

NORTHFIELD TOWNSHIP BOARD AGENDA

July 14, 2015 - - 7:00 PM

8350 Main Street, 2nd Floor

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

CONSENT AGENDA: Minutes, Bills

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

CORRESPONDENCE AND ANNOUNCEMENTS

REPORTS/UPDATES

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

AGENDA ITEMS

1. Police Union Contract
2. Purchase of Washtenaw County Foreclosure Properties
3. Senior Nutrition Program Assistant position
4. Authorize Fred Lucas to represent the Township in MTT Docket No 15-002827, BMH Realty Co vs. Township of Northfield

JOINT MEETING WITH PLANNING COMMISSION

1. Review RFPs for Planning Consultant
 - a. PRESENTATIONS (approximate times)
 - 7:45 – Wade Trim Associates, Inc.
 - 8:15 – CIB Planning, Inc. In Collaboration with OHM Advisors
 - 8:45 – Beckett & Raeder, Inc.
 - 9:15 – McKenna Associates
 - b. DISCUSSION

BOARD OF TRUSTEES DISCUSSION ITEMS (time permitting)

1. Van Curler Property

2nd CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

NORTHFIELD TOWNSHIP

Township Board

Minutes

June 9, 2015

CALL TO ORDER

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

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

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

Also present:

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

CONSENT AGENDA:

- Minutes
- Bills

- **Motion:** Thomas moved, Otto supported, that the items in the consent agenda be approved as presented. **Motion carried 6—0 on a voice vote.**

ADOPT BALANCE OF AGENDA

Engstrom added Cobalt Contract as item 13 and Nowatzke as item 14, removed the People's Express Contract (item 7), and moved item 12 to be the first Agenda Item at Dockett's request.

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

FIRST CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Braun congratulated Fink and his family on the recent birth of his son.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

REPORTS

Department Heads

Fire. Wagner read the summary of his May report. He asked for action on Washtenaw County's request for Northfield Township to be a mass dispensing site for medications in the case of a public health emergency.

- **Motion:** Otto moved, Braun supported, to accept the proposal for the Northfield Township Public Safety Building to be an Alternate Closed Point of Dispensing site in Washtenaw County. **Motion carried 6—0 on a voice vote.**

In answer to a question from Dockett, Wagner said the Township's ISO ratings which affect property insurance rates will be reevaluated later this year, and he hopes that ratings will improve for the northeast and southwest corners of the Township because they are now covered by mutual aid fire stations.

Police. Wagner read the summary of his May report. He noted the Maxey Boys Training School will be closing in October, although the Woodland Center will remain open.

Wastewater Treatment Plant. Hardesty referred to his written report and noted that repairs in the Horseshoe Lake district will begin next month.

Community Center. Averill referred to her written report.

Other

Financial. Braun referred to the Revenue and Expenditures reports.

Zoning Board of Appeals. Otto reported that on June 1st setback variances were granted for two properties.

Planning Commission. No report.

Parks and Recreation. Nothing to report.

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

- The sewer department audit—initiated when one business was found not to be receiving bills—has found some businesses paying at lower levels than indicated by their usage. As a result he will be working on setting up an appeal process.
- The Board of Review will meet on Tuesday, July 21st at 7:00 P.M.
- The next Board agenda will include a vote on distributing donations for 4th of July events.

PUBLIC HEARING

Fiscal Year 2015-16 Budget

- **Motion:** Thomas moved, Otto supported, that the public hearing be opened. **Motion carried 6—0 on a voice vote.**

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
June 9, 2015**

David Gordon, 5558 Hellner Road, congratulated the Board on the budget, noting the Township seems to be in good financial condition, which indicates it is not necessary for the Township to grow and expand its tax base in order to pay the bills.

- **Motion:** Thomas moved, Otto supported, that the public hearing be closed.
Motion carried 6—0 on a voice vote.

AGENDA ITEMS

**0.
Library Fees**

- **Motion:** Dockett moved, Engstrom supported, that the Library pay its total administration fee of \$11,148 for the year 2015 as was described in the letter from Controller Yaeger and Township Manager Fink.

Fink clarified information about the process of estimating expenses. Board members expressed concerns about past estimates, the 20% increase over last year, the amount changing every year, and using a two year cycle for establishing this fee because expenses go up every year.

Dockett asked for a roll call vote.

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

**1.
2015 Millage Rates Resolution**

Fink noted a correction to a Police millage rate.

- **Motion:** Engstrom moved, Braun supported, that the 2015 millage rates be approved with the Police Protection rate corrected from 1.4602 to 1.4601.
Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.

**2.
Amendments to the Fiscal Year 2014-15 Budget**

- **Motion:** Engstrom moved, Otto supported, that the *Resolution of the Township of Northfield, Washtenaw County, Michigan, Transferring Monies and Amending the 2015 Budget Within the General, Police, Fire, Donation, State Narc, Building Department and WWTP Fund Budgets* be approved as presented. **Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.**

**3.
Fiscal Year 2015-16 Budget**

- **Motion:** Engstrom moved, Braun supported, to approve the Fiscal Year 2015-16 Budget.

In answer to a question from Otto, Fink said this includes the prior \$8,969 the Library allocation; and although the Board approved a higher amount earlier in the meeting, the budget does not need to be amended for revenue changes.

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

Fink noted that he learned today the Township will receive an additional \$20,000 in (City, Village and Township Revenue Sharing (CVTRS) payments from the State.

**4.
Kiwanis Request to Use 75 Barker Road
for 4th of July Chicken Barbecue**

- **Motion:** Engstrom moved, Thomas supported, that Kiwanis Club of Whitmore Lake be approved to use the old fire hall at 75 Barker Road for their 4th of July Chicken Barbecue from the end of the day on July 1 (Wednesday) through July 4 (Saturday), 2015.
Motion carried 6—0 on a voice vote.

**5.
Request for Continued Use of Farmland
at 2727 E. North Territorial Road (Fire Station #2)**

- **Motion:** Otto moved, Thomas supported, that the request for continued use of farmland at 2727 North Territorial by Lee Maulbetsch be approved.
Motion carried 6—0 on a voice vote.

**6.
Michigan Freedom of Information Act (FOIA)
Regulation Changes**

Fink noted that Township attorney Brad Maynes prepared this. He added that the Township has not charged previously for FOIA requests, but from this point on will charge fees as stated in the proposal.

- **Motion:** Engstrom moved, Westover supported, that the Michigan Freedom of Information Act (FOIA) regulation changes as outlined in the memo from Paul Burns' office, items 1 through 4, be approved, with Howard Fink designated as FOIA coordinator for Northfield Township.
Motion carried 6—0 on a voice vote.

**7.
People's Express Contract**

Removed from the agenda as requested by People's Express.

**8.
Amendment to Zoning Ordinance:
Enterprise Service (ES) District**

- **Motion:** Otto moved, Engstrom supported, to adopt an Ordinance of the Township Board of Trustees amending Article 36.0 of the Enterprise Service (ES) District of the Township zoning code. This is to change Section 36.563 to include single-family dwellings and accessory buildings and structures, as well as to add Section 36-565 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).

Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
June 9, 2015

In answer to a question from Dockett, Fink said individual property owners are not notified of changes to the text of a zoning ordinance.

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

9.
Amendment to Zoning Map

- **Motion:** Otto moved, Engstrom supported, to adopt an Ordinance of the Northfield Township Board of Trustees 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.

In answer to a question from Dockett, Fink said individual property owners were notified of this proposed zoning change by letter at the Planning Commission level.

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

10.
Site Plan Manual Updates

- **Motion:** Otto moved, Thomas supported, , to adopt an Ordinance of the Township Board of Trustees amending Section 36-866(b), Final Site Plan Procedure of the Township zoning code, which outlines the process for filing a site plan application with the Township referencing the Township Site Plan Manual. The amendment includes updating new Municode reference numbers, adding language indicating Planning Commission review application materials including a full plan set, and updating Township contact information. **Motion carried 6—0 on a roll call vote. Ordinance adopted.**

11.
Amendment to Civic Event Application

- **Motion:** Otto moved, Engstrom supported, to accept the ordinance of the Township Board of Trustees amending Chapter 4, Assemblies, of the Township zoning code, Section 4.7, that applicants shall pay to the Township Clerk an Assembly Permit fee in the sum as currently established, and the Township Board

shall waive Assembly Permits for the assembly which is conducted or sponsored by an entity qualified as a 501(c)(3) organization under the Internal Revenue Code. **Motion carried 6—0 on a roll call vote. Ordinance adopted.**

12.
Library Fees

Renumbered and acted upon as Item 0.

13.
Cobalt Contract

Fink said he and Burns reviewed the contract and changes were made to address their concerns.

- **Motion:** Engstrom moved, Westfield supported, that the Cobalt contract be approved as presented and that Howard Fink be authorized to sign it. **Motion carried 6—0 on a voice vote.**

14.
Nowatzke Sewer Fees

Fink said although the Township had an agreement with Mr. Nowatzke regarding sewer usage fees, he has not submitted payment, so the Township will proceed with legal action against him to collect the full amount owed.

SECOND CALL TO THE PUBLIC

Dawn Ballenger, 8365 Earhart Road, asked about DTE smart meters, David Gordon, 5558 Hellner Road, commented on the Cobalt contract and debt service for the Public Safety Building as included in the budget, and Udo Huff, 6451 Whitmore Lake Road, commented on the difference between appeals allowed regarding sewer bills and creation of sewer districts.

BOARD MEMBER COMMENTS

Board members and Fink briefly commented on the budget, an upcoming County clean up day, the Cobalt contract, and appeals regarding sewer districts and sewer usage charges.

ADJOURNMENT

Engstrom adjourned the meeting at 8:40 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

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

NORTHFIELD TOWNSHIP Township Board Workshop Minutes June 23, 2015

CALL TO ORDER/PLEDGE

The workshop was called to order at 7:01 P.M. by Trustee Otto at 8350 Main Street.

Trustee Otto led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Absent with notice
Kathy Braun, Treasurer	Present
Angela Westover, Clerk	Absent with notice
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
Members of the community

- **Motion:** Chick moved, Thomas supported, that the Otto chair the meeting.
Motion carried 5—0 on a voice vote.

ADOPT AGENDA

- **Motion:** Chick moved, Thomas supported, that the agenda for the Township Board workshop session of June 23, 2015, be adopted as presented.
Motion carried 5—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Sewer Rates. Myron Rollison, 175 Barker Road, asked why his sewer rate is increasing.

BOARD MEMBER COMMENTS

Sewer Rates. In response to the comment by Myron Rollison, Dockett referred to Discussion Item #2. Hardesty and Fink explained how sewer rates are calculated, and Fink and Braun explained that the rate for some users will change based on a recent sewer audit.

CORRESPONDENCE & ANNOUNCEMENTS

Fink reviewed items he had distributed at the beginning of the meeting regarding various agenda items. He also reported on the current review of Township insurance policies he is doing, and noted that liability costs may go up to cover new equipment purchased.

VOTING ITEMS

1.

Civic Event Permit for Whitmore Lake Public Schools Carnival

Fink referred to liability insurance provided by the schools to protect the Township, and said he and Chief Wagner recommend approval without conditions. Superintendent Tom DeKeyser said the school district has been working with Wade Shows for this child-friendly event which will include a Ferris wheel, games, and movie characters on the school district's Main Street property.

- **Motion:** Chick moved, Thomas supported, to approve the Civic Event Permit for the Whitmore Lake Public Schools Carnival.
Motion carried 5—0 on a voice vote.

2.

Distribution of Donation Funds

Fink noted that at least \$2,500 has been donated so far.

- **Motion:** Thomas moved, Chick supported, to split the donations equally between Fourth of July Fireworks and the Fourth of July Parade.

Dockett thanked the Ypsilanti Convention and Visitors Bureau for their grant of \$2,000 for these two events, but he said he does not like accepting donations from Township vendors. He called for a roll call vote.

Motion carried 4—1 on a voice vote, Dockett opposed.

DISCUSSION ITEMS:

1.

Changing Sewer Grace Period from 15 to 45 Days

Fink said he will probably recommend increasing the grace period for payment of sewer bills to 30 days, and he asked for administrative leeway during the changeover period. He said both Westover and Braun have asked about doing this because of the variability in delivery of bills by the Post Office. He said after some time the situation can be reviewed to see if 45 days would be more appropriate. In answer to a question from Otto, Fink said of the other area communities he surveyed Northfield Township provides the least amount of time to pay bills.

Braun said she prefers 30 days because it is a more standard time to pay bills, and she is concerned that 45 days will lead people to set aside the bills, resulting in them being paid late. Chick said she is comfortable with 30 days.

Fink said he will put this on an agenda when the ordinance has been prepared.

**2.
Appeal Procedure
for Commercial Sewer Accounts**

Fink explained that the Wastewater Treatment Plant did an audit of the system and found that a number of accounts were being billed incorrectly when compared to the ordinance. He said this resulted in a number of bills being increased, and since service is not metered, he is recommending that an appeal process be established.

He said an ordinance would include the ability to administratively grant appeals for minor issues, an appeal procedure based on the REU table (in cases such as misclassification of a business or disagreement about usage), and the option for the Board of Trustees to consider other types of scientific data to adjust billing. He noted that in some cases businesses should be allowed to install and maintain a meter to prove their claim.

There was discussion about the possibility of including a provision for administrative adjustments, by the WWTP Superintendent perhaps, short of requiring the expense of engineering reports or installation of a meter. It was agreed to schedule this for further discussion after language has been drafted.

**3.
Updates on:**

- **Whitmore Lake Sewer Assessment District**
- **Non-Motorized Path**

Whitmore Lake Sewer Assessment District (SAD). Fink said this project will be put out to bid after final legal review.

Barker Road Non-Motorized Path. Fink reported that property owners have indicated that they will not provide two of the four critical easements for this project. He noted there are still options available, including design changes, making good faith offers, and using the power of eminent domain.

**4.
Updates/Discussion
on Various On-going Projects**

Main Street Sidewalk. In response to a comment from Dockett, Fink said the owners of single-family houses were

notified of this project, but it was quite a long time ago. He said the project may go a little over budget, and the grant will pay for about 80% of the total cost.

Washtenaw County Lots for Sale. Fink reported Washtenaw County is offering several lots for sale to the Township. The Board discussed possible uses of each parcel. Fink said he will talk to Randy Rush of the Parks & Recreation Committee about a couple of them. He noted that the Township buying up wetland—which one of the parcels is—supports the Township's efforts for lowering FEMA flood insurance rates for Township residents.

Township Survey. Fink reported that Cobalt, the company hired to carry out a citizen survey regarding planning issues, will be discussing the survey with the Planning Commission at their meeting on July 1st. He said will also have Cobalt discuss this with the Board.

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Personal Property Taxes. Braun noted she had distributed an email from Controller Yaeger about the collection of personal property taxes. She said the Township has settled the issue of outstanding personal property taxes owed by businesses, so most of the remaining cases involve small improvements in the mobile home park. Fink noted that even though businesses with under \$80,000 in personal property must still file a return in order to be exempt.

July and August Board Workshop Sessions. Dockett suggested canceling these.

County Cleanup. Fink thanked Chuck Steuer for helping remove furniture from the streets during the cleanup.

