWTP		930	301	15.69
05/13/2015	MIF	39515	260213	ELHORN ENGINEERING CO.	REPAIRS & MAINTENANCE	930	301	501.00
05/13/2015	MIF	39517	9730703494	GRAINGER, INC.	REPAIRS & MAINTENANCE	930	301	258.98
05/13/2015	MIF	39518	14981	HOWELL SANITARY CO.II	REPAIRS & MAINTENANCE	930	301	360.00
05/13/2015	MIF	39521	560948	KENNEDY INDUSTRIES INC	EQUIPMENT	970	900	7,795.00
05/13/2015	MIF	39522	05/13/2015	MICHAEL S. MCDONAGH	Sewer	214	000	228.97
05/13/2015	MIF	39525	2161598 2158795	NALCO CROSSBOW WATER	REPAIRS & MAINTENANCE	930	301	188.71
					REPAIRS & MAINTENANCE	930	301	99.56
				CHECK MIF 39525 TOTAL FOR FU				288.27
05/13/2015	MIF	39526	354607	NCL OF WISCONSIN, INC.	OPERATING SUPPLIES	740	301	106.41
05/13/2015	MIF	39532	618894510-158	SPRINT/NEXTEL COMMUNICATIONS	COMMUNICATION	850	301	161.02
05/13/2015	MIF	39535	REIMBURSE	TIMOTHY HARDESTY	SUPPLIES	727	301	30.18
05/13/2015	MIF	39536	530345461	UIS SCADA	REPAIRS & MAINTENANCE	930	301	694.00
05/13/2015	MIF	39538	MULTIPLE	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	54.41
05/13/2015	MIF	39542	265322	BOULLION SALES, INC.	REPAIRS & MAINTENANCE	930	301	103.89



Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
			266065		REPAIRS & MAINTENANCE	930	301	35.00
					CHECK MIF 39542 TOTAL FOR FU			138.89
05/20/2015	MIF	39559*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION		716	226	3,574.78
05/20/2015	MIF	39560*	007011521710-0002	BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION		716	226	2,370.00
05/20/2015	MIF	39561*#	53358802	CONSTELLATION ENERGY SERVICE UTILITIES		920	301	(916.91)
			53358802	UTILITIES		920	301	4,126.04
				CHECK MIF 39561 TOTAL FOR FU				3,209.13
05/20/2015	MIF	39562	45536095	DE LAGE LANDEN FINANCIAL SER RENTAL EQUIPMENT		940	301	73.00
05/22/2015	MIF	305(E)*#		PAYROLL				
				SALARIES		701	226	2,519.23
				SALARIES		702	226	7,090.97
				SOCIAL SECURITY		715	226	735.18
				PENSION		718	226	918.98
				SUPPLIES		727	301	6.18
				CHECK MIF 305(E) TOTAL FOR F				11,270.54
06/01/2015	MIF	39582*#	822375300-0	AT&T LONG DISTANCE		850	301	14.23
06/01/2015	MIF	39585*#	1000 1171 6543	CONSUMERS ENERGY		920	301	172.80
			1000 6159 0814			920	301	27.02
			1000 1171 7061			920	301	41.90
			1000 0950 4273			920	301	20.90
			1000 0012 4642			920	301	985.49
			1000 0950 4497			920	301	16.83
			1000 0950 4356			920	301	21.60
			1000 0950 4588			920	301	20.90
				CHECK MIF 39585 TOTAL FOR FU				1,307.44
06/01/2015	MIF	39587*#	2689 463 0014 5	DTE ENERGY		920	301	306.21
			2689 463 0017 8	UTILITIES		920	301	117.76
			2689 463 0011 1	UTILITIES		920	301	92.68
			2689 562 0001 1	UTILITIES		920	301	35.56
			2689 463 0001 2	UTILITIES		920	301	23.99

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
			2689 463 0004 6		UTILITIES	920	301	
			2689 463 0006 1		UTILITIES	920	301	36.35
			2689 463 0015 2		UTILITIES	920	301	19.33
			2689 463 0016 0		UTILITIES	920	301	17.07
			2689 056 0001 4		UTILITIES	920	301	16.75
			2689 463 0003 8		UTILITIES	920	301	9.22
			2689 463 0007 9		UTILITIES	920	301	16.62
			2689 463 0010 3		UTILITIES	920	301	24.79
			2689 463 0012 9		UTILITIES	920	301	17.11
			2689 562 0003 7		UTILITIES	920	301	36.91
			3146 792 0001 9		UTILITIES	920	301	9.97
				CHECK MIF 39587 TOTAL FOR FU			301	11.23
06/01/2015	MIF	39590*#	0000-3319-1	DTE ENERGY	UTILITIES	920	301	791.53
06/01/2015	MIF	39594	IN381237	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	301	1,200.74
06/01/2015	MIF	39597#	4436 0370 3004 071	PNC BANK	REPAIRS & MAINTENANCE	930	301	39.00
			4436 0370 3004 071		COMPUTER	972	900	15.79
				CHECK MIF 39597 TOTAL FOR FU				1,504.94
06/01/2015	MIF	39599	5170000003125	RED WING SHOE STORE	UNIFORMS/GEAR & ALLOWANCE	741	301	1,520.73
06/01/2015	MIF	39600*#	00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	186.99
06/01/2015	MIF	39603	50912100	TETRA TECH INC	ENGINEER	806	270	251.77
06/04/2015	MIF	39611	06/04/2015	NORTHFIELD TOWNSHIP	Sewer	214	000	3,327.12
								16.00
					Total for fund 571 WASTEWATER TREATMENT FUND			51,966.55

DB: Northfield

CHECK DATE FROM 05/12/2015 - 06/04/2015

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
<b>Fund: 883 DISTRICT #3 HORSESHOE LAKE</b>								
05/20/2015	MTF	39575	HLSAD REFUND	ARTHUR E. SELENT	SAD REFUNDS	924	301	3,237.33
05/20/2015	MTF	39576	HLSAD REFUND	DEVIN GARDNER	SAD REFUNDS	924	301	453.10
06/01/2015	MTF	39579	HLSAD REFUND	ANTONIO, KATHLEEN & MICHAEL	SAD REFUNDS	924	301	755.17
06/01/2015	MTF	39592	HLSAD REFUND	FRANK & JULIA BUCCINNA	SAD REFUNDS	924	301	604.14
					TOTAL - ALL FUNDS	Total for fund 883 DISTRICT #3 HORSESHOE LAKE		
					***INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND	5,049.74		
					!#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT	249,868.10		



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

## Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189  
Fire: 734-449-2385 • Fax: 734-449-2521  
Police: 734-449-9911 • Fax: 734-449-0511  
[www.twp.northfield.mi.us](http://www.twp.northfield.mi.us)



Timothy Greene  
Lieutenant  
Police Operations

# May 2015

## Northfield Township Fire Department

### Requests for Service

Responses May 2015:	54
Responses May 2014:	55
Total to Date 2015:	299

Fire Calls:	14	
Structure Fires		3
Fire Alarms		3
Outside Fires		7
Vehicle Fire		1
Emergency Medical Calls:	28	
Chest Pain		4
Difficulty Breathing		4
Unconscious/Cardiac Arrest		3
Diabetic/ Seizure		2
Trauma		12
Other		3
Motor Vehicle Accidents:	8	
Injury Crashes		3
Unknown		5
Pin In		0

Public Service calls:

Wires Down	1
Tree Down blocking road	1
Hazardous Materials release (Freon)	1

Mutual Aid Given: 4

Superior Township (House Fire)	1
Green Oak Township (House Fire)	1
Salem Township (Barn Fire)	1
Ann Arbor Township ( MVA)	

Mutual Aid Received: 1

Ann Arbor Township ( Auto Aid wires down)	1
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Responses in Hamlet Area:	32
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Responses in Rural Area:	18
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Responses Outside the Township:	4
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Average Response Time for the month:	6:28
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William Wagner



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

## Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189  
Fire: 734-449-2385 • Fax: 734-449-2521  
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Timothy Greene  
Lieutenant  
Police Operations

### June 2015 Director of Public Safety Board Communication

1. **Fire department training May:** Training for the month consisted of Search and Rescue operations at Darlene Curtis house. Pumping and dry hydrant operations. Also sent several department members to Prehospital Trauma Life Support refresher.
2. **ISO update:** Attached to this report is the letter from ISO showing our insurance rating improvement. This is hopefully just the initial improvement. We are hoping to have a full department assessment with and additional improvement this summer.
3. **Public Safety Building:** The Washtenaw County Health Department is asking is Northfield Township would like to be an "Alternate Closed Point of Dispensing Location". This would mean that in case of mass dispensing of medication the Public Safety Building would be a place that the public could come to be vaccinated. It also means that all Township employees and their families would be vaccinated first.
4. **Significant calls for month:** We assisted Green Oak, Superior and Salem Townships with 3 different Structure Fires. 2 Fire were house fire and Salem Township's fire was a large barn fire threatening 2 other houses.
5. **Police and Fire Open House:** We are looking at changing the normal date for the annual open house to the second or third week of September. This will give us more flexibility on programs we can offer the day of the event. As a reminder we are partnering this year with Living Water Church's kids day. We are looking for a very large turnout for the event.



April 27, 2015

Mr. William Wagner, Chief  
Northfield Township Fire Dept  
8350 Main St  
Whitmore Lake, Michigan, 48189

RE: Northfield Ts, Washtenaw County, Michigan  
Public Protection Classification: 8B/10  
Effective Date: August 01, 2015

Dear Mr. William Wagner,

We wish to thank you for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Dominic Santanna*

Dominic Santanna  
Manager - National Processing Center

cc: Ms. Marilyn Handloser, Township Supervisor, Northfield TS



# Washtenaw County Public Health



## Alternate/Closed Point of Dispensing Plan

Washtenaw County Public Health

555 Towner Street/PO Box 9015

Main Number: 734-544-6700

Environmental Health: 734-222-3800

Fax (secure): 734-544-6808

Dear Closed POD member,

Thank you for participation and your efforts to become a Closed Point of Dispensing Site (POD) within Washtenaw County. As a Closed POD in a public health emergency we will offer your business the assurance of a timely distribution of medications to your employees, families or others who rely on your operation for services. Essentially your business will have the means to help minimize the impact of an emergency on the community and save lives. We appreciate your partnership and patience and look forward to assisting you with your Closed POD emergency preparedness planning efforts.

Sincerely,

Cindra James



# **NORTHFIELD TOWNSHIP POLICE DEPARTMENT**

## **MONTHLY OPERATIONS REPORT**



**MAY 2015**

## MAY 2015 MONTHLY REPORT

<b>Calls For Service</b>	<b>420</b>
<b>Arrests</b>	<b>10</b>
<b>Mutual Aid Assistance To Other Departments Inside the Township</b>	<b>4</b>
<b>Mutual Aid Assistance To Other Departments Outside the Township</b>	<b>5</b>
<b>Average Response Time</b>	<b>5.412</b>

### NOTES & FACTS FROM THE DEPARTMENT

- **DATA;** 61 % of total complaints answered were in the hamlet area and 39 % were handled throughout the rest of the Township.
- **TRAINING;** In-Service roll call tapes for all officers included Child Sex Trafficking, Enforcing Law for Motorcyclist and Bicyclist.

- **EVENTS OF SIGNIFICANCE; Domestic Violence**

On May 23, officers responded to a residence in Northfield Estates for the report of Domestic Violence. Upon arrival, officers located the female caller and observed the male subject take off running to the woods. The female (victim) advised officers that the pair had been arguing all day, that she advised the male that she wanted to leave and this caused a physical confrontation. The male head-butted her, she then shoved him onto the bed and he got up and grabbed her around the neck. He then threw her down into a chair. There was a struggle over the baby and the male eventually took the baby into a bedroom and threw the victim down again as she tried to get in to take the baby. At this point, 911 was called. Officers observed marks on the victim's throat. Officers made contact with the suspect by phone, who was uncooperative and refused to meet with officers. Charges were authorized by the Prosecutor's Office for Domestic Violence.

#### **Vehicle Theft**

On May 19, officers responded to a Vehicle Theft on Five Mile Rd. The victim advised that four of his dirt bikes had been stolen from his barn. The barn had been left unsecured and the dirt bikes had been stolen sometime during the night. A neighbor reported having heard a truck hauling a trailer in the area around 4:00am. Police are investigating this case and following up on leads they have.

#### **Burglary**

On May 17, a homeowner on Main Street reported a Burglary that had occurred in her home. The homeowner had been away from her residence and returned home to find her cats outside, which alerted her that something may be wrong. She went inside and found many items strewn about the home and called 911. When officers arrived, it was determined that the suspect came in through a window in the home and stole a jar containing approx. \$800 and some high end purses. The case remains under investigation at this time.

**Dog Attack**

On May 15, officers responded to a home on North Territorial Rd for a dog bite complaint. A homeowner had been out walking his dog and let it off the leash briefly. The dog ran away from the owner and onto a neighbor's property, attacking the neighbor's 8-week old puppy and killing it. The owner of the puppy was not home at the time. Officers required the dog that attacked the puppy to be transported to the Humane Society until the case could be reviewed. Officers eventually made contact with the owner of the puppy, who ultimately advised that she did not wish to pursue charges against the dog's owner because she does not believe this was intentional. They came to an agreement and the victim was paid restitution for her puppy and the dog's owner advised he would not let his dog off the leash again.

**Vehicle Theft**

On May 15, officers responded to a business on Whitmore Lake Rd where two ATV's and a trailer had been stolen sometime during the night. The suspects gained entry by tearing down a portion of fence and driving onto the property. They stole a trailer and loaded the ATV's onto it. Officers are investigating the case at this time.

**Breaking & Entering**

On May 2, officers responded to a business on Whitmore Lake Rd for an attempt B&E. Officers arrived within one minute of being dispatched. An unknown suspect(s) had broken the lock on the front gate of the business and entered the property. It appeared that the suspects didn't have time to steal any property and were gone prior to the officer's arrival. A K9 was called to the scene but a viable track was not located, nor any suspects remaining on the property. The case is under investigation.

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**5/1/2015 12:00:00 AM - 5/31/2015 12:00:00 AM**

Offense Code	Description	Incident Count
1302	Agg/Fel Assault - Family - Other Weapon-Domestic	2
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	4
1380	Telephone Used for Harassment, Threats	1
1381	Aggravated Stalking (Felony)	1
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	1
2203	B&E - Burglary - Forced Entry - Non-Residence	1
2204	B&E - Burglary - No Forced Entry - Residence- Home Invasion	2
2304	Larceny - Parts & Accessories from Vehicle - LFA	1
2305	Larceny - Personal Property from Vehicle - LFA	10
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	1
2309	Larceny - From Yards (Grounds Surrounding a Building)	1
2404	Vehicle Theft UDAA (reported by your jurisdiction)	2
2609	Identity Theft	1
2699	Fraud (Other)	2
2901	Damage to Property - Business Property - MDOP	1
2902	Damage to Property - Private Property - MDOP	4
3078	Retail Fraud, Theft 3rd Degree	2
5005	Contempt of Court (PPO Violation, etc)	1
5012	Probation Violation	1
5090	Failure to Comply with Reporting Duties (Sex Offender)	1
5311	Disorderly Conduct	1
7304	Animal Ord - Leash Law	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	2
C2899	Juvenile - All Other	1
C2933	Vehicle Registration - Improper / Expired	1
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
C3145	Property Damage Traffic Crash PDA	8
C3150	Property Damage H&R Traffic Crash	1
C3170	Private Property Traffic Crash	3
C3208	Death Investigation - Cause Unknown	1
C3215	Adult Suicide	1
C3221	Attempt Suicide - Juvenile	1
C3225	Drug Overdose	2
C3250	Mental Health Call	4
C3299	Welfare Check	3
C3310	Family Trouble	2
C3312	Neighborhood Trouble	2
C3316	Lost Property	1
C3318	Found Property	3
C3324	Suspicious Circumstances	20
C3326	Suspicious Vehicles	6
C3328	Suspicious Persons	7

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**5/1/2015 12:00:00 AM - 5/31/2015 12:00:00 AM**

Offense Code	Description	Incident Count
C3330	Assist Other Law Enforcement Agency	3
C3331	Assist Medical	7
C3332	Assist Fire Department	6
C3333	Assist Motorist	3
C3334	Assist Other Govt Agency	2
C3336	Assist Citizen	16
C3337	Assist Citizen - Vehicle Lockout	4
C3342	Recovered Stolen Property - Other Jurisdiction	1
C3345	Accidental Property Damage	1
C3355	Civil Matter - Other	17
C3478	Miscellaneous ORV Complaints	1
C3702	Traffic Complaint / Road Hazard	6
C3704	Traffic Complaint / Abandoned Auto	1
C3706	Traffic Complaint / Vehicle Impound	1
C3707	Vehicle Release	1
C3716	Traffic Complaint / Aircraft Complaint	1
C3728	Traffic Complaint / Parking Complaint	1
C3799	Miscellaneous Traffic Complaint	1
C3803	Animal Barking Dog	4
C3804	Animal Complaint	3
C3808	Animal Bite / Scratch	4
C3902	Burglary Alarm	1
C4041	Speeding Citation	21
C4046	Disobey Stop Sign Citation	1
C4069	Fail to Signal	1
C4105	Equipment Citation	3
C4222	Parking - Aband Motor Vehicle	1
L3501	911 Hang Up - NR	3
L3504	PBT Station - NR	10
L3505	Fireworks No Report - NR	5
L3506	Shots Fired - NR	2
L3507	Fingerprints - NR	6
L3508	Ticket Sign Off - NR	3
L3510	Loud Music - NR	3
L3520	Dumping Complaint - NR	1
L3521	Open Door / Window - NR	1
L3526	False Alarm - NR	14
L3529	Duplicate Report of Run - NR	1
L3535	GUN Permit, Applications, CCW Permits - NR	32
L3538	Property/Vacation Check - NR	2
L3540	Child Safety Seat Inspection - NR	1
L3542	BOL - NR	8
L3550	Speed Sign Detail - NR	9
L3551	Sex Offender Registration/Verification - NR	4
L3552	Traffic Stop - NR	29

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**5/1/2015 12:00:00 AM - 5/31/2015 12:00:00 AM**

Offense Code	Description	Incident Count
L3568	Local Records Check - NR	9
L3569	Assist Other Police Agency - Inside Northfield - NR	4
L3570	Assist Other Police Agency - Outside Northfield - NR	5
L3571	Disorderly Person - NR	6
L3597	Non Terminal - NR	26
L4925	Commercial Vehicle Violations - NR	1
L6012	Traffic Direction / Control / Problem - NR	2
L6701	Follow Up - NR	1
Sum:		420



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

Agency: Northfield Township Police  
ORI: MI8196400

<u>Classification</u>	<u>May/2014</u>	<u>May/2015</u>	<u>%Change</u>
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
10001 KIDNAPPING/ABDUCTION	1	0	-100.0%
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	0	-100.0%
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	5	4	-20.0%
13002 AGGRAVATED/FELONIOUS ASSAULT	0	2	-
13003 INTIMIDATION/STALKING	1	2	100.0%
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	1	2	100.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	1	2	100.0%
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSESNAATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	1	2	100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	2	10	400.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	1	-
23007 LARCENY -OTHER	0	0	-
24001 MOTOR VEHICLE THEFT	0	2	-
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	1	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	0	-
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	1	-
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	-
26003 FRAUD -IMPERSONATION	1	1	0%
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
27000 EMBEZZLEMENT	0	0	-
28000 STOLEN PROPERTY	0	5	-
29000 DAMAGE TO PROPERTY	4	7	75.0%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	0	2	-

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

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

Agency: Northfield Township Police  
ORI: MI8196400

Classification	May/2014	May/2015	%Change
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	0	1	-
35002 NARCOTIC EQUIPMENT VIOLATIONS	1	1	0%
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	1	0	-100.0%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
<b>Total for Group A</b>	<b>20</b>	<b>47</b>	<b>135.0%</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	2	0	-100.0%
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	1	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	0	-
42000 DRUNKENNESS	0	0	-
48000 OBSTRUCTING POLICE	1	1	0%
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	3	-
53001 DISORDERLY CONDUCT	2	0	-100.0%
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	0	-100.0%

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

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

Agency: Northfield Township Police  
ORI: MI8196400

Classification	May/2014	May/2015	%Change
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	0	2	-
55000 HEALTH AND SAFETY	0	2	-
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	1	0	-100.0%
57002 INVASION OF PRIVACY -OTHER	0	0	-
58000 SMUGGLING	0	0	-
59000 ELECTION LAWS	0	0	-
60000 ANTITRUST	0	0	-
61000 TAX/REVENUE	0	0	-
62000 CONSERVATION	0	0	-
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	0	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	0	0	-
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>7</b>	<b>9</b>	<b>28.6%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	4	1	-75.0%
2900 TRAFFIC OFFENSES	12	9	-25.0%
3000 WARRANTS	16	3	-81.3%
3100 TRAFFIC CRASHES	9	12	33.3%
3200 SICK / INJURY COMPLAINT	7	12	71.4%
3300 MISCELLANEOUS COMPLAINTS	109	103	-5.5%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	1	-
3500 NON-CRIMINAL COMPLAINTS	213	184	-13.6%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	22	12	-45.5%
3800 ANIMAL COMPLAINTS	5	10	100.0%
3900 ALARMS	1	1	0%
<b>Total for Group C</b>	<b>398</b>	<b>348</b>	<b>-12.6%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	51	23	-54.9%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	7	3	-57.1%
4200 PARKING CITATIONS	3	1	-66.7%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	3	0	-100.0%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	1	0	-100.0%
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	1	1	0%
<b>Total for Group D</b>	<b>66</b>	<b>28</b>	<b>-57.6%</b>
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

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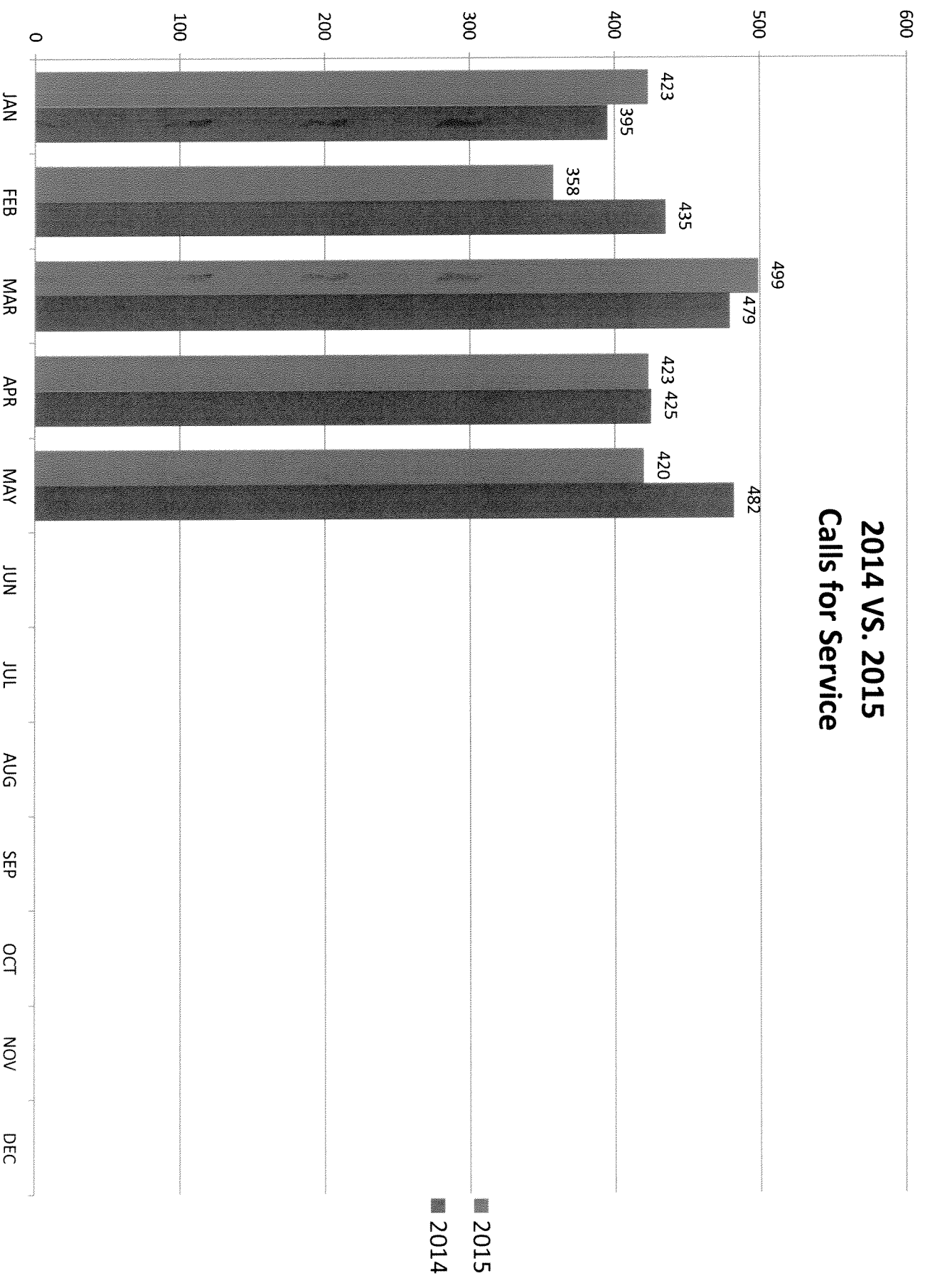
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**Report CLEAR-008 Summary of Offenses**  
**All Offenses that were Attempted or Completed**  
**For the Month of May**

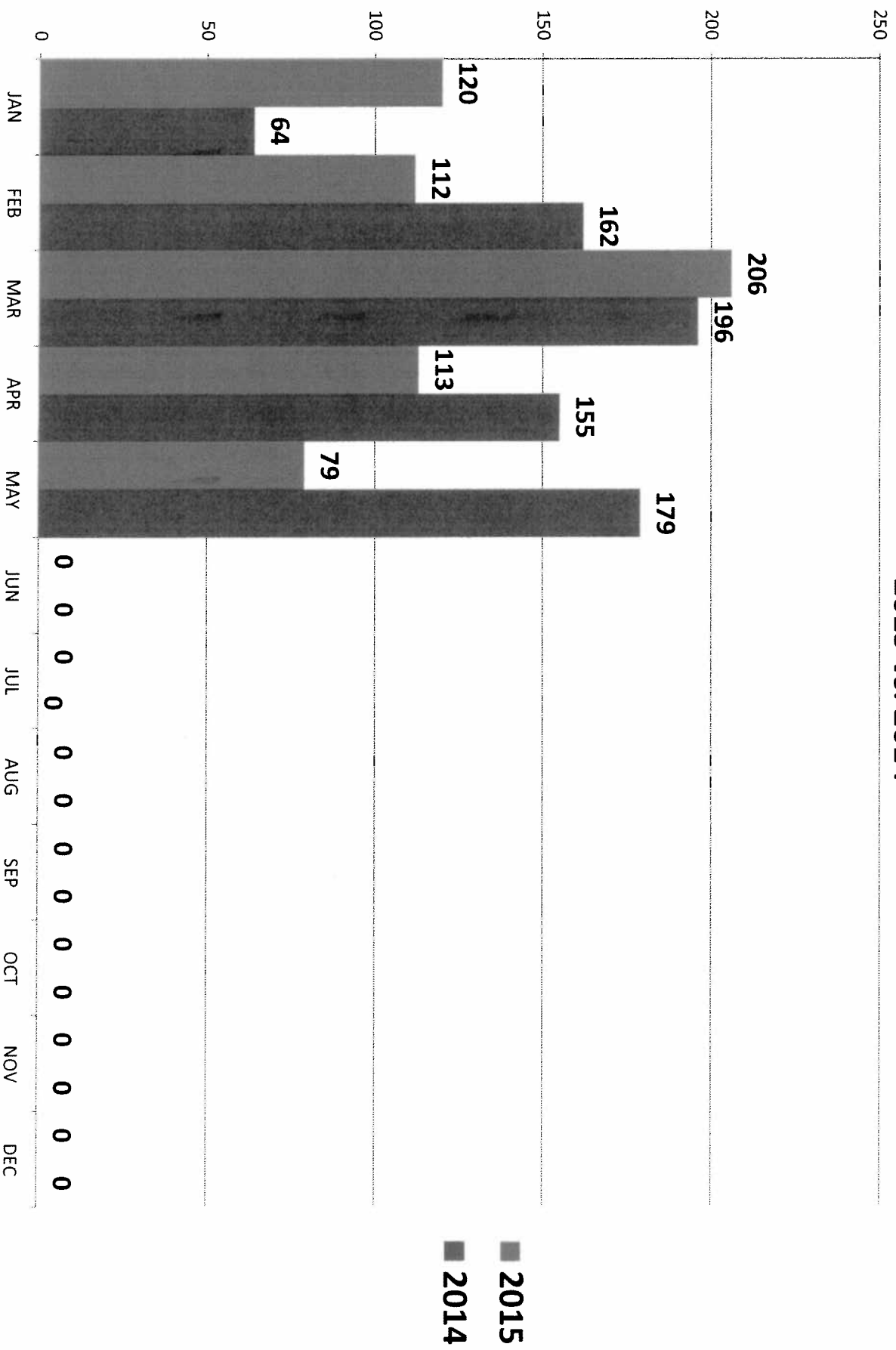
Agency: Northfield Township Police  
ORI: MI8196400

<u>Classification</u>		<u>May/2014</u>	<u>May/2015</u>	<u>%Change</u>
<b>Total for Group E</b>		<b>0</b>	<b>0</b>	<b>-</b>
6000	MISCELLANEOUS ACTIVITIES (6000)	1	2	100.0%
6100	MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200	ARREST ASSIST	0	0	-
6300	CANINE ACTIVITIES	0	0	-
6500	CRIME PREVENTION ACTIVITIES	1	0	-100.0%
6600	COURT / WARRANT ACTIVITIES	0	0	-
6700	INVESTIGATIVE ACTIVITIES	0	1	-
<b>Total for Group F</b>		<b>2</b>	<b>3</b>	<b>50.0%</b>
<b>Total for All Groups</b>		<b>493</b>	<b>435</b>	<b>-11.8%</b>