ADJOURNMENT

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

The meeting adjourned at 9:00 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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INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
 EXP CHECK RUN DATES 07/15/2015 - 07/15/2015
 BOTH JOURNALIZED AND UNJOURNALIZED

"OPEN"

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000	WL SPEC ASSESS RECEIVABLE-CURRE	TETRA TECH INC	WHITMORE LAKE SAD DESIGN ENGINEERING	2,305.00	
101-000-045	PREPAID EXPENSES	BERENDS HENDRICKS STUIT	RENEWAL OF PROVIDENT TWP FD, PD & BOA	10,378.00	
101-000-123		Total For Dept 000		12,683.00	
Dept 101 TOWNSHIP BOARD					
101-101-807	MEMBERSHIP DUES	WASH CNTY CONSORT SOLID	MEMBERSHIP DUES FOR 2015	75.00	
101-101-900	PRINTING & PUBLICATIONS	MLIVE MEDIA GROUP	LEGAL ADS 6/4/15-6/28/15	184.59	
		Total For Dept 101 TOWNSHIP BOARD		259.59	
Dept 215 CLERK					
101-215-723	RECORD SEC	LISA LEMBLE	RECORDING SECRETARY SERVICES APRIL-JU	1,245.00	
		Total For Dept 215 CLERK		1,245.00	
Dept 253 TREASURER					
101-253-804	TAX STATEMENT PREPARATION	KENT COMMUNICATIONS INC	2015 SUMMER TAX STATEMENTS	790.69	
101-253-851	POSTAGE	KENT COMMUNICATIONS INC	2015 SUMMER TAX STATEMENTS	1,723.71	
101-253-860	FUEL & MILEAGE	MARY KENDALL	MILEAGE REIMBURSEMENT MAY-JUNE 2015 (9.66	
		Total For Dept 253 TREASURER		2,524.06	
Dept 265 HALL AND GROUNDS					
101-265-727	SUPPLIES	ARBOR SPRINGS WATER CO I	4 - 5 GAL ARTESTIAN WATER & RENTAL FEE	26.00	
101-265-727	SUPPLIES	QUILL CORP	ORDER # 81331608	153.18	
101-265-727	SUPPLIES	QUILL CORP	WINDOW ENVELOPES	82.99	
101-265-850	COMMUNICATION	CHARTER COMMUNICATIONS	PEG STATION 7/9/15-8/8/15	51.73	
101-265-940	RENTAL EQUIPMENT	ARBOR SPRINGS WATER CO I	4 - 5 GAL ARTESTIAN WATER & RENTAL FEE	14.00	
101-265-940	RENTAL EQUIPMENT	PITNEY BOWES INC	RENTAL CHARGES 4/1/15-6/30/15	240.75	
101-265-940	RENTAL EQUIPMENT	WELLS FARGO FINANCIAL LE	LEASE PERIOD 07/01/15/07/31/15	206.74	
		Total For Dept 265 HALL AND GROUNDS		775.39	
Dept 270 LEGAL/PROFESSIONAL					
101-270-803	LEGAL	MCGRAW MORRIS P.C.	ACCOUNT # 3069.100 6/9/15-6/30/15	487.50	
101-270-806	ENGINEER	OHM ADVISORS	SCHROM BRIDGE ENGINEERING REVIEW	437.50	
		Total For Dept 270 LEGAL/PROFESSIONAL		925.00	
Dept 412 PLANNING/ZONING DEPT					
101-412-723	RECORD SEC	LISA LEMBLE	RECORDING SECRETARY SERVICES APRIL-JU	1,170.00	
101-412-727	SUPPLIES	ALPHAGRAPHS	CODE ENFORCEMENT CAR MAGNETS	93.18	
101-412-809	CODE ENFORCEMENT	PITTSFIELD TOWNSHIP	INSPECTIONS FOR APRIL & MAY 2015	1,363.50	
101-412-900	PRINTING & PUBLICATIONS	MLIVE MEDIA GROUP	LEGAL ADS 6/4/15-6/28/15	581.31	
		Total For Dept 412 PLANNING/ZONING DEPT		3,207.99	
Dept 666 COMMUNITY CENTER					
101-666-727	SUPPLIES	MICHIGAN OFFICE SOLUTION	COM CTR XEROX 4/1/15-4/30/15	36.08	
101-666-727	SUPPLIES	PNC BANK	AVERTILL CHARGES 5/23/15-6/14/15	16.18	
101-666-727	SUPPLIES	TRI-COUNTY CLEANING SUPP	COM CTR SUPPLIES	130.47	
101-666-812	CC TRIPS	PNC BANK	AVERTILL CHARGES 5/23/15-6/14/15	399.56	
101-666-812	CC TRIPS	RED CARPET TRAVEL CLUB	TIGERS GAME & PUT IN BAY	512.64	
101-666-812	CC TRIPS	STARDUST THEATRE RENTALS	STR-18 MOVIE SCREEN RENTAL FOR 6/26/1	350.00	
101-666-812	CC TRIPS	TAMI AVERILL	COM CTR SUPPLIES 6/22/15-7/7/15	32.74	
101-666-850	COMMUNICATION	AT&T - UVERSE	COM CTR UVERSE 05/18/15-06/17/15	45.00	
101-666-930	REPAIRS & MAINTENANCE	ALL AMERICAN CLEANING CO	COM CTR JANITORIAL SERVICES 6/2/15-6/	350.00	
101-666-970	EQUIPMENT	TAMI AVERILL	COM CTR SUPPLIES 6/22/15-7/7/15	54.00	
		Total For Dept 666 COMMUNITY CENTER		1,926.67	

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
 EXP CHECK RUN DATES 07/15/2015 - 07/15/2015
 BOTH JOURNALIZED AND UNJOURNALIZED

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 850 TOWNSHIP CONTINGENCY					
101-850-905 CONTINGENCY FUNDS					
			COBALT COMMUNITY RESEARC CUSTOM SURVEY DEPOSIT	8,416.00	
			Total For Dept 850 TOWNSHIP CONTINGENCY	8,416.00	
			Total For Fund 101 GENERAL FUND	31,962.70	
Fund 207 LAW ENFORCEMENT FUND					
Dept 000					
207-000-214 DUE TO OTHERS					
207-000-214 DUE TO OTHERS					
			MICHIGAN STATE POLICE LIVE SCAN - TINGLEY, PANICACCI, DOMAN	134.25	
			MICHIGAN STATE POLICE LIVE SCAN: AHRENT & MAXWELL	89.50	
			Total For Dept 000	223.75	
Dept 301 OPERATING COSTS					
207-301-727 SUPPLIES					
207-301-820 DISPATCH SERVICES					
207-301-850 COMMUNICATION					
207-301-930 REPAIRS & MAINTENANCE					
207-301-932 RADIO REPAIR					
207-301-940 RENTAL EQUIPMENT					
			ARBOR SPRINGS WATER CO I PD 9 - 5 GAL WATER & RENTAL FEE	86.50	
			WASHTENAW COUNTY TREASUR PD DISPATCH SERVICES JULY 2015	5,278.91	
			AT&T PD PHONE 5/26/15-6/25/15	398.61	
			BATTERIES PLUS BULBS #38 SCREEN REPAIR BLACK, SCREEN ASSEMBLY	152.95	
			WASHTENAW COUNTY TREASUR 2015 800 MHZ 22 RADIOS	1,100.00	
			WELLS FARGO FINANCIAL IE LEASE PERIOD 07/01/15/07/31/15	114.91	
			Total For Dept 301 OPERATING COSTS	7,131.88	
Dept 333 TRANSPORTATION					
207-333-930 REPAIRS & MAINTENANCE					
207-333-930 REPAIRS & MAINTENANCE					
207-333-930 REPAIRS & MAINTENANCE					
207-333-930 REPAIRS & MAINTENANCE					
			BRIGHTON FORD INC 2015 CHEVY TAHOE OIL CHANGE	41.82	
			BRIGHTON FORD INC 2014 EXPLORER OIL CHANGE & MAINTENANC	219.14	
			CARQUEST AUTO PARTS - PD 9005 BULB	15.38	
			HIGHLANDER GRAPHICS, LLC PRODUCE REPLACEMENT NUMBERS FOUR UNTI	24.38	
			VAL'S SERVICE STATION PD TIRE REPAIR	20.00	
			Total For Dept 333 TRANSPORTATION	320.72	
Fund 216 MEDICAL RESCUE FUND					
Dept 301 OPERATING COSTS					
216-301-727 SUPPLIES					
216-301-741 UNIFORMS/GEAR & ALLOWANCE					
216-301-820 DISPATCH SERVICES					
216-301-850 COMMUNICATION					
216-301-850 COMMUNICATION					
			CHRIS BISHOP COSTCO - GATORADE	25.58	
			R&R FIRE TRUCK REPAIR IN LEVEL III JACKETS, CREW BOSS TROUSERS	9,682.29	
			EMERGENT HEALTH PARTNERS FIRE DISPATCHING SERVICES JULY 2015	982.73	
			AT&T FD PHONE 5/26/15-6/25/15	220.65	
			CHARTER COMMUNICATIONS STATION 2 SERVICE 6/23/15-7/22/15	168.98	
			Total For Dept 301 OPERATING COSTS	11,080.23	
Dept 333 TRANSPORTATION					
216-333-930 REPAIRS & MAINTENANCE					
216-333-930 REPAIRS & MAINTENANCE					
216-333-930 REPAIRS & MAINTENANCE					
			CARQUEST AUTO PARTS - FD ON BOARD MAINTAINER	31.34	
			CARQUEST AUTO PARTS - FD GOLD BATTERY & CORE RETURN	203.66	
			EMERGENCY VEHICLES PLUS TANKER 81 WORK COMPLETED	270.16	
			Total For Dept 333 TRANSPORTATION	505.16	
			Total For Fund 216 MEDICAL RESCUE FUND	11,585.39	
Fund 266 FEDERAL NARCOTICS FUND					
Dept 301 OPERATING COSTS					
266-301-727 SUPPLIES					
266-301-727 SUPPLIES					
			HIGHLANDER GRAPHICS, LLC INSTALL NEW SHIELD LOGOS ON EXISTING	28.00	
			HIGHLANDER GRAPHICS, LLC PRODUCE & ASSEMBLE 25 STATIC CLING DE	122.00	
			Total For Dept 301 OPERATING COSTS	150.00	
Dept 900 CAPITAL OUTLAY					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 266 FEDERAL NARCOTICS FUND					
Dept 900 CAPITAL OUTLAY	EQUIPMENT	DAVID POWELL	2015 CHEVY TAHOE FOG LIGHT LENSE	101.95	
266-900-970	EQUIPMENT	VAN BELKUM	SUPPLY ORDER - INIDEN BC355N SCANNER	430.00	
266-900-970					
		Total For Dept 900 CAPITAL OUTLAY		531.95	
		Total For Fund 266 FEDERAL NARCOTICS FUND		681.95	

Fund 271 LIBRARY FUND					
Dept 301 OPERATING COSTS	SUPPLIES	ARBOR SPRINGS WATER CO I	5 - 5 GAL WATER, CONE CUPS, & RENTAL	55.50	
271-301-727	PRINTING & PUBLICATIONS	LIVINGSTON PRESS & ARGUS	BUDGET HEARING 6/16/15	100.00	
271-301-900		ARBOR SPRINGS WATER CO I	5 - 5 GAL WATER, CONE CUPS, & RENTAL	18.00	
271-301-940	RENTAL EQUIPMENT	CULLIGAN OF ANN ARBOR/DE	SOFTENER EQUIPMENT	27.99	
271-301-940					
		Total For Dept 301 OPERATING COSTS		201.49	
		Total For Fund 271 LIBRARY FUND		201.49	

Fund 287 BUILDING DEPARTMENT FUND					
Dept 261 GOVERNMENT SHARED SERVICES	INSPECTOR EXPENSES	PITTSFIELD TOWNSHIP	INSPECTIONS FOR APRIL & MAY 2015	4,946.32	
287-261-725					
		Total For Dept 261 GOVERNMENT SHARED SERVICES		4,946.32	
		Total For Fund 287 BUILDING DEPARTMENT FUND		4,946.32	

Fund 370 PUBLIC SAFETY BLDG DEBT FD					
Dept 301 OPERATING COSTS	COMMUNICATION	AT&T	PD PHONE 5/26/15-6/25/15	130.50	
370-301-850	COMMUNICATION	CHARTER COMMUNICATIONS	PD CABLE 7/1/15-7/21/15	106.98	
370-301-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	PSB ALL WINDOWS INSIDE & OUTSIDE	500.00	
370-301-930	REPAIRS & MAINTENANCE	ENERGY DESIGN SERVICE SY	PSB LIGHTING	10,214.38	
370-301-930	REPAIRS & MAINTENANCE	TERMINIX	PSB PEST CONTROL 6/23/15	50.00	
370-301-930	REPAIRS & MAINTENANCE	WEBB CONTRACTORS	JOHN FACKLER STRAIGHT TIME LABOR	153.90	
		Total For Dept 301 OPERATING COSTS		11,155.76	
		Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD		11,155.76	

Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	FERRIC CHLORIDE	6,393.08	
571-301-740	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	CREDIT	(1,100.00)	
571-301-807	MEMBERSHIP DUES	MICHIGAN RURAL WATER ASS	MEMBERSHIP RENEWAL 7/1/15-6/30/16	620.00	
571-301-850	COMMUNICATION	SPRINT/NEXTEL COMMUNICAT	SERVICE 5/24/15-6/23/15	195.33	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS - WW	15W-40 ALL FLEET GAL, GALV. FLEX FUND	71.98	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS - WW	8G-8MU, 8G-6MP, HYD HOSE	22.39	
571-301-930	REPAIRS & MAINTENANCE	CORBY ENERGY SERVICES	SPOT LINER INSTALLATIONS	27,250.00	
571-301-930	REPAIRS & MAINTENANCE	ROOTX	ROOTX 40# CASES	3,839.74	
571-301-930	REPAIRS & MAINTENANCE	USA BLUE BOOK	Y-STRAINER 1' PVC SOCKET & Y-SCREEN 1	136.82	
		Total For Dept 301 OPERATING COSTS		37,429.34	
		Total For Fund 571 WASTEWATER TREATMENT FUND		37,429.34	

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
EXP CHECK RUN DATES 07/15/2015 - 07/15/2015
BOTH JOURNALIZED AND UNJOURNALIZED

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

Fund 101 GENERAL FUND	31,962.70
Fund 207 LAW ENFORCEME	7,676.35
Fund 216 MEDICAL RESCU	11,585.39
Fund 266 FEDERAL NARCO	681.95
Fund 271 LIBRARY FUND	201.49
Fund 287 BUILDING DEPA	4,946.32
Fund 370 PUBLIC SAFETY	11,155.76
Fund 571 WASTEWATER TR	37,429.34

Total For All Funds:	105,639.30
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CHECK DISBURSEMENT REPORT FOR MONTHLY DEDUCTIONS

CHECK DATE FROM 06/09/2015 - 07/09/2015

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/10/2015	MIF	39613*#	15343	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	666	58.00
06/10/2015	MIF	39615	DJ SERVICES	AMIE DAVIS	CC TRIPS	812	666	150.00
06/10/2015	MIF	39616*#	1561385 1561385	ARBOR SPRINGS WATER CO INC	SUPPLIES	727 940	265 265	19.50 14.00
<hr/>								
06/10/2015	MIF	39617	060315	ASSESSMENT ADMIN. SERVICES,	CONTRACTUAL SERVICES	818	257	4,833.33
06/10/2015	MIF	39621	18183	BERENDS HENDRICKS STUIT INSU	PREPAID EXPENSES	123	000	500.00
06/10/2015	MIF	39624	2135666 2135665 2135664 2135662 2135661	CARLISLE, WORTMAN ASSOCIATES	PLANNER FEES PLANNER FEES PLANNER FEES PLANNER FEES PLANNER FEES	801 801 801 801 801	412 412 412 412 412	635.00 450.00 10.29 675.00 1,520.00
<hr/>								
CHECK MIF 39624 TOTAL FOR FU								3,290.29
06/10/2015	MIF	39627*#	8245 12 485 007512	CHARTER COMMUNICATIONS	COMMUNICATION	850	265	51.73
06/10/2015	MIF	39630*#	54212085	CONSTELLATION ENERGY SERVICE	UTILITIES	920	666	71.56
06/10/2015	MIF	39632	APR-MAY 2015	DARRYL MICKENS	CC TRIPS	812	666	102.40
06/10/2015	MIF	39638*#	1375 1375	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC GROUNDS/CLEANG/JANITORL SERVIC	816 816	265 666	250.00 200.00
<hr/>								
CHECK MIF 39638 TOTAL FOR FU								450.00
06/10/2015	MIF	39640	MAY 2015 MAY 2015	LINDA HARTLEY	CONTRIBUTIONS - SCC CC TRIPS	676 812	666 666	20.00 60.00
<hr/>								
06/10/2015	MIF	39641	2699	MCGRAW MORRIS P.C.	LEGAL	803	270	162.50
06/10/2015	MIF	39642	IN388166	MICHIGAN OFFICE SOLUTIONS	EQUIPMENT	970	666	30.42
06/10/2015	MIF	39643	29887	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	90.00