## 2014 VS. 2015 Calls for Service



# NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2015 vs. 2014



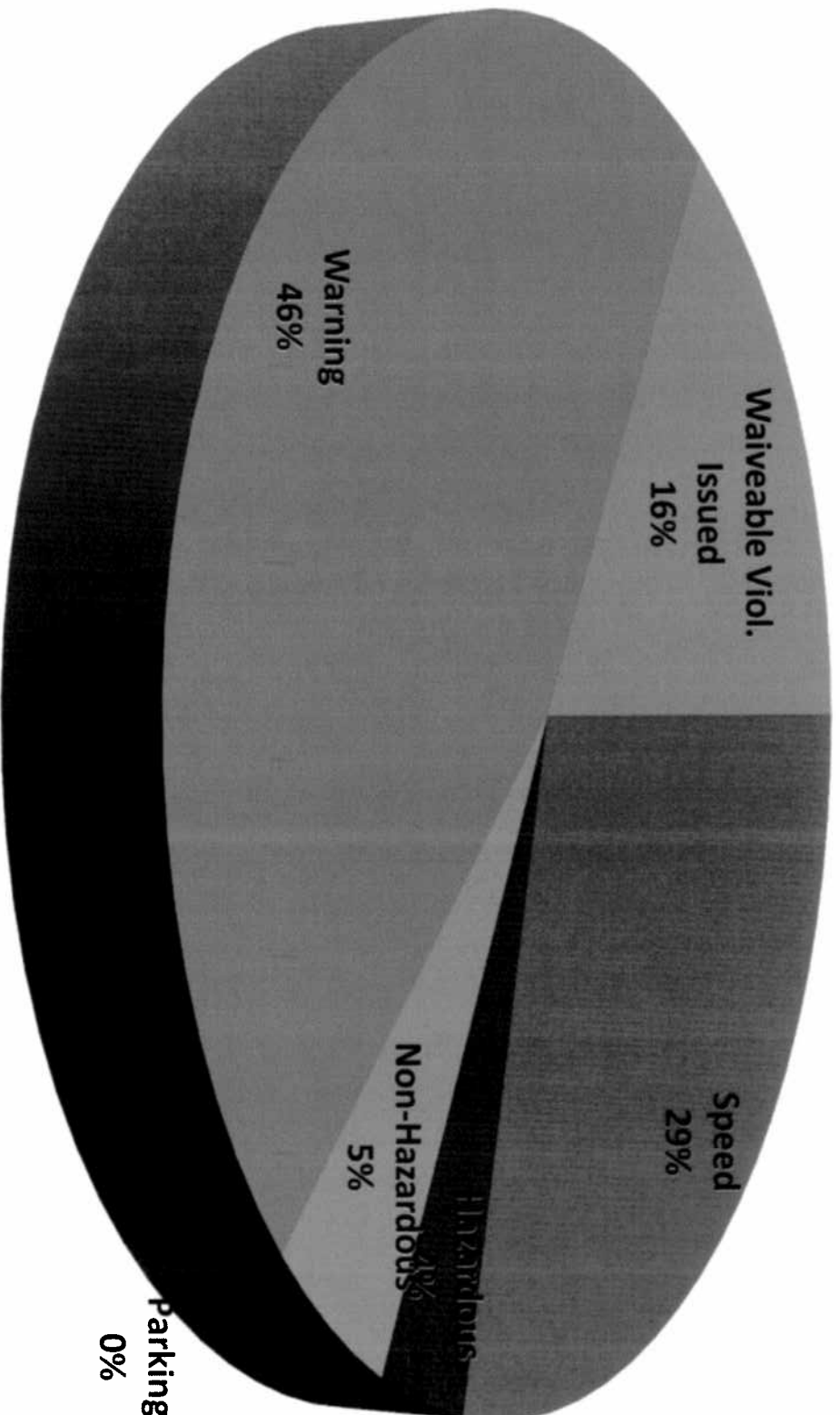
## TRAFFIC VIOLATIONS SUMMARY

JANUARY 1, 2015 THROUGH DECEMBER 31, 2015													
2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	26	33	57	27	23								166
Hazardous	5	9	9	2	3								28
Non-Hazardous	15	19	29	18	4								85
Parking	0	0	0	0	0								0
Warning	56	22	88	51	36								253
Waiveable Viol. Issued	18	29	23	15	13								98
TOTAL	120	112	206	113	79	0	0	0	0	0	0	0	630
JANUARY 1, 2014 THROUGH DECEMBER 31, 2014													
2014	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	11	41	49	53	59								213
Hazardous	4	13	12	8	11								48
Non-Hazardous	10	19	17	14	19								79
Parking	0	0	0	0	0								0
Warning	29	64	81	59	70								303
Waiveable	10	25	37	21	20								113
TOTAL	64	162	196	155	179	0	0	0	0	0	0	0	756

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

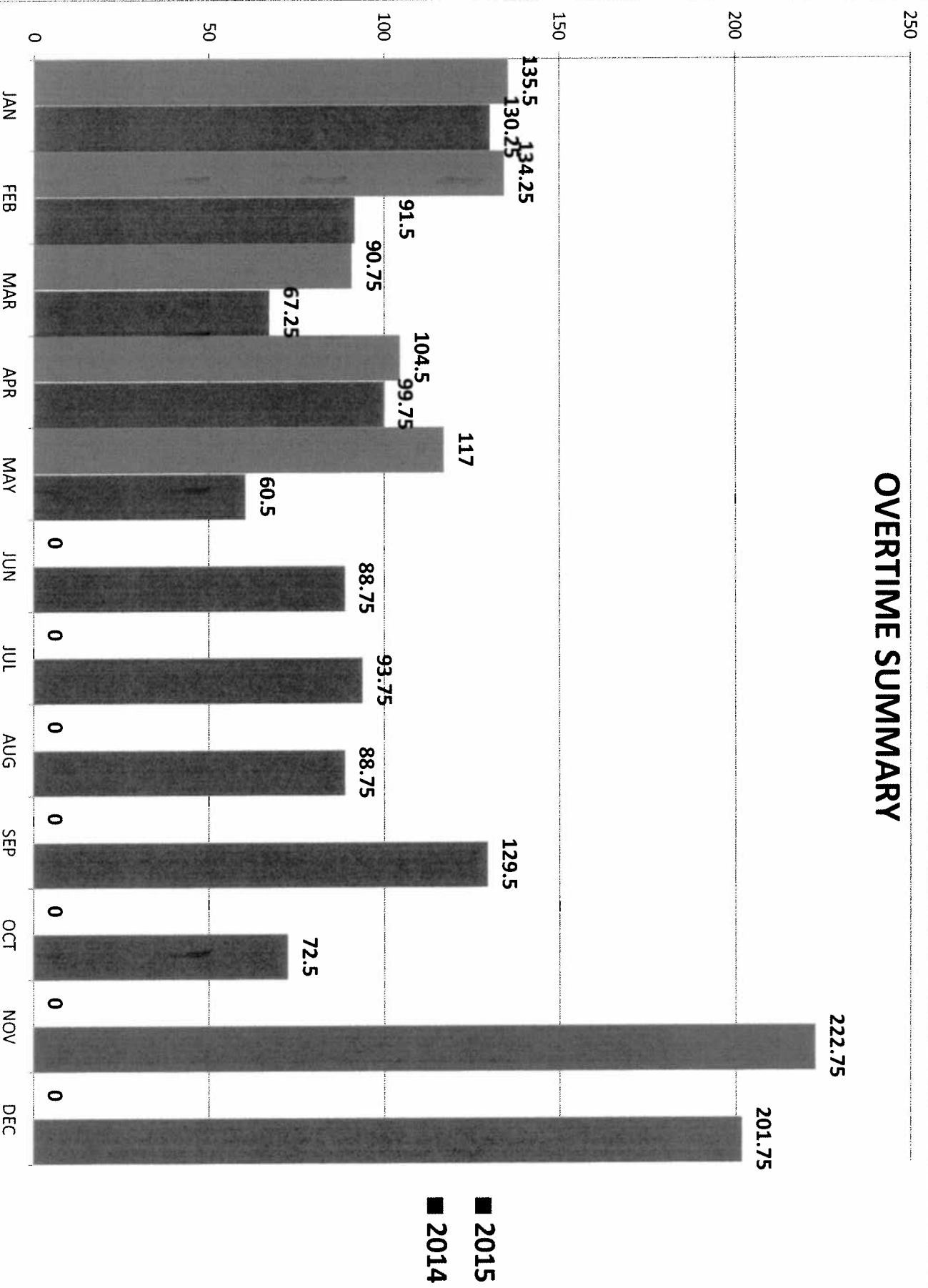
# TRAFFIC VIOLATIONS ISSUED BY TYPE

## May 2015





# OVERTIME SUMMARY



## OVERTIME SUMMARY

OVERTIME BY TYPE													
2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Court	9	20	15	6	32								82
Complaint Investigation	1	15.75	0.75	3	18.75								39.25
Report Writing	2.5	0	0	2.5	1.25								6.25
Training	0	0	0	0	0								0
Short Shift	10	12	62	60	11.5								155.5
Administrative	1	18.5	13	1	5.5								39
Special Detail	0	0	0	0	0								0
Holiday	112	68	0	32	48								260
TOTAL	135.5	134.25	90.75	104.5	117	0	0	0	0	0	0	0	582

	2013 VS. 2014												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2015 - TOTAL	135.5	134.25	90.75	104.5	117	0	0	0	0	0	0	0	582
2014 - TOTAL	130.25	91.5	67.25	99.75	60.5	88.75	93.75	88.75	129.5	72.5	222.75	201.75	1347

## EMPLOYEE TIME OFF

2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Sick	63	12	22	70	0								167
Comp	14	13	9.5	4.5	23.25								64.25
Vacation	54	56	36	24	0								170
Holiday	20	8	0	10	10								48
PTO	58	40.75	167	180	94.25								540
Other	0	0	0	168	168								
TOTAL	209	129.75	234.5	456.5	295.5	0	0	0	0	0	0	0	989.25

The 168 Hours of "Other Time Off" is for Injury Leave that Officer Mark Jensen is on. He is currently on Workmans Comp for his work related injury

# RESERVE UNIT HOURS

RESERVE HOURS BY TYPE													
2014	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Training	0	4.5	0	0	0								4.5
Patrol	0	0	8	0	22.5								30.5
Crime Prevention	0	0	0	0	0								0
Special Events	0	17.5	0	0	0								17.5
Administrative	0	0	0	0	0								0
TOTAL	0	22	8	0	22.5	0	0	0	0	0	0	0	52.5

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

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**To: Northfield Township Board of Trustees**

**From: Tim Hardesty Wastewater Treatment Plant Superintendent**

**Date: June 4<sup>th</sup>, 2015**

**Subject: May 2015 Monthly Report**

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- 5/3/15: High Level alarm at East Shore #2 pump station from floats being hung up.
- 5/4/15: Started fabricating locking mechanisms for manholes.
- 5/6/15: Midwest Power installed shut-off valve in eight inch force main line.
- 5/8/15: Replaced motor on primary collector #3.
- 5/12/15: Midwest Power here to start installing new return sludge pump.
- 5/13/15: Midwest Power finished installing new return sludge pump.
- 5/19/15: Repaired check valve on filter influent pump #1.
- 5/20/15: Started installing locking mechanisms on manholes.
- 5/23/15: Call back for alarm at Eagle Gardens pump station.
- 5/27/15: Manhole assessment program training with Tetra Tech for DEQ required asset management.
- 5/31/15: High flows from 3" of rain.
- 5/28/15: Had UIS electrical out for a couple of problems.

<b>May 2015 Daily Average Flow</b>	<b>.754MGD</b>
<b>May 2014 Daily Average Flow</b>	<b>1.038MGD</b>
<b>Maximum May Daily Flow 2015</b>	<b>1.279MGD</b>
<b>Maximum May Daily Flow 2014</b>	<b>2.048MGD</b>
<b>Minimum May Daily Flow 2013</b>	<b>.656MGD</b>
<b>Minimum May Daily Flow 2014</b>	<b>.742MGD</b>
<b>6 – Month Average Flow</b>	<b>.698MGD</b>
<b>12 – Month Average Flow</b>	<b>.700MGD</b>
<b>Total Gallons Treated May 2015</b>	<b>23,384,000MG</b>
<b>Total Gallons Treated May 2014</b>	<b>32,185,000MG</b>
<b>Rainfall (inches) May 2015</b>	<b>4.98”</b>
<b>Rainfall (inches) May 2014</b>	<b>6.28”</b>
<b>Connections / Tap-ins’ to system</b>	<b>1</b>
<b>Miss Dig Staking’s</b>	<b>6</b>
<b>Overtime</b>	<b>36</b>

Northfield Township Community Center  
Monthly Report  
May 2015  
Tami Averill, Director

**I. May Overview**

The Senior Nutrition program is growing rapidly. We have 27 registered seniors, with 8 of them attending on a daily basis. Lunches are being served on Mondays, Wednesdays and Fridays at 12:15p.m. Home delivered meals will begin in June. The Sr. Nutrition Program Assistant will be hired soon.

THANK YOU to our Senior Lunch Volunteers –Linda Hartley, Cindy Hogston, Betty Jones, Karen Neigebauer, Ann Thompson, and Curtis Ward. They are doing a wonderful job of keeping things running smoothly.

Planning for future programming and trips continues.

Dates for Movies Under the Stars have been set and advertising is going out. All of the movies will take place on the lakeshore, across from the Post Office. Thank you to Mr. & Mrs. Madias for allowing us to use the property.

I continue to attend, record minutes and participate in the Parks & Recreation Commission meetings.

A big thank you to our volunteers –Amber Barsegian, Damon Dotson, Dave Gonzales, Linda Hartley, Cindy Hogston, Betty Jones, Alyssa Jones, Autumn Jones, Karen Neigebauer, Fritz Nelson, Donn Sleek, Ann Thompson, and Curtis Ward - for the assistance they gave to the Community Center in May. Their assistance is truly appreciated.

**II. Program Evaluation**

- a. **On Going Services**– Massage Therapy continued every Monday and Thursday. Lynn has been maintaining a full schedule of four to six people per week. Lynn will be leaving us in June. I am in the process of looking for a massage therapist who is licensed in massage and CranioSacral Therapy.

The Medical Loan Closet continues to be available to the community. Six items were loaned in May. We continue to run low on wheelchairs, 4-wheeled walkers with seats, and shower chairs, and are looking for donations. We did receive donations of walkers, commodes, canes and several wheelchairs in May.

The Regency continues to send a Registered Nurse on the 2nd Tuesday of each month, between 1:45p.m. and 2:15p.m. to do blood pressure

screenings for the community. Seven people participated in the screenings in May.

**b. Classes**

Chair Yoga (8 participants/week) and Exercise with Becky (8-12 participants/week) continued. Tai Chi class has 4 participants this session. MAH Fitness 4 people participating.

Yoga for Beginners had 5 people attending each week.

Yoga for Kids is up and running again with 2 students attending.

Acrylics Painting for Beginners has been a hit with participants. We have held two 3-week session with 5 people participating. A third class will begin in July.

**c. On-Going Activities**

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

The Knit, Crochet, Craft group continues to meet every Friday afternoon. 3 to 4 people attended each week during May. Basic knitting instruction is being given for anyone who would like to learn.

The Whitmore Lake Portrait Group remains steady with their participation. Eight to ten artists attend each week. The art gallery that showcases their art continues to be popular with our guests.

The Whitmore Lake TOPS Club is holding their weekly meetings at the Center. Five people attend. We are happy to have them here! They have recently decided to leave the TOPS organization and start a group of their own. They will be calling it "A N.E.W. Me – Nutrition, Exercise, Weight Loss."

The Chamber of Commerce began holding their meetings here on the first Wednesday of each month. We are delighted to have them with us.

**d. Special Events**

"Karaoke Night at the Community Center," continued on May 8 & 22. Sixteen people attended the May 8 session, and 18 people attended on May 22.

Pizza & a Movie was held on May 29 with 11 people in attendance. Everyone enjoyed a dinner of pizza, salad, chips, cookies and beverages as we watched "Dolphin Tale."

The Whitmore Lake Historical Society held their Spring meeting, program and potluck dinner here on May 28. We were happy to have them here,

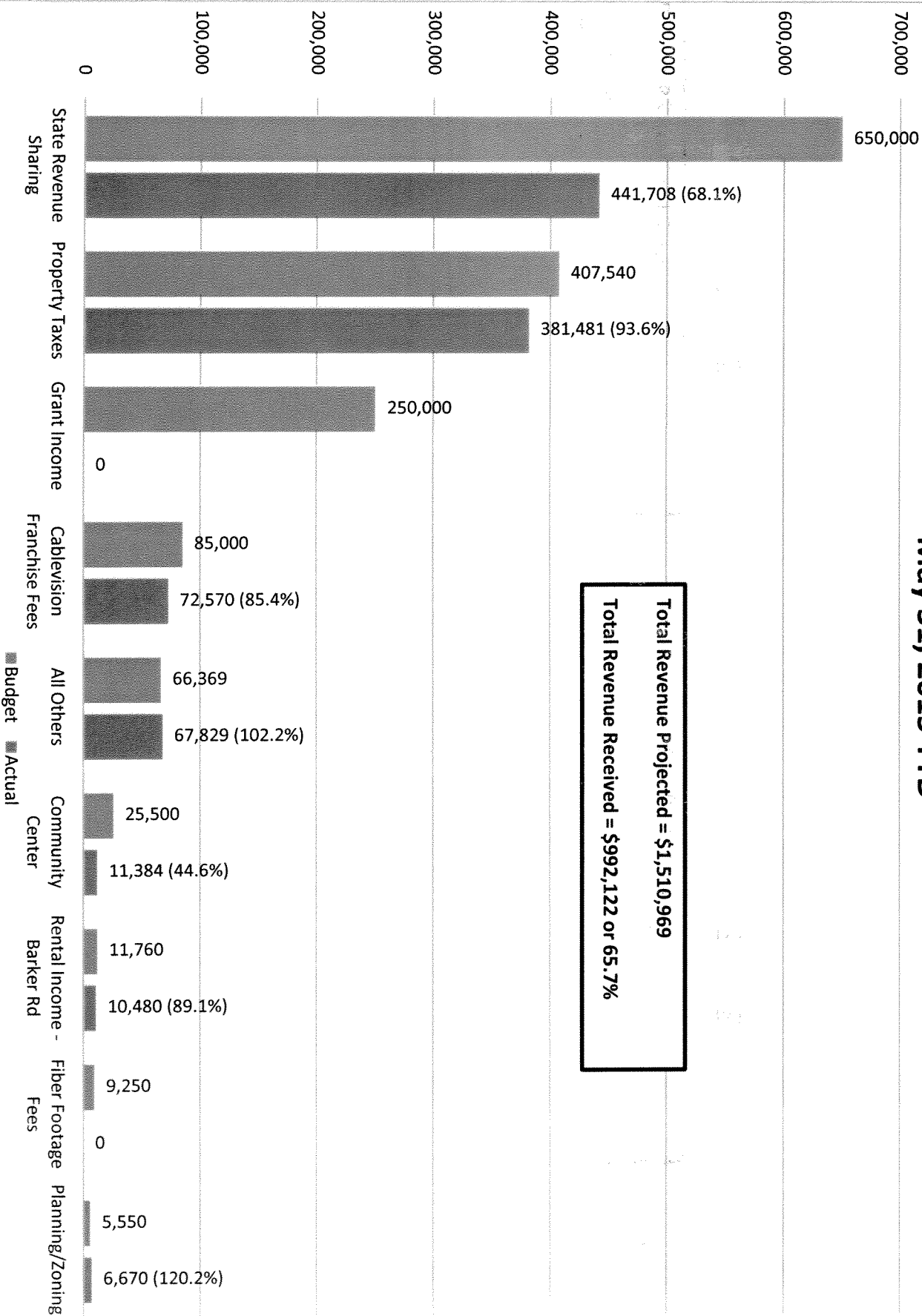
and hope that they will return in the future!

Attorney General Bill Schuette's Senior Brigade program did a presentation on "Identity Theft" Nine people attended.

"Hop into Health: A Senior Health Fair" was held on May 20. Our seniors enjoyed presentations by Costco, Regency of Whitmore Lake, Arbonne, Serellum Essential Oils, and LifeLink. They also enjoyed visiting with "Nurse Annie" and her service puppy in training, Eleanor Roosevelt.

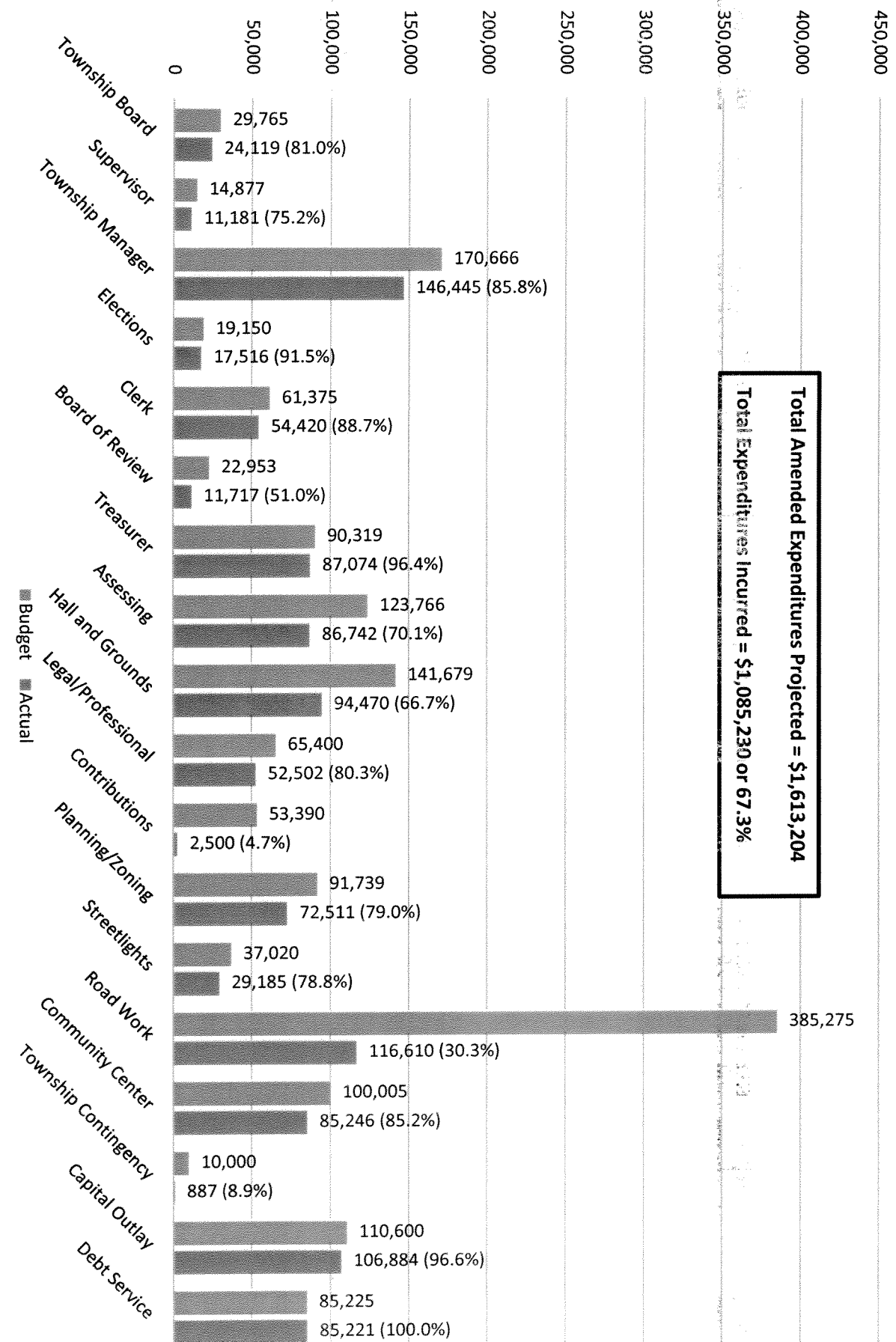


# NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Received May 31, 2015 YTD

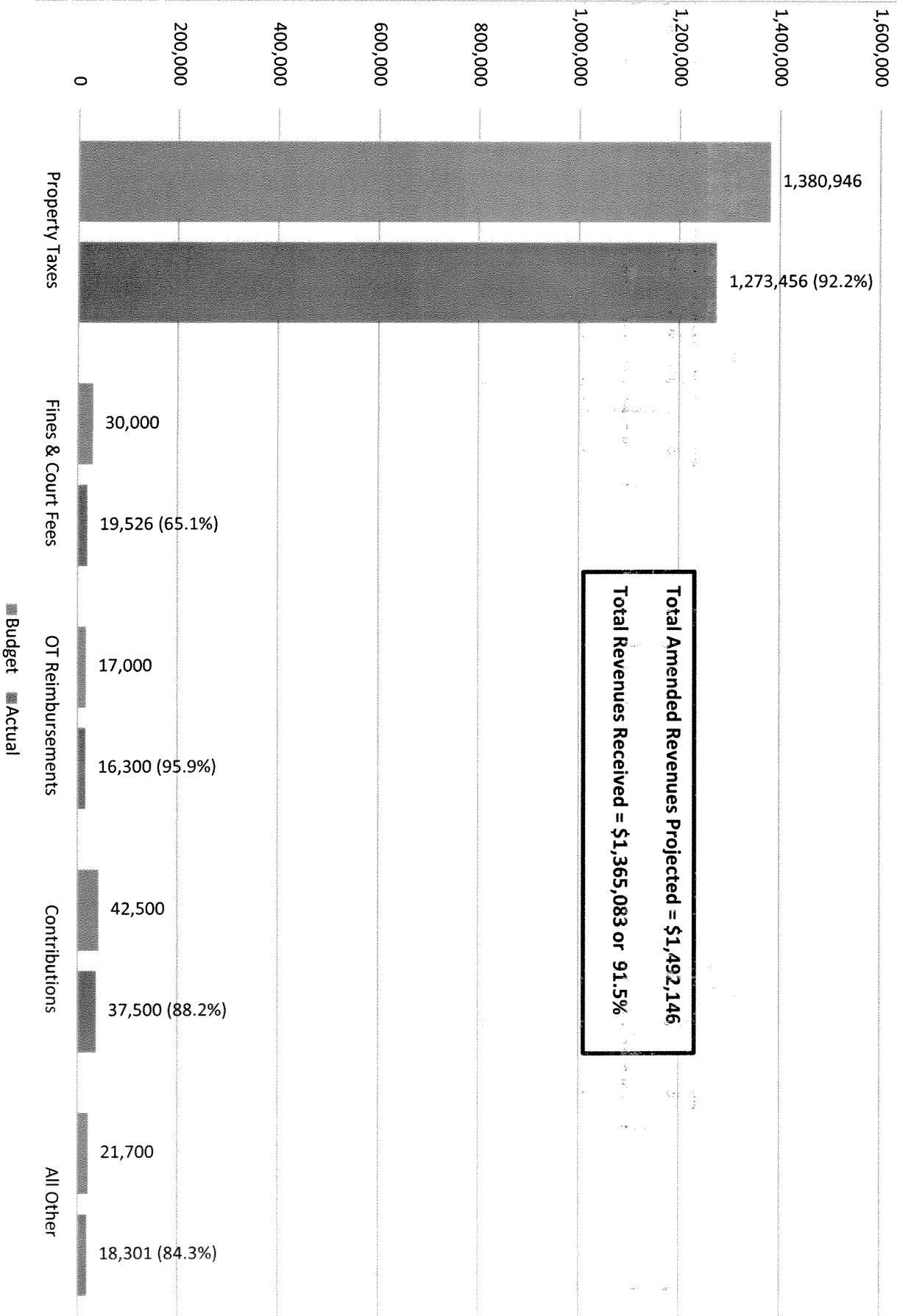


# **NORTHFIELD TOWNSHIP GENERAL FUND**

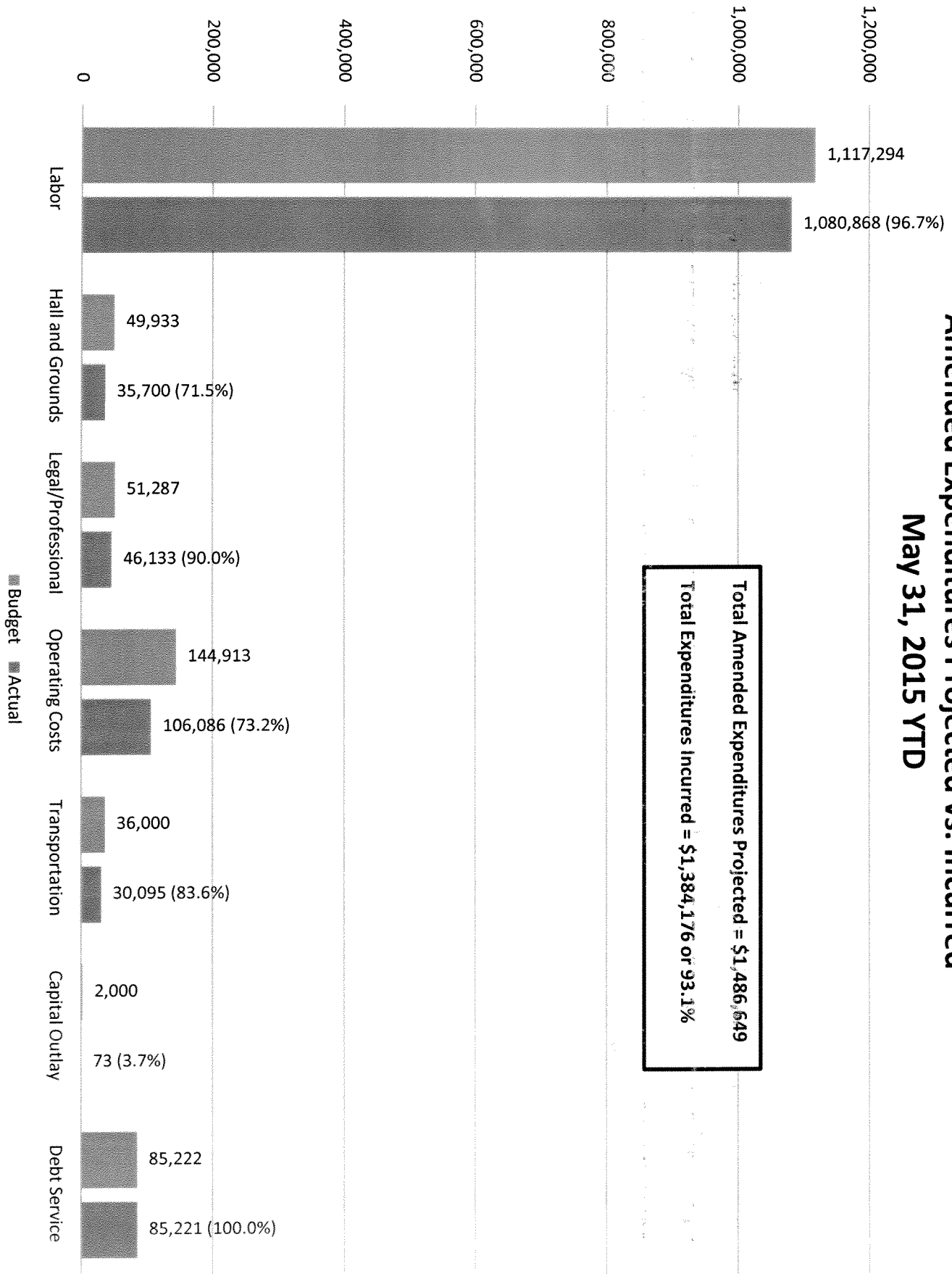
## **Amended Expenditures Projected vs. Incurred May 31, 2015 YTD**



# NORTHFIELD TOWNSHIP POLICE FUND Amended Revenues Projected vs. Received May 31, 2015 YTD



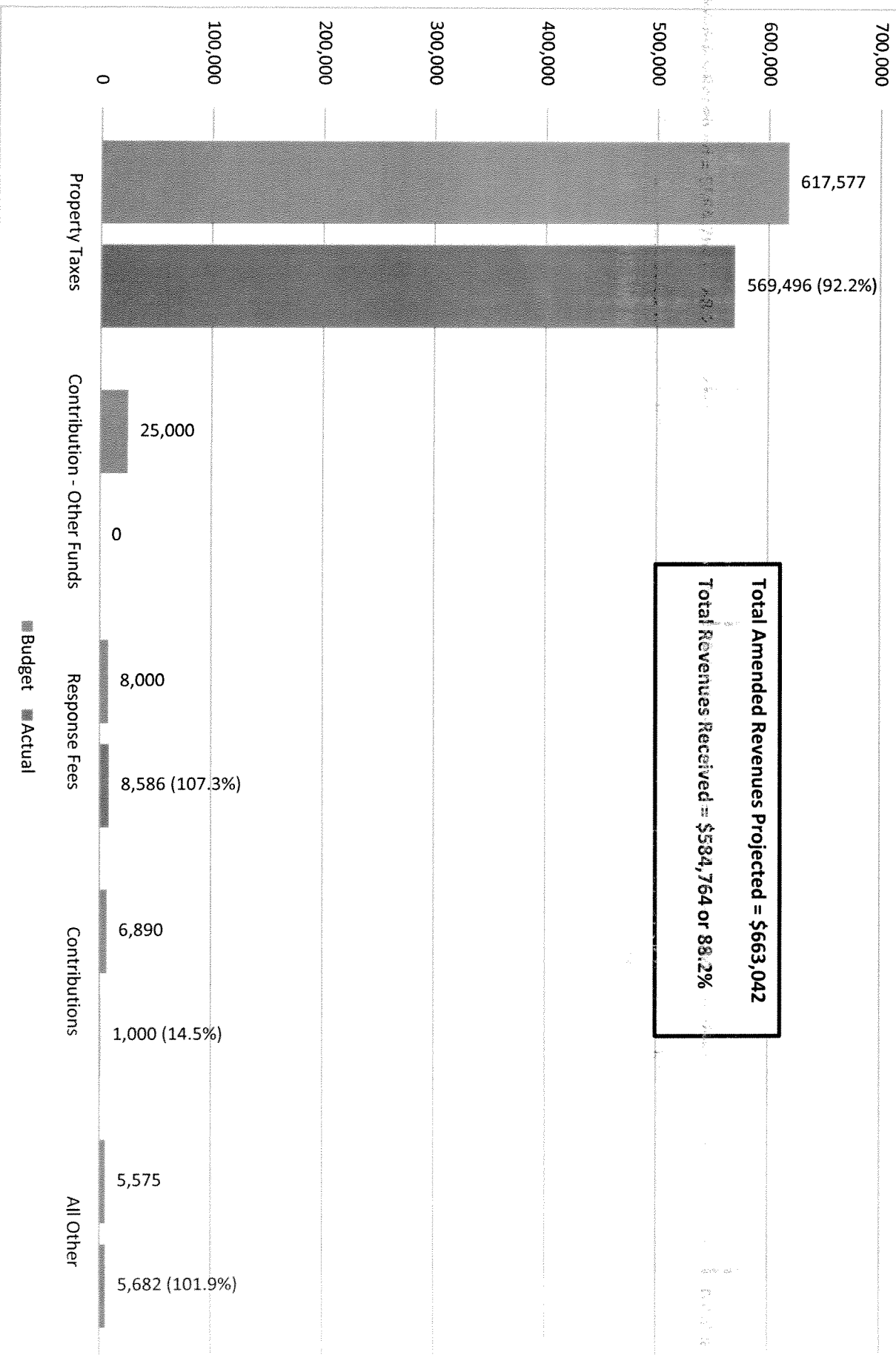
# NORTHFIELD TOWNSHIP POLICE FUND Amended Expenditures Projected vs. Incurred May 31, 2015 YTD



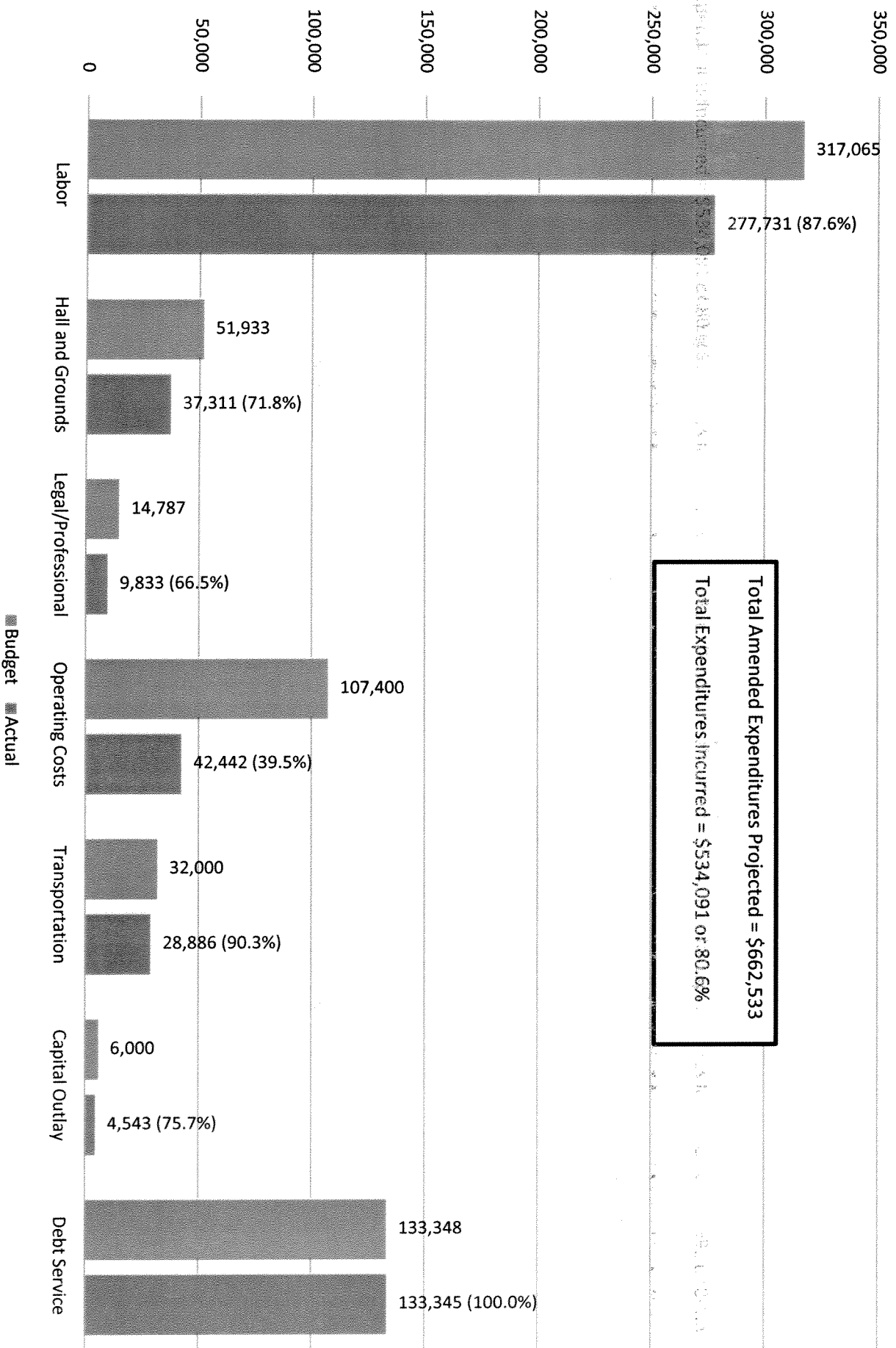
**Total Amended Expenditures Projected = \$1,486,649**  
**Total Expenditures Incurred = \$1,384,176 or 93.1%**

# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Amended Revenues Projected vs. Received May 31, 2015 YTD

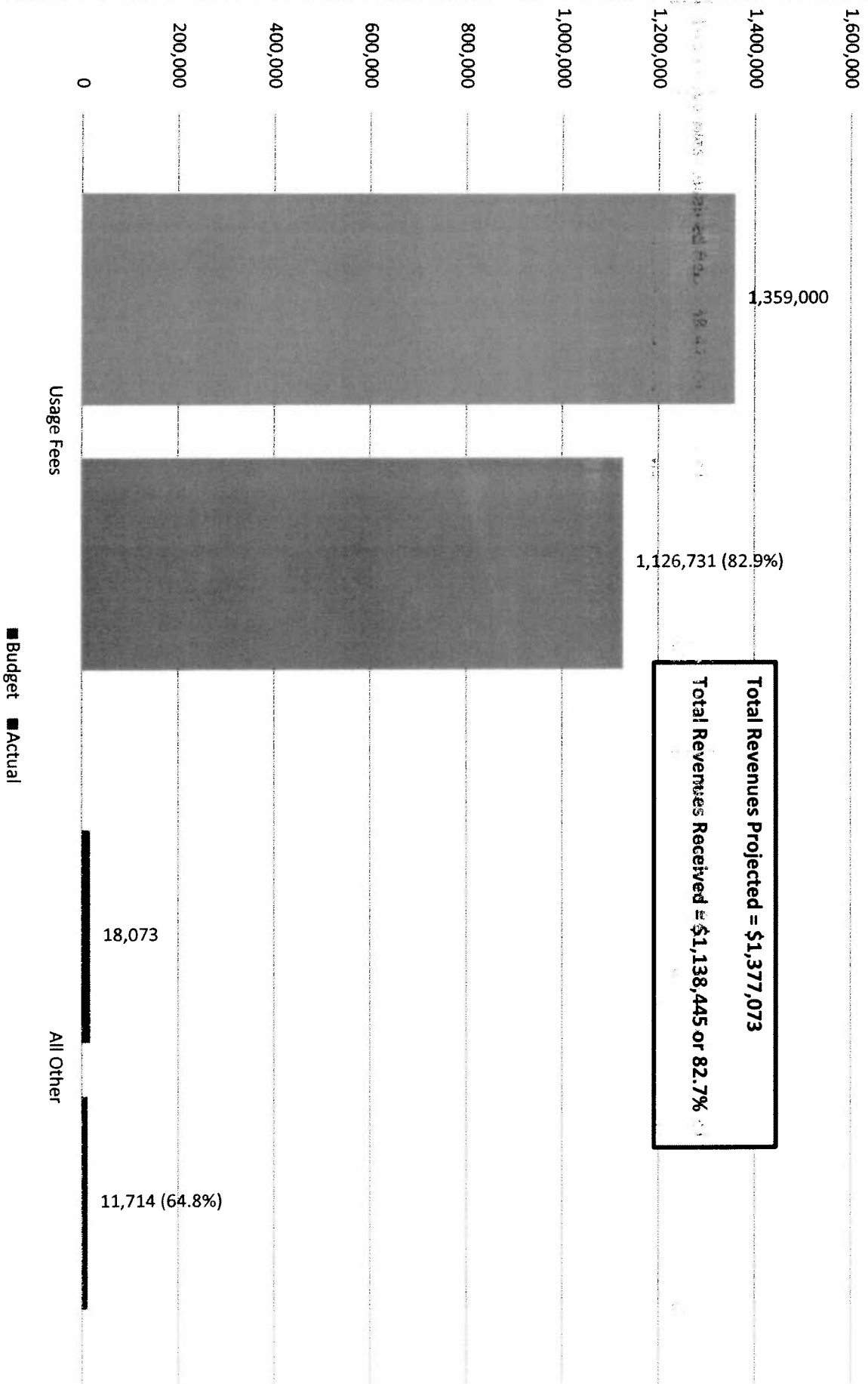
Total Amended Revenues Projected = \$663,042  
Total Revenues Received = \$584,764 or 88.2%



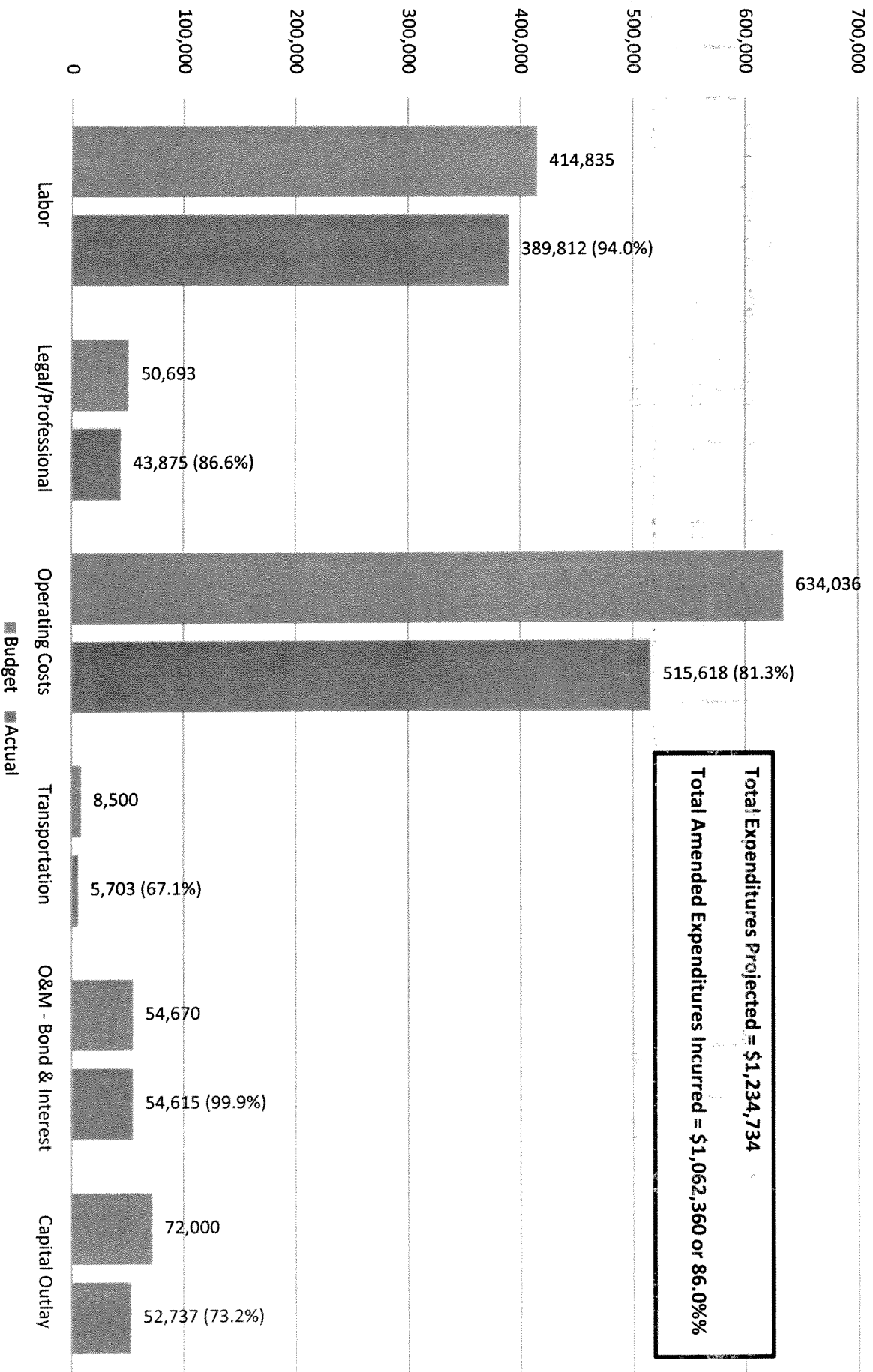
# **NORTHFIELD TOWNSHIP** **FIRE/MEDICAL RESCUE FUND** **Amended Expenditures Projected vs. Incurred** **May 31, 2015 YTD**



# NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Received May 31, 2015 YTD



# NORTHFIELD TOWNSHIP WWTP FUND Amended Expenditures Projected vs. Incurred May 31, 2015 YTD





User: RICK

DB: Northfield

PERIOD ENDING 05/31/2015

% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH		AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-426	PRIOR YEAR TAX INTEREST	343.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-452	PEDDLER'S LICENSES	85.00	0.00	0.00	230.00	0.00	(230.00)	100.00	0.00
101-000-453	CABLEVISION FRANCHISE FEES	92,534.67	85,000.00	85,000.00	72,570.13	24,073.46	12,429.87	85.38	0.00
101-000-455	FIBER FOOTAGE FEES	8,586.20	9,250.00	9,250.00	0.00	0.00	9,250.00	0.00	0.00
101-000-574	STATE SHARED REVENUE	618,499.00	650,000.00	650,000.00	441,708.00	98,397.00	208,292.00	67.96	0.00
101-000-590	GRANT INCOME	232,325.95	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00	0.00
101-000-615	INSURANCE PROCEEDS	0.00	0.00	0.00	456.28	0.00	(456.28)	100.00	0.00
101-000-626	COPY & FOIA INCOME	269.01	250.00	250.00	91.63	0.00	158.37	36.65	0.00
101-000-665	INTEREST INCOME	1,918.69	1,500.00	1,500.00	197.13	0.00	1,302.87	13.14	0.00
101-000-671	REIMBURSEMENT/OTHER INCOME	1,019.06	650.00	650.00	2,835.16	1,673.30	(2,185.16)	436.18	0.00
101-000-675	CONTRIBUTION-PRIVATE SOURCES	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-688	RENTAL INCOME - BARKER RD	9,960.00	11,760.00	11,760.00	10,480.00	980.00	1,280.00	89.12	0.00
101-000-690	UNREALIZED GAIN/LOSS	(38,173.65)	0.00	0.00	49.00	0.00	(49.00)	100.00	0.00
Total Dept 000		927,376.77	1,008,410.00	1,008,410.00	528,617.33	125,123.76	479,792.67	52.42	
Dept 191-ELECTIONS									
101-191-671	REIMBURSEMENT/OTHER INCOME	2,312.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 191-ELECTIONS		2,312.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 253-TREASURER									
101-253-402	CURRENT PROPERTY TAX	252,329.33	256,700.00	256,700.00	236,695.21	0.00	20,004.79	92.21	
101-253-404	MOBILE HOME LICENSE FEES	3,138.50	2,850.00	2,850.00	2,174.00	968.00	676.00	76.28	
101-253-445	PENALTY & INTEREST ON TAXES	150.97	500.00	500.00	2,698.48	0.00	(2,198.48)	539.70	
101-253-627	SUMMER TAX PREPARATION	13,480.00	13,490.00	13,490.00	13,487.50	0.00	2.50	99.98	
101-253-680	TAX ADMINISTRATION FEES	133,476.51	134,000.00	134,000.00	126,426.31	0.00	7,573.69	94.35	
Total Dept 253-TREASURER		402,575.31	407,540.00	407,540.00	381,481.50	968.00	26,058.50	93.61	
Dept 336-CONTRIBUTIONS									
101-336-624	DDA	22,790.00	20,000.00	20,000.00	20,000.00	0.00	0.00	100.00	
101-336-625	SEWER ADMINISTRATION	39,000.00	43,969.00	43,969.00	43,969.00	0.00	0.00	100.00	
Total Dept 336-CONTRIBUTIONS		61,790.00	63,969.00	63,969.00	63,969.00	0.00	0.00	100.00	
Dept 412-PLANNING/ZONING DEPT									
101-412-477	ZONING COMPLIANCE PERMITS	10,400.00	3,000.00	3,000.00	4,400.00	1,000.00	(1,400.00)	146.67	
101-412-607	ZONING ADMINISTRATIVE FEES	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-412-608	VARIANCES/APPEALS	2,118.11	2,000.00	2,000.00	1,420.00	0.00	580.00	71.00	
101-412-629	ZONING COPIES	15.00	50.00	50.00	0.00	0.00	50.00	0.00	0.00
101-412-637	SPLIT APPLICATIONS	2,100.00	500.00	500.00	850.00	250.00	(350.00)	170.00	
Total Dept 412-PLANNING/ZONING DEPT		15,133.11	5,550.00	5,550.00	6,670.00	1,250.00	(1,120.00)	120.18	
Dept 666-COMMUNITY CENTER									
101-666-590	GRANT INCOME	2,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-666-643	CC TRIPS	15,440.75	25,000.00	25,000.00	10,396.62	1,378.25	14,603.38	41.59	
101-666-649	SCC MEMBERSHIP	1,363.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-666-676	CONTRIBUTIONS - SCC	580.00	500.00	500.00	987.46	50.00	(487.46)	197.49	

User: RECK

DB: Northfield

PERIOD ENDING 05/31/2015

% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Revenues								
Total Dept 666-COMMUNITY CENTER		19,933.82	25,500.00	25,500.00	11,384.08	1,428.25	14,115.92	44.64
TOTAL Revenues		1,429,121.02	1,510,969.00	1,510,969.00	992,121.91	128,770.01	518,847.09	65.66
Expenditures								
Dept 101-TOWNSHIP BOARD								
101-101-701	SALARIES	8,958.19	10,000.00	10,000.00	8,016.54	0.00	1,983.46	80.17
101-101-715	SOCIAL SECURITY	685.32	765.00	765.00	613.28	0.00	151.72	80.17
101-101-807	MEMBERSHIP DUES	8,230.51	10,500.00	10,500.00	9,351.68	0.00	1,148.32	89.06
101-101-900	PRINTING & PUBLICATIONS	7,346.94	6,500.00	6,500.00	5,727.54	177.37	772.46	88.12
101-101-957	TRAINING & DEVELOPMENT	238.00	2,000.00	2,000.00	410.31	0.00	1,589.69	20.52
Total Dept 101-TOWNSHIP BOARD		25,458.96	29,765.00	29,765.00	24,119.35	177.37	5,645.65	81.03
Dept 171-SUPERVISOR								
101-171-701	SALARIES	12,499.76	12,500.00	12,500.00	11,538.24	961.52	961.76	92.31
101-171-715	SOCIAL SECURITY	50.10	957.00	957.00	(643.40)	(33.10)	1,600.40	(67.23)
101-171-807	MEMBERSHIP DUES	0.00	120.00	120.00	0.00	0.00	120.00	0.00
101-171-860	FUEL & MILEAGE	0.00	200.00	200.00	0.00	0.00	200.00	0.00
101-171-956	MISCELLANEOUS	0.00	100.00	100.00	0.00	0.00	100.00	0.00
101-171-957	TRAINING & DEVELOPMENT	0.00	1,000.00	1,000.00	285.58	0.00	714.42	28.56
Total Dept 171-SUPERVISOR		12,549.86	14,877.00	14,877.00	11,180.42	928.42	3,696.58	75.15
Dept 172-TOWNSHIP MANAGER								
101-172-701	SALARIES	77,062.94	77,000.00	77,000.00	71,076.96	5,923.08	5,923.04	92.31
101-172-704	CLERICAL/DEP /SUPER/ELECTION	11,228.00	26,625.00	26,625.00	23,281.50	2,028.00	3,343.50	87.44
101-172-715	SOCIAL SECURITY	10,825.04	12,125.00	12,125.00	11,022.83	958.26	1,102.17	90.91
101-172-716	HOSPITALIZATION	13,081.82	14,505.00	14,505.00	6,534.22	0.00	7,970.78	45.05
101-172-717	LIFE/DISB. INSURANCE	1,022.10	975.00	975.00	975.48	81.29	(0.48)	100.05
101-172-718	PENSION	7,699.62	7,700.00	7,700.00	7,107.36	592.28	592.64	92.30
101-172-722	CONTROLLER	53,212.80	54,850.00	54,850.00	49,731.17	4,575.20	5,118.83	90.67
101-172-818	CONTRACTUAL SERVICES	9,958.26	10,000.00	10,000.00	5,858.68	0.00	4,141.32	58.59
101-172-850	COMMUNICATION	847.62	1,000.00	1,000.00	505.10	50.46	494.90	50.51
101-172-860	FUEL & MILEAGE	275.77	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-172-927	ALLOCATE TO DEPARTMENTS	(30,863.00)	(37,114.00)	(37,114.00)	(30,393.00)	0.00	(6,721.00)	81.89
101-172-957	TRAINING & DEVELOPMENT	851.47	2,000.00	2,000.00	744.87	0.00	1,255.13	37.24
Total Dept 172-TOWNSHIP MANAGER		155,202.44	170,666.00	170,666.00	146,445.17	14,208.57	24,220.83	85.81
Dept 191-ELECTIONS								
101-191-704	CLERICAL/DEP /SUPER/ELECTION	1,400.36	6,500.00	6,500.00	9,266.75	2,910.50	(2,766.75)	142.57
101-191-727	SUPPLIES	1,442.36	2,650.00	2,650.00	4,017.06	0.00	(1,367.06)	151.59
101-191-818	CONTRACTUAL SERVICES	0.00	7,000.00	7,000.00	1,760.00	0.00	5,240.00	25.14
101-191-851	POSTAGE	200.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-191-900	PRINTING & PUBLICATIONS	234.20	2,000.00	2,000.00	2,471.87	918.00	(471.87)	123.59
Total Dept 191-ELECTIONS		3,276.92	19,150.00	19,150.00	17,515.68	3,828.50	1,634.32	91.47

PERIOD ENDING 05/31/2015

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Fund 101 - GENERAL FUND								
Expenditures								
Dept 215-CLERK								
101-215-701	SALARIES	16,484.71	12,500.00	12,500.00	10,576.72	961.52	1,923.28	84.61
101-215-703	DEPUTY SALARIES	28,517.58	32,130.00	36,130.00	35,389.88	3,350.33	740.12	97.95
101-215-715	SOCIAL SECURITY	3,442.67	3,415.00	3,725.00	3,516.43	329.85	208.57	94.40
101-215-723	RECORD SEC	4,767.50	7,720.00	7,720.00	4,902.50	0.00	2,817.50	63.50
101-215-807	MEMBERSHIP DUES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
101-215-860	FUEL & MILEAGE	101.79	200.00	200.00	60.94	0.00	139.06	30.47
101-215-922	LATE FEES AND PENALTIES	360.94	0.00	0.00	(26.22)	0.00	26.22	100.00
101-215-957	TRAINING & DEVELOPMENT	287.90	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 215-CLERK		53,963.09	57,065.00	61,375.00	54,420.25	4,641.70	6,954.75	88.67
Dept 247-BOARD OF REVIEW								
101-247-706	BOARD OF REVIEW FEE	1,356.00	2,000.00	2,000.00	1,389.00	0.00	611.00	69.45
101-247-715	SOCIAL SECURITY	103.74	153.00	153.00	106.27	0.00	46.73	69.46
101-247-723	RECORD SEC	0.00	0.00	0.00	1,050.00	0.00	(1,050.00)	100.00
101-247-900	PRINTING & PUBLICATIONS	506.00	800.00	800.00	682.00	0.00	118.00	85.25
101-247-959	TRIBUNALS AND DRAINS	1,966.06	20,000.00	20,000.00	8,489.98	0.00	11,510.02	42.45
Total Dept 247-BOARD OF REVIEW		3,931.80	22,953.00	22,953.00	11,717.25	0.00	11,235.75	51.05
Dept 253-TREASURER								
101-253-701	SALARIES	12,499.76	12,500.00	12,500.00	11,538.24	961.52	961.76	92.31
101-253-703	DEPUTY SALARIES	45,292.80	42,230.00	42,230.00	39,522.29	3,248.46	2,707.71	93.59
101-253-704	CLERICAL/DEP /SUPER/ELECTION	19,254.97	19,425.00	19,425.00	20,256.56	1,856.00	(831.56)	104.28
101-253-715	SOCIAL SECURITY	5,894.25	5,675.00	5,675.00	5,455.65	464.04	219.35	96.13
101-253-716	HOSPITALIZATION	5,784.07	7,050.00	7,050.00	10,089.51	844.04	(3,039.51)	143.11
101-253-717	LIFE/DISH. INSURANCE	541.25	530.00	530.00	460.80	38.40	69.20	86.94
101-253-718	PENSION	4,087.40	4,223.00	4,223.00	3,888.60	324.84	334.40	92.08
101-253-803	LEGAL	6,000.00	6,000.00	6,000.00	5,500.00	500.00	500.00	91.67
101-253-804	TAX STATEMENT PREPARATION	1,248.09	2,000.00	2,000.00	1,440.66	0.00	559.34	72.03
101-253-807	MEMBERSHIP DUES	100.00	130.00	130.00	100.00	0.00	30.00	76.92
101-253-851	POSTAGE	3,243.42	3,400.00	3,400.00	3,573.27	0.00	(173.27)	105.10
101-253-860	FUEL & MILEAGE	127.11	200.00	200.00	207.42	122.70	(7.42)	103.71
101-253-927	ALLOCATE TO DEPARTMENTS	(14,794.00)	(19,544.00)	(19,544.00)	(18,037.00)	0.00	(1,507.00)	92.29
101-253-956	MISCELLANEOUS	376.75	500.00	500.00	3,077.85	0.00	1,422.15	68.40
101-253-957	TRAINING & DEVELOPMENT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 253-TREASURER		89,655.87	86,319.00	90,319.00	87,073.85	8,360.00	3,245.15	96.41
Dept 257-ASSESSING								
101-257-709	ASST ASSESSOR	4,563.75	25,710.00	25,710.00	20,217.64	3,040.88	5,492.36	78.64
101-257-713	ASSESSOR	62,884.44	63,283.00	3,283.00	5,597.70	0.00	(2,314.70)	170.51
101-257-715	SOCIAL SECURITY	5,159.69	6,810.00	6,810.00	1,974.88	232.63	4,835.12	29.00
101-257-716	HOSPITALIZATION	7,912.52	14,875.00	14,875.00	2,852.91	2,852.92	12,022.09	19.18
101-257-717	LIFE/DISH. INSURANCE	905.04	810.00	810.00	0.00	0.00	810.00	0.00
101-257-718	PENSION	6,138.26	6,328.00	6,328.00	236.30	0.00	6,091.70	3.73
101-257-720	BANKED PTO	(1,654.79)	0.00	0.00	(3,234.63)	0.00	3,234.63	100.00
101-257-727	SUPPLIES	1,002.69	1,000.00	1,000.00	1,144.44	0.00	(144.44)	114.44
101-257-807	MEMBERSHIP DUES	290.00	450.00	450.00	0.00	0.00	450.00	0.00
101-257-818	CONTRACTUAL SERVICES	235.00	0.00	60,000.00	55,014.98	5,303.33	4,985.02	91.69
101-257-851	POSTAGE	1,513.40	2,500.00	2,500.00	1,888.22	0.00	611.78	75.53
101-257-860	FUEL & MILEAGE	818.24	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

PERIOD ENDING 05/31/2015

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Expenditures								
101-257-957	TRAINING & DEVELOPMENT	510.00	1,000.00	1,000.00	1,050.00	0.00	(50.00)	105.00
Total Dept 257-ASSESSING		90,278.24	123,766.00	123,766.00	86,742.44	11,429.76	37,023.56	70.09
Dept 265-HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES	5,280.00	6,000.00	6,000.00	4,760.00	440.00	1,240.00	79.33
101-265-715	SOCIAL SECURITY	403.92	460.00	460.00	419.22	33.66	40.78	91.13
101-265-716	HOSPITALIZATION	196.75	0.00	0.00	(146.43)	0.00	146.43	100.00
101-265-721	UNEMPLOYMENT BENEFITS	56.03	0.00	0.00	0.00	0.00	0.00	0.00
101-265-727	SUPPLIES	11,467.51	9,000.00	9,000.00	9,099.87	808.53	(99.87)	101.11
101-265-731	WORKERS COMP INSURANCE	961.00	1,155.00	1,155.00	1,896.00	0.00	(741.00)	164.16
101-265-816	GROUND/CLANG/JANITORL SERV	4,574.40	4,800.00	4,800.00	4,845.00	275.00	(45.00)	100.94
101-265-821	PSB MAINT & OPS ALLOCATION	52,442.00	49,934.00	49,934.00	35,700.00	0.00	14,234.00	71.49
101-265-850	COMMUNICATION	10,285.27	8,280.00	8,280.00	6,847.27	1,052.69	1,432.73	82.70
101-265-851	POSTAGE	4,708.08	5,500.00	5,500.00	4,035.22	0.00	1,464.78	73.37
101-265-910	INSURANCE & BONDS	26,016.37	30,700.00	30,700.00	0.00	0.00	30,700.00	0.00
101-265-920	UTILITIES	432.04	1,500.00	1,500.00	176.76	0.00	1,323.24	11.78
101-265-930	REPAIRS & MAINTENANCE	15,640.20	17,800.00	17,800.00	19,714.04	90.00	(1,914.04)	110.75
101-265-938	CHARGEBACKS - PRIOR TAX YEARS	23,890.71	2,000.00	2,000.00	3,645.39	0.00	(1,645.39)	182.27
101-265-940	RENTAL EQUIPMENT	3,533.59	4,300.00	4,300.00	3,214.39	220.74	1,085.61	74.75
101-265-956	MISCELLANEOUS	186.18	250.00	250.00	263.54	0.00	(13.54)	105.42
Total Dept 265-HALL AND GROUNDS		160,074.05	141,679.00	141,679.00	94,470.27	2,920.62	47,208.73	66.68
Dept 270-LEGAL/PROFESSIONAL								
101-270-800	OTHER PROFESSIONAL FEES	500.00	500.00	500.00	925.00	925.00	(425.00)	185.00
101-270-802	AUDIT FEES	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.00	100.00
101-270-803	LEGAL	91,441.61	96,000.00	96,000.00	84,652.59	13,306.47	11,347.41	88.18
101-270-806	ENGINEER	3,466.25	10,000.00	10,000.00	4,224.00	0.00	5,776.00	42.24
101-270-927	ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(45,600.00)	(41,800.00)	(3,800.00)	(3,800.00)	91.67
Total Dept 270-LEGAL/PROFESSIONAL		54,307.86	65,400.00	65,400.00	52,501.59	10,431.47	12,898.41	80.28
Dept 336-CONTRIBUTIONS								
101-336-933	CONTRIBUTION - INDEPENDENCE D	2,000.00	2,500.00	2,500.00	2,500.00	0.00	0.00	100.00
101-336-963	CONTRIBUTION - WWTP	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
101-336-964	CONTRIBUTION-FIRE & MED RES	32,866.00	25,000.00	30,890.00	0.00	0.00	30,890.00	0.00
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	0.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 336-CONTRIBUTIONS		34,866.00	27,500.00	53,390.00	2,500.00	0.00	50,890.00	4.68
Dept 412-PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	1,300.00	3,000.00	3,000.00	2,600.00	0.00	400.00	86.67
101-412-715	RECORD SECURITY	948.60	1,071.00	1,071.00	1,025.10	99.45	45.90	95.71
101-412-723	SECORAL SEC	5,107.50	6,720.00	6,720.00	4,427.50	0.00	2,292.50	65.89
101-412-726	PLANN COMM	11,100.00	11,000.00	11,000.00	10,800.00	1,300.00	200.00	98.18
101-412-727	SUPPLIES	76.49	200.00	200.00	79.00	25.00	121.00	39.50
101-412-800	OTHER PROFESSIONAL FEES	4,720.00	5,000.00	5,000.00	4,097.50	0.00	902.50	81.95
101-412-801	PLANNER FEES	34,101.06	30,000.00	30,000.00	25,617.11	3,290.29	4,382.89	85.39
101-412-803	LEGAL	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-412-809	CODE ENFORCEMENT	10,068.10	15,000.00	15,000.00	13,812.87	1,730.00	1,187.13	92.09
101-412-851	POSTAGE	0.00	500.00	500.00	14.04	0.00	485.96	2.81