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/10/2015	MIF	39646#	1000582092	MLIVE MEDIA GROUP	PRINTING & PUBLICATIONS	900	101	602.11
			1000582092		PRINTING & PUBLICATIONS	900	412	346.00
CHECK MIF 39646 TOTAL FOR FU								948.11
06/10/2015	MIF	39647	3064204	MML WORKERS' COMP FUND	WORKER'S COMP PAYMENTS	124	000	33,185.00
06/10/2015	MIF	39648	O-2581	MTA	PREPAID EXPENSES	123	000	5,397.20
06/10/2015	MIF	39651*#	APRIL 2015	PAUL E BURNS	LEGAL	803	253	500.00
			MAY 2015		LEGAL	803	253	500.00
			APRIL 2015		LEGAL	803	270	13,306.47
			MAY 2015		LEGAL	803	270	8,294.68
			APRIL 2015		ALLOCATE TO DEPARTMENTS	927	270	(3,800.00)
			MAY 2015		ALLOCATE TO DEPARTMENTS	927	270	(3,800.00)
CHECK MIF 39651 TOTAL FOR FU								15,001.15
06/10/2015	MIF	39652	3114	PEOPLE'S EXPRESS TRANSIT	SCC TRIPS/PROGRAMS	812	666	617.50
06/10/2015	MIF	39653*#	4436 0370 3002 327	PNC BANK	COMMUNICATION	850	265	45.00
06/10/2015	MIF	39654#	4436 0370 3800 132	PNC BANK	PRINTING & PUBLICATIONS	900	101	195.00
			4436 0370 3800 132		TRAINING & DEVELOPMENT	957	101	99.00
			4436 0370 3800 132		SUPPLIES	727	191	353.24
CHECK MIF 39654 TOTAL FOR FU								647.24
06/10/2015	MIF	39655	4436 0370 3800 133	PNC BANK	SUPPLIES	727	666	467.87
06/10/2015	MIF	39656	4482314	QUILL CORP	SUPPLIES	727	265	210.81
			4474528		SUPPLIES	727	265	14.79
CHECK MIF 39656 TOTAL FOR FU								225.60
06/10/2015	MIF	39658	NETWP0615	RED CARPET TRAVEL CLUB	CC TRIPS	812	666	797.76
06/10/2015	MIF	39659	174511	SALLY MARTTILA	CC TRIPS	812	666	105.00
06/10/2015	MIF	39662	50921906	TETRA TECH INC	ENGINEER	806	270	4,880.00
06/10/2015	MIF	39666	497-002-108	WASHTEENAW COUNTY ROAD COMM	ROAD IMPROVEMENTS	814	449	33,620.80
06/10/2015	MIF	39669*#	5002219573	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	265	206.74

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
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 Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/22/2015	MIF	397(E)*#		PAYROLL				
					SALARIES	701	101	1,874.97
					SOCIAL SECURITY	715	101	143.44
					SALARIES	701	171	480.76
					SOCIAL SECURITY	715	171	(8.39)
					SALARIES	701	172	2,961.54
					CLERICAL/DEP /SUPER/ELECTION	704	172	1,052.00
					SOCIAL SECURITY	715	172	488.59
					PENSION	718	172	296.14
					CONTROLLER	722	172	2,373.30
					SALARIES	701	215	480.76
					DEPUTY SALARIES	703	215	1,395.17
					SOCIAL SECURITY	715	215	143.51
					SALARIES	701	253	480.76
					DEPUTY SALARIES	703	253	1,624.23
					CLERICAL/DEP /SUPER/ELECTION	704	253	547.38
					SOCIAL SECURITY	715	253	202.91
					PENSION	718	253	162.42
					ASST ASSESSOR	709	257	1,440.00
					SOCIAL SECURITY	715	257	110.16
					SUPPLIES	727	265	17.92
					ZBA SALARIES	707	412	500.00
					SOCIAL SECURITY	715	412	84.15
					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 307(E) TOTAL FOR F								19,148.58
06/22/2015	MIF	39672*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	253	844.04
			007011521710-0001		HOSPITALIZATION	716	257	1,426.46
			007011521710-0001		HOSPITALIZATION	716	666	555.52
CHECK MIF 39672 TOTAL FOR FU								2,826.02
06/22/2015	MIF	39677	2689 463 0018 6	DTE ENERGY	UTILITIES	920	265	30.50
06/22/2015	MIF	39679	01022	MICHIGAN ASSOC. OF PLANNING	TRAINING & DEVELOPMENT	957	412	550.00
06/22/2015	MIF	39682	345365224	TERMINIX	REPAIRS & MAINTENANCE	930	666	41.00
06/22/2015	MIF	39683	1582B6196	TRAVELERS	INSURANCE & BONDS	910	265	539.00
06/22/2015	MIF	39684*#	9746919484	VERIZON WIRELESS MESSAGING S	COMMUNICATION	850	172	50.42

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CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/22/2015	MIF	39685*#	26538	WASHTEENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	265	402.23
06/22/2015	MIF	39687	PAYCHECK	WILLIAM J. LENAGHAN	CODE ENFORCEMENT	809	412	550.00
06/25/2015	MIF	39689*#	822375300 822375300	AT&T LONG DISTANCE		850 850	265 666	802.71 86.28
CHECK MIF 39689 TOTAL FOR FU								888.99
06/25/2015	MIF	39693*#	1000 0973 9812	CONSUMERS ENERGY	UTILITIES	920	666	18.00
06/25/2015	MIF	39697	0000-7608-3	DTE ENERGY	UTILITIES	920	448	2,921.99
06/25/2015	MIF	39698	REIMBURSE	FRANCES NELSON	CC TRIPS	812	666	10.79
06/25/2015	MIF	39701*#	8000-9090-0074-433 8000-9090-0074-433 8000-9090-0074-433	PURCHASE POWER	POSTAGE POSTAGE POSTAGE	851 851 851	257 265 666	314.28 561.71 175.00
CHECK MIF 39701 TOTAL FOR FU								1,050.99
06/25/2015	MIF	39702	00 751981 0001	STANDARD INSURANCE CO.	PREPAID EXPENSES	123	000	1,137.92
06/25/2015	MIF	39709	MAY 2015	JOYCE CANTALINI	CC TRIPS	812	666	160.00
06/25/2015	MIF	39710	REIMBURSE	TAMI AVERILL	CC TRIPS	812	666	104.98
07/07/2015	MIF	39711*#	734449288006 734449229506	AT&T	COMMUNICATION COMMUNICATION	850 850	265 666	208.49 207.65
CHECK MIF 39711 TOTAL FOR FU								416.14
07/07/2015	MIF	39712*#	55435551	CONSTELLATION ENERGY SERVICE	UTILITIES	920	666	75.97
07/07/2015	MIF	39715*#	2689 463 0005 3	DTE ENERGY	UTILITIES	920	666	59.78
07/07/2015	MIF	39719	29950 29924 29926	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE	930 930 930	265 265 265	90.00 90.00 112.50
CHECK MIF 39719 TOTAL FOR FU								292.50
07/07/2015	MIF	39720	REIMBURSE	NORTHFIELD TOWNSHIP	SUPPLIES	727	265	136.74

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Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/07/2015	MTF	39721*#	4436037030023277	PNC BANK	COMMUNICATION	850	265	45.00
07/07/2015	MTF	39723#	4436 0370 3800 132	PNC BANK	PRINTING & PUBLICATIONS	900	101	195.00
			4436 0370 3800 132		MISCELLANEOUS	956	265	20.00
			4436 0370 3800 132		CONTINGENCY FUNDS	905	850	284.56
			CHECK MIF 39723 TOTAL FOR FU					499.56
07/07/2015	MTF	39724	5019640	QUILL CORP	SUPPLIES	727	666	150.86
07/07/2015	MTF	39725	174512	SALLY MARTILLA	CC TRIPS	812	666	110.00
07/07/2015	MTF	39726	070115	SEMOG	MEMBERSHIP DUES	807	101	1,176.00
07/07/2015	MTF	39728	510873	WASHTEENAW COUNTY ROAD COMM	WL SPEC ASSESS RECEIVABLE-CURRENT	045	000	269.76
07/07/2015	MTF	39731	PAYCHECK MILEAGE	WILLIAM J. LENAGHAN	CODE ENFORCEMENT FUEL & MILEAGE	809 860	412 412	400.00 136.50
			CHECK MIF 39731 TOTAL FOR FU					536.50
07/09/2015	MTF	308(E)*#		PAYROLL	SALARIES	701	171	480.76
					SOCIAL SECURITY	715	171	(25.49)
					SALARIES	701	172	2,961.54
					CLERICAL/DEP /SUPER/ELECTION	704	172	840.00
					SOCIAL SECURITY	715	172	457.25
					PENSION	718	172	296.14
					CONTROLLER	722	172	2,175.53
					SALARIES	701	215	480.76
					DEPUTY SALARIES	703	215	1,327.59
					SOCIAL SECURITY	715	215	138.34
					SALARIES	701	253	480.76
					DEPUTY SALARIES	703	253	1,624.23
					SOCIAL SECURITY	715	253	161.03
					PENSION	718	253	162.42
					ASST ASSESSOR	709	257	1,440.00
					SOCIAL SECURITY	715	257	110.16
					PENSION	718	257	144.00
					SUPPLIES	727	265	16.40
					SALARIES	701	666	1,442.30
					SOCIAL SECURITY	715	666	110.34
					PENSION	718	666	144.22

CHECK DATE FROM 06/09/2015 - 07/09/2015

Banks: MIF

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

CHECK MIF 308(E) TOTAL FOR F

14,968.28

Total for fund 101 GENERAL FUND

155,217.20

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CHECK DATE FROM 06/09/2015 - 07/09/2015

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
06/10/2015	MIF	39618*	734449890005	AT&T	COMMUNICATION	850	301	404.63
06/10/2015	MIF	39619	115636	AUTO ONE	REPAIRS & MAINTENANCE	930	333	199.95
			115882		REPAIRS & MAINTENANCE	930	333	150.00
					CHECK MIF 39619 TOTAL FOR FU			349.95
06/10/2015	MIF	39639	MEMBERSHIP	LERMA, INC.	MEMBERSHIP DUES	807	301	35.00
06/10/2015	MIF	39651*#	APRIL 2015 MAY 2015	PAUL E BURNS	LEGAL	803	270	3,300.00
					LEGAL	803	270	3,300.00
					CHECK MIF 39651 TOTAL FOR FU			6,600.00
06/10/2015	MIF	39667	26522	WASHTEENAW COUNTY TREASURER	DISPATCH SERVICES	820	301	5,278.91
06/10/2015	MIF	39669*#	5002219573	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	301	114.91
06/10/2015	MIF	39670	40969441	WEX BANK	FUEL & MILEAGE	860	333	1,497.92
06/22/2015	MIF	307(E)*#		PAYROLL	SALARIES	701	226	7,083.27
					SALARIES	702	226	11,742.26
					CLERICAL/DEP /SUPER/ELECTION	704	226	2,478.09
					SALARIES-PART TIME	708	226	690.18
					SALARIES-OVERTIME	711	226	2,802.93
					SOCIAL SECURITY	715	226	1,896.95
					PENSION	718	226	2,171.78
					SUPPLIES	727	301	20.64
					CHECK MIF 307(E) TOTAL FOR F			28,886.10
06/22/2015	MIF	39672*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	2,755.38
06/22/2015	MIF	39673*	007011521710-0002	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	5,255.41
06/22/2015	MIF	39685*#	26538	WASHTEENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	1,297.17
06/25/2015	MIF	39689*#	822375300	AT&T LONG DISTANCE		850	301	493.79
06/25/2015	MIF	39690	116068	AUTO ONE	REPAIRS & MAINTENANCE	930	333	109.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
06/25/2015	MIF	39691	226835	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	34.60
06/25/2015	MIF	39692	MULTIPLE	CARQUEST AUTO PARTS - PD	REPAIRS & MAINTENANCE	930	333	33.41
06/25/2015	MIF	39695	33145	CRUISERS	REPAIRS & MAINTENANCE	930	333	85.00
06/25/2015	MIF	39699*#	302507844	HEWLETT-PACKARD FINANCIAL SR COMPUTER		972	301	200.00
06/25/2015	MIF	39700	710306593	OCCUPATIONAL HEALTH CENTERS	MEDICAL TESTING	730	226	145.50
06/25/2015	MIF	39701*#	8000-9090-0074-433	PURCHASE POWER	POSTAGE	851	301	100.00
06/25/2015	MIF	39703	51639	TRADER RAY TIRE CTR	REPAIRS & MAINTENANCE	930	333	1,526.03
06/25/2015	MIF	39705	31946	VAL'S SERVICE STATION	REPAIRS & MAINTENANCE	930	333	60.00
			31944		REPAIRS & MAINTENANCE	930	333	80.00
				CHECK MIF 39705 TOTAL FOR FU				140.00
06/25/2015	MIF	39706	9746804625	VERIZON WIRELESS MESSAGING S	COMMUNICATION	850	301	204.29
06/25/2015	MIF	39708	5002238217	WELLS FARGO FINANCIAL LEASIN	SUPPLIES	727	301	87.50
			5002238217		REPAIRS & MAINTENANCE	930	301	75.62
				CHECK MIF 39708 TOTAL FOR FU				163.12
07/07/2015	MIF	39718	IN403449	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	301	98.37
07/07/2015	MIF	39721*#	4436037030023277	PNC BANK	SUPPLIES	727	301	42.72
07/07/2015	MIF	39730	41322783	WEX BANK	FUEL & MILEAGE	860	333	1,897.53
07/09/2015	MIF	308(E)*#		PAYROLL	SALARIES	701	226	7,418.75
					SALARIES	702	226	12,824.02
					CLERICAL/DEP /SUPER/ELECTION	704	226	2,453.56
					SALARIES-PART TIME	708	226	769.01
					SALARIES-OVERTIME	711	226	1,539.72
					SOCIAL SECURITY	715	226	1,912.89
					PENSION	718	226	2,171.78
					SUPPLIES	727	301	18.86
				CHECK MIF 308(E) TOTAL FOR F				29,108.59
				Total for fund 207 LAW ENFORCEMENT FUND				86,857.33

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
06/10/2015	MIF	39616*#	1555808	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	19.50
06/10/2015	MIF	39618*	734449238505	AT&T	COMMUNICATION	850	301	220.58
			734995399905		COMMUNICATION	850	301	68.63
				CHECK MIF 39618 TOTAL FOR FU				289.21
06/10/2015	MIF	39620	389-314102	BATTERIES PLUS BULBS #389	SUPPLIES	727	301	37.68
06/10/2015	MIF	39625	2716-211972	CARQUEST AUTO PARTS - FD	REPAIRS & MAINTENANCE	930	333	28.92
			2716-211616		REPAIRS & MAINTENANCE	930	333	18.84
				CHECK MIF 39625 TOTAL FOR FU				47.76
06/10/2015	MIF	39628	REIMBURSE	CHRIS BISHOP	SUPPLIES	727	301	33.76
06/10/2015	MIF	39629	05-14-15	CITY OF YPSILANTI FIRE DEPAR	TRAINING & DEVELOPMENT	957	226	30.00
06/10/2015	MIF	39630*#	54212085	CONSTELLATION ENERGY SERVICE	UTILITIES	920	301	94.64
06/10/2015	MIF	39634#	INV03770	EMERGENT HEALTH PARTNERS	TRAINING & DEVELOPMENT	957	226	1,015.00
			INV03822		DISPATCH SERVICES	820	301	856.17
				CHECK MIF 39634 TOTAL FOR FU				1,871.17
06/10/2015	MIF	39637	6035 3220 1354 367	HOME DEPOT CREDIT SERVICES	SUPPLIES	727	301	15.47
06/10/2015	MIF	39649	44499	NATIONAL HOSE TESTING	REPAIRS & MAINTENANCE	930	333	450.00
06/10/2015	MIF	39653*#	4436 0370 3002 327	PNC BANK	TRAINING & DEVELOPMENT	957	226	251.55
			4436 0370 3002 327		SUPPLIES	727	301	306.54
			4436 0370 3002 327		REPAIRS & MAINTENANCE	930	333	297.52
				CHECK MIF 39653 TOTAL FOR FU				855.61
06/10/2015	MIF	39657	47542	R&R FIRE TRUCK REPAIR INC	REPAIRS & MAINTENANCE	930	333	49.80
06/22/2015	MIF	307(E)*#		PAYROLL	SALARIES	701	226	3,050.38
					SALARIES	702	226	4,872.00
					ADMINISTRATIVE ASSISTANT	705	226	195.05
					SALARIES-PART TIME	708	226	2,560.98
					SOCIAL SECURITY	715	226	849.03
					PENSION	718	226	305.02

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CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 06/09/2015 - 07/09/2015
Banks: MIF