PERIOD ENDING 05/31/2015  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Expenditures									
101-412-860	FUEL & MILEAGE	96.00	1,800.00	1,800.00	474.80	68.00	1,325.20	26.38	
101-412-900	PRINTING & PUBLICATIONS	3,712.62	1,500.00	1,500.00	2,142.26	0.00	(642.26)	142.82	
101-412-927	ALLOCATE TO DEPARTMENTS	7,397.00	6,948.00	6,948.00	6,542.00	0.00	406.00	94.16	
101-412-957	TRAINING & DEVELOPMENT	569.78	4,000.00	4,000.00	879.00	0.00	3,121.00	21.98	
Total Dept 412-PLANNING/ZONING DEPT		79,197.15	91,739.00	91,739.00	72,511.18	6,512.74	19,227.82	79.04	
Dept 448-STREET LIGHTS									
101-448-920	UTILITIES	35,700.37	37,020.00	37,020.00	29,185.22	2,921.99	7,834.78	78.84	
Total Dept 448-STREET LIGHTS		35,700.37	37,020.00	37,020.00	29,185.22	2,921.99	7,834.78	78.84	
Dept 449-ROAD WORK									
101-449-813	ROADWORK	18,435.73	30,000.00	30,000.00	17,357.67	0.00	12,642.33	57.86	
101-449-814	ROAD IMPROVEMENTS	44,756.74	100,500.00	105,275.00	75,932.38	0.00	29,342.62	72.13	
101-449-929	GRANT EXPENSE	232,325.95	250,000.00	250,000.00	23,320.00	6,690.00	226,680.00	9.33	
Total Dept 449-ROAD WORK		295,518.42	380,500.00	385,275.00	116,610.05	6,690.00	268,664.95	30.27	
Dept 666-COMMUNITY CENTER									
101-666-701	SALARIES	26,894.79	37,500.00	37,500.00	34,538.28	2,884.60	2,961.72	92.10	
101-666-715	SOCIAL SECURITY	2,057.42	2,870.00	2,870.00	2,642.27	220.68	227.73	92.07	
101-666-716	HOSPITALIZATION	6,021.28	6,895.00	6,895.00	8,611.47	555.52	(1,716.47)	124.89	
101-666-717	LIFE/DISB. INSURANCE	401.12	525.00	525.00	524.16	43.68	0.84	99.84	
101-666-718	PENSION	3,140.22	3,750.00	3,750.00	3,445.88	288.44	304.12	91.89	
101-666-727	SUPPLIES	1,481.10	1,800.00	1,800.00	1,702.97	48.98	97.03	94.61	
101-666-731	WORKERS COMP INSURANCE	250.00	270.00	270.00	315.00	0.00	(45.00)	116.67	
101-666-807	MEMBERSHIP DUES	295.00	220.00	220.00	110.00	0.00	110.00	50.00	
101-666-812	CC TRIPS	18,131.28	22,500.00	22,500.00	17,646.15	4,853.46	4,853.85	78.43	
101-666-816	GROUNDS/CLEANG/JANITORL SERV	7,434.20	8,225.00	8,225.00	4,035.00	415.00	4,190.00	49.06	
101-666-850	COMMUNICATION	2,256.47	2,300.00	2,300.00	2,903.68	376.80	(603.68)	126.25	
101-666-851	POSTAGE	660.48	1,050.00	1,050.00	442.35	0.00	607.65	42.13	
101-666-900	PRINTING & PUBLICATIONS	0.00	1,000.00	1,000.00	1,252.26	0.00	(252.26)	125.23	
101-666-910	INSURANCE & BONDS	1,070.00	1,900.00	1,900.00	0.00	0.00	1,900.00	0.00	
101-666-920	UTILITIES	2,538.34	4,500.00	4,500.00	2,621.63	299.57	1,878.37	58.26	
101-666-929	GRANT EXPENSE	1,789.98	0.00	0.00	0.00	0.00	0.00	0.00	
101-666-930	REPAIRS & MAINTENANCE	2,207.22	4,300.00	4,300.00	4,454.29	371.00	(154.29)	103.59	
101-666-970	EQUIPMENT	105.47	400.00	400.00	0.00	0.00	400.00	0.00	
Total Dept 666-COMMUNITY CENTER		76,734.37	100,005.00	100,005.00	85,245.39	6,987.73	14,759.61	85.24	
Dept 850-TOWNSHIP CONTINGENCY									
101-850-905	CONTINGENCY FUNDS	500.00	10,000.00	10,000.00	886.74	526.74	9,113.26	8.87	
Total Dept 850-TOWNSHIP CONTINGENCY		500.00	10,000.00	10,000.00	886.74	526.74	9,113.26	8.87	
Dept 900-CAPITAL OUTLAY									
101-900-972	COMPUTER	16,259.38	11,500.00	11,500.00	8,301.66	0.00	3,198.34	72.19	
101-900-978	LAND ACQUISITION	1,605.00	4,500.00	99,100.00	98,582.58	0.00	517.42	99.48	

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 05/31/2015  
 % Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 900-CAPITAL OUTLAY		17,864.38	16,000.00	110,600.00	106,884.24	0.00	3,715.76	96.64
Dept 905-DEBT SERVICE								
101-905-985	PSB SHARE OF BOND PMT	87,417.29	85,225.00	85,225.00	85,220.83	0.00	4.17	100.00
Total Dept 905-DEBT SERVICE		87,417.29	85,225.00	85,225.00	85,220.83	0.00	4.17	100.00
TOTAL Expenditures		1,276,497.07	1,479,629.00	1,613,204.00	1,085,229.92	80,565.61	527,974.08	67.27
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,429,121.02	1,510,969.00	1,510,969.00	992,121.91	128,770.01	518,847.09	65.66
TOTAL EXPENDITURES		1,276,497.07	1,479,629.00	1,613,204.00	1,085,229.92	80,565.61	527,974.08	67.27
NET OF REVENUES & EXPENDITURES		152,623.95	31,340.00	(102,235.00)	(93,108.01)	48,204.40	(9,126.99)	91.07
BEG. FUND BALANCE		1,396,753.84	1,549,377.79	1,549,377.79	1,549,377.79			
END FUND BALANCE		1,549,377.79	1,580,717.79	1,447,142.79	1,456,269.78			

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 207 - LAW ENFORCEMENT FUND								
Revenues								
Dept 000								
207-000-402	CURRENT PROPERTY TAX	1,357,583.69	1,380,946.00	1,380,946.00	1,273,456.26	0.00	107,489.74	92.22
207-000-445	PENALTY & INTEREST ON TAXES	726.06	0.00	0.00	1,769.15	0.00	(1,769.15)	100.00
207-000-570	LIQUOR LICENSE & PERMITS	2,605.35	3,000.00	3,000.00	2,634.50	0.00	365.50	87.82
207-000-590	GRANT INCOME	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
207-000-626	COPY & FOIA INCOME	2,030.50	1,500.00	1,500.00	2,001.00	139.50	(501.00)	133.40
207-000-656	FINES & COURT FEES	28,074.67	30,000.00	30,000.00	19,526.44	0.00	10,473.56	65.09
207-000-658	IMPOUND FEES	2,120.00	2,000.00	2,000.00	2,020.00	0.00	(20.00)	101.00
207-000-664	FEES PAID FOR OFFICER WAGES	3,671.00	6,000.00	6,000.00	6,298.12	0.00	(298.12)	104.97
207-000-671	REIMBURSEMENT/OTHER INCOME	3,714.25	3,000.00	3,000.00	2,972.00	130.00	28.00	99.07
207-000-673	SALE OF FIXED ASSET	3,986.00	0.00	5,000.00	605.25	0.00	4,394.75	12.11
207-000-675	CONTRIBUTION-PRIVATE SOURCES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
207-000-681	OT REIMBURSEMENT	16,846.01	17,000.00	17,000.00	16,300.41	0.00	699.59	95.88
Total Dept 000		1,421,357.53	1,444,646.00	1,449,646.00	1,327,583.13	2,134.01	122,062.87	91.58
Dept 336-CONTRIBUTIONS								
207-336-588	CONTRIBUTION OTHER FUND(S)	35,000.00	36,000.00	41,000.00	36,000.00	0.00	5,000.00	87.80
207-336-683	CONTRIBUTION - INDEPENDENCE D	1,000.00	1,500.00	1,500.00	1,500.00	0.00	0.00	100.00
Total Dept 336-CONTRIBUTIONS		36,000.00	37,500.00	42,500.00	37,500.00	0.00	5,000.00	88.24
TOTAL Revenues		1,457,357.53	1,482,146.00	1,492,146.00	1,365,083.13	2,134.01	127,062.87	91.48
Expenditures								
Dept 226-PERSONNEL								
207-226-701	SALARIES	187,203.98	193,211.00	193,211.00	180,986.30	14,878.99	12,224.70	93.67
207-226-702	SALARIES	364,420.09	376,420.00	376,420.00	361,143.19	25,408.80	15,276.81	95.94
207-226-704	CLERICAL/DEP /SUPER/ELECTION	60,904.85	67,717.00	67,717.00	58,980.79	4,902.23	8,736.21	87.10
207-226-708	SALARIES-PART TIME	22,915.85	36,500.00	36,500.00	29,452.12	1,324.62	7,047.88	80.69
207-226-710	JANITORIAL SALARIES	4,240.00	5,000.00	5,000.00	7,520.00	720.00	(2,520.00)	150.40
207-226-711	SALARIES-OVERTIME	58,941.16	36,500.00	36,500.00	49,798.08	3,000.71	(13,298.08)	136.43
207-226-714	HOLIDAY	31,837.50	33,920.00	33,920.00	34,215.00	0.00	(295.00)	100.87
207-226-715	SOCIAL SECURITY	57,592.99	58,185.00	58,185.00	57,129.45	3,843.00	1,055.55	98.19
207-226-716	HOSPITALIZATION	129,914.66	156,015.00	161,015.00	159,470.56	8,400.99	1,544.44	99.04
207-226-717	LIFE/DISB. INSURANCE	8,404.74	8,741.00	8,741.00	7,718.44	652.37	1,022.56	88.30
207-226-718	PENSION	57,505.86	60,884.00	60,884.00	56,438.34	4,343.56	4,445.66	92.70
207-226-719	EMPLOYEE FRINGE-LONGEVITY	4,800.00	5,400.00	5,400.00	5,400.00	0.00	0.00	100.00
207-226-720	BANKED PTO	(119,213.11)	0.00	0.00	0.00	0.00	0.00	0.00
207-226-730	MEDICAL TESTING	712.50	500.00	500.00	0.00	0.00	500.00	0.00
207-226-731	WORKERS COMP INSURANCE	7,536.00	10,130.00	10,130.00	15,023.00	0.00	(4,893.00)	148.30
207-226-741	UNIFORMS/GEAR & ALLOWANCE	5,900.00	5,900.00	5,900.00	6,200.00	0.00	(300.00)	105.08
207-226-927	ALLOCATE TO DEPARTMENTS	54,568.00	56,771.00	56,771.00	51,343.00	0.00	5,428.00	90.44
207-226-957	TRAINING & DEVELOPMENT	1,790.00	500.00	500.00	50.00	0.00	450.00	10.00
Total Dept 226-PERSONNEL		940,295.07	1,112,294.00	1,117,294.00	1,080,868.27	67,475.27	36,425.73	96.74
Dept 265-HALL AND GROUNDS								
207-265-821	PSB MAINT & OPS ALLOCATION	52,441.00	49,933.00	49,933.00	35,700.00	0.00	14,233.00	71.50
Total Dept 265-HALL AND GROUNDS		52,441.00	49,933.00	49,933.00	35,700.00	0.00	14,233.00	71.50

PERIOD ENDING 05/31/2015  
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Fund 207 - LAW ENFORCEMENT FUND									
Expenditures									
Dept 270-LEGAL/PROFESSIONAL									
207-270-722	CONTROLLER	7,982.00	8,227.00	8,227.00	6,773.00	0.00	1,454.00	82.33	
207-270-802	AUDIT FEES	3,060.00	3,060.00	3,060.00	3,060.00	0.00	0.00	100.00	
207-270-803	LEGAL	39,700.00	40,000.00	40,000.00	36,300.00	3,300.00	3,700.00	90.75	
Total Dept 270-LEGAL/PROFESSIONAL		50,742.00	51,287.00	51,287.00	46,133.00	3,300.00	5,154.00	89.95	
Dept 301-OPERATING COSTS									
207-301-727	SUPPLIES	4,397.38	4,000.00	4,000.00	5,531.74	179.59	(1,531.74)	138.29	
207-301-741	UNIFORMS/GEAR & ALLOWANCE	2,672.67	1,000.00	1,000.00	58.29	0.00	941.71	5.83	
207-301-807	MEMBERSHIP DUES	1,746.10	2,000.00	2,000.00	760.00	35.00	1,240.00	38.00	
207-301-818	CONTRACTUAL SERVICES	17,547.00	19,000.00	19,000.00	13,914.00	3,638.00	5,086.00	73.23	
207-301-820	DISPATCH SERVICES	63,346.92	68,000.00	68,000.00	58,068.01	5,278.91	9,931.99	85.39	
207-301-850	COMMUNICATION	16,931.74	22,000.00	22,000.00	11,484.59	2,598.30	10,515.41	52.20	
207-301-851	POSTAGE	136.90	200.00	200.00	220.90	0.00	(20.90)	110.45	
207-301-900	PRINTING & PUBLICATIONS	263.18	500.00	500.00	99.63	43.35	400.37	19.93	
207-301-910	INSURANCE & BONDS	20,675.00	17,513.00	17,513.00	0.00	0.00	17,513.00	0.00	
207-301-929	GRANT EXPENSE	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
207-301-930	REPAIRS & MAINTENANCE	3,849.66	4,000.00	4,000.00	1,360.60	75.62	2,639.40	34.02	
207-301-932	RADIO REPAIR	1,100.00	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	
207-301-938	CHARGEBACKS - PRIOR TAX YEARS	74,884.75	0.00	0.00	10,935.17	0.00	(10,935.17)	100.00	
207-301-940	RENTAL EQUIPMENT	1,319.34	2,300.00	2,300.00	1,453.01	128.91	846.99	63.17	
207-301-972	COMPUTER	2,608.35	2,300.00	2,300.00	2,200.00	200.00	100.00	95.65	
Total Dept 301-OPERATING COSTS		211,478.99	144,913.00	144,913.00	106,085.94	12,177.68	38,827.06	73.21	
Dept 333-TRANSPORTATION									
207-333-860	FUEL & MILEAGE	29,483.23	25,000.00	25,000.00	18,552.88	1,466.78	6,447.12	74.21	
207-333-930	REPAIRS & MAINTENANCE	10,834.20	11,000.00	11,000.00	11,541.70	1,307.17	(541.70)	104.92	
Total Dept 333-TRANSPORTATION		40,317.43	36,000.00	36,000.00	30,094.58	2,773.95	5,905.42	83.60	
Dept 336-CONTRIBUTIONS									
207-336-964	CONTRIBUTION-FIRE & MED RES	7,867.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 336-CONTRIBUTIONS		7,867.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 900-CAPITAL OUTLAY									
207-900-970	EQUIPMENT	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	
207-900-972	COMPUTER	371.30	500.00	500.00	73.13	0.00	426.87	14.63	
Total Dept 900-CAPITAL OUTLAY		371.30	2,000.00	2,000.00	73.13	0.00	1,926.87	3.66	
Dept 905-DEBT SERVICE									
207-905-985	PSB SHARE OF BOND PMT	87,417.27	85,222.00	85,222.00	85,220.83	0.00	1.17	100.00	
Total Dept 905-DEBT SERVICE		87,417.27	85,222.00	85,222.00	85,220.83	0.00	1.17	100.00	
TOTAL Expenditures		1,390,930.06	1,481,649.00	1,486,649.00	1,384,175.75	85,726.90	102,473.25	93.11	



## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 05/31/2015

% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
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## Fund 207 - LAW ENFORCEMENT FUND

Fund 207 - LAW ENFORCEMENT FUND:								
TOTAL REVENUES		1,457,357.53	1,482,146.00	1,492,146.00	1,365,083.13	2,134.01	127,062.87	91.48
TOTAL EXPENDITURES		1,390,930.06	1,481,649.00	1,486,649.00	1,384,175.75	85,726.90	102,473.25	93.11
NET OF REVENUES & EXPENDITURES		66,427.47	497.00	5,497.00	(19,092.62)	(83,592.89)	24,589.62	347.33
BEG. FUND BALANCE		403,950.61	470,378.08	470,378.08	470,378.08			
END FUND BALANCE		470,378.08	470,875.08	475,875.08	451,285.46			

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND								
Revenues								
Dept 000								
216-000-402	CURRENT PROPERTY TAX	607,117.18	617,577.00	617,577.00	569,496.28	0.00	48,080.72	92.21
216-000-445	PENALTY & INTEREST ON TAXES	337.94	0.00	0.00	790.39	0.00	(790.39)	100.00
216-000-482	HOUSE NUMBERS	400.00	250.00	250.00	720.00	80.00	(470.00)	288.00
216-000-588	CONTRIBUTION OTHER FUND(S)	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
216-000-590	GRANT INCOME	22.10	0.00	0.00	0.00	0.00	0.00	0.00
216-000-626	COPY & FOIA INCOME	23.00	25.00	25.00	25.00	5.00	0.00	100.00
216-000-635	RESPONSE FEES	20,755.12	8,000.00	8,000.00	8,586.26	1,873.88	(586.26)	107.33
216-000-639	DRIVEWAY INSPECTIONS	550.00	300.00	300.00	600.00	100.00	(300.00)	200.00
216-000-671	REIMBURSEMENT/OTHER INCOME	4,719.25	5,000.00	5,000.00	2,565.67	0.00	2,434.33	51.31
216-000-673	SALE OF FIXED ASSET	3,058.00	0.00	0.00	980.00	0.00	(980.00)	100.00
216-000-675	CONTRIBUTION-PRIVATE SOURCES	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		662,082.59	656,152.00	656,152.00	583,763.60	2,058.88	72,388.40	88.97
Dept 336-CONTRIBUTIONS								
216-336-588	CONTRIBUTION OTHER FUND(S)	15,733.00	0.00	5,890.00	0.00	0.00	5,890.00	0.00
216-336-683	CONTRIBUTION - INDEPENDENCE D	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
Total Dept 336-CONTRIBUTIONS		16,733.00	1,000.00	6,890.00	1,000.00	0.00	5,890.00	14.51
TOTAL Revenues		678,815.59	657,152.00	663,042.00	584,763.60	2,058.88	78,278.40	88.19
Expenditures								
Dept 226-PERSONNEL								
216-226-701	SALARIES	77,051.53	79,310.00	79,310.00	73,120.28	6,100.76	6,189.72	92.20
216-226-702	SALARIES	124,669.00	129,000.00	129,000.00	113,470.00	9,408.00	15,530.00	87.96
216-226-705	ADMINISTRATIVE ASSISTANT	5,317.93	6,000.00	6,000.00	5,355.32	435.75	644.68	89.26
216-226-708	SALARIES-PART TIME	48,031.62	53,000.00	53,000.00	49,066.24	3,139.19	3,933.76	92.58
216-226-712	SALARIES - OFFICERS	11,245.00	14,000.00	14,000.00	8,925.00	0.00	5,075.00	63.75
216-226-715	SOCIAL SECURITY	21,170.33	22,595.00	22,595.00	20,006.14	1,555.31	2,588.86	88.54
216-226-716	HOSPITALIZATION	17,521.05	19,110.00	25,000.00	24,930.93	1,678.16	69.07	99.72
216-226-717	LIFE/DISB. INSURANCE	966.96	900.00	900.00	844.92	70.41	55.08	93.88
216-226-718	PENSION	7,699.64	7,931.00	7,931.00	7,302.72	610.04	628.28	92.08
216-226-720	BANKED PTO	(13,882.21)	0.00	0.00	0.00	0.00	0.00	0.00
216-226-730	MEDICAL TESTING	421.50	4,000.00	4,000.00	585.00	0.00	3,415.00	14.63
216-226-731	WORKERS COMP INSURANCE	7,429.00	9,100.00	9,100.00	9,600.00	0.00	(500.00)	105.49
216-226-927	ALLOCATE TO DEPARTMENTS	(54,568.00)	(56,771.00)	(56,771.00)	(51,428.00)	0.00	(5,428.00)	90.44
216-226-957	TRAINING & DEVELOPMENT	4,416.34	9,000.00	9,000.00	4,315.80	1,229.95	4,684.20	47.95
216-226-958	TRAINING WAGES	10,421.50	14,000.00	14,000.00	11,551.21	1,247.25	2,448.79	82.51
Total Dept 226-PERSONNEL		267,911.19	311,175.00	317,065.00	277,730.56	25,474.82	39,334.44	87.59
Dept 265-HALL AND GROUNDS								
216-265-816	GROUNDS/CLEANG/JANITORL SERVI	2,294.40	2,000.00	2,000.00	1,610.00	145.00	390.00	80.50
216-265-821	PSB MAINT & OPS ALLOCATION	52,441.00	49,933.00	49,933.00	35,701.00	0.00	14,232.00	71.50
Total Dept 265-HALL AND GROUNDS		54,735.40	51,933.00	51,933.00	37,311.00	145.00	14,622.00	71.84
Dept 270-LEGAL/PROFESSIONAL								
216-270-722	CONTROLLER	7,982.00	8,227.00	8,227.00	6,773.00	0.00	1,454.00	82.33
216-270-802	AUDIT FEES	3,060.00	3,060.00	3,060.00	3,060.00	0.00	0.00	100.00

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Fund 216 - MEDICAL RESCUE FUND								
Expenditures								
216-270-803	LEGAL	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 270-LEGAL/PROFESSIONAL		11,042.00	14,787.00	14,787.00	9,833.00	0.00	4,954.00	66.50
Dept 301-OPERATING COSTS								
216-301-727	SUPPLIES	8,167.39	8,000.00	8,000.00	6,060.57	457.89	1,939.43	75.76
216-301-741	UNIFORMS/GEAR & ALLOWANCE	3,410.42	7,000.00	7,000.00	3,770.74	521.93	3,229.26	53.87
216-301-807	MEMBERSHIP DUES	1,700.68	1,500.00	1,500.00	1,175.00	0.00	325.00	78.33
216-301-818	CONTRACTUAL SERVICES	8,286.38	2,000.00	2,000.00	1,308.38	0.00	691.62	65.42
216-301-820	DISPATCH SERVICES	10,584.84	10,500.00	10,500.00	9,417.87	856.17	1,082.13	89.69
216-301-850	COMMUNICATION	6,399.32	7,000.00	7,000.00	3,319.06	637.14	3,680.94	47.42
216-301-851	POSTAGE	38.22	50.00	50.00	100.00	0.00	(50.00)	200.00
216-301-900	PRINTING & PUBLICATIONS	0.00	150.00	150.00	203.85	0.00	(53.85)	135.90
216-301-910	INSURANCE & BONDS	65,114.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00
216-301-920	UTILITIES	15,890.74	10,000.00	10,000.00	8,820.48	86.19	1,179.52	88.20
216-301-930	REPAIRS & MAINTENANCE	2,357.13	4,000.00	4,000.00	1,176.05	0.00	2,823.95	29.40
216-301-932	RADIO REPAIR	2,830.00	2,200.00	2,200.00	2,200.00	0.00	0.00	100.00
216-301-938	CHARGEBACKS - PRIOR TAX YEARS	33,484.44	0.00	0.00	4,890.34	0.00	(4,890.34)	100.00
Total Dept 301-OPERATING COSTS		158,263.56	107,400.00	107,400.00	42,442.34	2,559.32	64,957.66	39.52
Dept 333-TRANSPORTATION								
216-333-860	FUEL & MILEAGE	13,600.98	12,000.00	12,000.00	8,691.30	719.41	3,308.70	72.43
216-333-930	REPAIRS & MAINTENANCE	15,697.85	20,000.00	20,000.00	20,194.76	121.39	(194.76)	100.97
Total Dept 333-TRANSPORTATION		29,298.83	32,000.00	32,000.00	28,886.06	840.80	3,113.94	90.27
Dept 900-CAPITAL OUTLAY								
216-900-970	EQUIPMENT	28,007.88	6,000.00	6,000.00	3,897.73	0.00	2,102.27	64.96
216-900-972	COMPUTER	703.56	0.00	0.00	644.93	58.63	(644.93)	100.00
Total Dept 900-CAPITAL OUTLAY		28,711.44	6,000.00	6,000.00	4,542.66	58.63	1,457.34	75.71
Dept 905-DEBT SERVICE								
216-905-985	PSB SHARE OF BOND PMT	87,417.27	85,222.00	85,222.00	85,220.83	0.00	1.17	100.00
216-905-991	DEBT SERVICE - PRINCIPAL	41,750.56	43,776.00	43,776.00	43,775.46	0.00	0.54	100.00
216-905-995	DEBT SERVICE - INTEREST	6,374.09	4,350.00	4,350.00	4,349.19	0.00	0.81	99.98
Total Dept 905-DEBT SERVICE		135,541.92	133,348.00	133,348.00	133,345.48	0.00	2.52	100.00
TOTAL Expenditures		685,504.34	656,643.00	662,533.00	534,091.10	29,078.57	128,441.90	80.61
Fund 216 - MEDICAL RESCUE FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES		678,815.59	657,152.00	663,042.00	584,763.60	2,058.88	78,278.40	88.19
NET OF REVENUES & EXPENDITURES		685,504.34	656,643.00	662,533.00	534,091.10	29,078.57	128,441.90	80.61
BEG. FUND BALANCE		(6,688.75)	509.00	509.00	50,672.50	(27,019.69)	(50,163.50)	9,955.30
END FUND BALANCE		419,120.53	412,431.78	412,431.78	412,431.78			
		412,431.78	412,940.78	412,940.78	463,104.28			

## REVENUE AND EXPENDITURE REPORT FOR NORTFIELD TOWNSHIP

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User: RICK

DB: Northfield

PERIOD ENDING 05/31/2015

% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 230 - DONATION FUND								
Revenues								
Dept 000								
230-000-690	DONATION - DOG PARK	3,350.00	0.00	0.00	0.00	0.00	0.00	0.00
230-000-691	DONATION - FIREWORKS	350.00	0.00	0.00	1,200.00	500.00	(1,200.00)	100.00
230-000-692	DONATION - EVENTS/COMMUNITY P	1,350.00	0.00	0.00	1,750.00	750.00	(1,750.00)	100.00
230-000-698	DONATIONS - ALL OTHER SCC	20.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		5,070.00	0.00	0.00	2,950.00	1,250.00	(2,950.00)	100.00
TOTAL Revenues		5,070.00	0.00	0.00	2,950.00	1,250.00	(2,950.00)	100.00
Expenditures								
Dept 301-OPERATING COSTS								
230-301-903	DONATIONS - KIWANIS	0.00	0.00	0.00	1,025.00	0.00	(1,025.00)	100.00
230-301-904	DONATIONS - EVENTS/COMMUNITY	1,505.66	0.00	0.00	1,357.19	19.40	(1,357.19)	100.00
Total Dept 301-OPERATING COSTS		1,505.66	0.00	0.00	2,382.19	19.40	(2,382.19)	100.00
TOTAL Expenditures		1,505.66	0.00	0.00	2,382.19	19.40	(2,382.19)	100.00
Fund 230 - DONATION FUND:								
TOTAL REVENUES		5,070.00	0.00	0.00	2,950.00	1,250.00	(2,950.00)	100.00
TOTAL EXPENDITURES		1,505.66	0.00	0.00	2,382.19	19.40	(2,382.19)	100.00
NET OF REVENUES & EXPENDITURES		3,564.34	0.00	0.00	567.81	1,230.60	(567.81)	100.00
BEG. FUND BALANCE		500.00	4,064.34	4,064.34	4,064.34			
END FUND BALANCE		4,064.34	4,064.34	4,064.34	4,632.15			

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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Fund 248 - DOWNTOWN DEVELOPMENT AUTH								
Revenues								
Dept 000								
248-000-671	REIMBURSEMENT/OTHER INCOME	20.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-675	CONTRIBUTION-PRIVATE SOURCES	25,347.28	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		25,367.28	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		25,367.28	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures								
Dept 301-OPERATING COSTS								
248-301-800	OTHER PROFESSIONAL FEES	1,100.00	20,000.00	20,000.00	5,538.08	0.00	14,461.92	27.69
248-301-816	GROUPS/CLEANING/JANITORIAL SERVI	1,200.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 301-OPERATING COSTS		2,300.00	21,200.00	21,200.00	5,538.08	0.00	15,661.92	26.12
Dept 449-ROAD WORK								
248-449-814	ROAD IMPROVEMENTS	22,790.00	20,000.00	20,000.00	20,000.00	0.00	0.00	100.00
Total Dept 449-ROAD WORK		22,790.00	20,000.00	20,000.00	20,000.00	0.00	0.00	100.00
Dept 900-CAPITAL OUTLAY								
248-900-925	STREETSCAPING	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 900-CAPITAL OUTLAY		0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
TOTAL Expenditures		25,090.00	42,700.00	42,700.00	25,538.08	0.00	17,161.92	59.81
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:								
TOTAL REVENUES		25,367.28	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		25,090.00	42,700.00	42,700.00	25,538.08	0.00	17,161.92	59.81
NET OF REVENUES & EXPENDITURES		277.28	(42,700.00)	(42,700.00)	(25,538.08)	0.00	(17,161.92)	59.81
BEG. FUND BALANCE		91,222.05	91,499.33	91,499.33	91,499.33			
END FUND BALANCE		91,499.33	48,799.33	48,799.33	65,961.25			