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 216 MEDICAL RESCUE FUND

TRAINING WAGES	958	226	420.00
SUPPLIES	727	301	32.30

CHECK MIF 307(E) TOTAL FOR F

12,284.76

06/22/2015	MIF	39671	042415	BADER & SONS CO.	REPAIRS & MAINTENANCE	930	301	1,030.28
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06/22/2015	MIF	39672*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	1,678.16
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06/22/2015	MIF	39684*#	9746919484	VERTIZON WIRELESS MESSAGING S	COMMUNICATION	850	301	144.47
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06/22/2015	MIF	39685*#	26538	WASHTEENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	580.11
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06/22/2015	MIF	39686	41187554	WEX BANK	FUEL & MILEAGE	860	333	1,436.44
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06/25/2015	MIF	39688	734955399906	AT&T	COMMUNICATION	850	301	64.61
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06/25/2015	MIF	39689*#	822375300	AT&T LONG DISTANCE	COMMUNICATION	850	301	8.73
			822375300	CHECK MIF 39689 TOTAL FOR FU	COMMUNICATION	850	301	0.54

9.27

06/25/2015	MIF	39696*	3147 035 0001 2	DTE ENERGY	UTILITIES	920	301	86.94
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06/25/2015	MIF	39699*#	302507844	HEWLETT-PACKARD FINANCIAL SR	COMPUTER	972	900	58.63
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07/07/2015	MIF	39712*#	55435551	CONSTELLATION ENERGY SERVICE	UTILITIES	920	301	95.85
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07/07/2015	MIF	39721*#	4436037030023277	PNC BANK	REPAIRS & MAINTENANCE	930	301	609.95
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07/09/2015	MIF	308(E)*#		PAYROLL	SALARIES	701	226	3,050.38
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SALARIES	702	226	4,704.00
ADMINISTRATIVE ASSISTANT	705	226	240.70
SALARIES-PART TIME	708	226	870.01
SOCIAL SECURITY	715	226	698.38
PENSION	718	226	305.02
TRAINING WAGES	958	226	264.00
SUPPLIES	727	301	29.52

CHECK MIF 308(E) TOTAL FOR F

10,162.01

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

User: JEN
DB: Northfield

CHECK DATE FROM 06/09/2015 - 07/09/2015
Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 216 MEDICAL RESCUE FUND

Total for fund 216 MEDICAL RESCUE FUND

32,036.08

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CHECK DISBURSEMENT REPORT FOR NORTHELD TOWNSHIP

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CHECK DATE FROM 06/09/2015 - 07/09/2015

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 287 BUILDING DEPARTMENT FUND								
06/10/2015	MIF	39622	REFUND	BRETT SCHANER	BUILDING PERMIT FEES	485	000	270.00
06/22/2015	MIF	39676	MAY 2015	DINO BONA	INSPECTOR COSTS	725	301	405.00
06/22/2015	MIF	39678	REIMBURSE	ERIC WEBER	BUILDING PERMIT FEES	485	000	100.00
07/07/2015	MIF	39711*	734449500006	AT&T	COMMUNICATION	850	301	31.51
07/07/2015	MIF	39714	JUNE 2015	DINO BONA	INSPECTOR EXPENSES	725	301	405.00
Total for fund 287 BUILDING DEPARTMENT FUND								1,211.51

User: JEN

CHECK DATE FROM 06/09/2015 - 07/09/2015

DB: Northfield

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
06/10/2015	MIF	39614	20908	ALLMAX SOFTWARE, INC.	REPAIRS & MAINTENANCE	930	301	880.00
06/10/2015	MIF	39616*	1561373	ARBOR SPRINGS WATER CO INC	REPAIRS & MAINTENANCE	930	301	52.00
06/10/2015	MIF	39618*	734449415905	AT&T	COMMUNICATION	850	301	274.65
06/10/2015	MIF	39623	0515-89053	BRIGHTON ANALYTICAL LLC	LAB & TESTING	817	301	1,160.00
			0515-89071		LAB & TESTING	817	301	550.00
			CHECK MIF 39623 TOTAL FOR FU					1,710.00
06/10/2015	MIF	39626	2716-212225	CARQUEST AUTO PARTS - WWTP	REPAIRS & MAINTENANCE	930	301	68.59
			2716-212180		REPAIRS & MAINTENANCE	930	301	33.59
			2716-212187		REPAIRS & MAINTENANCE	930	301	(1.44)
			CHECK MIF 39626 TOTAL FOR FU					100.74
06/10/2015	MIF	39630*#	54212085	CONSTELLATION ENERGY SERVICE	UTILITIES	920	301	4,111.70
06/10/2015	MIF	39631	SALE # 3560	CORRIGAN OIL CO	FUEL & MILEAGE	860	333	811.22
06/10/2015	MIF	39636	1013163	HESCO	REPAIRS & MAINTENANCE	930	301	796.22
06/10/2015	MIF	39644	1500	MIDWEST POWER SYSTEMS, INC.	REPAIRS & MAINTENANCE	930	301	8,750.00
06/10/2015	MIF	39650	355910	NCL OF WISCONSIN, INC.	OPERATING SUPPLIES	740	301	2,845.01
06/10/2015	MIF	39660	618894510-159	SPRINT/NEXTEL COMMUNICATIONS	COMMUNICATION	850	301	195.33
06/10/2015	MIF	39663	530345683	UTS SCADA	REPAIRS & MAINTENANCE	930	301	357.52
06/10/2015	MIF	39664	645733	USA BLUE BOOK	REPAIRS & MAINTENANCE	930	301	82.86
			645393		REPAIRS & MAINTENANCE	930	301	400.41
			651217		REPAIRS & MAINTENANCE	930	301	190.71
			CHECK MIF 39664 TOTAL FOR FU					673.98
06/10/2015	MIF	39665	MAY 2015	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	115.70
06/22/2015	MIF	307 (E)*#		PAYROLL	SALARIES	701	226	2,519.23
					SALARIES	702	226	8,989.85
					SOCIAL SECURITY	715	226	880.44
					PENSION	718	226	918.98
					SUPPLIES	727	301	6.28

User: JEN

CHECK DATE FROM 06/09/2015 - 07/09/2015

DB: Northfield

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 571 WASTEWATER TREATMENT FUND

CHECK MIF 307(E) TOTAL FOR F

13,314.78

06/22/2015	MIF	39672*#	007011521710-0001	BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION		716	226	3,574.78
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06/22/2015	MIF	39673*	007011521710-0002	BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION		716	226	2,370.00
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06/22/2015	MIF	39674	0615-89316	BRIGHTON ANALYTICAL LLC LAB & TESTING		817	301	15.00
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06/22/2015	MIF	39675	45890399	DE LAGE LANDEN FINANCIAL SER RENTAL EQUIPMENT		940	301	69.00
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06/22/2015	MIF	39680	060915	MIDWEST POWER SYSTEMS, INC. EQUIPMENT		970	900	8,125.00
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06/22/2015	MIF	39681	356656	NCL OF WISCONSIN, INC. OPERATING SUPPLIES		740	301	198.42
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06/25/2015	MIF	39689*#	822375300	AT&T LONG DISTANCE		850	301	79.66
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06/25/2015	MIF	39693*#	1000 0012 4642	CONSUMERS ENERGY UTILITIES		920	301	918.13
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			1000 0950 4273	UTILITIES		920	301	20.74
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			1000 1171 7061	UTILITIES		920	301	24.94
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			1000 6159 0814	UTILITIES		920	301	16.18
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			1000 1171 6543	UTILITIES		920	301	65.54
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			1000 0950 4497	UTILITIES		920	301	12.50
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CHECK MIF 39693 TOTAL FOR FU 1,058.03

06/25/2015	MIF	39696*	2689 055 0001 6	DTE ENERGY UTILITIES		920	301	31.70
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			2689 463 0015 2	UTILITIES		920	301	17.43
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			2689 463 0017 8	UTILITIES		920	301	131.78
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			2689 562 0001 1	UTILITIES		920	301	36.56
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CHECK MIF 39696 TOTAL FOR FU 217.47

06/25/2015	MIF	39701*#	8000-9090-0074-433	PURCHASE POWER POSTAGE		851	301	870.00
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06/25/2015	MIF	39704	INV122424	UNITED LABORATORIES REPAIRS & MAINTENANCE		930	301	335.36
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07/07/2015	MIF	39711*#	734449415906	AT&T COMMUNICATION		850	301	284.44
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07/07/2015	MIF	39712*#	55435551	CONSTELLATION ENERGY SERVICE UTILITIES		920	301	987.38
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07/07/2015	MIF	39713	1000 0950 4588	CONSUMERS ENERGY UTILITIES		920	301	20.74
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CHECK DATE FROM 06/09/2015 - 07/09/2015

DB: Northfield

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 571 WASTEWATER TREATMENT FUND

1000 0950 4356

UTILITIES

920

301

20.74

CHECK MIF 39713 TOTAL FOR FU

41.48

07/07/2015	MIF	39715*#	2689 463 0014 5	DTE ENERGY	UTILITIES	920	301	330.86
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2689 056 0001 4

UTILITIES

920

301

9.19

2689 562 0003 7

UTILITIES

920

301

9.81

2689 463 0003 8

UTILITIES

920

301

18.30

2689 463 0007 9

UTILITIES

920

301

28.72

2689 463 0010 3

UTILITIES

920

301

23.73

2689 463 0012 9

UTILITIES

920

301

43.57

3146 792 0001 9

UTILITIES

920

301

11.03

2689 463 0001 2

UTILITIES

920

301

22.73

2689 463 0004 6

UTILITIES

920

301

41.55

2689 463 0006 1

UTILITIES

920

301

17.79

2689 463 0016 0

UTILITIES

920

301

19.41

2689 463 0011 1

UTILITIES

920

301

65.83

CHECK MIF 39715 TOTAL FOR FU

642.52

07/07/2015	MIF	39717	0000-3319-1	DTE ENERGY	UTILITIES	920	301	1,203.68
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1,203.68

07/07/2015	MIF	39722#	4436 0370 3004 071	PNC BANK	UNIFORMS/GEAR & ALLOWANCE	741	301	253.26
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4436 0370 3004 071

COLLECTION SYS ANNUAL MAINT

819

301

49.81

4436 0370 3004 071

REPAIRS & MAINTENANCE

930

301

21.20

4436 0370 3004 071

REPAIRS & MAINTENANCE

930

301

52.97

4436 0370 3004 071

FUEL & MILEAGE

860

333

77.00

CHECK MIF 39722 TOTAL FOR FU

454.24

07/07/2015	MIF	39727	B449232	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	101.11
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B449232

REPAIRS & MAINTENANCE

930

301

(10.11)

CHECK MIF 39727 TOTAL FOR FU

91.00

07/09/2015	MIF	308(E)*#		PAYROLL	SALARIES	701	226	2,519.23
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SALARIES

702

226

7,090.97

SOCIAL SECURITY

715

226

735.18

PENSION

718

226

918.98

SUPPLIES

727

301

5.74

CHECK MIF 308(E) TOTAL FOR F

11,270.10

Total for fund 571 WASTEWATER TREATMENT FUND

66,876.41

CHECK DATE FROM 06/09/2015 - 07/09/2015

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 883 DISTRICT #3 HORSESHOE LAKE								
06/10/2015	MIF	39633	HLSAD REFUND	DONALD KEETH & ROBERT PUCKET	SAD REFUNDS	924	301	3,372.83
			HLSAD REFUND		SAD REFUNDS	924	301	916.57
				CHECK MIF 39633 TOTAL FOR FU				4,289.40
06/10/2015	MIF	39645	HLSAD REFUND	MIKE MCMASTER	SAD REFUNDS	924	301	1,027.04
					Total for fund 883 DISTRICT #3 HORSESHOE LAKE			5,316.44
								395,000.08

TOTAL - ALL FUNDS

***-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 ***-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



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

Northfield Township Public Safety

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



Timothy Greene
Lieutenant
Police Operations

June 2015

Northfield Township Fire Department

Requests for Service

Responses June 2015:	63
Responses June 2014:	55
Total to Date 2015:	366

Fire Calls:	6
Structure Fires	2
Fire Alarms	2
Outside Fires	1
Vehicle Fire	1
Emergency Medical Calls:	46
Chest Pain	7
Difficulty Breathing	4
Unconscious/Cardiac Arrest	5
Diabetic/ Seizure	3
Trauma	9
CVA	4
Other	14
Motor Vehicle Accidents:	10
Injury Crashes	4
Unknown	5
Pin In	1

Public Service calls: 1	
Gas Leak	1
Mutual Aid Given: 2	
Salem Township Rollover pin in crash	1
Salem Township Structure Fire	1
Mutual Aid Received: 1	
Ann Arbor Township MVA 2 ejections	1
Responses in Hamlet Area:	41
Responses in Rural Area:	20
Responses Outside the Township:	2
Average Response Time for the month:	6:07



William Wagner



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

Northfield Township Public Safety

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Fire: 734-449-2385 • Fax: 734-449-2521
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Timothy Greene
Lieutenant
Police Operations

July 2015 Director of Public Safety Board Communication

1. **Fire department training June:** Training for the month consisted of Self Contained Breathing Apparatus and rules of air management. Drivers training and pump operations. Farm rescue operations. Ongoing orientation for new hires.
2. **Significant calls for month:** We assisted Salem Township Fire Department with a structure fire and a rollover pin in crash on Seven Mile. We also had a Rollover crash where 2 patients were ejected from the vehicle.
3. **Police and Fire Open House:** We have confirmed the date for the Police and Fire Department Open House. The date will be September 13th from 1-4pm. Again, we are excited to be partnering with the Living Water Church kids day. The theme for Fire Prevention week this year is "Hear the beep where you sleep". Remember to check the batteries in your smoke detector.
4. **Fourth of July Activities:** Even though this report is for June we would like to let you know that all Fourth of July activities went off very smoothly this year. We had very few issues at the carnival and the fireworks. The parade and 5/10 runs went well also.
5. **800 MHZ Radio millage:** The Washtenaw County Board of Commissioner will be considering a millage renewal of the current .2 mills to continue operations of the radio system. This will probably be on the November election. If you have any questions on the millage please contact me or save questions for the August meeting when I get back.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT

MONTHLY OPERATIONS REPORT



JUNE 2015

JUNE 2015 MONTHLY REPORT

Calls For Service	444
Arrests	12
Mutual Aid Assistance To Other Departments Inside the Township	3
Mutual Aid Assistance To Other Departments Outside the Township	4
Average Response Time	5.784

NOTES & FACTS FROM THE DEPARTMENT

- **DATA:** 65 % of total complaints answered were in the hamlet area and 35 % were handled throughout the rest of the Township.
- **ACTION ITEM:**

HIRING OF PART-TIME PROBATIONARY POLICE OFFICER:

I recommend that the Board of Trustees approve the appointment of Patrick Leedle to the position of Part-Time Probationary Police Officer effective July 15, 2015.

HIRING OF SALVAGE VEHICLE INSPECTOR:

I recommend the approval to appointment Jen Okey as a Limited Enforcement Officer to conduct salvage vehicle inspections for the police department.

PURCHASE OF ACCESS CONTROL SYSTEM:

I request the Northfield Township Board of Trustees approve the purchase of an Access Control System. The cost for the Public Safety Building is \$49,032.99, the Senior Center - \$2,566.61, and Fire Station #2 - \$2,801.34. Item is budgeted out of Federal Forfeiture funds.

- **TRAINING:** FORMAL – Lt. T. Greene and Sgt. J. Davidson completed training in Managing the Property and Evidence Room.
In-Service roll call tapes for all officers included Child Sex Trafficking, Enforcing Law for Motorcyclist and Bicyclist.
- **EVENTS OF SIGNIFICANCE: OWI CRASH**
On June 29, 2014, officers responded to the report of a vehicle lodged in a swampy area at the end of Edmund Ave. Upon arrival, officers observed that the vehicle was stuck in wet soil and a male subject trying to get the vehicle out. Officers made contact with the male, who denied driving the vehicle. After further questioning, the male advised the officers to “just arrest (him)” and refused all sobriety testing. He was transported to the hospital for a blood-draw, issued a citation for Refusing a PBT and charges are pending for OWI.

- **MALICIOUS DESTRUCTION OF PROPERTY**

On June 27, 2014, officers responded to a MDOP complaint on Six Mile Road. The victim advised that an x-boyfriend had been stalking her and harassing her. The x-boyfriend had been in the victim's neighbor's driveway and then drove past her house several times, revving his engine and shining his brights at her house. He was also texting her, threatening her and posting inappropriate pictures of her on facebook. After he left the area, the victim went outside and discovered that all four tires on her friend's vehicle had been slashed. The seats in the victim's vehicle had also been slashed. Officers made contact with the suspect, who was very uncooperative. Charges are pending at the Prosecutor's Office for MDOP.

- **DEATH INVESTIGATION**

On June 21, 2014, officers responded to a residence on Forest Road for a report of an unresponsive male subject who appeared to be deceased. The caller had awoken to find his 22 year old friend unresponsive on his bathroom floor. Officers arrived and attempted to resuscitate the subject, however, the subject was pronounced deceased by EMT's who arrived on scene. A hypodermic needle was located beneath the subject's body. There was also some drug paraphernalia located in the toilet. Several witnesses who were present with the deceased subject stated that they believed he had been using drugs the previous night. This case is currently under investigation pending autopsy results.

- **WARRANT ARREST / POSSESSION OF METHAMPHETAMINES**

On June 21, 2014, officers were conducting routine patrol when they observed a suspicious male at a gas station on Six Mile Rd. Officers ran the plate on the car and discovered that the owner/driver had a felony warrant for Possession of Methamphetamine/Ecstasy. Officers made contact with and identified the driver and he was advised of his warrant. The officers searched the driver prior to placing him in their patrol vehicle and located suspected Meth in his rear pocket.

CLEAR-1018 Verified Offense By Date
Agency: NR
6/1/2015 12:00:00 AM - 6/30/2015 12:00:00 AM

Offense Code	Description	Incident Count
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	6
1380	Telephone Used for Harassment, Threats	2
2203	B&E - Burglary - Forced Entry - Non-Residence	1
2204	B&E - Burglary - No Forced Entry - Residence- Home Invasion	1
2305	Larceny - Personal Property from Vehicle - LFA	2
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	3
2309	Larceny - From Yards (Grounds Surrounding a Building)	2
2399	Larceny (Other)	1
2609	Identity Theft	2
2693	Uttering and Publishing Check	1
2902	Damage to Property - Private Property - MDOP	3
2905	Damage to Property - Private Property - MDOP With Explosives	1
3078	Retail Fraud, Theft 3rd Degree	2
5013	Conditional Release Violation	1
5282	Fireworks -Possession, Sale, Use, or Furnish	1
5311	Disorderly Conduct	1
7380	Nuisances Ord - Noise / Prohibited Hours / Area	1
8013	Accident, Failed to Report	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	1
C2840	Juvenile - Malicious Mischief	2
C2933	Vehicle Registration - Improper / Expired	3
C2934	Vehicle Insurance - None / Expired	5
C2935	DWLS 2nd OPS License Suspended / Revoked	2
C3020	Misdemeanor Arrest Warrant (Originating Agency)	1
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	2
C3101	Acc, Single Motor Vehicle	1
C3145	Property Damage Traffic Crash PDA	8
C3155	Personal Injury Traffic Crash PIA	2
C3170	Private Property Traffic Crash	3
C3208	Death Investigation - Cause Unknown	1
C3217	Attempt Suicide Adult	2
C3250	Mental Health Call	2
C3299	Welfare Check	8
C3310	Family Trouble	1
C3312	Neighborhood Trouble	1
C3316	Lost Property	2
C3318	Found Property	2
C3324	Suspicious Circumstances	14
C3326	Suspicious Vehicles	7
C3328	Suspicious Persons	6
C3329	Intelligence Information	1
C3330	Assist Other Law Enforcement Agency	1
C3331	Assist Medical	9
C3332	Assist Fire Department	3
C3333	Assist Motorist	1

CLEAR-1018 Verified Offense By Date
Agency: NR
6/1/2015 12:00:00 AM - 6/30/2015 12:00:00 AM

Offense Code	Description	Incident Count
C3334	Assist Other Govt Agency	1
C3336	Assist Citizen	27
C3337	Assist Citizen - Vehicle Lockout	6
C3344	Recovered Stolen Vehicle - Other Jurisdiction	1
C3345	Accidental Property Damage	1
C3351	Civil - Landlord / Tenant	1
C3355	Civil Matter - Other	14
C3702	Traffic Complaint / Road Hazard	8
C3708	Traffic Complaint / Private Impound	2
C3803	Animal Barking Dog	1
C3804	Animal Complaint	7
C3808	Animal Bite / Scratch	2
C3814	Animal Pick-up - Dead	1
C3902	Burglary Alarm	1
C4041	Speeding Citation	18
C4044	Follow to Close Citation	1
C4105	Equipment Citation	2
C4307	Drove W/Expired Ops	1
L3501	911 Hang Up - NR	2
L3502	Follow Up - NR	2
L3503	Opened in Error - NR	3
L3504	PBT Station - NR	23
L3505	Fireworks No Report - NR	2
L3506	Shots Fired - NR	1
L3507	Fingerprints - NR	6
L3510	Loud Music - NR	1
L3517	Solicitor - NR	1
L3518	Vehicle Repossession - NR	1
L3526	False Alarm - NR	11
L3532	Range Firearms - NR	1
L3535	GUN Permit, Applications, CCW Permits - NR	36
L3538	Property/Vacation Check - NR	2
L3542	BOL - NR	16
L3546	Trespass Notice Served - NR	1
L3547	Subpoena Service - NR	1
L3550	Speed Sign Detail - NR	11
L3551	Sex Offender Registration/Verification - NR	5
L3552	Traffic Stop - NR	44
L3557	Check Person - NR	1
L3568	Local Records Check - NR	3
L3569	Assist Other Police Agency - Inside Northfield - NR	3
L3570	Assist Other Police Agency - Outside Northfield - NR	4
L3571	Disorderly Person - NR	1
L3597	Non Terminal - NR	38
L4599	Misc Non-Criminal - NR	2

CLEAR-1018 Verified Offense By Date
Agency: NR
6/1/2015 12:00:00 AM - 6/30/2015 12:00:00 AM

Offense Code	Description	Incident Count
L4925	Commercial Vehicle Violations - NR	2
L6501	Property Check/Directed Patrol/Vac Watch - NR	2
Sum:		444

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

Agency: Northfield Township Police
ORI: MI8196400

Classification	Jun/2014	Jun/2015	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	-
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	3	6	100.0%
13002 AGGRAVATED/FELONIOUS ASSAULT	0	0	-
13003 INTIMIDATION/STALKING	1	2	100.0%
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	0	1	-
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	-
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSESNAATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	0	6	-
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	1	2	100.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	1	0	-100.0%
23007 LARCENY -OTHER	1	3	200.0%
24001 MOTOR VEHICLE THEFT	2	1	-50.0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	1	-
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	0	-
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	1	0	-100.0%
26003 FRAUD -IMPERSONATION	1	2	100.0%
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
27000 EMBEZZLEMENT	0	0	-
28000 STOLEN PROPERTY	0	0	-
29000 DAMAGE TO PROPERTY	6	6	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 June

Agency: Northfield Township Police
ORI: MI8196400

Classification	Jun/2014	Jun/2015	%Change
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	2	0	-100.0%
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	0	-
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	0	0	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
Total for Group A	19	32	68.4%
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENCE HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	1	-
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	0	-
42000 DRUNKENNESS	0	0	-
48000 OBSTRUCTING POLICE	0	0	-
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	1	-
53001 DISORDERLY CONDUCT	0	0	-
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	0	1	-

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 June

Agency: Northfield Township Police
ORI: MI8196400

Classification	Jun/2014	Jun/2015	%Change
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	1	1	0%
55000 HEALTH AND SAFETY	0	2	-
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	0	0	-
57002 INVASION OF PRIVACY -OTHER	0	0	-
58000 SMUGGLING	0	0	-
59000 ELECTION LAWS	0	0	-
60000 ANTITRUST	0	0	-
61000 TAX/REVENUE	0	0	-
62000 CONSERVATION	0	0	-
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	0	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	1	2	100.0%
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
Total for Group B	2	8	300.0%
2800 JUVENILE OFFENSES AND COMPLAINTS	3	2	-33.3%
2900 TRAFFIC OFFENSES	12	10	-16.7%
3000 WARRANTS	10	5	-50.0%
3100 TRAFFIC CRASHES	16	14	-12.5%
3200 SICK / INJURY COMPLAINT	6	13	116.7%
3300 MISCELLANEOUS COMPLAINTS	101	101	0%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	2	0	-100.0%
3500 NON-CRIMINAL COMPLAINTS	206	222	7.8%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	30	10	-66.7%
3800 ANIMAL COMPLAINTS	4	11	175.0%
3900 ALARMS	1	1	0%
Total for Group C	391	389	-0.5%
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	44	19	-56.8%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	6	2	-66.7%
4200 PARKING CITATIONS	0	0	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	2	2	0%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	2	2	0%
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	1	2	100.0%
Total for Group D	55	27	-50.9%
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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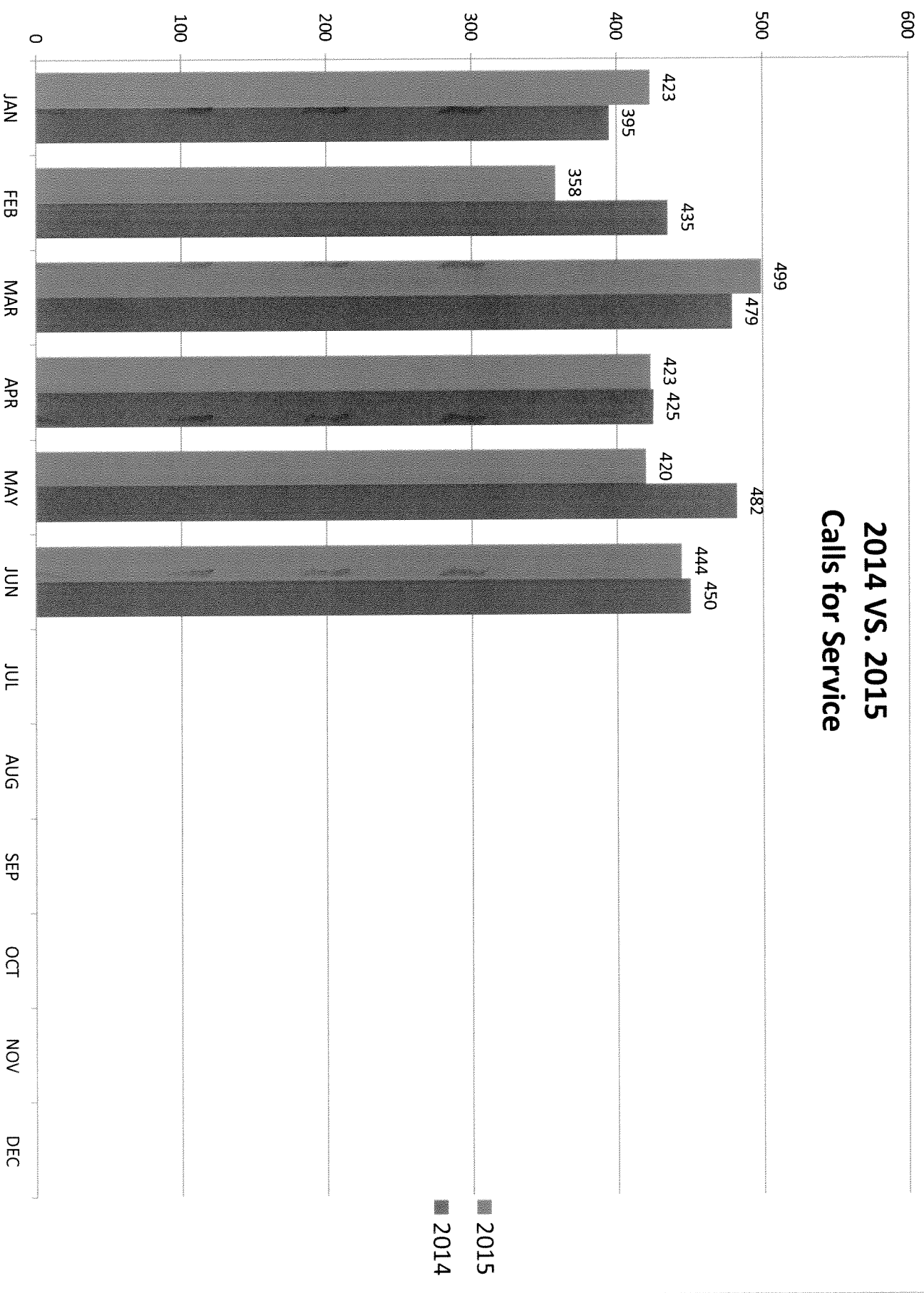
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Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of June

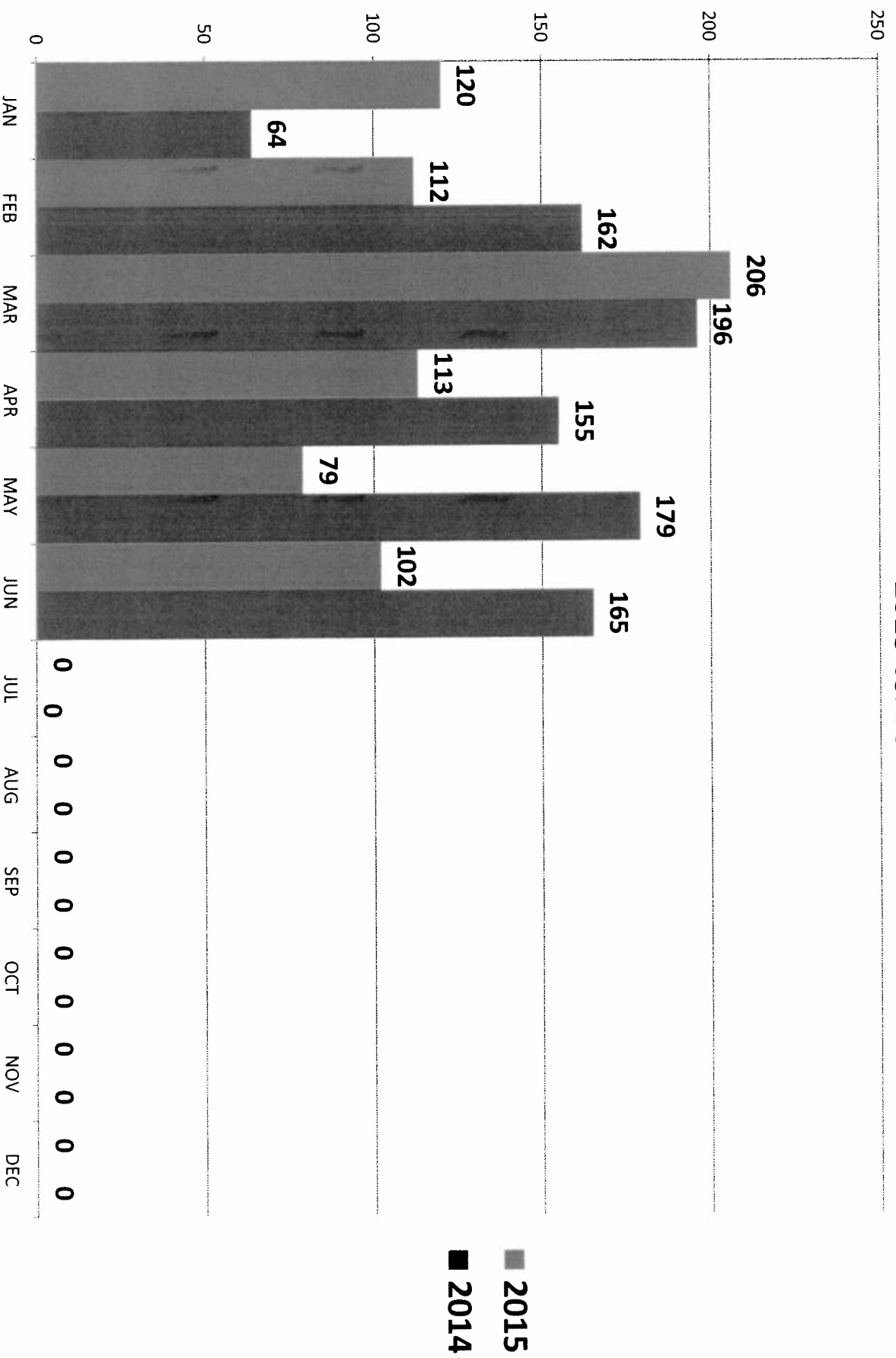
Agency: Northfield Township Police
ORI: MI8196400