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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Fund 265 - NARCOTICS FUND								
Revenues								
Dept 000								
265-000-661	FOREFEITURES	29,373.25	50,000.00	50,000.00	67,504.00	0.00	(17,504.00)	135.01
Total Dept 000		29,373.25	50,000.00	50,000.00	67,504.00	0.00	(17,504.00)	135.01
TOTAL Revenues		29,373.25	50,000.00	50,000.00	67,504.00	0.00	(17,504.00)	135.01
Expenditures								
Dept 226-PERSONNEL								
265-226-957	TRAINING & DEVELOPMENT	275.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 226-PERSONNEL		275.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 301-OPERATING COSTS								
265-301-727	SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
265-301-899	FOREFEITURE SHARING	14,085.94	20,000.00	20,000.00	13,385.75	0.00	6,614.25	66.93
265-301-956	MISCELLANEOUS	2,645.20	300.00	300.00	128.20	0.00	171.80	42.73
Total Dept 301-OPERATING COSTS		16,731.14	21,300.00	21,300.00	13,513.95	0.00	7,786.05	63.45
Dept 336-CONTRIBUTIONS								
265-336-967	CONTRIBUTION-LAW ENFORCEMENT	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
Total Dept 336-CONTRIBUTIONS		0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
Dept 900-CAPITAL OUTLAY								
265-900-970	EQUIPMENT	300.00	4,000.00	4,000.00	6,590.91	0.00	(2,590.91)	164.77
Total Dept 900-CAPITAL OUTLAY		300.00	4,000.00	4,000.00	6,590.91	0.00	(2,590.91)	164.77
TOTAL Expenditures		17,306.14	26,300.00	26,300.00	21,104.86	0.00	5,195.14	80.25
Fund 265 - NARCOTICS FUND:								
TOTAL REVENUES		29,373.25	50,000.00	50,000.00	67,504.00	0.00	(17,504.00)	135.01
TOTAL EXPENDITURES		17,306.14	26,300.00	26,300.00	21,104.86	0.00	5,195.14	80.25
NET OF REVENUES & EXPENDITURES		12,067.11	23,700.00	23,700.00	46,399.14	0.00	(22,699.14)	195.78
BEG. FUND BALANCE		34,179.38	46,246.49	46,246.49	46,246.49			
END FUND BALANCE		46,246.49	69,946.49	69,946.49	92,645.63			

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Fund 266 - FEDERAL NARCOTICS FUND								
Revenues								
Dept 000								
266-000-661	FORFEITURES	453,900.04	100,000.00	100,000.00	92,801.08	0.00	7,198.92	92.80
Total Dept 000		453,900.04	100,000.00	100,000.00	92,801.08	0.00	7,198.92	92.80
TOTAL Revenues		453,900.04	100,000.00	100,000.00	92,801.08	0.00	7,198.92	92.80
Expenditures								
Dept 301-OPERATING COSTS								
266-301-727	SUPPLIES	1,214.28	10,000.00	10,000.00	7,198.88	324.05	2,801.12	71.99
266-301-956	MISCELLANEOUS	0.00	5,000.00	5,000.00	4,587.82	575.00	412.18	91.76
Total Dept 301-OPERATING COSTS		1,214.28	15,000.00	15,000.00	11,786.70	899.05	3,213.30	78.58
Dept 336-CONTRIBUTIONS								
266-336-967	CONTRIBUTION-LAW ENFORCEMENT	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00
Total Dept 336-CONTRIBUTIONS		35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00
Dept 900-CAPITAL OUTLAY								
266-900-970	EQUIPMENT	16,870.71	160,000.00	160,000.00	131,111.74	28,416.00	28,888.26	81.94
266-900-974	VEHICLE	89,187.50	75,000.00	75,000.00	34,534.10	0.00	40,465.90	46.05
Total Dept 900-CAPITAL OUTLAY		106,058.21	235,000.00	235,000.00	165,645.84	28,416.00	69,354.16	70.49
TOTAL Expenditures		142,272.49	285,000.00	285,000.00	212,432.54	29,315.05	72,567.46	74.54
Fund 266 - FEDERAL NARCOTICS FUND:								
TOTAL REVENUES		453,900.04	100,000.00	100,000.00	92,801.08	0.00	7,198.92	92.80
TOTAL EXPENDITURES		142,272.49	285,000.00	285,000.00	212,432.54	29,315.05	72,567.46	74.54
NET OF REVENUES & EXPENDITURES		311,627.55	(185,000.00)	(185,000.00)	(119,631.46)	(29,315.05)	(65,368.54)	64.67
BEG. FUND BALANCE		204,081.57	515,709.12	515,709.12	515,709.12			
END FUND BALANCE		515,709.12	330,709.12	330,709.12	396,077.66			



PERIOD ENDING 05/31/2015  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BUDGET USED
Fund 287 - BUILDING DEPARTMENT FUND								
Revenues								
Dept 000								
287-000-481	SIGN PERMITS	1,055.00	0.00	0.00	0.00	0.00	0.00	0.00
287-000-484	BUILDING PLAN REVIEW FEES	3,372.00	2,650.00	2,650.00	2,696.00	426.00	(46.00)	101.74
287-000-485	BUILDING PERMIT FEES	34,683.00	29,240.00	29,240.00	30,821.00	8,260.00	(1,581.00)	105.41
287-000-486	CONTRACTOR'S REGISTRATION	630.00	675.00	675.00	2,070.00	225.00	(1,395.00)	306.67
287-000-488	TRADE PERMIT FEES	21,300.00	19,950.00	19,950.00	28,509.00	1,715.00	(8,559.00)	142.90
Total Dept 000		61,040.00	52,515.00	52,515.00	64,096.00	10,626.00	(11,581.00)	122.05
TOTAL Revenues		61,040.00	52,515.00	52,515.00	64,096.00	10,626.00	(11,581.00)	122.05
Expenditures								
Dept 226-PERSONNEL								
287-226-720	BANKED PTO	(10,885.67)	0.00	0.00	0.00	0.00	0.00	0.00
287-226-927	ALLOCATE TO DEPARTMENTS	7,397.00	19,561.00	19,561.00	15,699.00	0.00	3,862.00	80.26
Total Dept 226-PERSONNEL		(3,488.67)	19,561.00	19,561.00	15,699.00	0.00	3,862.00	80.26
Dept 261-GOVERNMENT SHARED SERVICES								
287-261-725	INSPECTOR EXPENSES	24,123.16	15,000.00	15,000.00	22,440.45	1,183.45	(7,440.45)	149.60
Total Dept 261-GOVERNMENT SHARED SERVICES		24,123.16	15,000.00	15,000.00	22,440.45	1,183.45	(7,440.45)	149.60
Dept 270-LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER	1,596.00	1,646.00	1,646.00	1,354.00	0.00	292.00	82.26
287-270-802	AUDIT FEES	900.00	900.00	900.00	900.00	0.00	0.00	100.00
Total Dept 270-LEGAL/PROFESSIONAL		2,496.00	2,546.00	2,546.00	2,254.00	0.00	292.00	88.53
Dept 301-OPERATING COSTS								
287-301-725	INSPECTOR EXPENSES	10,793.05	12,500.00	12,500.00	4,735.25	360.00	7,764.75	37.88
287-301-727	SUPPLIES	0.00	100.00	100.00	392.00	0.00	(292.00)	392.00
287-301-850	COMMUNICATION	523.96	300.00	300.00	283.21	31.53	16.79	94.40
287-301-910	INSURANCE & BONDS	600.00	600.00	600.00	0.00	0.00	600.00	0.00
287-301-927	ALLOCATE TO DEPARTMENTS	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
287-301-930	REPAIRS & MAINTENANCE	0.00	625.00	625.00	0.00	0.00	625.00	0.00
Total Dept 301-OPERATING COSTS		11,917.01	15,125.00	15,125.00	5,410.46	391.53	9,714.54	35.77
TOTAL Expenditures		35,047.50	52,232.00	52,232.00	45,803.91	1,574.98	6,428.09	87.69
Fund 287 - BUILDING DEPARTMENT FUND:								
TOTAL REVENUES		61,040.00	52,515.00	52,515.00	64,096.00	10,626.00	(11,581.00)	122.05
TOTAL EXPENDITURES		35,047.50	52,232.00	52,232.00	45,803.91	1,574.98	6,428.09	87.69
NET OF REVENUES & EXPENDITURES		25,992.50	283.00	283.00	18,292.09	9,051.02	(18,009.09)	6,463.64
BEG. FUND BALANCE		39,421.50	65,414.00	65,414.00	65,414.00			
END FUND BALANCE		65,414.00	65,697.00	65,697.00	83,706.09			

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 05/31/2015  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 369 - BLDG AUTH DEBT FUND								
Revenues								
Dept 000								
369-000-685	FUNDS XFER FOR 3.5 BOND PMT	262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
Total Dept 000		262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
TOTAL Revenues		262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
Expenditures								
Dept 905-DEBT SERVICE								
369-905-942	3 M BOND BLDG AUTH	179,470.20	206,856.00	206,856.00	206,853.50	0.00	2.50	100.00
369-905-943	500K CAPITAL IMP	29,071.90	0.00	0.00	0.00	0.00	0.00	0.00
369-905-987	INTEREST 3 M BOND	46,222.31	48,810.00	48,810.00	48,808.99	0.00	1.01	100.00
369-905-992	INTEREST 500K BOND	7,487.42	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 905-DEBT SERVICE		262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
TOTAL Expenditures		262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
Fund 369 - BLDG AUTH DEBT FUND:								
TOTAL REVENUES		262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
TOTAL EXPENDITURES		262,251.83	255,666.00	255,666.00	255,662.49	0.00	3.51	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE								
END FUND BALANCE								

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 370 - PUBLIC SAFETY BLDG DEBT FD								
Revenues								
Dept 000								
370-000-402	CURRENT PROPERTY TAX	284,298.49	281,178.00	281,178.00	259,282.89	0.00	21,895.11	92.21
370-000-445	PENALTY & INTEREST ON TAXES	150.54	0.00	0.00	367.79	0.00	(367.79)	100.00
370-000-588	CONTRIBUTION OTHER FUND(S)	157,324.00	149,800.00	149,800.00	107,101.00	0.00	42,699.00	71.50
370-000-671	REIMBURSEMENT/OTHER INCOME	26.46	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		441,799.49	430,978.00	430,978.00	366,751.68	0.00	64,226.32	85.10
TOTAL Revenues		441,799.49	430,978.00	430,978.00	366,751.68	0.00	64,226.32	85.10
Expenditures								
Dept 301-OPERATING COSTS								
370-301-727	SUPPLIES	1,075.42	1,200.00	1,200.00	864.13	0.00	335.87	72.01
370-301-803	LEGAL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
370-301-816	GROUNDS/CLEAN/Janitorl Servi	9,323.00	10,500.00	10,500.00	10,900.00	575.00	(400.00)	103.81
370-301-818	CONTRACTUAL SERVICES	9,302.82	11,500.00	11,500.00	7,362.85	0.00	4,137.15	64.02
370-301-850	COMMUNICATION	3,511.67	4,200.00	4,200.00	2,521.73	237.58	1,678.27	60.04
370-301-910	INSURANCE & BONDS	7,156.00	7,200.00	7,200.00	0.00	0.00	7,200.00	0.00
370-301-920	UTILITIES	82,271.95	85,000.00	85,000.00	64,313.14	5,109.77	20,686.86	75.66
370-301-930	REPAIRS & MAINTENANCE	29,540.47	30,000.00	71,050.00	25,015.98	255.00	46,034.02	35.21
370-301-938	CHARGEBACKS - PRIOR TAX YEARS	15,454.03	0.00	0.00	2,301.00	0.00	(2,301.00)	100.00
Total Dept 301-OPERATING COSTS		157,635.36	149,800.00	190,850.00	113,278.83	6,177.35	77,571.17	59.35
Dept 905-DEBT SERVICE								
370-905-945	3.8 M PSB BOND	235,000.00	235,000.00	235,000.00	235,000.00	0.00	0.00	100.00
370-905-994	INTEREST 3.8 BOND PSB	51,700.00	46,178.00	46,178.00	46,177.50	0.00	0.50	100.00
Total Dept 905-DEBT SERVICE		286,700.00	281,178.00	281,178.00	281,177.50	0.00	0.50	100.00
TOTAL Expenditures		444,335.36	430,978.00	472,028.00	394,456.33	6,177.35	77,571.67	83.57
Fund 370 - PUBLIC SAFETY BLDG DEBT FD:								
TOTAL REVENUES		441,799.49	430,978.00	430,978.00	366,751.68	0.00	64,226.32	85.10
TOTAL EXPENDITURES		444,335.36	430,978.00	472,028.00	394,456.33	6,177.35	77,571.67	83.57
NET OF REVENUES & EXPENDITURES		(2,535.87)	0.00	(41,050.00)	(27,704.65)	(6,177.35)	(13,345.35)	67.49
BEG. FUND BALANCE		56,750.37	54,214.50	54,214.50	54,214.50			
END FUND BALANCE		54,214.50	54,214.50	13,164.50	26,509.85			

User: RICK  
DB: Northfield

PERIOD ENDING 05/31/2015  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 571 - WASTEWATER TREATMENT FUND								
Revenues								
Dept 000								
571-000-445	PENALTY & INTEREST ON TAXES	6.30	0.00	0.00	6.14	0.00	(6.14)	100.00
571-000-500	TAP-IN FEES	3,550.00	0.00	0.00	7,100.00	0.00	(7,100.00)	100.00
571-000-651	USAGE FEES	1,160,288.27	1,359,000.00	1,359,000.00	1,126,730.90	330,144.99	232,269.10	82.91
571-000-665	INTEREST INCOME	2,720.20	1,000.00	1,000.00	1,654.37	0.00	(654.37)	165.44
571-000-671	REIMBURSEMENT/OTHER INCOME	2,165.63	2,000.00	2,000.00	4,902.90	136.76	(2,902.90)	245.15
571-000-672	SAD INTEREST	82.00	73.00	73.00	72.88	0.00	0.12	99.84
571-000-673	SALE OF FIXED ASSET	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
571-000-690	UNREALIZED GAIN/LOSS	(42,596.52)	0.00	0.00	(2,022.06)	0.00	2,022.06	100.00
Total Dept 000		1,131,215.88	1,362,073.00	1,362,073.00	1,138,445.13	330,281.75	223,627.87	83.58
Dept 336-CONTRIBUTIONS								
571-336-588	CONTRIBUTION OTHER FUND(S)	0.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 336-CONTRIBUTIONS		0.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
TOTAL Revenues		1,131,215.88	1,362,073.00	1,377,073.00	1,138,445.13	330,281.75	238,627.87	82.67
Expenditures								
Dept 226-PERSONNEL								
571-226-701	SALARIES	60,469.00	65,500.00	65,500.00	60,271.05	5,038.46	5,228.95	92.02
571-226-702	SALARIES	185,551.40	184,403.00	184,403.00	168,776.97	14,181.94	15,626.03	91.53
571-226-711	SALARIES-OVERTIME	5,892.35	10,000.00	10,000.00	11,683.74	0.00	(1,683.74)	116.84
571-226-715	SOCIAL SECURITY	19,271.32	19,885.00	19,885.00	18,415.97	1,470.36	1,469.03	92.61
571-226-716	HOSPITALIZATION	73,669.11	86,100.00	101,100.00	99,421.20	5,944.78	1,678.80	98.34
571-226-717	LIFE/DISB. INSURANCE	3,444.00	3,487.00	3,487.00	2,884.44	251.77	602.56	82.72
571-226-718	PENSION	22,886.86	24,045.00	24,045.00	21,977.12	1,837.96	2,067.88	91.40
571-226-720	BANKED PTO	(3,828.05)	0.00	0.00	0.00	0.00	0.00	0.00
571-226-731	WORKERS COMP INSURANCE	2,347.00	2,915.00	2,915.00	4,312.00	0.00	(1,397.00)	147.92
571-226-957	TRAINING & DEVELOPMENT	1,395.00	3,500.00	3,500.00	2,070.00	0.00	1,430.00	59.14
Total Dept 226-PERSONNEL		371,097.99	399,835.00	414,835.00	389,812.49	28,725.27	25,022.51	93.97
Dept 270-LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER	13,303.00	13,713.00	13,713.00	11,289.00	0.00	2,424.00	82.32
571-270-802	AUDIT FEES	6,480.00	6,480.00	6,480.00	6,480.00	0.00	0.00	100.00
571-270-803	LEGAL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
571-270-806	ENGINEER	13,824.40	30,000.00	30,000.00	26,106.09	1,407.12	3,893.91	87.02
Total Dept 270-LEGAL/PROFESSIONAL		33,607.40	50,693.00	50,693.00	43,875.09	1,407.12	6,817.91	86.55
Dept 301-OPERATING COSTS								
571-301-727	SUPPLIES	1,811.92	1,200.00	1,300.00	1,411.75	51.55	(111.75)	108.60
571-301-740	OPERATING SUPPLIES	36,856.71	50,000.00	50,000.00	32,781.09	106.41	17,218.91	65.56
571-301-741	UNIFORMS/GEAR & ALLOWANCE	774.90	2,500.00	2,500.00	792.78	186.99	1,707.22	31.71
571-301-807	MEMBERSHIP DUES	765.00	1,000.00	1,000.00	590.00	0.00	410.00	59.00
571-301-817	LAB & TESTING	1,318.75	5,000.00	7,500.00	7,498.00	1,220.00	2.00	99.97
571-301-819	COLLECTION SYS ANNUAL MAINT	37,569.28	55,000.00	55,000.00	45,269.27	0.00	9,730.73	82.31
571-301-825	SEWER ADMINISTRATION FEES	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00
571-301-850	COMMUNICATION	7,119.51	6,000.00	6,000.00	3,157.25	451.80	2,842.75	52.62
571-301-851	POSTAGE	2,702.84	5,000.00	5,000.00	2,630.52	0.00	2,369.48	52.61

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Fund 571 - WASTEWATER TREATMENT FUND								
Expenditures								
571-301-900	PRINTING & PUBLICATIONS	40.69	200.00	200.00	0.00	0.00	200.00	0.00
571-301-910	INSURANCE & BONDS	20,166.00	20,300.00	20,300.00	0.00	0.00	20,300.00	0.00
571-301-920	UTILITIES	111,143.35	100,000.00	100,000.00	91,037.29	6,976.47	8,962.71	91.04
571-301-930	REPAIRS & MAINTENANCE	63,593.40	110,000.00	104,400.00	55,939.67	11,853.97	48,460.33	53.58
571-301-940	RENTAL EQUIPMENT	832.00	500.00	1,000.00	763.00	73.00	237.00	76.30
571-301-941	UNIFORMS - RENTALS	2,888.69	0.00	0.00	0.00	0.00	0.00	0.00
571-301-950	LAND LEASING	257.75	258.00	258.00	257.75	0.00	0.25	99.90
571-301-968	DEPRECIATION EXPENSE	234,283.00	244,578.00	244,578.00	238,490.00	238,490.00	6,088.00	97.51
Total Dept 301-OPERATING COSTS		557,123.79	636,536.00	634,036.00	515,618.37	259,410.19	118,417.63	81.32
Dept 333-TRANSPORTATION								
571-333-860	FUEL & MILEAGE	4,218.89	4,000.00	6,500.00	5,666.59	0.00	833.41	87.18
571-333-930	REPAIRS & MAINTENANCE	1,879.03	2,000.00	2,000.00	35.96	0.00	1,964.04	1.80
Total Dept 333-TRANSPORTATION		6,097.92	6,000.00	8,500.00	5,702.55	0.00	2,797.45	67.09
Dept 528-O & M - BOND & INTEREST								
571-528-954	AGENT FEES	657.57	700.00	700.00	648.13	0.00	51.87	92.59
571-528-989	INTEREST 1992 BOND	16,738.76	15,340.00	15,340.00	15,338.76	0.00	1.24	99.99
571-528-995	DEBT SERVICE - INTEREST	52,627.76	38,630.00	38,630.00	38,628.25	0.00	1.75	100.00
Total Dept 528-O & M - BOND & INTEREST		70,024.09	54,670.00	54,670.00	54,615.14	0.00	54.86	99.90
Dept 900-CAPITAL OUTLAY								
571-900-970	EQUIPMENT	6,274.47	55,000.00	55,000.00	36,792.00	0.00	18,208.00	66.89
571-900-972	COMPUTER	0.00	17,000.00	17,000.00	15,944.94	1,504.94	1,055.06	93.79
Total Dept 900-CAPITAL OUTLAY		6,274.47	72,000.00	72,000.00	52,736.94	1,504.94	19,263.06	73.25
TOTAL Expenditures		1,044,225.66	1,219,734.00	1,234,734.00	1,062,360.58	291,047.52	172,373.42	86.04
Fund 571 - WASTEWATER TREATMENT FUND:								
TOTAL REVENUES		1,131,215.88	1,362,073.00	1,377,073.00	1,138,445.13	330,281.75	238,627.87	82.67
TOTAL EXPENDITURES		1,044,225.66	1,219,734.00	1,234,734.00	1,062,360.58	291,047.52	172,373.42	86.04
NET OF REVENUES & EXPENDITURES		86,990.22	142,339.00	142,339.00	76,084.55	39,234.23	66,254.45	53.45
BEG. FUND BALANCE		5,914,772.59	6,001,762.81	6,001,762.81	6,001,762.81			
END FUND BALANCE		6,001,762.81	6,144,101.81	6,144,101.81	6,077,847.36			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 815 - DIST # 5 SEVEN MILE SEWER								
Revenues								
Dept 000	INTEREST INCOME	369.90	150.00	150.00	209.35	0.00	(59.35)	139.57
815-000-665	REIMBURSEMENT/OTHER INCOME	2.05	0.00	0.00	0.00	0.00	0.00	0.00
815-000-671	SAD INTEREST	13,072.69	10,220.00	10,220.00	10,219.95	0.00	0.05	100.00
815-000-672	UNREALIZED GAIN/LOSS	(5,412.81)	0.00	0.00	(256.95)	0.00	256.95	100.00
815-000-690								
Total Dept 000		8,031.83	10,370.00	10,370.00	10,172.35	0.00	197.65	98.09
TOTAL Revenues								
		8,031.83	10,370.00	10,370.00	10,172.35	0.00	197.65	98.09
Expenditures								
Dept 301-OPERATING COSTS								
815-301-968	DEPRECIATION EXPENSE	17,519.00	17,519.00	17,519.00	17,519.00	17,519.00	0.00	100.00
Total Dept 301-OPERATING COSTS		17,519.00	17,519.00	17,519.00	17,519.00	17,519.00	0.00	100.00
Dept 905-DEBT SERVICE								
815-905-995	DEBT SERVICE - INTEREST	9,904.78	9,002.00	9,002.00	9,001.02	0.00	0.98	99.99
Total Dept 905-DEBT SERVICE		9,904.78	9,002.00	9,002.00	9,001.02	0.00	0.98	99.99
TOTAL Expenditures								
		27,423.78	26,521.00	26,521.00	26,520.02	17,519.00	0.98	100.00
Fund 815 - DIST # 5 SEVEN MILE SEWER:								
TOTAL REVENUES								
		8,031.83	10,370.00	10,370.00	10,172.35	0.00	197.65	98.09
TOTAL EXPENDITURES								
		27,423.78	26,521.00	26,521.00	26,520.02	17,519.00	0.98	100.00
NET OF REVENUES & EXPENDITURES								
		(19,391.95)	(16,151.00)	(16,151.00)	(16,347.67)	(17,519.00)	196.67	101.22
BEG. FUND BALANCE								
		632,829.96	613,438.01	613,438.01	613,438.01			
END FUND BALANCE								
		613,438.01	597,287.01	597,287.01	597,090.34			

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page: 23/23

06/04/2015 08:28 AM  
 User: RICK  
 DB: Northfield

PERIOD ENDING 05/31/2015  
 % Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT								
Revenues								
Dept 000	PENALTY & INTEREST ON TAXES	2,514.68	0.00	0.00	0.00	0.00	0.00	0.00
890-000-445	INTEREST INCOME	1,698.26	750.00	750.00	1,031.33	0.00	(281.33)	137.51
890-000-665	SAD INTEREST	59,040.08	49,200.00	49,200.00	49,261.45	0.00	(61.45)	100.12
890-000-672	UNREALIZED GAIN/LOSS	(26,593.41)	0.00	0.00	(1,262.39)	0.00	1,262.39	100.00
890-000-690								
Total Dept 000		36,659.61	49,950.00	49,950.00	49,030.39	0.00	919.61	98.16
TOTAL Revenues		36,659.61	49,950.00	49,950.00	49,030.39	0.00	919.61	98.16
Expenditures								
Dept 301-OPERATING COSTS								
Dept 301-803	LEGAL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
890-301-803	SAD DEPRECIATION EXPENSE	76,142.36	74,187.00	74,187.00	74,187.00	74,187.00	0.00	100.00
890-301-968								
Total Dept 301-OPERATING COSTS		76,142.36	74,387.00	74,387.00	74,187.00	74,187.00	200.00	99.73
Dept 905-DEBT SERVICE								
890-905-954	AGENT FEES	420.43	450.00	450.00	414.37	0.00	35.63	92.08
890-905-998	INTEREST NT BOND	33,647.24	24,700.00	24,700.00	24,696.75	0.00	3.25	99.99
Total Dept 905-DEBT SERVICE		34,067.67	25,150.00	25,150.00	25,111.12	0.00	38.88	99.85
TOTAL Expenditures		110,210.03	99,537.00	99,537.00	99,298.12	74,187.00	238.88	99.76
Fund 890 - N.T. SEWER DISTRICT:								
TOTAL REVENUES								
TOTAL EXPENDITURES		36,659.61	49,950.00	49,950.00	49,030.39	0.00	919.61	98.16
NET OF REVENUES & EXPENDITURES		110,210.03	99,537.00	99,537.00	99,298.12	74,187.00	238.88	99.76
BEG. FUND BALANCE		(73,550.42)	(49,587.00)	(49,587.00)	(50,267.73)	(74,187.00)	680.73	101.37
END FUND BALANCE		3,101,024.04	3,027,473.62	3,027,473.62	3,027,473.62			
END FUND BALANCE		3,027,473.62	2,977,886.62	2,977,886.62	2,977,205.89			
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		6,020,003.35	5,961,819.00	5,992,709.00	4,989,381.76	475,120.65	1,003,327.24	83.26
NET OF REVENUES & EXPENDITURES		5,462,599.92	6,056,589.00	6,257,104.00	5,149,055.89	615,211.38	1,108,048.11	82.29
BEG. FUND BALANCE - ALL FUNDS		557,403.43	(94,770.00)	(264,395.00)	(159,674.13)	(140,090.73)	(104,720.87)	60.39
END FUND BALANCE - ALL FUNDS		12,294,606.44	12,852,009.87	12,852,009.87	12,852,009.87			
END FUND BALANCE		12,852,009.87	12,757,239.87	12,587,614.87	12,692,335.74			

**PROPOSED 2015 MILLAGE RATES**  
**RESOLUTION NO. 15- \_\_\_\_\_**

At a regular meeting of the Northfield Township Board of Trustees held at the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, on the 9th day of June 2015 at 7:00 o'clock p.m.

PRESENT:

ABSENT:

The following preamble and resolution was offered by member \_\_\_\_\_ and supported by member \_\_\_\_\_.

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

WHEREAS, based on 2015 assessed valuation as submitted by the Northfield Township assessor and reviewed by the County Board of Commissioners, established at \$329,801,901 the general allocation and voter-authorized millage rate is subject to Truth in Taxation rollback as well as Headlee rollback; and,

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

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

General Operating	1.160 mills	
Fire/Medical Services	1.924 mills	2014 – 2016 inclusive
Police Protection	1.000 mills	2011 – 2015 inclusive
Police Protection	1.500 mills	2011 – 2015 inclusive
Police Protection	2.000 mills	2012 – 2015 inclusive
Building Bond	As required to make bond payment	

THEREFORE, BE IT RESOLVED that the maximum allowable millage levies for 2015 are as follows:

General Operating	.7996 mills
Fire/Medical Services	1.9238 mills
Police Protection	.9734 mills
Police Protection	1.4602 mills
Police Protection	1.8682 mills
Building Bond	.8358 mills

ROLL CALL VOTE:

AYE:

NAY:

Resolution declared adopted:

\_\_\_\_\_  
Marilyn Handloser-Engstrom  
Northfield Township Supervisor

DATE: June 9, 2015



**RESOLUTION 15- \_\_\_\_\_**

**TOWNSHIP OF NORTHFIELD, MICHIGAN  
A RESOLUTION OF THE TOWNSHIP OF WHITMORE LAKE, WASHTENAW COUNTY,  
MICHIGAN, TRANSFERRING MONIES AND AMENDING THE 2015 BUDGET WITHIN  
THE GENERAL, POLICE, FIRE, DONATION, STATE NARC, BUILDING DEPARTMENT  
AND WWTP FUND BUDGETS**

**WHEREAS**, in the appropriation of funds for the year 2015 there is a need to transfer certain monies from the General Fund,

**WHEREAS**, in the appropriation of funds for the year 2015 there is a need to amend the General, Police, Fire, Donation, State NARC, Building Department and WWTP funds.

**BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN**, that the following transfers and amendments be approved:

See Attached Transfer and Amendment Schedule

**DULY RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, THIS 9th DAY OF JUNE, 2015.**

\_\_\_\_\_  
Marilyn Engstrom, Supervisor

\_\_\_\_\_

# **NORTHFIELD TOWNSHIP**

**8350 Main St.**

**734-449-2880**

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To: Township Board

Date: June 9, 2015

From: Rick Yaeger

RE: Amendment #2 and Budgeted Transfers/Contributions

Attached you will find a schedule showing final amendments for the Fiscal 2015 year. The amendments have brief explanations as to why they are being done and they impact the General, Police, Fire, Donation, State NARC, Building Department and WWTP funds.

In addition, there are four Transfers/Contributions that were budgeted that I am seeking approval to make. They are listed on the last page of the amendment schedule.