<u>Classification</u>		<u>Jun/2014</u>	<u>Jun/2015</u>	<u>%Change</u>
Total for Group E		0	0	-
6000	MISCELLANEOUS ACTIVITIES (6000)	1	0	-100.0%
6100	MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200	ARREST ASSIST	0	0	-
6300	CANINE ACTIVITIES	0	0	-
6500	CRIME PREVENTION ACTIVITIES	0	2	-
6600	COURT / WARRANT ACTIVITIES	0	0	-
6700	INVESTIGATIVE ACTIVITIES	0	0	-
Total for Group F		1	2	100.0%
Total for All Groups		468	458	-2.1%

2014 VS. 2015 Calls for Service

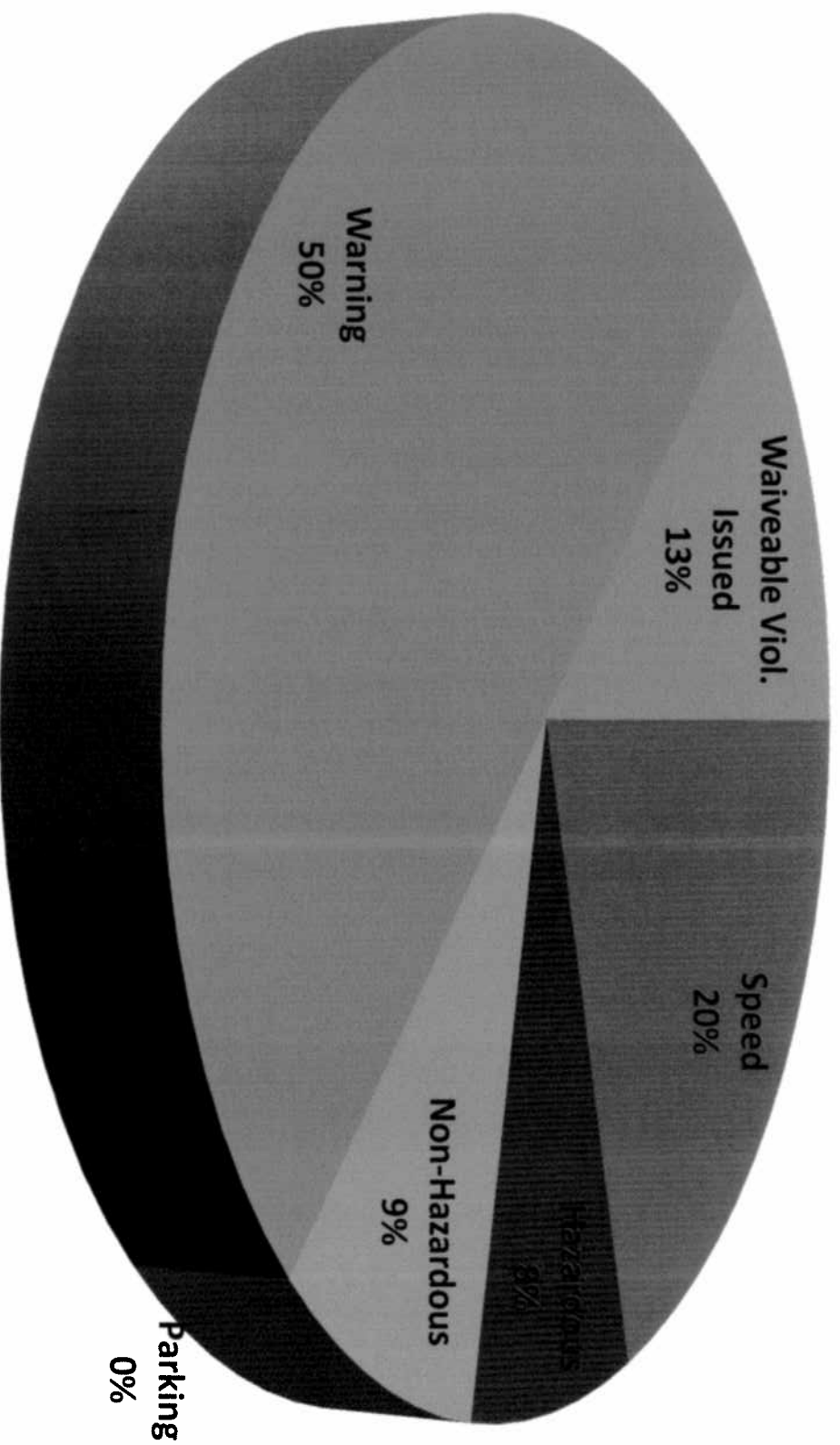


NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2015 vs. 2014



TRAFFIC VIOLATIONS ISSUED BY TYPE

June 2015

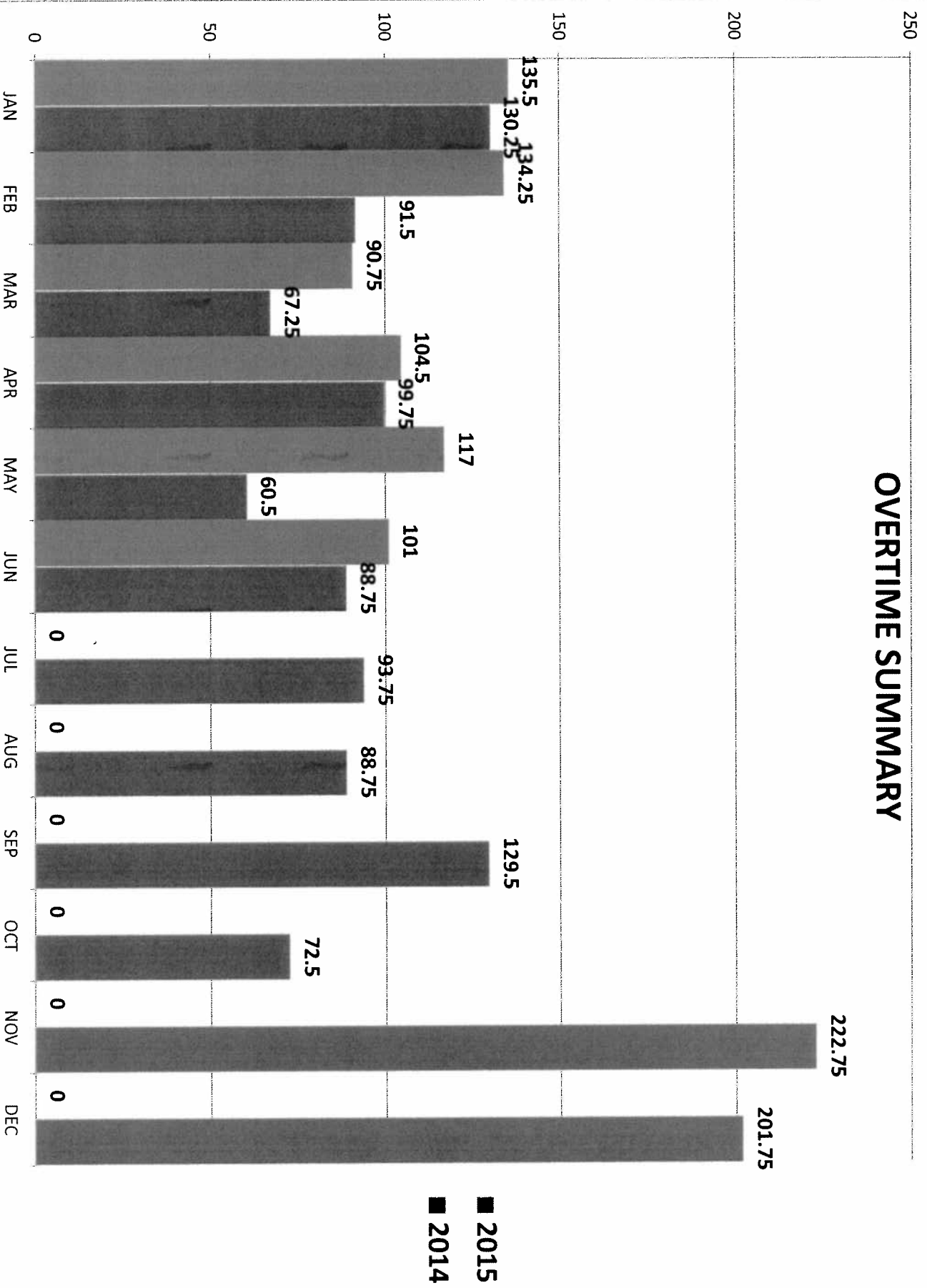


TRAFFIC VIOLATIONS SUMMARY

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	21							187
Hazardous	5	9	9	2	3	8							36
Non-Hazardous	15	19	29	18	4	9							94
Parking	0	0	0	0	0	0							0
Warning	56	22	88	51	36	51							304
Waiveable Viol. Issued	18	29	23	15	13	13							111
TOTAL	120	112	206	113	79	102	0	0	0	0	0	0	732
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	49							262
Hazardous	4	13	12	8	11	2							50
Non-Hazardous	10	19	17	14	19	6							85
Parking	0	0	0	0	0	0							0
Warning	29	64	81	59	70	83							386
Waiveable	10	25	37	21	20	25							138
TOTAL	64	162	196	155	179	165	0	0	0	0	0	0	921

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

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	17							99
Complaint Investigation	1	15.75	0.75	3	18.75	1							40.25
Report Writing	2.5	0	0	2.5	1.25	0							6.25
Training	0	0	0	0	0	3							3
Short Shift	10	12	62	60	11.5	53							208.5
Administrative	1	18.5	13	1	5.5	0							39
Special Detail	0	0	0	0	0	27							27
Holiday	112	68	0	32	48	0							260
TOTAL	135.5	134.25	90.75	104.5	117	101	0	0	0	0	0	0	683

	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	101	0	0	0	0	0	0	683
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	8							175
Comp	14	13	9.5	4.5	23.25	40.5							104.75
Vacation	54	56	36	24	0	0							170
Holiday	20	8	0	10	10	0							48
PTO	58	40.75	167	180	94.25	105							645
Other	0	0	0	168	168	176							
TOTAL	209	129.75	234.5	456.5	295.5	329.5	0	0	0	0	0	0	1142.75

The 176 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	0							4.5
Patrol	0	0	8	0	22.5	0							30.5
Crime Prevention	0	0	0	0	0	0							0
Special Events	0	17.5	0	0	0	0							17.5
Administrative	0	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**

To: Northfield Township Board of Trustees

From: Tim Hardesty Wastewater Treatment Plant Superintendent

Date: July 9th, 2015

Subject: June 2015 Monthly Report

6/1/15: Dug up sewer line and well at Darlene Curtis property and capped both pipes.

6/1/15: Plugged sewer call at 10619 Groomes Drive. Problem was in the homeowners' line.

6/2/15: Started cleaning, televising, and root treatment program again. Also started manhole assessment protocol for DEQ required asset management program.

6/4/15: Had annual inspection from Green Oak Fire Department.

6/8/15: Took scum pump motor to Current Electric for repair.

6/10/15: Pulled pump #2 at Raymond pumping station because of rags in impeller.

6/11/15: Investigated no water at 75 Barker. There was no power coming into the electrical panel from Detroit Edison.

6/15/15: 75 Barker again. Vacuumed up water on floor from the rain and caulked around exterior door.

6/17/15: Corby Energy Services started on main line repairs.

6/18/15: Pulled pump #2 at Eagle Gardens Pump station because of rags in pump.

6/23/15: Call back for high flow issues due to 2.5 inches of rain.

6/23/15: Stenciled storm drains at Township/Public Safety Building for storm water permit.

6/23/15: Corby Energy finished repairs.

6/27/15: Call back for power failure at Northshore #2 pump station.

6/30/15: Repaired oil cooler line on generator at Eastshore #1 pump station.

June 2014 Daily Average Flow	.614MGD
June 2015 Daily Average Flow	.916MGD
Maximum June Daily Flow 2014	1.18MGD
Maximum June Daily Flow 2015	1.45MGD
Minimum June Daily Flow 2014	.740MGD
Minimum June Daily Flow 2015	.714MGD
6 – Month Average Flow	.822MGD
12 – Month Average Flow	.735MGD
Total Gallons Treated June 2014	25,983,000MG
Total Gallons Treated June 2015	27,468,000MG
Rainfall (inches) June 2014	6.59”
Rainfall (inches) June 2015	6.20”
Connections / Tap-ins’ to system	0
Miss Dig Staking’s	5
Overtime	38

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

I. June Overview

The Senior Nutrition program is growing rapidly. We have 39 registered seniors, with 10 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 at the end of July.

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

Planning for future programming and trips is ongoing.

The first two Movies Under the Stars took place in June. Thanks to wind and the threat of rain on both evenings, attendance was low, with only about 12 people in attendance each night. The first night was called about 20 minutes early due to an incoming storm. There was a bit of excitement on the second evening when a gust of wind uprooted the stakes and started to carry the 18-foot screen across Main St. We were able to stop it and secure it, with only a 10 minute delay in the film.

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, Linda Hartley, Cindy Hogston, Betty Jones, Alyssa Jones, Autumn Jones, Karen Neigebauer, Fritz Nelson, Kim & Isabel Pohl, Donn Sleek, Ann Thompson, and Curtis Ward - for the assistance they gave to the Community Center in June. Their assistance is always appreciated.

II. Program Evaluation

- a. **On Going Services**– Lynn Bowman, our Massage Therapist has moved to the west side of the state. We miss her, but wish her well. I am in the process of looking for a new person who has a specialty in CranioSacral Therapy. This was Lynn's specialty and what many of her former clients are looking for.

The Medical Loan Closet continues to be available to the community. Nine items were loaned in June. We continue to run low on wheelchairs, 4-wheeled walkers with seats, and shower chairs, and are looking for

donations. We received donations of several walkers, 2 commodes, a cane and a transport wheelchair in June.

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. The June date was cancelled due to a schedule conflict.

b. **Classes**

Chair Yoga (8 participants/week) and Exercise with Becky (8-12 participants/week) continued. Tai Chi class has 5 participants this session. MAH Fitness has 4 people participating.

Yoga for Beginners has 5 people attending each week.

Yoga for Kids has 2 students attending.

Acrylic Painting for Beginners has been a hit with participants. We held two 3-week sessions with 5 people participating in June. A third class will begin July 15.

Mom & Tots Time had 7 families participate during the month of June. Our themes were "Flowers" and "Eyes & Goofy Glasses." We read stories, played games, colored and made several crafts, including binoculars and flower pots.

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. 4 people attended each week during June. Basic knitting instruction is being given for anyone who would like to learn.

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

The Whitmore Lake TOPS Club has changed its name to "A N.E.W. Me – Nutrition, Encouragement, Weight Loss." They will continue to hold their weekly meetings at the Community Center. Five people attend. We are happy to have them here!