Thank You,

Rick Yaeger  
Controller – Northfield Township

# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

### GENERAL FUND - #101

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

#### AMENDMENT #2

Increases

Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

- Increase State Revenue Sharing to a level closer to what we will receive
  - Decrease Grant Income that will not be received this budget year
  - Increase Penalty & Interest on Taxes to level we actually received
- Total Revenue Amendments

7,500

250,000

2,200

9,700

250,000

#### EXPENDITURES

##### Hall and Grounds

- Increase Repairs & Maintenance to cover water damage at 75 Barker
- Increase Chargebacks - Prior Tax Years for MTT Decisions against the township

2,000

1,750

##### Roadwork

- Decrease Grant Expense that won't be recognized this fiscal year
- Total Expenditure Amendments

250,000

3,750

250,000

Total **Recommended** Amendments

5,950

FYE 2015 Amended Contribution to Fund Balance

(107,035)

FYE 2015 Ending Contribution to Fund Balance

(101,085)

Beginning Fund Balance

1,549,378

Ending Fund Balance

1,448,293

# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

		<u>AMENDMENT #2</u>	
		<u>Increases</u>	<u>Decreases</u>
<b><u>POLICE FUND - #207</u></b>			
	<b><u>TRANSFER AMENDMENT</u></b>		
- None			
	<b><u>REGULAR AMENDMENT</u></b>		
<b><u>REVENUE</u></b>			
- None			
Total Revenue Amendments		<u>0</u>	<u>0</u>
<b><u>EXPENDITURES</u></b>			
<b><u>Labor</u></b>			
- Increase Command Salaries for PTO time cashed in that was not budgeted		6,000	
- Increase Officer Salaries for PTO time cashed in that was not budgeted		12,500	
- Increase Overtime due to a high number of injuries experienced this fiscal year		20,000	
- Increase Social Security due to the salary increases above		2,950	
- Increase Workers Comp Insurance for higher charges due to injuries		5,000	
<b><u>Operating Costs</u></b>			
- Increase Chargebacks - Prior Tax Years for MTT Decisions against the township		11,000	
Total Expenditure Amendments		<u>57,450</u>	<u>0</u>
Total <b>Recommended</b> Amendments		<u>(57,450)</u>	
FYE 2015 Amended Contribution to Fund Balance		<u>5,497</u>	
FYE 2015 Ending Contribution to Fund Balance		<u>(51,953)</u>	
Beginning Fund Balance		<u>470,378</u>	
Ending Fund Balance		<u>418,425</u>	

# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

		<u>AMENDMENT #2</u>	
		<u>Increases</u>	<u>Decreases</u>
<b><u>FIRE FUND - #216</u></b>			
	<b><u>TRANSFER AMENDMENT</u></b>		
- None			
	<b><u>REGULAR AMENDMENT</u></b>		
<b><u>REVENUE</u></b>			
- None			
Total Revenue Amendments		<u>0</u>	<u>0</u>
<b><u>EXPENDITURES</u></b>			
<b><u>Labor</u></b>			
- Decrease Medical Testing not used			3,000
- Increase Workers Comp Insurance for higher charges due to injuries		500	
- Decrease Training & Development not used			3,000
<b><u>Operating Costs</u></b>			
- Increase Chargebacks - Prior Tax Years for MTT Decisions against the township		5,000	
Total Expenditure Amendments		<u>5,500</u>	<u>6,000</u>
Total <b>Recommended</b> Amendments		<u>500</u>	
FYE 2015 Amended Contribution to Fund Balance		<u>509</u>	
FYE 2015 Ending Contribution to Fund Balance		<u>1,009</u>	
Beginning Fund Balance		<u>412,432</u>	
Ending Fund Balance		<u>413,441</u>	

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# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

		<b>AMENDMENT #2</b>	
		<u>Increases</u>	<u>Decreases</u>
<b><u>DONATION FUND - #230</u></b>			
<b><u>TRANSFER AMENDMENT</u></b>			
- None			
<b><u>REGULAR AMENDMENT</u></b>			
<b><u>REVENUE</u></b>			
- Increase Donation - Fireworks for monies received during the fiscal year		<b>1,200</b>	
- Increase Donation - Events/Community for monies received during the fiscal year		<b>1,750</b>	
Total Revenue Amendments		<b>2,950</b>	<b>0</b>
<b><u>EXPENDITURES</u></b>			
<b><u>Operating Costs</u></b>			
- Increase Donations - Kiwanis for donation given to 4th of July committee		<b>1,100</b>	
- Increase Donations - Events/Community for donation given for the 4th of July Parade		<b>1,500</b>	
Total Expenditure Amendments		<b>2,600</b>	<b>0</b>
Total <b>Recommended</b> Amendments		<b>350</b>	
FYE 2015 Amended Contribution to Fund Balance		<b>0</b>	
FYE 2015 Ending Contribution to Fund Balance		<b>350</b>	
Beginning Fund Balance		<b>4,064</b>	
Ending Fund Balance		<b>4,414</b>	

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# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

### AMENDMENT #2

Increases

Decreases

#### ST.NARC FUND - #265

#### TRANSFER AMENDMENT

- None

#### REGULAR AMENDMENT

#### REVENUE

- Increase Forfeitures to a level closer to what we will receive
- Total Revenue Amendments

25,000

25,000

0

#### EXPENDITURES

#### Capital Outlay

- Increase Equipment for Vests and Misc. Supplies over amount budgeted
- Total Expenditure Increases

2,600

2,600

0

Total **Recommended** Amendments

22,400

FYE 2015 Amended Contribution to Fund Balance

23,700

FYE 2015 Ending Contribution to Fund Balance

46,100

Beginning Fund Balance

46,246

Ending Fund Balance

92,346

# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

		AMENDMENT #2	
		Increases	Decreases
<b><u>BUILDING DEPT. FUND - #287</u></b>			
<b><u>TRANSFER AMENDMENT</u></b>			
- None			
<b><u>REGULAR AMENDMENT</u></b>			
<b><u>REVENUE</u></b>			
- Increase Building Permit Fees for additional activity during the year		2,300	
- Increase Contractor's Registration for additional activity during the year		1,500	
- Increase Trade Permit Fees for additional activity during the year		8,750	
Total Revenue Amendments		<u>12,550</u>	<u>0</u>
<b><u>EXPENDITURES</u></b>			
<b><u>Government Shared Services</u></b>			
- Increase Inspector Expenses due to higher than anticipated activity during the year		13,000	
<b><u>Operating Costs</u></b>			
- Decrease Inspector Expenses due to lower than anticipated heating and plumbing inspections			5,000
Total Expenditure Increases		<u>13,000</u>	<u>5,000</u>
Total <b>Recommended</b> Amendments		<u><u>4,550</u></u>	
FYE 2015 Amended Contribution to Fund Balance		<u><u>283</u></u>	
FYE 2015 Ending Contribution to Fund Balance		<u><u>4,833</u></u>	
Beginning Fund Balance		<u><u>65,414</u></u>	
Ending Fund Balance		<u><u>70,247</u></u>	

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# NORTHFIELD TOWNSHIP

## Amendment #2

FYE 2015

### AMENDMENT #2

Increases

Decreases

#### WWTP FUND - #571

#### TRANSFER AMENDMENT

- None

#### REGULAR AMENDMENT

#### REVENUE

- Add Tap-In-Fees not anticipated during the year
- Total Revenue Amendments

7,100

7,100

0

#### EXPENDITURES

#### Labor

- Increase Workers Comp Insurance for higher charges due to injuries
- Total Expenditure Increases

1,500

1,500

0

Total **Recommended** Amendments

5,600

FYE 2014 Amended Contribution to Fund Balance

142,339

FYE 2014 Ending Contribution to Fund Balance

147,939

Beginning Fund Balance

6,001,763

Ending Fund Balance

6,149,702

#### TRANSFER/CONTRIBUTION APPROVAL

- |   |        |
|---|--------|
| 1) General Fund to WWTP Fund for additional amount provided for Medical Insurance   | 15,000 |
| 2) Annual Contribution to Fire Fund from General Fund                               | 25,000 |
| 3) General Fund to Fire Fund for additional amount provided for Medical Insurance   | 5,890  |
| 4) General Fund to Police Fund for additional amount provided for Medical Insurance | 5,000  |

**NORTHFIELD TOWNSHIP  
GENERAL APPROPRIATIONS ACT**

**RESOLUTION NO. 15-\_\_\_\_\_**

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

**Section 1: Title**

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

**Section 2: Chief Administrative Officer**

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

**Section 3: Fiscal Officer**

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

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in AnnArbor.com, a newspaper of general circulation, on May 31, 2015 and a public hearing on the proposed budget was held on June 9, 2015.

**Section 5: Estimated Revenues**

Estimated revenues for fiscal year 2015 – 2016 for the various township funds, including an allocated millage of .7996 mills for the General Fund, 4.3018 mills for the Law Enforcement Fund, 1.9238 mills for the Fire/Medical Rescue Fund and various miscellaneous revenues shall total for each fund as follows:

**GENERAL FUND REVENUES**

Taxes	\$	263,700
Tax Administrative Fees	\$	137,000
State Shared Revenue	\$	655,000
Grant Income	\$	250,000
Cable Franchise and Fiber Footage Fees	\$	99,000
Interest and Rentals	\$	12,560
Other Revenue	\$	79,759
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>1,497,019</b>

**POLICE FUND REVENUES**

Taxes	\$	1,404,685
Fines & Court Fees	\$	30,000
Other Revenue	\$	73,600
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>1,508,285</b>

**FIRE/MEDICAL RESCUE FUND REVENUES**

Taxes	\$	634,473
Contribution from General	\$	25,000
Other Revenue	\$	14,400
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>673,873</b>

**DDA FUND REVENUES**

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

**STATE NARC FUND**

Forfeitures	\$	35,000
Other Revenues	\$	<u>0</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>35,000</b>

**FEDERAL NARC FUND**

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

**BUILDING DEPARTMENT FUND**

Building Permit Fees	\$	29,240
Trade Permit Fees	\$	25,000
Building Plan Review Fees	\$	3,000
Other Revenue	\$	<u>1,500</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>58,740</b>

**BUILDING AUTHORITY DEBT FUND**

Funds Transfer for Bond Payment	\$	263,466
Other Revenue	\$	<u>0</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>263,466</b>

**PSB FUND**

Taxes	\$	275,655
Contribution Other Funds	\$	146,925
Other Revenue	\$	<u>0</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>422,580</b>

**WWTP FUND**

Usage Fees	\$	1,452,500
Interest	\$	1,000
Other Revenue	\$	<u>4,064</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>1,457,564</b>

**SEVEN MILE SEWER FUND**

SAD Interest	\$	9,085
Interest	\$	150
Other Revenue	\$	<u>0</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>9,235</b>

**DONATION FUND**

Donation – Fireworks	\$	1,000
Donation – Events/Community	\$	<u>1,500</u>
<b>Total Revenue and Other Sources</b>	<b>\$</b>	<b>2,500</b>

**N.T SEWER FUND**

SAD Interest	\$	38,992
Interest	\$	750
Other Revenue	\$	<u>0</u>

**Total Revenue and Other Sources                   \$       39,742**

**Section 6: Transfers In (Out) Between Funds**

Transfers In:

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

Transfers Out:

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

**Section 7: Estimated Expenditures**

Estimated expenditures for fiscal year 2015 – 2016 for various township funds as follows:

**GENERAL FUND EXPENDITURES**

101	TOWNSHIP BOARD	\$	29,265
171	SUPERVISOR	\$	14,877
172	TOWNSHIP MANAGER	\$	152,766
191	ELECTIONS	\$	4,950
215	CLERK	\$	64,476
247	BOARD OF REVIEW	\$	24,153
253	TREASURER	\$	85,762
257	ASSESSING	\$	134,432
265	HALL AND GROUNDS	\$	147,265
270	LEGAL/PROFESSIONAL	\$	67,200
336	CONTRIBUTIONS	\$	27,500
412	PLANNING/ZONING	\$	92,837
448	STREET LIGHTS	\$	35,520
449	ROADWORK	\$	372,000
666	SENIOR CENTER	\$	95,968
850	TOWNSHIP CONTINGENCY	\$	12,000
900	CAPITAL OUTLAY	\$	16,000
905	DEBT SERVICE	\$	87,823
<b>Total General Fund Expenditures</b>		<b>\$</b>	<b>1,464,794</b>

207	POLICE FUND	\$	1,508,272
216	FIRE/MEDICAL RESCUE FUND	\$	673,865
230	DONATION FUND	\$	1,500
248	DDA FUND	\$	4,200
265	STATE NARC FUND	\$	29,000
266	FEDERAL NARC FUND	\$	282,000
287	BUILDING DEPARTMENT FUND	\$	57,144
369	BLDG AUTHORITY DEBT FUND	\$	263,466
370	PSB FUND	\$	422,580
571	WWTP FUND	\$	1,408,421
815	SEVEN MILE SEWER FUND	\$	25,624
890	N.T. SEWER FUND	\$	90,467

**Section 8: Adoption of Budget by Reference**

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

**Section 9: Adoption of Budgets by Activities**

The Board of Trustees of Northfield Township adopts the 2015 – 2016 fiscal year funds by activity. Township officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized for each activity, and may make transfers among the various line items contained in the activities appropriation, according to the policy set forth in section 11.

**Section 10: Appropriation not a Mandate to Spend**

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

### **Section 11: Transfer Authority**

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

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

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

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

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

### **Section 12: Periodic Fiscal Reports**

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

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

### **Section 13: Limit on Obligations and Payments**

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

### **Section 14: Budget Monitoring**

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

**Section 15: Violation of the Act**

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

**Section 16: Board Adoption**

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

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**RESOLUTION DECLARED ADOPTED JUNE 9, 2015.**

---

Marilyn Handloser-Engstrom  
Northfield Township Supervisor

Dated: June 9, 2015

May 26, 2015

Kiwanis Club of Whitmore Lake  
PO Box 407  
Whitmore Lake, MI 48189

Howard Fink, Northfield Township Manager and  
Northfield Township Board Members  
8350 Main Street  
PO Box 576  
Whitmore Lake, MI 48189

Dear Howard Fink and Northfield Township Board Members,

The Kiwanis Club of Whitmore Lake members would like to request to use the 'old' Fire Hall at 75 Barker Road for our annual 4<sup>th</sup> of July Chicken BBQ. We would like to use the building from July 2, Thursday, through July 4, Saturday. We are appreciative of the permission by the board members to use this facility in the past for this event.

The setup would take place Thursday and Friday and on Saturday we would be BBQ the best chicken around.

We appreciate your consideration. Please feel free to contact me if more information is required or if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lenore Zelenock".

Lenore Zelenock  
Secretary, Kiwanis Club of Whitmore Lake  
734-395-6983  
[tlzteam@yahoo.com](mailto:tlzteam@yahoo.com)



## Howard Fink

---

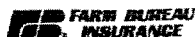
**From:** lmaulbetsch@aol.com  
**Sent:** Tuesday, May 05, 2015 4:36 PM  
**To:** finkh@twp.northfield.mi.us  
**Subject:** North Territorial Fire Hall Crop Land

Hi Mr. Fink,

I would like to continue to farm the land at 2727 East North Territorial Road for the 2015 crop year. Farm Bureau Insurance has supplied you with a liability insurance certificate as they have in past crop years showing Northfield Township as additional insured. Please let me know if anything has changed since last year.

Thanks for your assistance.

Lee Maulbetsch  
(734) 665-8180



# CERTIFICATE OF INSURANCE



☒ FARM BUREAU MUTUAL INSURANCE COMPANY OF MICHIGAN  
☐ FARM BUREAU GENERAL INSURANCE COMPANY OF MICHIGAN

Lansing, Michigan 48909

☐ AMENDED

Name and Address of Certificate Holder:

**NORTHFIELD TOWNSHIP**  
**8350 MAIN ST**  
**WHITMORE LAKE MI 48189**

Named Insured and Address:

**LEE MAULBETSCH**  
**2271 E NORTHFIELD CHURCH**  
**ANN ARBOR MI 48105**

Issue Date: **05/27/2015**

This is to certify that the following policy(ies) of insurance has (have) been or will be issued by the Company to the Named Insured. This certificate is not a guarantee that the policy(ies) will remain in effect until its (their) stated expiration date. In the event of cancellation of any of the insurance policies before the expiration date, the Company will endeavor to mail notice of such cancellation to the Certificate Holder designated above at the Certificate Holder's last known address, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend, or alter the coverage afforded by the policy(ies) of insurance indicated below. The information conveyed in this Certificate of Insurance is only valid for the indicated policy periods. Certificates of Insurance for subsequent policy periods must be requested by the Certificate Holder.

Type of Insurance	Policy Number	Policy Period	Limits of Liability
Business Auto Liability <input checked="" type="checkbox"/> Specifically Described Autos (Symbol 7) <input type="checkbox"/> Hired Auto (Symbol 8) <input type="checkbox"/> Non-Owned Auto (Symbol 9)		Eff. Exp.	Combined Single Limit Each Accident \$
Worker's Disability Compensation		Eff. Exp.	Coverage A - Statutory Coverage B - Bodily Injury by Accident \$ Each Accident (Employer's Liab.) Bodily Injury by Disease \$ Each Employee Bodily Injury by Disease \$ Policy Limit
Comprehensive General Liability or Commercial Package <input type="checkbox"/> Including <input type="checkbox"/> Excluding <input type="checkbox"/> Products-Completed Operations <input type="checkbox"/> Personal Injury and Advertising Injury Liability Coverage is included <input type="checkbox"/> Hired Auto <input type="checkbox"/> Non-Owned Auto <input type="checkbox"/> CERTIFICATE HOLDER is an Additional Insured <input type="checkbox"/> Excluding:		Eff. Exp.	Each Occurrence \$ Products Aggregate \$ General Aggregate \$ Medical Payments Limit \$
Owners and Contractors Protective Liability		Eff. Exp.	Each Occurrence \$ General Aggregate \$
Products - Completed Operations Liability		Eff. Exp.	Each Occurrence \$ Products Aggregate \$
Umbrella Liability		Eff. Exp.	Limit \$
Farmowners Liability Including Products Business Pursuits <input type="checkbox"/> Excluded <input type="checkbox"/> Included	FO-7260569**	Eff. 09/20/2014 Exp. 09/20/2015	Limit \$ 1,000,000 Type: Describe:
Other		Eff. Exp.	

**\*\*ADDITIONAL INSURED: NORTHFIELD TOWNSHIP, ATIMA**  
**8530 MAIN ST**  
**WHITMORE LAKE MI 48189**

**Carlos Lozano**

Digitally signed by Carlos Lozano  
 DN: cn=Carlos Lozano, o, ou,  
 email=clozano@fbinsmi.com, c=US  
 Date: 2015.05.27 11:16:00 -04'00'

X

Authorized Signature

4306

Agent Number

(734) 971-2114

Agent Phone Number

FAX COVER SHEET

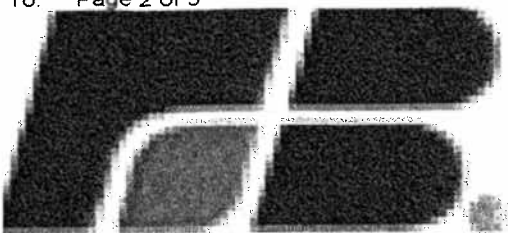
TO	
COMPANY	
FAXNUMBER	17344490123
FROM	PatrickConklin
DATE	2015-05-27 15:18:23 GMT
RE	LeeMaulbetschcertificate

COVER MESSAGE

Connie Simpson / Office Manager  
SCHNEIDER/CONKLIN/LOZANO AGENCY  
Farm Bureau Insurance  
2730 Carpenter Rd, Ste 1  
Ann Arbor MI 48108  
P: 734-971-2114 | F: 734-971-2117  
Visit our website:  
[www.FarmBureauInsurance.com](http://www.FarmBureauInsurance.com)<<http://www.farmbureauinsurance.com/>>

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[cid:image001.jpg@01D0986E.CFC05FA0]



**FARM BUREAU  
INSURANCE®**

*Michigan's Insurance Company*



## LAW OFFICE OF PAUL E. BURNS

Attorneys at Law  
133 West Grand River  
Brighton, Michigan 48116  
(810) 227-5000 FAX (810) 220-5895

Paul E. Burns  
Bradford L. Maynes

### ATTORNEY-CLIENT PRIVILEGED CONFIDENTIAL COMMUNICATION

June 4, 2015

#### VIA ELECTRONIC MAIL

Northfield Township Board of Trustees  
Township of Northfield  
8350 Main Street, Suite A  
Whitmore Lake, Michigan 48189

Re: Freedom of Information Act Updates

Dear Trustees,

Attached hereto, please find the following documents:

1. Freedom of Information Act Procedures and Guidelines;
2. Freedom of Information Act Public Summary of Procedures and Guidelines;
3. Freedom of Information Act Forms (including Request Form, Notice to Extend Time, Notice of Denial, and Appeal Forms for Denial and Excess Fee); and
4. Freedom of Information Act Cost Worksheet.

These policies and forms are required by the recent amendments to the Freedom of Information Act, and are to bring the Township into compliance with the state law, which becomes effective on July 1, 2015. We would request that the Township Board adopt these at its June 9, 2015 meeting.

Please contact our office with any questions.

Very truly yours,

Bradford L. Maynes

Attachments

cc: Mr. Howard Fink

## **Township of Northfield**

### **Public Summary of FOIA Procedures and Guidelines**

**It is the public policy of this state that all persons  
(except those persons incarcerated in state or local correctional facilities)  
are entitled to full and complete information regarding the affairs of government and  
the official acts of those who represent them as public officials and public employees.**

**The people shall be informed so that they may fully participate in the democratic process.**

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us).

#### **1. How do I submit a FOIA request to the Township?**

- A request must sufficiently describe a public record so as to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
  - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us) and at 8350 Main Street, Suite A, Whitmore Lake, Michigan 48189.
- Written requests may be delivered to the Township Hall in person or by mail: 8350 Main Street, Suite A, Whitmore Lake, Michigan 48189.
- Requests may be faxed to: (734) 449-0123. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: \_\_\_\_\_. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

#### **2. What kind of response can I expect to my request?**

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
  - Grant the request,
  - Issue a written notice denying the request,
  - Grant the request in part and issue a written notice denying in part the request,
  - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
  - Issue a written notice indicating that the public record requested is available at no charge on the Township's website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

### **3. What are the Township's deposit requirements?**

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
  - The final fee for the prior written request is not more than 105% of the estimated fee;
  - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
  - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
  - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the Township; and
  - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:
  - The person making the request is able to show proof of prior payment in full to the Township;
  - The Township is subsequently paid in full for all applicable prior written requests; or

- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

#### **4. How does the Township calculate FOIA processing fees?**

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.
- The cost to mail or send a public record to a requestor.

#### **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.



- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

### **Copying and Duplication**

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

#### ***Non-paper Copies on Physical Media***

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

#### ***Paper Copies***

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will reflect the actual cost of reproduction.

### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

### **Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **5. How do I qualify for an indigence discount on the fee?**

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us).

## **6. May a nonprofit organization receive a discount on the fee?**

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

## **6. How may I challenge the denial of a public record or an excessive fee?**

### **Appeal of a Denial of a Public Record**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township's website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us).

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Washtenaw County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

### **Appeal of an Excess FOIA Processing Fee**

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township's website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us).

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

## **Township of Northfield**

### **FOIA Procedures and Guidelines**

#### **Preamble: Statement of Principles**

It is the policy of the Township of Northfield that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The Township of Northfield will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

#### **Section 1: General Policies**

The Township Board, acting pursuant to the authority at MCL 15.236, designates \_\_\_\_\_ as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

**The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.**

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us), so a link to those documents will be provided in lieu of providing paper copies of those documents.

## **Section 2: Requesting a Public Record**

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Northfield Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

### **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

#### ***When a request is granted:***

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records\*, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us) a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

#### ***When a request is denied or denied in part:***

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or

- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor (*or "clerk," or "manager" etc.*) or seek judicial review in the Washtenaw County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

***Requests to inspect public records:***

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

***Requests for certified copies:***

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or

- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

## **Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will ***not*** be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information ***unless*** failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the Township’s usual FOIA requests, not compared to the Township’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township’s website if you ask for the Township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Township’s website if you ask for the Township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.



- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
  - The Township's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

## **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily

benefitting the general public. The Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **Section 7: Discounted Fees**

### ***Indigence***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

### ***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

## **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Washtenaw County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

## **Section 9: Appeal of an Excessive FOIA Processing Fee**

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Washtenaw County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

#### **Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

#### **Section 11: Appendix of Northfield Township FOIA Forms**

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

\_\_\_\_\_ Township, \_\_\_\_\_ County  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Note: Requestors are not required to use this form. The Township may complete one for recordkeeping if not used.

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method  
Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
Township	State Zip

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

**Delivery Method:**    ☐ Will pick up    ☐ Will make own copies onsite    ☐ Mail to address above    ☐ Email to address above  
☐ Deliver on digital media provided by the Township: \_\_\_\_\_

**Note:** The Township is not required to provide records in a digital format or on digital media if the Township does not already have the technological capability to do so.

**Describe the public record(s) as specifically as possible.** You may use this form or attach additional sheets:

[illegible]

(Complete both sides)

### Records Located on Website

If the Township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Township must provide the public records in the specified format (if the Township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

### Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a Township website, I am requesting that the Township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

### Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

### Consent to Overtime Labor Costs

I hereby agree and stipulate to the Township using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate      2. ☐ Labor to locate      3a. ☐ Labor to redact      3b. ☐ Contract labor to redact  
6b. ☐ Labor to copy/duplicate records already on Township's website

Requestor's Signature

Date

### Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**  
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,  
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**   ☐ Affidavit Received   ☐ Eligible for Discount   ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

### Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.  
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.  
(iii) Is accompanied by documentation of its designation by the state, if requested by the Township.

**Office Use:**   ☐ Documentation of State Designation Received   ☐ Eligible for Discount   ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Township: Keep original and provide copy, along with Public Summary, to requestor at no charge.

\_\_\_\_\_ Township, \_\_\_\_\_ County

Extension Form

Phone: \_\_\_\_\_

**Notice to Extend Response Time for FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
Township	State Zip

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis  
**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the Township: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are extending the date to respond to your FOIA request for no more than 10 business days, until \_\_\_\_\_ (month, day, year).  
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact  
\_\_\_\_\_ at \_\_\_\_\_

**Estimated Time Frame to Provide Records:** \_\_\_\_\_ (days or date)

The time frame estimate is nonbinding upon the Township, but the Township is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

**Reason for Extension:**

☐ **1.** The Township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the Township must:

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

☐ **2.** The Township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the Township office. Specifically, the Township must coordinate documents from the following locations:

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

☐ **3.** Other (describe): \_\_\_\_\_

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

**Signature of FOIA Coordinator:**

**Date:**



Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

\_\_\_\_\_ Township, \_\_\_\_\_ County

Denial Form

Phone: \_\_\_\_\_

**Notice of Denial of FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
Township	State Zip

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the Township: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **All** OR ☐ **Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact \_\_\_\_\_ at \_\_\_\_\_

**Reason for Denial:**

☐ **1. Exempt from Disclosure:** This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
\_\_\_\_\_

☐ **2. Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the Township. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: \_\_\_\_\_  
\_\_\_\_\_

☐ **3. Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
\_\_\_\_\_

A brief description of the information that had to be separated or deleted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Township Board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** \_\_\_\_\_

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

(Created by Michigan Townships Association, April 2015)

## FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

**15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A Board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that Board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

\_\_\_\_\_ Township, \_\_\_\_\_ County

Denial Appeal Form

Phone: \_\_\_\_\_

**FOIA Appeal Form—To Appeal a Denial of Records**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
Township	State Zip

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis  
**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the Township: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason(s) for Appeal:**

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

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

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Township Response:**

The Township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

**Township Extension:** We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_  
(month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

**Township Determination:**

☐ Denial Reversed ☐ Denial Upheld ☐ Denial Reversed in Part and Upheld in Part  
The following previously denied records will be released: \_\_\_\_\_

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

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Township Board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Created by Michigan Townships Association, April 2015)

**FREEDOM OF INFORMATION ACT (EXCERPT)**

**Act 442 of 1976**

**15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A Board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that Board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

\_\_\_\_\_ Township, \_\_\_\_\_ County

Fee Appeal Form

Phone: \_\_\_\_\_

**FOIA Appeal Form—To Appeal an Excess Fee**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
Township	State Zip

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis  
**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the Township: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason(s) for Appeal:**

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

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

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Township Response:**

The Township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

**Township Extension:** We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_  
(month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

**Township Determination:** ☐ Fee Waived ☐ Fee Reduced ☐ Fee Upheld

Written basis for Township determination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the Township's written Procedures and Guidelines to the Township Board or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the Township Board. If a civil action is commenced in court, the Township is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the Township required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** \_\_\_\_\_

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

**FREEDOM OF INFORMATION ACT (EXCERPT)**  
**Act 442 of 1976**

**15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.**  
Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A Board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that Board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

**History:** Add. 2014, Act 563, Eff. July 1, 2015

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

\_\_\_\_\_ Township, \_\_\_\_\_ County

Detailed Cost Itemization

Phone: \_\_\_\_\_

## Freedom of Information Act Request Detailed Cost Itemization

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

Prepared for Request No.: \_\_\_\_\_

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

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the Township's FOIA Policies and Guidelines.

### 1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the Township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15-minute time increments as set by the Township Board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments

x \_\_\_\_\_ =

1. Labor Cost

\$ \_\_\_\_\_

### 2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

The Township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments

x \_\_\_\_\_ =

2. Labor Cost

\$ \_\_\_\_\_

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a Township employee. If contracted, use No. 3b instead).*

The Township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

This is the cost of labor of a **Township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **Township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*:  
\_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down.  
Enter below:

Number of increments

x \_\_\_\_\_ =

3a.  
Labor Cost

\$ \_\_\_\_\_

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)*

The Township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

As this Township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \_\_\_\_\_ (*currently \$8.15*).

Name of contracted person or firm: \_\_\_\_\_

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

To figure the number of increments, take the *number of minutes*:  
\_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to:  
\_\_\_\_\_ increments.  
Enter below:

Number of increments

x \_\_\_\_\_ =

3b.  
Labor Cost

\$ \_\_\_\_\_



<p><b>4. Copying / Duplication Cost:</b></p> <p>Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).</p> <p>No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:</p> <ul style="list-style-type: none"> <li>Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet</li> <li>Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet</li> </ul> <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:</p> <ul style="list-style-type: none"> <li>Other paper sizes (single and double-sided): _____ cents / dollars per sheet</li> </ul> <p><u>Actual and most reasonably economical</u> cost of <u>non-paper physical digital media</u>:</p> <ul style="list-style-type: none"> <li><b>Circle applicable:</b> Disc / Tape / Drive / Other Digital Medium    Cost per Item: _____</li> </ul> <p>The cost of paper copies <b>must</b> be calculated as a total cost per <u>sheet</u> of paper. The fee <b>cannot exceed</b> 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. <u>A Township <b>must</b> utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</u></p>	<p>Number of Sheets:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>No. of Items:</p> <p>x _____ =</p>	<p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p><b>4. Total Copy Cost</b></p> <p>\$ _____</p>
<p><b>5. Mailing Cost:</b></p> <p>The Township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.</p> <ul style="list-style-type: none"> <li>The Township <b>may</b> charge for the <u>least expensive form</u> of postal delivery confirmation.</li> <li>The Township <b>cannot</b> charge more for expedited shipping or insurance unless specifically requested by the requestor.*</li> </ul> <p>Actual Cost of Envelope or Packaging: \$ _____</p> <p>Actual Cost of Postage: \$ _____ per stamp  \$ _____ per pound  \$ _____ per package</p> <p>Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____</p> <p>*Expedited Shipping or Insurance as Requested: \$ _____</p> <p><input type="checkbox"/> * Requestor has requested expedited shipping or insurance</p>	<p>Number of Envelopes or Packages:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p>	<p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p><b>5. Total Mailing Cost</b></p> <p>\$ _____</p>
<p><b>6a. Copying/Duplicating Cost for Records Already on Township's Website:</b></p> <p>If the public body has included the website address for a record in its written response to the requestor, <u>and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media</u>, the Township will provide the public records in the specified format and may charge copying costs to provide those copies.</p> <p>No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:</p>	<p>Number of Sheets:</p>	<p>Costs:</p>

<ul style="list-style-type: none"> <li>• Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet</li> <li>• Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet</li> </ul> <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:</p> <ul style="list-style-type: none"> <li>• Other paper sizes (single and double-sided): _____ cents / dollars per sheet</li> </ul> <p><u>Actual and most reasonably economical</u> cost of <u>non-paper physical digital media</u>:</p> <ul style="list-style-type: none"> <li>• <u>Circle applicable</u>: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____</li> </ul> <p><input type="checkbox"/> Requestor has stipulated that some / all of the requested records that are <u>already available on the Township's website</u> be provided in a paper or non-paper physical digital medium.</p>	x _____ = \$ _____ x _____ = \$ _____  x _____ = \$ _____ No. of Items: x _____ = \$ _____	6a. Web Copy Cost \$ _____
<p><b>6b. <u>Labor Cost for Copying/Duplicating Records Already on Township's Website:</u></b></p> <p>This shall not be more than the hourly wage of the Township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____  OR  Hourly Wage with Fringe Benefit Cost: \$ _____ OR  Multiply the hourly wage by the percentage multiplier: _____ %  and add to the hourly wage for a total per hour rate.  The Township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor</p>	<p>To figure the number of increments, take the number of minutes:  _____, divide by _____-minute increments, and round down.  Enter below:</p> <p>Number of increments  x _____ =</p>	6b. Web Labor Cost \$ _____
<p><b>6c. <u>Mailing Cost for Records Already on Township's Website:</u></b></p> <p>Actual Cost of Envelope or Packaging: \$ _____</p> <p>Actual Cost of Postage: \$ _____ per stamp / per pound / per package</p> <p>Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____  *Expedited Shipping or Insurance as Requested: \$ _____</p> <p><input type="checkbox"/> * Requestor has requested expedited shipping or insurance</p>	<p>Number:  x _____ =  x _____ =  x _____ =  x _____ =</p>	<p>Costs:  \$ _____  \$ _____  \$ _____  \$ _____</p> <p>6c. Web Mailing Cost  \$ _____</p>

<p><b><u>Subtotal Fees Before Waivers, Discounts or Deposits:</u></b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Estimated Time Frame to Provide Records:</b></p> <p>_____ (days or date)</p> <p>The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Cost estimate  <input type="checkbox"/> Bill         </div>	<div style="display: flex; flex-direction: column; gap: 5px;"> <div>1. Labor Cost for Copying: \$ _____</div> <div>2. Labor Cost to Locate: \$ _____</div> <div>3a. Labor Cost to Redact: \$ _____</div> <div>3b. Contract Labor Cost to Redact: \$ _____</div> <div>4. Copying/Duplication Cost: \$ _____</div> <div>5. Mailing Cost: \$ _____</div> <div>6a. Copying/Duplication of Records on Website: \$ _____</div> <div>6b. Labor Cost for Copying Records on Website: \$ _____</div> <div>6c. Mailing Costs for Records on Website: \$ _____</div> <div style="margin-top: 10px;">Subtotal Fees: \$ _____</div> </div>
<p><b>Waiver: Public Interest</b></p> <p>A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the Township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <input type="checkbox"/> All fees are waived         <span style="margin: 0 10px;"><u>OR</u></span> <input type="checkbox"/> All fees are reduced by: _____ %       </div>	<p style="text-align: right;"><b>Subtotal Fees After Waiver:</b></p>	<p style="text-align: right;">\$ _____</p>
<p><b>Discount: Indigence</b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <b>OR</b></p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if <b>ANY</b> of the following apply:</p> <div style="margin-top: 10px;"> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <b>OR</b></p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Eligible for Indigence Discount       </div>	<p style="text-align: right;"><b>Subtotal Fees After Discount (subtract \$20):</b></p>	<p style="text-align: right;">\$ _____</p>
<p><b>Discount: Nonprofit Organization</b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets <b>ALL</b> of the following requirements:</p> <div style="margin-top: 10px;"> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the Township.</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Eligible for Nonprofit Discount       </div>	<p style="text-align: right;"><b>Subtotal Fees After Discount (subtract \$20):</b></p>	<p style="text-align: right;">\$ _____</p>

<p><b>Deposit: Good Faith</b>          The Township may require a good-faith deposit <u>before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.      <b>Percent of Deposit:</b> _____%</p>	<p><b>Date Paid:</b>          _____</p>	<p><b>Deposit Amount Required:</b>          \$ _____</p>
<p><b>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</b>          After a Township has granted and fulfilled a written request from an individual under this act, if the Township has not been paid in full the total amount of fees for the copies of public records that the Township made available to the individual as a result of that written request, <u>the Township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</u></p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee.          (b) The public records made available contained the information being sought in the prior written request and are still in the Township's possession.          (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.          (d) Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing.          (e) The individual is unable to show proof of prior payment to the Township.          (f) The Township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A Township <b>can no longer require an increased estimated fee deposit</b> from an individual if <b>ANY</b> of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the Township, <b>OR</b>          (b) The Township is subsequently paid in full for the applicable prior written request, <b>OR</b>          (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the Township.</p>	<p><b>Date Paid:</b>          _____</p>	<p><b>Percent Deposit Required:</b>          _____%</p> <p><b>Deposit Required:</b>          \$ _____</p>
<p><b>Late Response Labor Costs Reduction</b>          If the Township does not respond to a written request in a timely manner as required under MCL 15.235(2), the Township <b>must</b> do the following:</p> <p>(a) <b>Reduce the charges for labor costs</b> otherwise permitted by 5% for each day the Township exceeds the time permitted for a response to the request, <b>with a maximum 50% reduction</b>, if <b>EITHER</b> of the following applies:</p> <p>(i) The late response was willful and intentional, <b>OR</b></p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p><b>Number of Days Over Required Response Time:</b>          _____</p> <p><b>Multiply by 5%</b>          _____</p> <p><b>= Total Percent Reduction:</b>          _____</p>	<p><b>Total Labor Costs</b>          \$ _____</p> <p><b>Minus Reduction</b>          \$ _____</p> <p><b>= Reduced Total Labor Costs</b>          \$ _____</p>
<p>The Public Summary of the Township's FOIA Procedures and Guidelines is available free of charge from:          Website: _____ Email: _____          Phone: _____ Address: _____</p> <p style="text-align: center;"><b>Request Will Be Processed,          But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</b></p>	<p><b>Date Paid:</b>          _____</p>	<p><b>Total Balance Due:</b>          \$ _____</p>

## Jennifer Carlisle

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**From:** Lenore Zelenock [tlzteam@yahoo.com]  
**Sent:** Wednesday, June 03, 2015 10:18 AM  
**To:** Howard Fink; Jennifer Carlisle  
**Subject:** People's Express and Northfield Township - Insurance Policy

Hello Howard and Northfield Township Board Members,

As you know, People's Express (PEX) has been investigating the feasibility of acquiring a \$5 million insurance policy for only Northfield Township. Presently PEX has a \$3 million policy. Our grant agencies, AAATA and MDOT, only require a \$1 million policy. After working with our insurance company, we find that it is not economically feasible for PEX to provide \$2 million additional insurance coverage.

The \$10,000 funding from the Northfield Township that we have been discussing will help PEX provide discounted transportation rates like we do for neighboring Townships. We hope to have the opportunity to work with Northfield Township with our present \$3 million insurance policy like we do with other Townships.

Please let me know the next steps and if you have any questions.

Lenore Zelenock  
PEX Board Member  
734-395-6983



CARLISLE

WORTMAN

associates, inc.

605 S. Main Street, Ste. 1  
Ann Arbor, MI 48104

(734) 662-2200  
(734) 662-1935 Fax

**MEMORANDUM**

**TO:** Northfield Township Board of Trustees

**FROM:** Douglas J. Lewan, Community Planner  
Laura K. Kreps, Community Planner

**DATE:** June 4, 2015

**RE:** Ordinance Changes

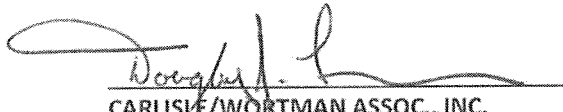
Please find attached to this memorandum please find the following Ordinance amendments approved by the Planning Commission at their June 3, 2015 Regular Meeting:

- Amendment to the ES, Enterprise Service District Ordinance to amend the permitted uses (Section 36-563) to include single-family dwellings and accessory buildings and structures. Section 36-565 F. was added to allow single-family homes within the ES district to adhere to the dimensional standards of Section 36-218 (SR-1, Single-Family Residential District Regulations and Standards).
- Zoning Map Amendment to reclassify twelve (12) parcels along Main Street and in the Horseshoe Lake area near Main Street from their current ES, Enterprise Service and/or AR, Agriculture zoning to SR-1, Single-Family Residential in accordance with the Northfield Township Master Plan.
- Amendment to Section 36-866(b), Final Site Plan Procedure, which outlines the process for filing a site plan application with the Township referencing the Township Site Plan Manual. Proposed amendments to the Northfield Township Site Plan Manual include: updating new Municode reference numbers, adding language indicating Planning Commission reviews application materials including a full plan set, and updating Township contact information.

Should there be any questions on the proposed ordinance please give me a call.

---

ES + Site Plan Manual Amendments  
June 4, 2015



CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, PCP, AICP  
Principal



CARLISLE/WORTMAN ASSOC., INC.  
Laura K. Kreps, AICP

Cc: Howard Fink, Township Manager  
Marlene Chockley, Planning Commission Chairperson

**TOWNSHIP OF NORTHFIELD  
WASHTENAW COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, AMENDING ARTICLE 36.0 – ES, ENTERPRISE SERVICE DISTRICT OF THE TOWNSHIP ZONING CODE.**

**Whereas**, this proposal has been reviewed by the Northfield Township Planning Commission and recommends approval to the Northfield Township Board of Trustees, and;

**Whereas**, the proposed zoning amendments have been duly advertised and presented at a public hearing held by the Northfield Township Planning Commission pursuant to requirements of Public Act 110 of 2006 as amended.

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that Section 36-563 of the Zoning Code, titled ES – Enterprise Service District, be amended as follows:

**SECTION 1: ZONING ORDINANCE CHANGES**

1. That Section 36-563, Permitted Uses, be amended by adding the following subsection (1).

(1) Single family dwelling and any use, building or structure accessory thereto.

2. That Section 36-565, Regulations and Standards, be amended by adding the following subsection (6).

(6) SINGLE-FAMILY DWELLINGS – Single-family dwellings within the ES district must adhere to the dimensional standards in Section 36-218.

**SECTION 2: 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 3: EFFECTIVE DATE**

The provisions of this Zoning Code amendment are hereby ordered to take effect seven (7) days 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 12th day of June, 2015.



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

---

Marilyn Engstrom, Supervisor

ATTEST:

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Angela Westover, Clerk

I, Angela Westover, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the 12th day of June, 2015. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2015, and;

- C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Angela Westover, Clerk

**ARTICLE XX**  
**ES - ENTERPRISE SERVICE DISTRICT**

**Section 36-562     PURPOSE**

- (a) It is recognized by this Ordinance that the value to the public of designating certain areas of the Township for a compatible mixture of business/service uses is represented in the employment opportunities to the citizens and the resultant economic benefits to the Township. These uses are characterized by an insignificant amount of such nuisance factors as noise, heat, glare, and emission of air pollutants.
- (b) This district has been located within the Township to permit the development of this compatible mixture of business uses, to protect the adjacent residential property against the encroachment of incompatible uses, and to lessen congestion on public street and highways. To these ends, certain uses which would function more effectively in other districts and would interfere with these activities and the purpose of this district, have been excluded. This district is intended for uses which may have a functional and/or economic relationship to Commercial and Industrial zoning districts but not clearly definable as either. Common points of ingress and egress between adjacent parcels are encouraged.

**Section 36-563     PERMITTED USES**

The following building and structures and uses of parcels, lots, buildings and structures are permitted within this district, provided that materials and equipment to be used in the principal business and products resulting from the principal business shall be stored entirely within completely enclosed buildings:

- (1)     Single family dwelling and any use, building or structure accessory thereto.
- ~~(+)(2)~~ (2) Offices of architects, engineers, surveyors, and similar professionals, provided that no trucks, drillings, rigs, and similar vehicles shall be stored on the premises and provided that no materials or field equipment shall be stored outdoors on the premises.
- ~~(2)(3)~~ (3) Executive, administrative, legal, accounting, insurance, real estate and similar offices at a scale that will not generate off-street parking resulting in excessive

traffic generated from the use which would be incompatible with the purpose of this district.

~~(3)~~(4) A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery.

~~(4)~~(5) Public buildings.

~~(5)~~(6) Primary and secondary schools.

~~(6)~~(7) Minor automotive repair facilities, subject to the requirements of Section 36-712.

~~(7)~~(8) Commercial recreation facilities including indoor theaters, bowling alleys, skating rinks, racket clubs.

~~(8)~~(9) Contractor wholesale supply when in conjunction with general retail sales of items including electrical, plumbing, lumber, and/or garden supplies.

~~(9)~~(10) Printing, lithographic, blueprinting and similar uses.

~~(10)~~(11) Equipment services, including repair; radio and television, electrical appliance shop, plumber, electrician and other similar services and trades.

~~(11)~~(12) Personal services including barber shop and beauty salon, medical and dental clinics, music studios, banks and saving and loan associations, (without drive in facilities), and other similar uses.

~~(12)~~(13) A sign, only in accordance with the regulations specified in Article XXVI.

~~(13)~~(14) An accessory use, building or structure.

#### **Section 36-564    CONDITIONAL USES**

The following buildings and structures and uses of parcels, lots, buildings and structures are permitted subject to obtaining a conditional use permit as provided in Article XXVII.

- (1) Automotive service station, including minor repair service, subject to the requirements of Section 36-712.

- (2) Warehousing and material distribution centers, provided all products and materials are enclosed within a building.
- (3) Mini-Warehousing, subject to the requirements of Section 36-736.
- (4) Hospitals.
- (5) Convalescent Centers.
- (6) A dwelling unit combined with an office, provided that the proprietor of the office resides in the dwelling unit.

**Section 36-565 REGULATIONS AND STANDARDS**

- (1) LOT AREA - No building or structure shall be established on any lot less than one (1) acre in area, except where a lot is served with a central sanitary sewerage system, in which case there shall be provided a minimum lot area of twenty thousand (20,000) square feet.
- (2) LOT WIDTH - The minimum lot width for lots served with a central sanitary sewerage system shall be eight (80) feet. Where a lot is not so served, the minimum lot width shall be one hundred and fifty (150) feet.
- (3) LOT COVERAGE - The maximum lot coverage shall not exceed twenty-five (25%) percent.
- (4) YARD AND SETBACK REQUIREMENTS
  - a. Front Yard: thirty (30) feet.
  - b. Side Yards: least width of either yard shall not be less than fifteen (15) feet, except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than thirty (30) feet.
  - c. Rear Yard: not less than thirty-five (35) feet.
  - d. The above requirements shall apply to every lot, building or structure.
- (5) HEIGHT - Except as is otherwise provided in this Ordinance, no building shall exceed a height of forty-five (45) feet.

(6) SINGLE-FAMILY DWELLINGS – Single-family dwellings within the ES district must adhere to the dimensional standards in Section 36-218.

~~(6)~~(7) OUTDOOR STORAGE - No outdoor storage of materials and equipment is permitted within this district. All such materials, equipment, and products for any permitted principal or conditional use within this district shall be stored entirely within completely enclosed buildings.

~~(7)~~(8) TRANSITION STRIPS

1. On every lot in the district which abuts a lot in a recreation-conservation, agricultural, and residential district there shall be provided a transition strip. Such transition strip shall be not less than fifteen (15) feet in width, shall be provided along every lot line, except a front lot line, which abuts a lot in such districts, shall not be included as part of the yard required around a building or structure, and shall be improved, when said lot in this district is improved, with a screen, wall or hedge not less than four (4) feet nor more than eight (8) feet in height.

2. A use or structure on any lot in this district fronting a public road, street or right-of-way shall provide in addition to and as an integral part of any site development on the front yard, a landscaped strip of land twenty (20) feet or more in depth; such landscaped strip to be defined by a curb, and designed to provide access to the lot and separate off-street parking areas from the public right-of-way.

~~(8)~~(9) Required Off-Street Parking - As required in Article XXV.

~~(9)~~(10) Required Site Plan Review - As required in Article XXVIII.

~~(10)~~(11) Supplemental Regulations - As required in Article XXIV.

**TOWNSHIP OF NORTHFIELD  
WASHTENAW COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN,  
AMENDING THE TOWNSHIP ZONING MAP.**

**Whereas**, this proposal has been reviewed by the Northfield Township Planning Commission and recommends approval to the Northfield Township Board of Trustees, and;

**Whereas**, the proposed zoning amendments have been duly advertised and presented at a public hearing held by the Northfield Township Planning Commission pursuant to requirements of Public Act 110 of 2006 as amended.

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that the Township Zoning Map be amended as follows:

**SECTION 1: ZONING MAP CHANGES**

1. That the twelve (12) parcels listed below along the east side of Main Street and in the Horseshoe Lake area be reclassified from their current ES, Enterprise Service and/or AR, Agriculture zoning to SR-1, Single-family Residential in accordance with the Northfield Township Master Plan. (see included map)

- B-02-08-360-010	20 Schrum Dr.
- B-02-08-360-011	9 Greenland St.
- B-02-08-368-003	12 Greenland St.
- B-02-08-368-018	8100 Main St.
- B-02-08-368-999	Vacant – Main St.
- B-02-08-368-017	8082 Main St.
- B-02-08-368-016	59 Lakeview Ave.
- B-02-08-368-008	Vacant – Lakeview Ave.
- B-02-08-368-009	Vacant – Main St.
- B-02-08-368-014	Vacant – Main St.
- B-02-08-368-013	Vacant – Main St.
- B-02-08-368-012	8027 Main St.

**SECTION 2: 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 3: EFFECTIVE DATE

The provisions of this Zoning Code amendment are hereby ordered to take effect seven (7) days 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 12th day of June, 2015.

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

---

Marilyn Engstrom, Supervisor

ATTEST:

---

Angela Westover, Clerk



I, Angela Westover, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the 12th day of June, 2015. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

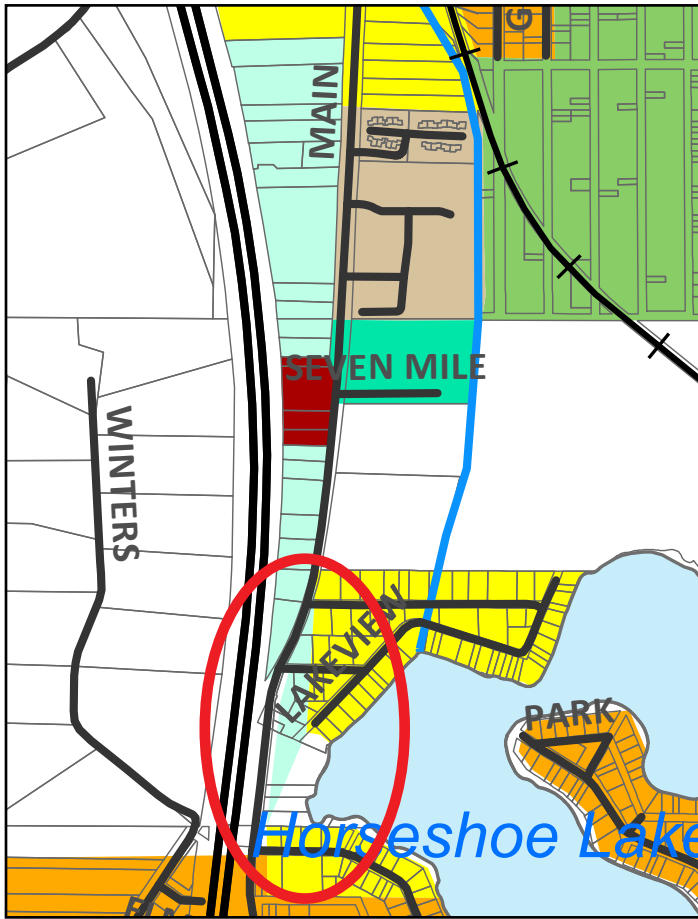
- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, and;

- C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

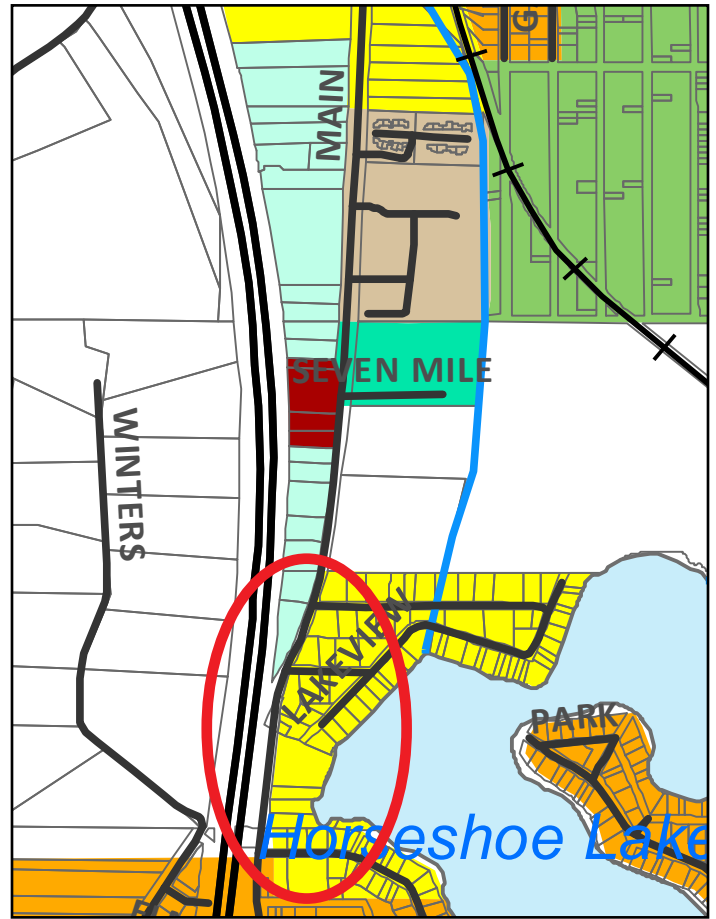
NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Angela Westover, Clerk

## EXISTING



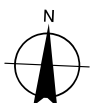
## PROPOSED



AR - Agriculture	GI - General Industrial
LR - Low Density Residential	RTM - Research/Technology/Manufacturing
SR1 - Single-Family Residential	ES - Enterprise Service
SR2 - Single-Family Residential	PUD - Planned Unit Development
MR - Multiple Family Residential	PSC - Planned Shopping Center
MHP - Mobile Home Park	RC - Recreation Conservation
LC - Local Commercial	WLD-DD - Whitmore Lake Downtown
GC - General Commercial	WLD-NV - Whitmore Lake North Village
HC - Highway Commercial	WLD-W - Whitmore Lake Waterfront
LI - Limited Industrial	Whitmore Lake/North Territorial Overlay District

# DRAFT ZONING DISTRICTS MAP

*Northfield Township  
Washtenaw County, Michigan*



**TOWNSHIP OF NORTHFIELD  
WASHTENAW COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, AMENDING SECTION 36-866(b), FINAL SITE PLAN PROCEDURE, OF THE TOWNSHIP ZONING CODE.**

**Whereas**, this proposal has been reviewed by the Northfield Township Planning Commission and recommends approval to the Northfield Township Board of Trustees, and;

**Whereas**, the proposed zoning amendments have been duly advertised and presented at a public hearing held by the Northfield Township Planning Commission pursuant to requirements of Public Act 110 of 2006 as amended.

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that Section 36-866(b) of the Zoning Code, Final Site Plan Procedure Manual, be adopted by reference and included with this ordinance:

**SECTION 1: Final Site Plan Procedure Manual Changes**

1. That the following changes to the Final Site Plan Procedure Manual as summarized below be made by reference through this ordinance.
  - a. Update reference numbers to coincide with codification numbers.
  - b. Language added to indicate that the Planning Commission reviews application materials including a full plan set.
  - c. Update Township contact information.

**SECTION 2: 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 3: EFFECTIVE DATE**

The provisions of this Zoning Code amendment are hereby ordered to take effect seven (7) days 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 12th day of June, 2015.

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

---

Marilyn Engstrom, Supervisor

ATTEST:

---

Angela Westover, Clerk

I, Angela Westover, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the 12th day of June, 2015. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

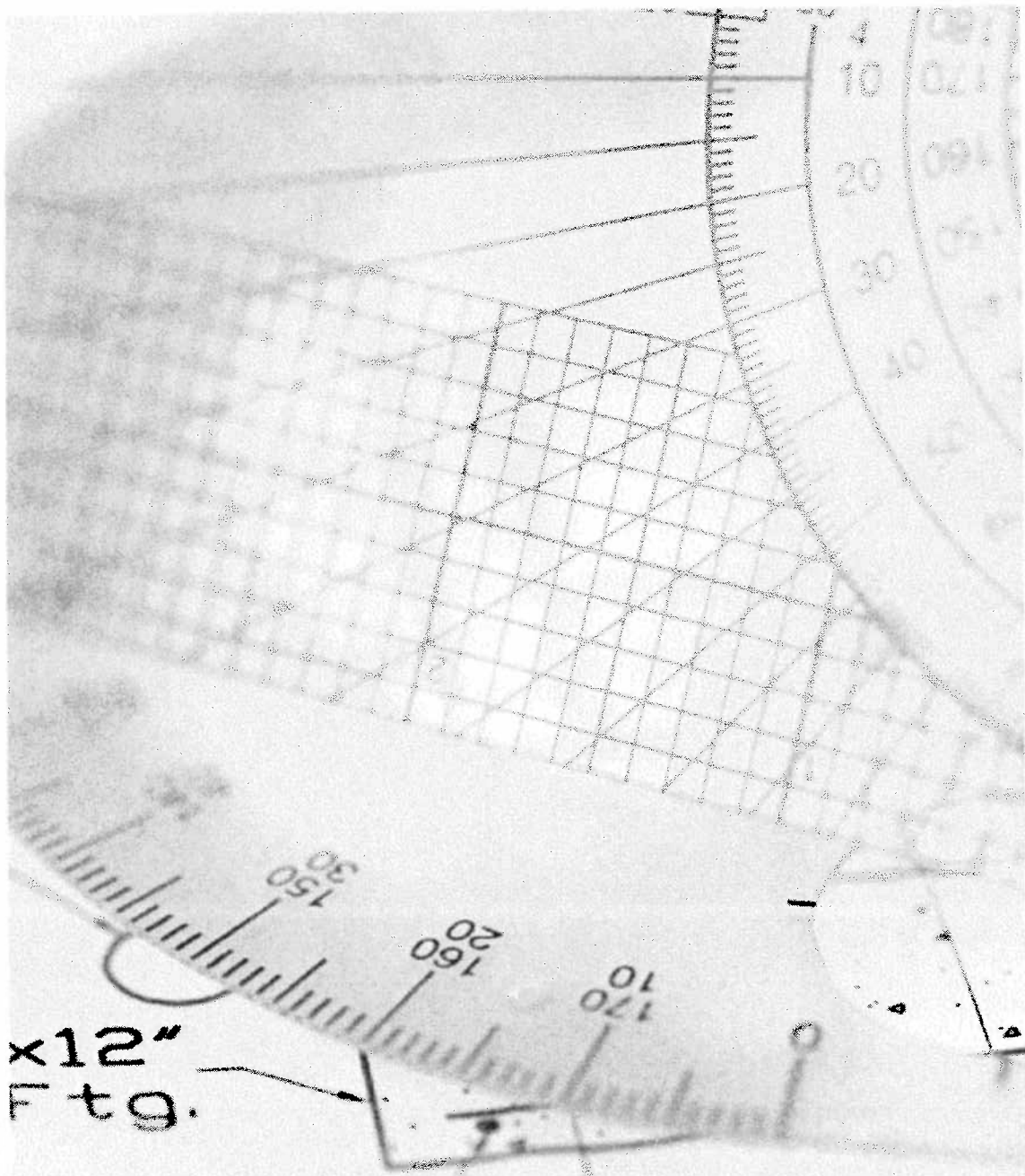
\_\_\_\_\_

- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, and;

- C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Angela Westover, Clerk



**Northfield Township Site Plan Process Manual**  
**2015**



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## Overview

The Township of Northfield utilizes the Site Plan Process as a tool to ensure the highest quality of site design, engineering efficiency, building architecture and landscape development. In implementing this process, the Township endeavors to protect the interests of all parties involved.

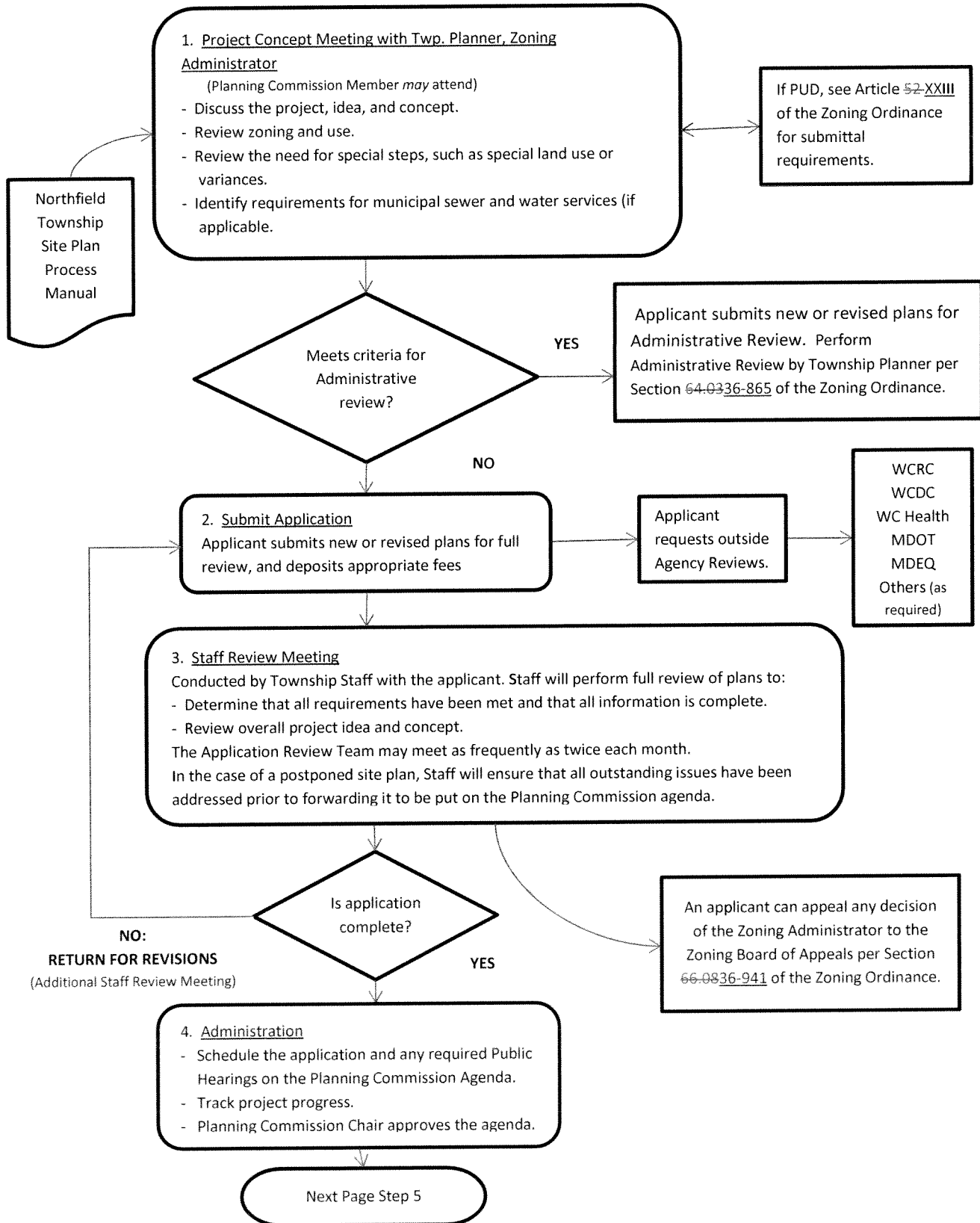
The purpose of the Site Plan Process Manual is to provide a step by step guide through the administration of the site plan process in Northfield Township.

A description of the usual submission requirements is included as a guide for applicants wishing to submit site plans. Please note that these requirements may vary based on site specific circumstances.

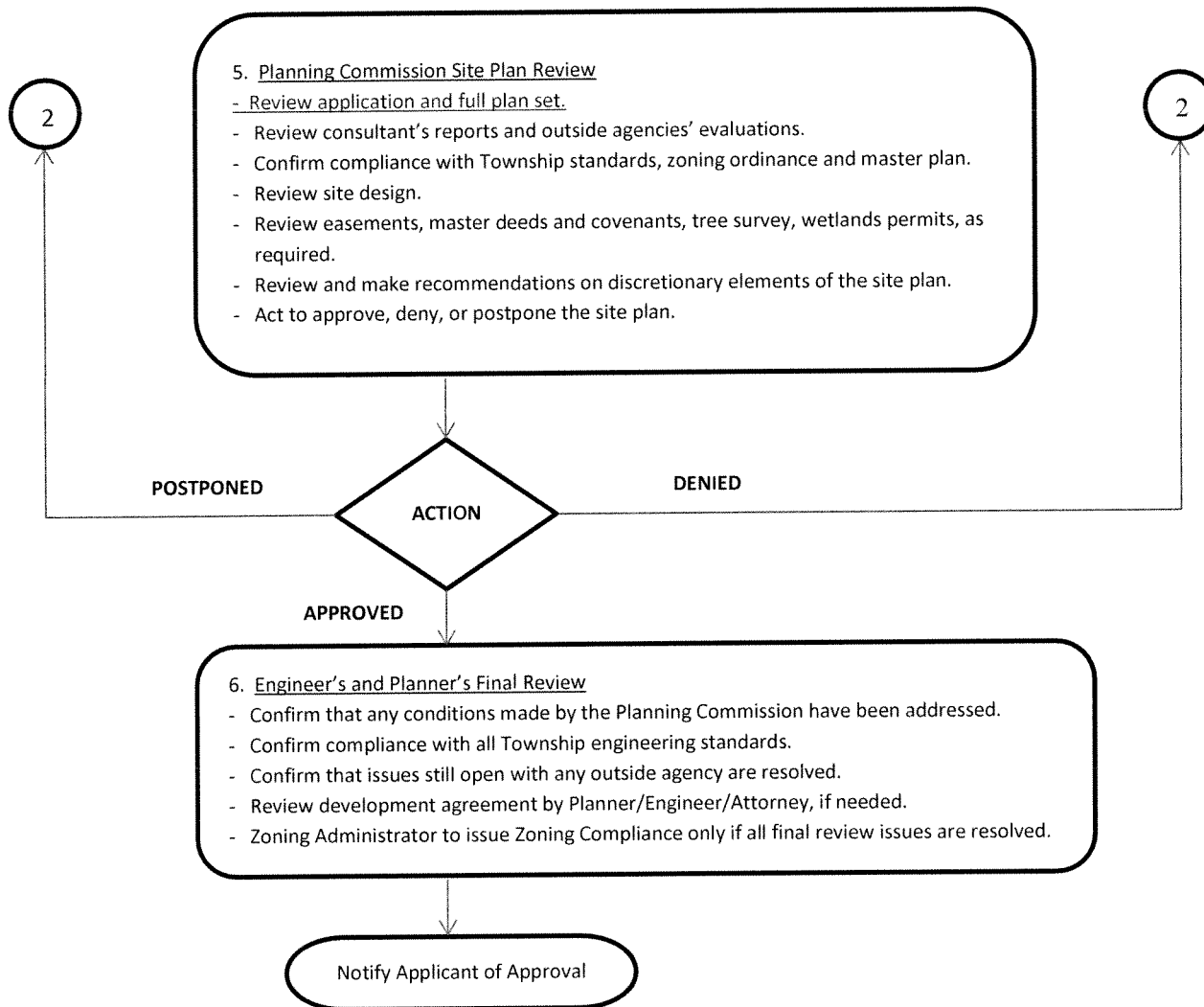
Applicants should review the Site Plan Process Manual thoroughly (along with other relevant documents) to reduce the amount of time spent on plan revisions and to fully understand Northfield Township requirements.

It should be recognized that this Site Plan Manual does not supersede or preempt any part of Article ~~64XXVIII~~, Site Plan Review, of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review Article ~~64XXVIII~~.

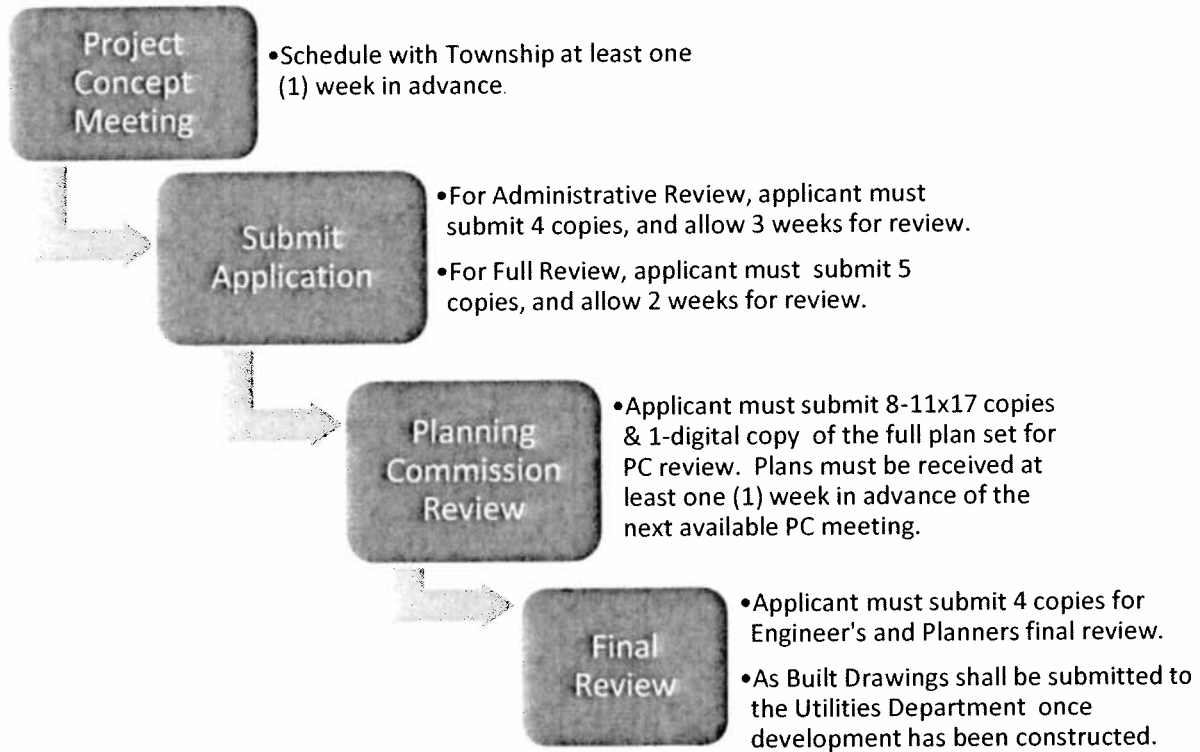
# Flowchart



## Flowchart (continued)



## Timeline



## Project Concept Meeting with Township Planner & Zoning Administrator

Applicants shall present and discuss a concept site plan with the Township Planner before submitting a formal Site Plan application.

The Concept Meeting will:

1. Identify the Applicant's contact information for all future communications.
2. Familiarize the Applicant with policy and procedural matters.
3. Identify other approvals or permits required from outside agencies.
4. Allow the Applicant and Township Staff to discuss the proposal and to revise the site plan concept and/or application, if needed, prior to submission.
5. Review submission requirements, zoning, landscaping, engineering and architectural design issues.
6. Identify relevant historical, cultural and physical land features.

The Concept Meeting Form in Appendix 2 shall be completed during the Concept Meeting by Township Staff.

## Submit Application

Proposed site plans will be reviewed using one of the following three (3) processes:

1. Site Plan Review (Section 64.0436-866 of the Township Zoning Ordinance).  
*Also, all applicable information contained in Appendices 3 & 4 in this manual must be provided on the proposed plan.*
  - a. Site Plan Review and approval is required for all proposed uses and/or structures within the Township except for detached single-family dwellings and farm buildings.
  - b. Site Plan Review and approval is required for existing uses and/or structures, except detached single-family dwellings and farm buildings, where an alteration to the existing use or structure would result in one of the following:
    - 1) An increase or reduction of the floor area of a structure or land area occupied by the use.
    - 2) A change of use, even if the change of use is permitted in the subject zoning district.
    - 3) A variance from the provisions of this Ordinance, regardless of its size.

*If it is determined by the Township Zoning Administrator that a Site Plan Review is required, the applicant must complete and submit a Site Plan Application to the Township.*

2. Administrative Review (Section 64.0336-865 of the Township Zoning Ordinance).

The Zoning Administrator may review site plans without submission to the Planning Commission in the following cases:

- a. Expansion or reduction of an existing, conforming structure or use that is five percent (5%) of the existing square footage or two thousand (2,000) square feet whichever is less.
- b. Provision for additional parking, loading/unloading spaces, and landscape improvements as required by the Zoning Ordinance.

3. Amendment to an Approved Site Plan (Section 64.0736-869 of the Township Zoning Ordinance).

A site plan may be amended upon application and in accordance with the provisions and procedures provided in Section 64.04 of the Northfield Township Zoning Ordinance. Site Plans amended in order to be brought into compliance with the requirements of governmental agencies or authorities other than Northfield Township, are subject to the provisions of the Ordinance. The Township Zoning Administrator shall have the authority to determine if a proposed change is substantive and therefore requires an amendment to the approved site plan.

## Staff Review Meeting

The application review is conducted by the Application Review Team together with the applicant and will:

1. Determine that all requirements have been met and that all information is complete, including the additional requirements of Appendices 3 & 4 attached herein.
2. Review the overall idea and concept of the development.
3. Review the need for special steps, such as special land use or variances.
4. Identify requirements for municipal sewer and water services.

The Application Review Team may meet as frequently as twice each month and shall include any combination of the following staff members as necessary for the review of the project:

- Township Zoning Administrator
- Township Utilities Director
- Township Planner
- Various County Agencies, as needed
- Township Engineer

## Administration

After the Application Review Team agrees that the application is administratively complete, the Township Staff will:

1. Schedule the application on the Planning Commission's meeting agenda.
2. Track project progress.
3. Assemble outside agency reviews including: WCRC, WCDC, WC Health, MDOT, MEDQ, and others as required.

*Note: The Planning Commission Chair approves the agenda.*

## Planning Commission Site Plan Review

The Northfield Township Planning Commission will review the full plan set and application materials to:

1. Confirm compliance with Township standards, Zoning Ordinance and Master Plan.
2. Review site design.
3. Review easements, master deeds and covenants, tree surveys and wetlands permits.
4. Review and make recommendations on discretionary elements on the site plan as permitted by the Northfield Township Zoning Ordinance.
5. Review Township Engineer's, Township Planner's, Fire Chief's and outside agencies' evaluations.
6. Take action on the pending site plan. The Planning Commission may approve, table for future review, or deny each site plan request.

## Engineer's and Planner's Final Plan Review

After Planning Commission approval, the applicant shall provide all site plan information previously submitted and all applicable information as required in Appendix 5 of this manual.

The Engineer's and Planner's final review will:

1. Confirm compliance with all Township engineering standards.
2. Confirm that issues still open with any outside agency are resolved.
3. Review development agreement by Planner/Engineer/Attorney.

*Please note that all final review issues will have to be resolved before Zoning Compliance can be obtained.*

Once the Engineer and Planner have reviewed and approved the final plans, four (4) copies of the approved plans will be signed and placed on file/distributed.

## **APPENDIX 1 – SITE PLAN APPLICATION**





**NORTHFIELD TOWNSHIP****SITE PLAN REVIEW APPLICATION****PROJECT NAME:****PROJECT ADDRESS:****Applicant Information:**

Name:

Address:

Phone:

Email:

**Owner Information:**

Name:

Address:

Phone:

Email:

If the applicant is not the property owner, then a statement from the owner **MUST** be attached authorizing the application.Proof of ownership **OR** Statement if applicant is not owner is attached. ☐

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

**PROPERTY DESCRIPTION****Legal Description:** ☐ Attached ☐ On Site Plan**Parcel ID(s):****Description of Proposed Use:****Total Acreage of Site:****Total Floor Area:**

Existing:

Proposed:

**Height of Structure(s) (in stories & feet):****Sanitary Facilities:** ☐ Sewer ☐ Septic**Water:** ☐ Municipal ☐ Private Well**Zoning Classification(s):**☐ RC ☐ AR ☐ LR ☐ SR1 ☐ SR2 ☐ MR ☐ VC ☐ LC ☐ GC ☐ ES ☐ HC ☐ GI ☐ LI ☐ Other \_\_\_\_\_**SITE PLAN REVIEW OPTIONS****Administrative Site Plan Review:**

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

**Site Plan Review:**

- ☐ New Construction
- ☐ Building Addition

**Development Plan Review:**

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

**Amendment to Approved Site Plan or Development Plan:**

- ☐ Site Plan
- ☐ Development Plan

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

Application # \_\_\_\_\_

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

## **APPENDIX 2 – CONCEPT MEETING FORM / MEETING CONTACT LIST**



# NORTHFIELD TOWNSHIP

## CONCEPT MEETING FORM

### PROJECT NAME:

### Applicant Contact Information:

Name:

Address:

Phone:

Facsimile:

Email:

### MEETING AGENDA

The following items should be discussed during the project concept meeting. This form should be completed during the project concept meeting and distributed to all parties.

Review of policy and procedural matters including scheduling.

☐

Review required outside agency reviews and approvals.

☐

Review all submission requirements including the Northfield Township Site Plan Process Manual and all checklists.

☐

Review of the concept plan including any general zoning, landscaping, engineering and architectural design issues.

☐

Identify relevant historic, cultural and physical land features.

☐

Indicate to the applicant if a second project concept meeting will be required prior to apply for full site plan approval.

☐

### AUTHORIZING SIGNATURES

By signing below I attest to the fact that each of the above items was discussed at the project concept meeting:

Applicant: \_\_\_\_\_

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

Township Staff: \_\_\_\_\_

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

*Please attach the project concept meeting sign-in sheet to this form.*



# NORTHFIELD TOWNSHIP

## CONCEPT MEETING CONTACT LIST

**PROJECT NAME:**

**Meeting Date:**

### APPLICANT / OWNER / REPRESENTATIVES

	Name	Phone	Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### TOWNSHIP STAFF

1.			
2.			
3.			
4.			
5.			
6.			
7.			

The above persons attended the concept meeting for the project listed above.

Applicant: \_\_\_\_\_

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

Township Staff: \_\_\_\_\_

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

*Please attach to the the project concept meeting form.*





**APPENDIX 3 – SITE PLAN REVIEW CHECKLIST**



# NORTHFIELD TOWNSHIP

## SITE PLAN REVIEW CHECKLIST

### PROJECT NAME:

A Site Plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation as provided in Article ~~64XXVIII~~. Site plans shall consist of an overall plan for the entire development.

Five (5) full size plan sets shall be submitted of at least 24" x 36". In addition to the five (5) full size plan sets, ten (10) reduced plan sets of 12" x 18" shall be submitted for review, with the required review fee and application forms.

The following minimum information shall be included on all site plans submitted to Northfield Township:

### GENERAL INFORMATION

<b>Contact Info</b>	Development Team information including Proprietors', Applicants', and Owners' names, addresses and telephone numbers.	<input type="checkbox"/>
<b>Title Block</b>	Name, address and telephone number of the site plan preparer, project name, and date (month, day, year) including revisions.	<input type="checkbox"/>
<b>Location Map</b>	A location map drawn at a scale of 1"=2,000' with north point, and indicating the proximity of the site to major roads and intersections.	<input type="checkbox"/>
<b>Scale / North Point</b>	Plans shall be drawn to a scale not greater than 1"=20' nor less than 1"=200'. A north arrow shall be indicated on all pages.	<input type="checkbox"/>
<b>Legal Description</b>	A legal description and certified survey of all subject parcels. Where a metes and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon the boundary survey prepared by a registered surveyor and shall correlate to the legal description.	<input type="checkbox"/>
	General description of deed restrictions, if any.	<input type="checkbox"/>
<b>Professional Seal</b>	The plans shall be sealed by a registered architect, engineer, landscape architect or planner.	<input type="checkbox"/>
<b>Existing Features to include:</b>	Existing lot lines, building lines, structures, parking areas, etc., on the parcel(s), and within 100 feet of the site.	<input type="checkbox"/>
	Existing and proposed lot line dimensions and lot area.	
	Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts. Provide a clear indication of improvements to remain or be removed.	<input type="checkbox"/>
	Centerline and existing and proposed right-of-way lines of any street.	<input type="checkbox"/>
	Owner, use and zoning classification and land use of petitioner's parcel(s) and all abutting parcels. Location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.	<input type="checkbox"/>
	Gross and net acreage figures; total ground floor area and lot coverage (percent); floor area ratio.	<input type="checkbox"/>
	Proximity to major thoroughfares and section corners.	<input type="checkbox"/>

### PHYSICAL FEATURES

<b>Structures</b>	Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; all required setbacks; distances between buildings; height in feet and stories; finished floor elevations and contact grade elevations.	<input type="checkbox"/>
<b>Streets / Drives</b>	Name, right-of-way, location and alignment of all proposed streets and drives; rights-of-way; surface type and width; location and typical detail of curbs; turning lanes with details; location, width, surface elevations and grades of all entries and exits; curve radii.	<input type="checkbox"/>
	Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted.	<input type="checkbox"/>

	Designation of fire lanes.	<input type="checkbox"/>
<b>Parking</b>	Location and dimensions of proposed parking lots; parking calculations; number of spaces in each lot; dimensions of spaces and aisles; angle of spaces; drainage pattern; surface type.	<input type="checkbox"/>
<b>Landscaping</b>	Landscape plan showing location and size of plant materials of all existing and proposed plant materials.	<input type="checkbox"/>
	Location and description of all existing and proposed landscaping berms, fencing and walls.	<input type="checkbox"/>
	Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.	<input type="checkbox"/>
	Location and type of proposed screens and fences; height, typical elevation and vertical selection of screens, showing materials and dimensions.	<input type="checkbox"/>
<b>Pathways</b>	Location, width and surface of proposed sidewalks and pedestrian ways.	<input type="checkbox"/>
<b>Trash Receptacles</b>	Location of existing and proposed outdoor trash container enclosures; size, typical elevation and vertical section of enclosures; showing materials and dimensions.	<input type="checkbox"/>
<b>Exterior Lighting</b>	A lighting plan prepared in accordance with Section <del>60.34</del> <u>36-728</u>	<input type="checkbox"/>
<b>Signs</b>	Location, dimensions, area and height of proposed signs.	<input type="checkbox"/>
<b>Service Facilities</b>	Location of existing and proposed service facilities above and below ground, including: <ol style="list-style-type: none"> <li>1. Well sites;</li> <li>2. Septic systems and other wastewater treatment systems. The location of the septic tank and drain field (soil absorption system) should be clearly distinguished;</li> <li>3. Chemical and fuel storage tanks and containers;</li> <li>4. Storage, loading and disposal areas for chemicals, hazardous substances, salt and fuels;</li> <li>5. Water mains, hydrants, pump houses, standpipes and building;</li> <li>6. Sanitary sewers and pumping stations (General Information);</li> <li>7. Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes (General Information); and</li> <li>8. Location of all easements.</li> </ol>	<input type="checkbox"/>
<b>Historic Places</b>	Historic structures as identified by the State of Michigan and/or National Registry of Historic Places pursuant to U.S. Department of the Interior review.	<input type="checkbox"/>
<b>Other</b>	Any other pertinent physical features.	<input type="checkbox"/>
<b>NATURAL FEATURES</b>		
<b>General</b>	Existing natural features such as trees, wooded areas, streams, marshes, ponds and other wetlands. A clear indication of all natural features to remain and to be removed shall be provided.	<input type="checkbox"/>
<b>Soil</b>	Soil characteristics of the parcel(s) to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Washtenaw County, Michigan"	<input type="checkbox"/>
	A description of measures to control soil erosion and sedimentation during grading and construction operations until a permanent ground cover is established. Such plan shall be approved by the County Soil Erosion and Sedimentation Control Agent.	<input type="checkbox"/>
	Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.	<input type="checkbox"/>
<b>Topography</b>	Existing topography with a maximum contour interval of two (2) feet. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated.	<input type="checkbox"/>
	A grading plan showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading. All finished contour lines are to be connected to existing contour lines at or before the property lines.	<input type="checkbox"/>
<b>Wetlands / Drainage</b>	Location of existing drainage courses and associated bodies of water, on and off-site, and their elevations.	<input type="checkbox"/>

	Location of existing wetlands, regardless of whether State regulated or not.	<input type="checkbox"/>
	Location of flood plains pursuant to Township FEMA maps.	<input type="checkbox"/>
	Township groundwater recharge areas as they relate to the plan.	<input type="checkbox"/>
<b>Woodlands</b>	Groups of trees shall be shown by an approximate outline of the total canopy; individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located on the site plan.	<input type="checkbox"/>
	Listing of rare or endangered species of flora or fauna, as identified by the State of Michigan and/or the Michigan Natural Feature Inventory (MNFI).	<input type="checkbox"/>
	A tree replacement plan in accordance with Section <del>60-2636-723</del> F and H.	<input type="checkbox"/>
<b>Natural Features Impact Statement</b>	When at least one (1) natural feature is determined to exist on-site, a Natural Features Impact Statement in accordance with Section <del>60-2636-723</del> B.4. must be provided.	<input type="checkbox"/>
<b>ADDITIONAL REQUIREMENTS FOR RESIDENTIAL DEVELOPMENTS</b>		
	Dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.	<input type="checkbox"/>
	Designation of units by type and number of units in each building.	<input type="checkbox"/>
	Carport locations and details where proposed	<input type="checkbox"/>
	Specific amount, location and type of facilities in all existing and proposed recreation areas.	<input type="checkbox"/>
	Details of any community buildings and fencing of swimming pool(s) if proposed.	<input type="checkbox"/>
<b>ADDITIONAL REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL DEVELOPMENTS</b>		
	Loading / unloading areas.	<input type="checkbox"/>
	Gross and usable floor area.	<input type="checkbox"/>
	Number of employees in peak usage.	<input type="checkbox"/>



## **APPENDIX 4 – LANDSCAPE PLAN REVIEW CHECKLIST**





# NORTHFIELD TOWNSHIP

## LANDSCAPE PLAN REVIEW CHECKLIST

### PROJECT NAME:

A separate detailed landscape plan shall be submitted as part of the site plan review process. On sites of greater than one (1) acre, landscape plans shall be prepared and sealed by a registered landscape architect licensed in the State of Michigan.

The landscape plan shall be included as a part of the overall site plan and shall meet the submittal requirements outlined in the Northfield Township Site Plan Review Checklist. The checklist provided below is only a general guide to the detailed requirements of Section ~~60-2536-722~~ of the Northfield Township Zoning Ordinance. The applicant must meet the detailed standards of Section ~~60-2536-722~~ as a part of any site plan submittal.

The landscape plan shall include, but not necessarily be limited to, the following items as detailed in Section ~~60-2536-722~~ of the Northfield Township Zoning Ordinance.

### LANDSCAPE PLAN INFORMATION

1.	Existing and proposed topography, by contours, correlated with the grading plan.	<input type="checkbox"/>
2.	Location, type, size and condition of existing plant material to be saved, moved, or removed; proposed means of protecting existing plant materials during construction.	<input type="checkbox"/>
3.	Location of proposed plant materials; a planting list of proposed materials, showing sizes, height, botanical and common names, spacing, and root type (bare root or balled and burlapped).	<input type="checkbox"/>
4.	Location of all proposed improvements as shown on the site plan.	<input type="checkbox"/>
5.	Sections, elevations, plans and details of landscape elements, such as berms, walls, ponds, retaining walls and tree wells.	<input type="checkbox"/>
6.	Proposed planting dates.	<input type="checkbox"/>
7.	Irrigation system plan for watering and draining landscape areas.	<input type="checkbox"/>
8.	Planting and staking details, in text or graphic form, explaining the method of installation, type and depth of mulch, and any special planning requirements.	<input type="checkbox"/>
9.	Typical straight cross-section including slope, height and width of berms.	<input type="checkbox"/>
10.	Buffering between land uses and adjacent to existing natural features.	<input type="checkbox"/>
11.	Parking lot landscaping.	<input type="checkbox"/>
12.	Subdivision and site condominium landscaping.	<input type="checkbox"/>
13.	General site landscaping.	<input type="checkbox"/>
14.	Refuse container screening.	<input type="checkbox"/>
15.	Miscellaneous landscape requirements.	<input type="checkbox"/>



## **APPENDIX 5 – CONSTRUCTION / ENGINEERING PLANS CHECKLIST**



# NORTHFIELD TOWNSHIP

## DETAILED CONSTRUCTION AND ENGINEERING PLANS REVIEW CHECKLIST

**PROJECT NAME:**

After a site plan has been approved, the following minimum information shall be included on all detailed construction and engineering plans submitted to Northfield Township.

The design of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers and other site improvements must meet the design and construction standards of Northfield Township and other appropriate agencies.

### CONSTRUCTION AND ENGINEERING PLAN INFORMATION

1.	Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities.	<input type="checkbox"/>
2.	Location and size of retention ponds and degrees of slope of sides of ponds.	<input type="checkbox"/>
3.	Calculations for size of storm drainage facilities.	<input type="checkbox"/>
4.	Location of electricity and telephone poles and wires.	<input type="checkbox"/>
5.	Location and size of underground tanks where applicable.	<input type="checkbox"/>
6.	Location and size of outdoor incinerators.	<input type="checkbox"/>
7.	Location and size of wells, septic tanks and drain fields, where applicable.	<input type="checkbox"/>
8.	Name, location, alignment and right-of-way of existing and proposed streets and drives on or adjacent to the property; surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of the proposed development.	<input type="checkbox"/>
9.	Typical cross-sections of all proposed streets and drives showing surface, base and sub-base materials, dimensions and slopes.	<input type="checkbox"/>
10.	Location and dimensions of existing and proposed parking lots; drainage patterns; and typical cross-sections showing surface, base and sub-base materials.	<input type="checkbox"/>
11.	Location, width and surface of all proposed sidewalks and pedestrian ways; typical cross-sections showing surface, base and sub-base materials.	<input type="checkbox"/>
12.	Right-of-way reservation or dedication is to be clearly noted. Dedication of right-of-way shall be executed or provisions made.	<input type="checkbox"/>
13.	Other requirements:	
14.	Comments:	



## **APPENDIX 6 – ZONING COMPLIANCE APPLICATION / INSPECTION REPORT FORM**





**NORTHFIELD TOWNSHIP****ZONING COMPLIANCE APPLICATION / CERTIFICATION**

Zoning Compliance is required prior to new construction or alterations to an existing structure. Zoning Compliance is required prior to occupancy.

This application must be accompanied by two (2) copies of scale site plans meeting the information requirements of the Zoning Administrator.

Applications for zoning compliance certificates shall be deemed abandoned six (6) months after the date of filling unless diligently pursued or a building permit or certificate of occupancy is issued.

Any certificate shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after commencement of work.

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**PARCEL ID(S):** \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If application is made by other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.

Proof of ownership **OR** Affidavit if applicant is not owner is attached. ☐

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

**PROPERTY DESCRIPTION**

**Description of Proposed Use:** \_\_\_\_\_

**Sanitary Facilities:** ☐ Sewer Sewer Tap Permit # \_\_\_\_\_ ☐ Septic WCHD Permit # \_\_\_\_\_

**Zoning Classification(s):**

☐ RC ☐ AR ☐ LR ☐ SR1 ☐ SR2 ☐ MR ☐ VC ☐ LC ☐ GC ☐ ES ☐ HC ☐ GI ☐ LI ☐ Other \_\_\_\_\_

**Type of Construction / Alteration:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_

**Project Completion Date:** \_\_\_\_\_

**PC / ZBA Case #(s):** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AUTHORIZED SIGNATURE**

In the case of a false statement or misrepresentation of fact in the application or on the plans on which the certificate is based, any zoning compliance certificate issued thereto shall be null and void.

I hereby acknowledge the above facts and those on the attached site sketch and prints to be true to the best of my

Application # \_\_\_\_\_

knowledge and state that said construction and/or occupancy of the structure and/or site shall occur in accordance with this certificate. Further, I agree to give permission for officials of Northfield Township, Washtenaw County and the State of Michigan to enter the property for the purposes of inspection.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Received Date:

Existing Legal Non-Conformities:

Zoning Compliance Certificate: ☐ Approved Date: \_\_\_\_\_ ☐ Approved as Noted Date: \_\_\_\_\_

Comments / Reasons for Denial:

☐ Denied Date: \_\_\_\_\_

Zoning Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

ZC# \_\_\_\_\_

# NORTHFIELD TOWNSHIP

## FINAL ZONING COMPLIANCE CHECKLIST

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

### AREA OF CONCERN

#### LANDSCAPING

		Complies	Does Not Comply	N/A
1.	Greenbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Parking lot islands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Site landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Foundation plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Dumpster screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Comments:			

#### PAVEMENT

7.	Base course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Final course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Aisle width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Number of spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Comments:			

#### LIGHTING

13.	Number of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Type of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Comments:			

#### SIGNS

16.	Number of signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Size and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

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

ZC# \_\_\_\_\_

**ENGINEERING COMMENTS:**

**UTILITIES COMMENTS:**

☐ Connection fees paid

**FIRE CHIEF'S COMMENTS:**

**ACCESS:**

**OTHER CONDITIONS OF APPROVAL:**

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

**TOWNSHIP OF NORTHFIELD  
WASHTENAW COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN,  
AMENDING CHAPTER 4 - ASSEMBLIES, OF THE TOWNSHIP ZONING CODE.**

**Whereas**, this proposal has been reviewed by the Northfield Township Planning Commission and recommends approval to the Northfield Township Board of Trustees, and;

**Whereas**, the proposed zoning amendments have been duly advertised and presented at a public hearing held by the Northfield Township Planning Commission pursuant to requirements of Public Act 110 of 2006 as amended.

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that Section 4-7 of the Zoning Code, Assembly Permit Fee, be amended as follows:

**SECTION 1: ZONING ORDINANCE CHANGES**

1. Section 4-7 Shall be amended to read as follows in its entirety:

At the time of issuance of the assembly permit, the applicant shall pay to the township clerk an assembly permit fee in the sum as currently established or as hereafter adopted by resolution of the township board from time to time for each day of the assembly permitted thereunder to defray the township's expenses in administering the permit. Nevertheless, the township board shall waive the assembly permit fee for an assembly which is conducted or sponsored by an entity qualified as a 501(c)(3) organization under the Internal Revenue Code.

**SECTION 2: 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 3: EFFECTIVE DATE**

The provisions of this Zoning Code amendment are hereby ordered to take effect seven (7) days 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 12th day of June, 2015.

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

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Marilyn Engstrom, Supervisor

ATTEST:

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Angela Westover, Clerk

I, Angela Westover, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the 12th day of June, 2015. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2015, and;

- C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Angela Westover, Clerk



# **NORTHFIELD TOWNSHIP**

**8350 Main St.**

**734-449-2880**

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To: Board of Trustees

Date: June 9, 2015

From: Rick Yaeger

Re: Library Admin. Fee Explanation

The Library Administration Fee is a complicated calculation involving various township employees and the time they spend working in different areas. Over the last year the various employees involved in this calculation have been paying more attention to where their time is spent. A brief explanation by employee is shown below.

## **Deputy Treasurer**

This position reports to the Treasurer and is currently filled by Pam Boegler. Her time is spent primarily collecting tax payments and making disbursements (55%). The balance of time is spent collecting sewer payments (25%) and other misc. receipts (10%) with a small amount of time directed towards building/zoning (10%). Her wages and benefits are used when calculating her portion of the admin.fee.

## **Front Desk Clerk**

This position reports to the Deputy Treasurer/Treasurer and was most recently filled by Mary Kendal. Her time is primarily spent working on building related issues (70%) and cash receipting (30%). Cash Receipting has been split between Sewer (12.3%), Taxes (10.2%) and Other (7.5%) collections. Her wages and social security are used when calculating her portion of the admin. fee.

## **Deputy Clerk**

This position reports to the Township Clerk and is currently filled by Cristina Wilson. Her time is spent working in various areas that include Payroll (30%), Sewer Billing (30%). Elections (25%) and Cash Receipting (15%). Payroll and cash receipting are the only areas used in the calculation. Her wages and social security are used when calculating her portion of the admin. fee.

## **Controller**

This position reports to the Township Manager and is currently filled by Rick Yaeger. His time is spent working in various areas with the Library representing 7.5% of his total time. His wages and social security are used when calculating his portion of the admin. fee.

## **Admin. Assistant**

This position reports to the Township Manager and is currently filled by Jennifer Carlisle. The bulk of her time is spent on administrative items (70%) with the balance of her time spent processing accounts payable (30%). Her wages and social security are used when calculating her portion of the admin. fee.

**Overhead**

Not used to calculate the Library Admin. fee.

The Fiscal 2015 amended budget was used for all calculations.

If you have any questions regarding the above I would be happy to answer them. Just send me an email, call (x19) or let the township manger know and he will communicate your question to me.

Thank You,

Rick Yaeger

# **NORTHFIELD TOWNSHIP**

**8350 Main St.**

**734-449-2880**

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To: Board of Trustees

Date: June 9, 2015

From: Howard Fink; Rick Yaeger

Re: Library Admin. Fee

After listening to the discussion regarding the Library Administration Fee at the May 26, 2015 board meeting I felt it was necessary to clarify a couple statements made at that meeting.

- 1) A comment was made that a 3% increase in wages was included in the numbers and the board hadn't even approved the increase yet. In reality, Fiscal 2015 (2014-2015) budget numbers were used and the board approved that budget a year ago.
- 2) The Library President made the comment that the additional time related to the Controller is primarily due to the Library expansion. That is incorrect. The additional time spent is strictly what the Controller uses each month to prepare their financials, complete bank and account reconciliations and update their investment activity. The estimate a year ago was incorrect and should have reflected the 7.5% or 3 hours per month. If that would have been used originally there would not have been much of a change between the two calculations.

I am in hopes that this clarifies the calculation and why the controller changed from 5% to 7.5%.

Thank You.