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

d. **Special Events**

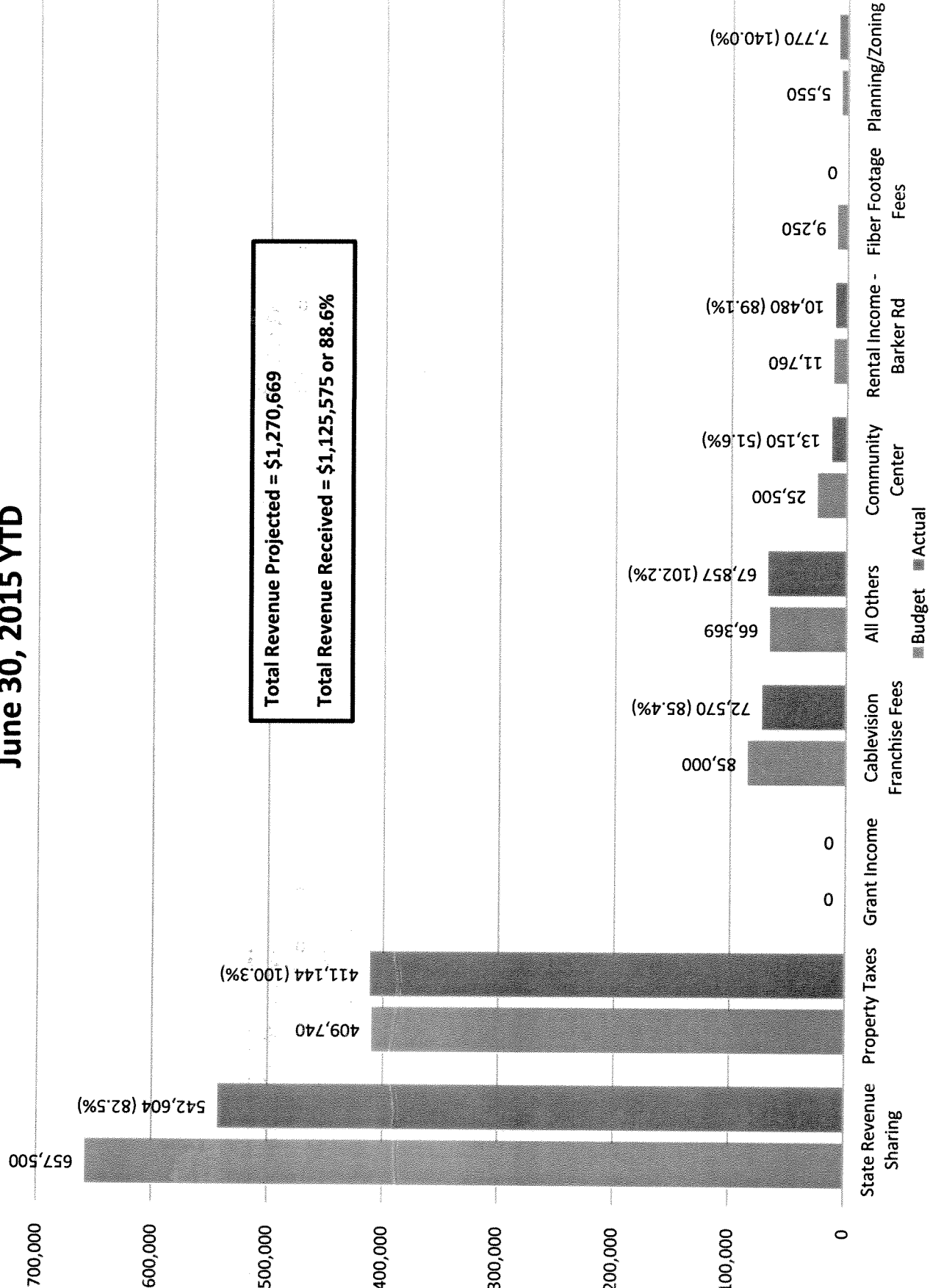
"Karaoke Night at the Community Center," continued on June 5. Eighteen people attended.

Pizza & a Movie was cancelled in June. The next one is scheduled for

July 17. The featured movie will be "Dolphin Tale 2."

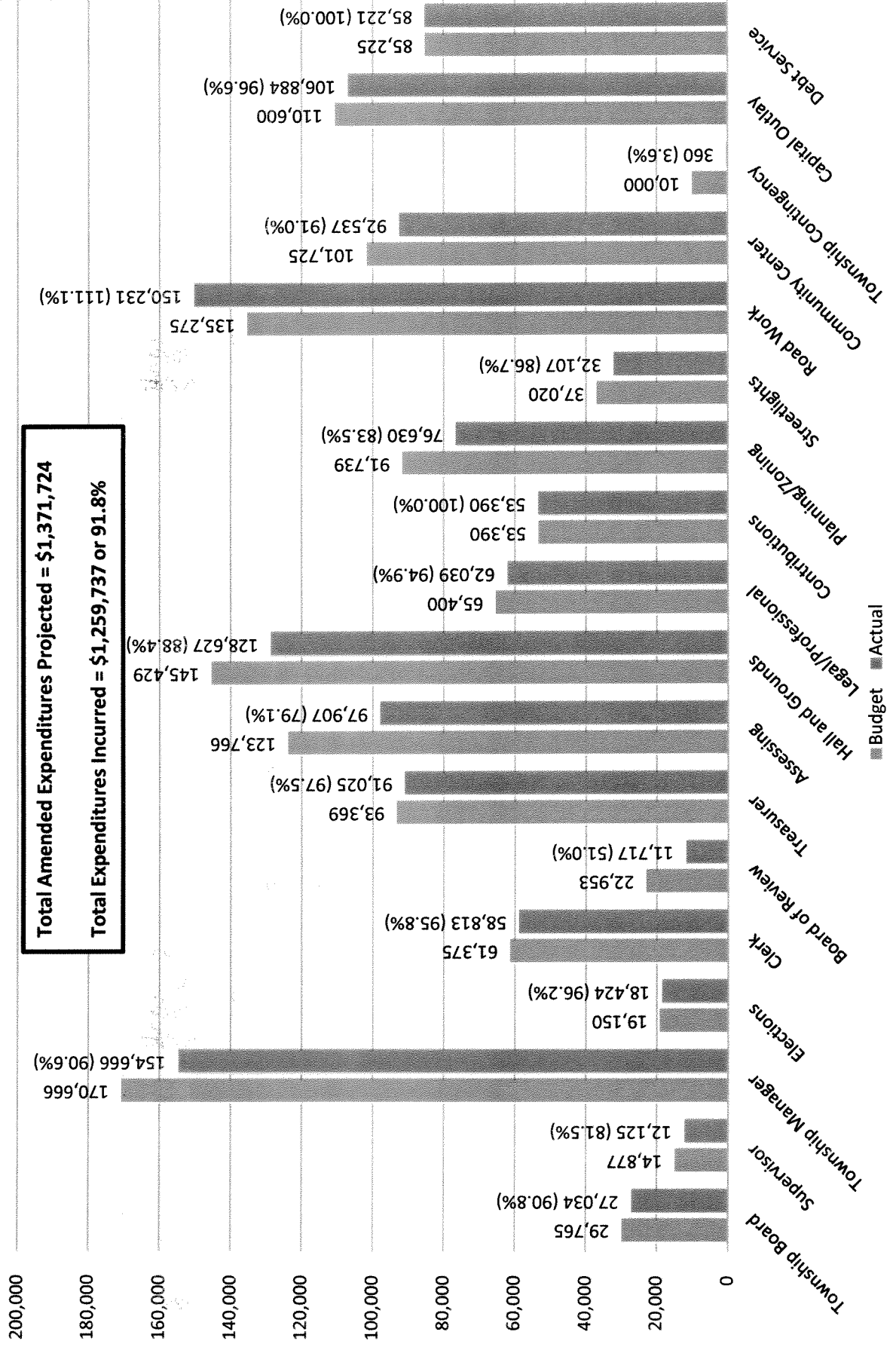
Attorney General Bill Schuette's Senior Brigade program did a presentation on "Phone & Mail Scams." Nine people attended. .

NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Received June 30, 2015 YTD



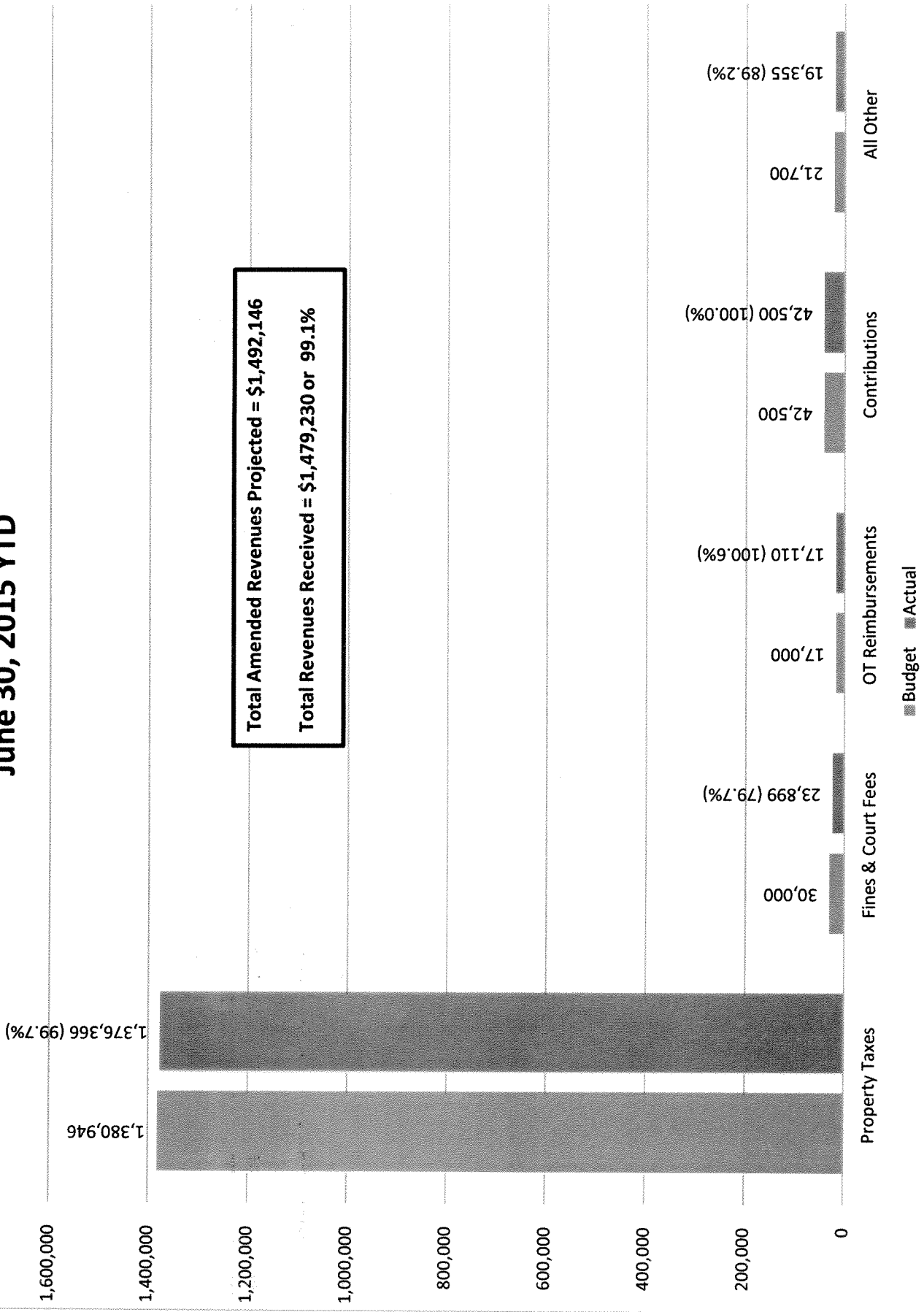
NORTHFIELD TOWNSHIP GENERAL FUND

Amended Expenditures Projected vs. Incurred June 30, 2015 YTD



NORTHFIELD TOWNSHIP POLICE FUND

Amended Revenues Projected vs. Received June 30, 2015 YTD

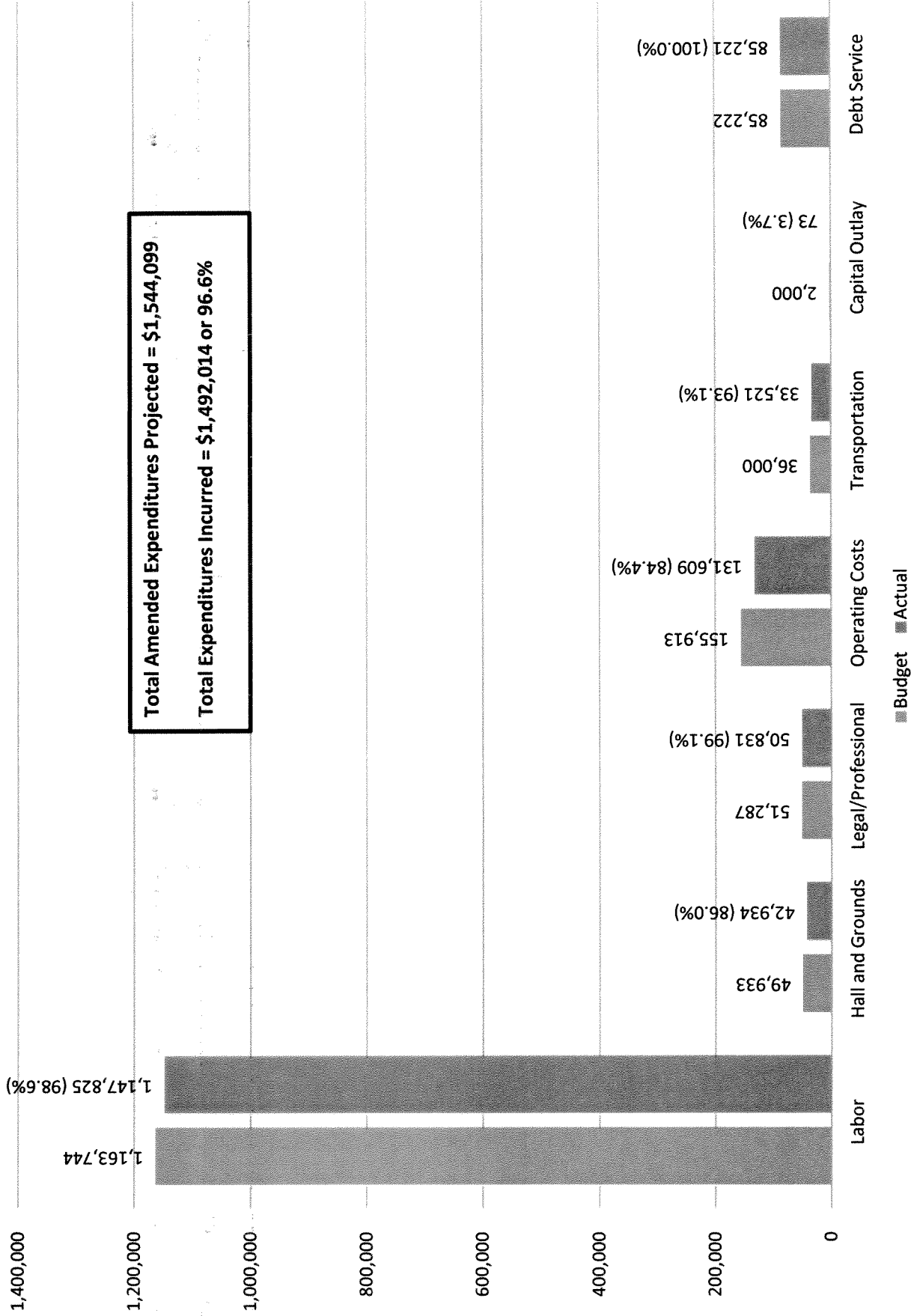


NORTHFIELD TOWNSHIP

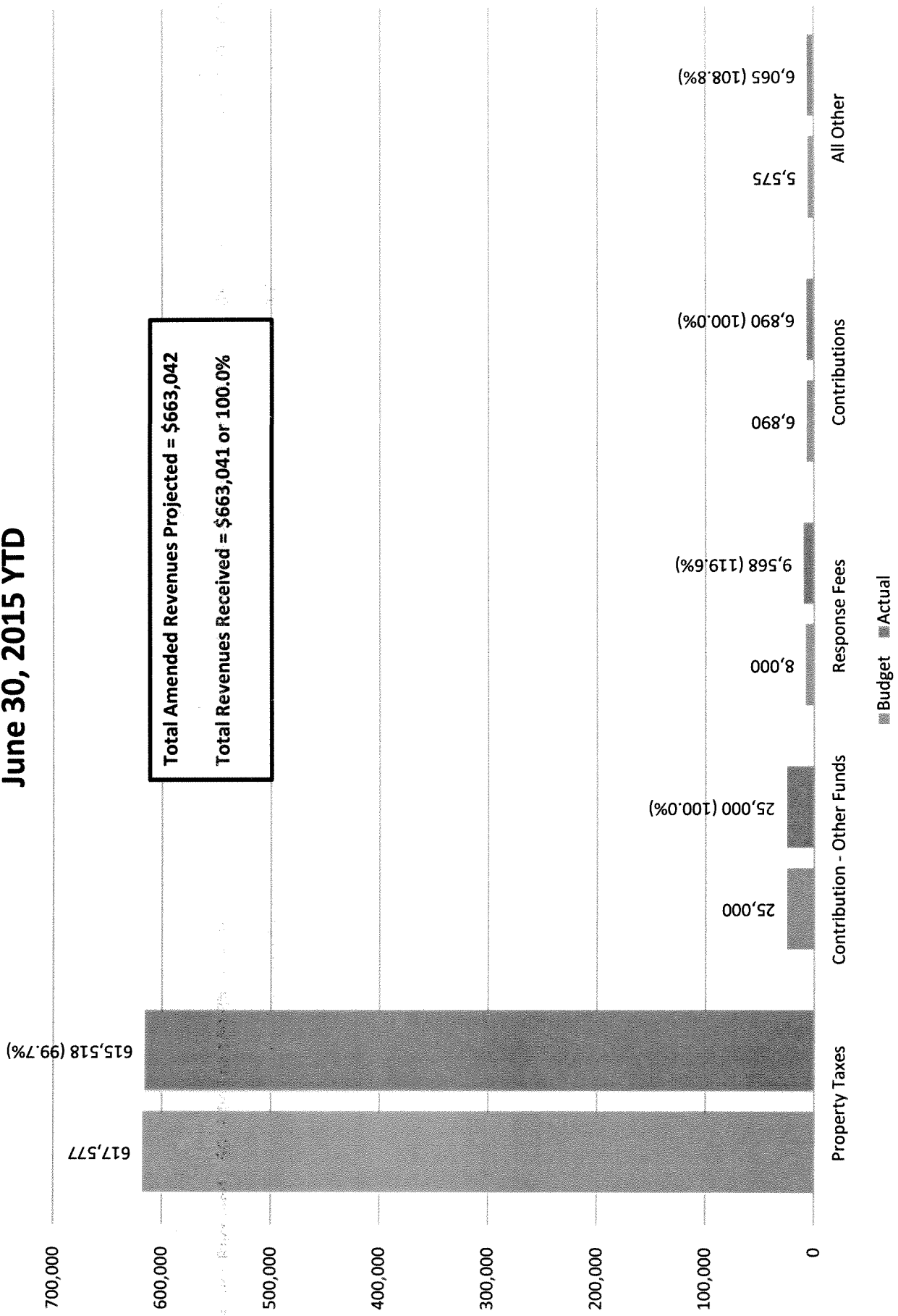
POLICE FUND

Amended Expenditures Projected vs. Incurred

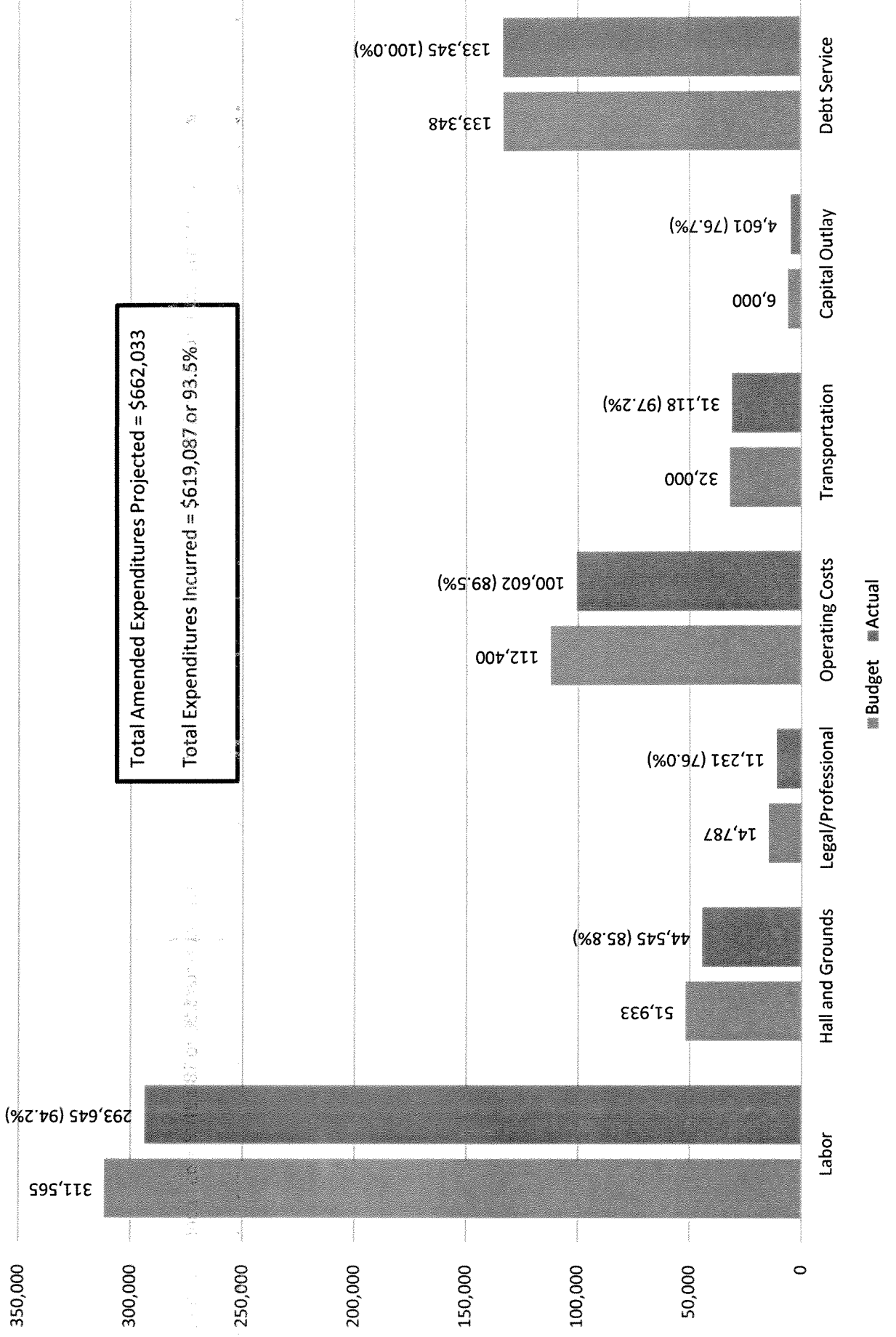
June 30, 2015 YTD



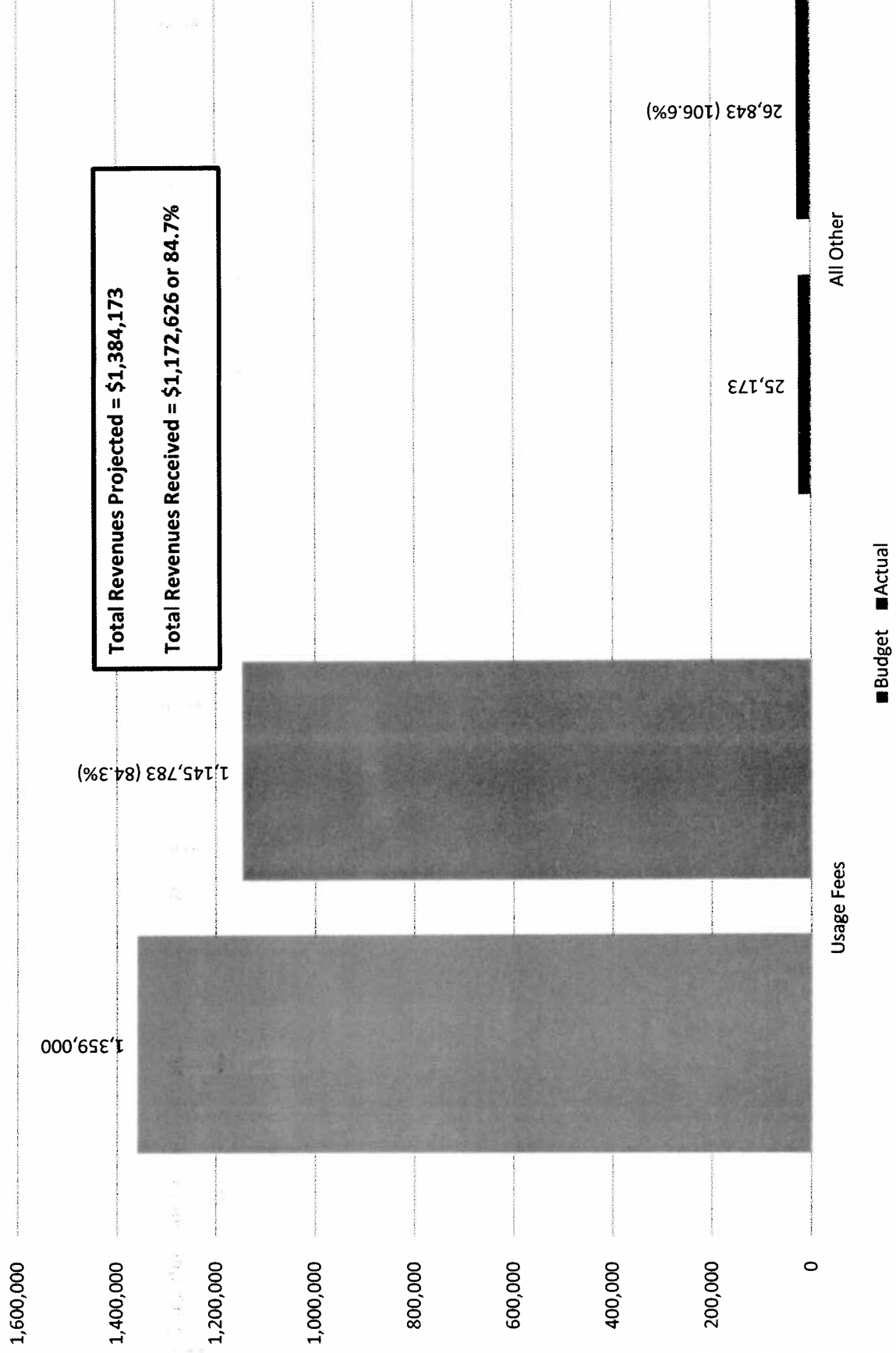
NORTHFIELD TOWNSHIP **FIRE/MEDICAL RESCUE FUND** **Amended Revenues Projected vs. Received** **June 30, 2015 YTD**



NORTHFIELD TOWNSHIP **FIRE/MEDICAL RESCUE FUND** **Amended Expenditures Projected vs. Incurred** **June 30, 2015 YTD**



NORTHFIELD TOWNSHIP **WWTP FUND** **Revenues Projected vs. Received** **June 30, 2015 YTD**

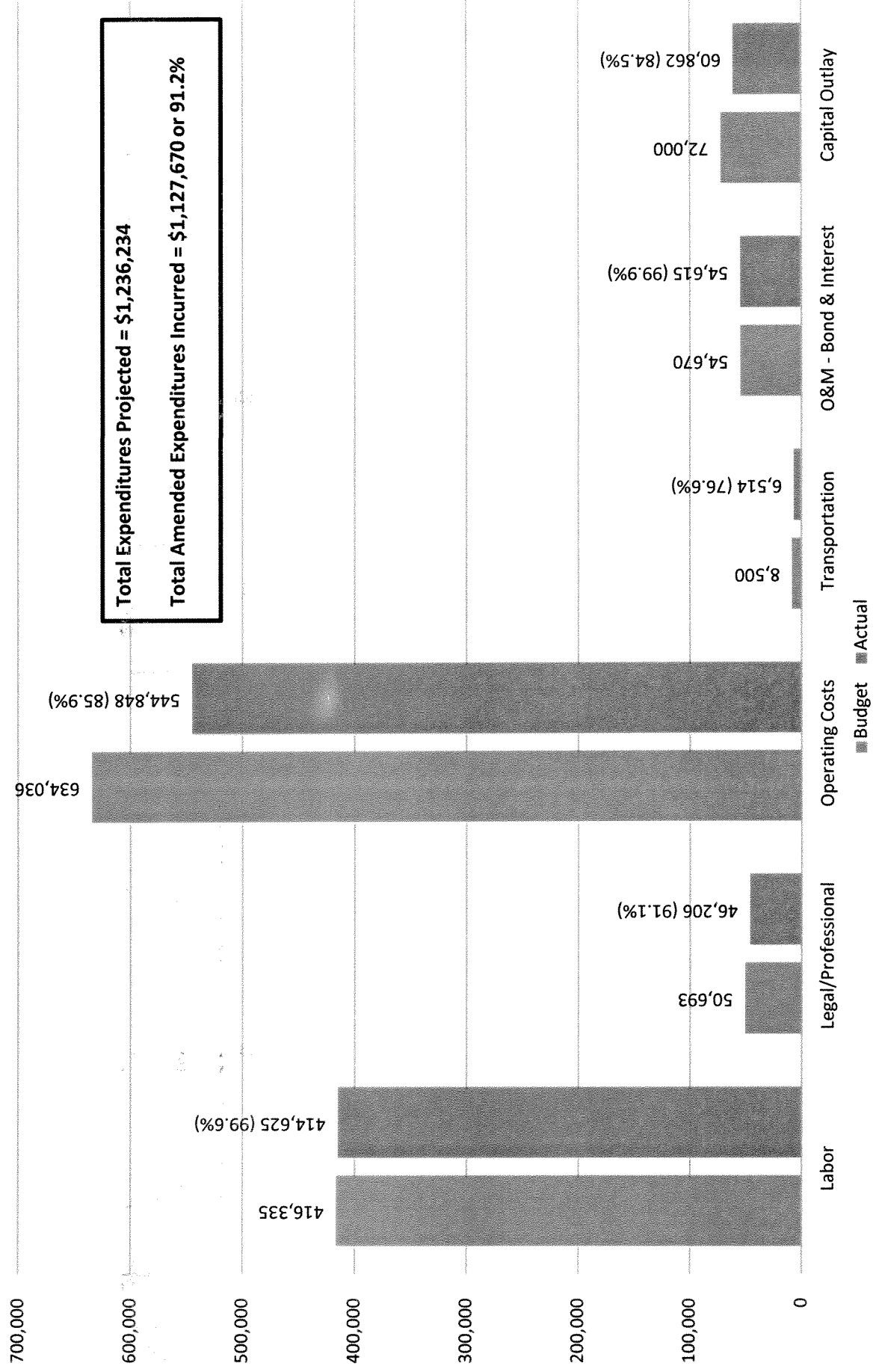


NORTHFIELD TOWNSHIP

WWTP FUND

Amended Expenditures Projected vs. Incurred

June 30, 2015 YTD



07/09/2015 09:58 AM

User: RICK

DB: Northfield

PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDC 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
101-000-452	PEDDLER'S LICENSES	85.00	0.00	0.00	340.00	110.00	(340.00)	100.00
101-000-453	CABLEVISION FRANCHISE FEES	92,534.67	85,000.00	85,000.00	72,570.13	0.00	12,429.87	85.38
101-000-455	FIBER FOOTAGE FEES	8,586.20	9,250.00	9,250.00	0.00	0.00	9,250.00	0.00
101-000-574	STATE SHARED REVENUE	618,499.00	650,000.00	657,500.00	542,604.00	100,896.00	114,896.00	82.53
101-000-590	GRANT INCOME	232,325.95	250,000.00	0.00	0.00	0.00	0.00	0.00
101-000-615	INSURANCE PROCEEDS	0.00	0.00	0.00	456.28	0.00	(456.28)	100.00
101-000-626	COPY & FOIA INCOME	269.01	250.00	250.00	55.07	0.00	194.93	22.03
101-000-665	INTEREST INCOME	1,918.69	1,500.00	1,500.00	127.81	0.00	1,372.19	8.52
101-000-671	REIMBURSEMENT/OTHER INCOME	1,019.06	650.00	650.00	2,859.74	24.58	(2,209.74)	439.96
101-000-675	CONTRIBUTION-PRIVATE SOURCES	9.00	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	0.00	10,480.00	0.00	1,280.00	89.12
101-000-690	UNREALIZED GAIN/LOSS	(38,173.65)	0.00	0.00	49.00	0.00	(49.00)	100.00
Total Dept 000		927,376.77	1,008,410.00	765,910.00	629,542.03	101,030.58	136,367.97	82.20
Dept 191-ELECTIONS								
101-191-671	REIMBURSEMENT/OTHER INCOME	2,312.01	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
Dept 253-TREASURER								
101-253-402	CURRENT PROPERTY TAX	252,329.33	256,700.00	256,700.00	255,822.71	19,127.50	877.29	99.66
101-253-404	MOBILE HOME LICENSE FEES	3,138.50	2,850.00	2,850.00	2,172.00	0.00	678.00	76.21
101-253-445	PENALTY & INTEREST ON TAXES	150.97	500.00	2,700.00	2,809.86	63.52	(109.86)	104.07
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	136,852.31	10,760.01	(2,852.31)	102.13
Total Dept 253-TREASURER		402,575.31	407,540.00	409,740.00	411,144.38	29,951.03	(1,404.38)	100.34
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	5,500.00	1,100.00	(2,500.00)	183.33
101-412-607	ZONING ADMINISTRATIVE FEES	500.00	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
101-412-637	SPLIT APPLICATIONS	2,100.00	500.00	500.00	850.00	0.00	(350.00)	170.00
Total Dept 412-PLANNING/ZONING DEPT		15,133.11	5,550.00	5,550.00	7,770.00	1,100.00	(2,220.00)	140.00
Dept 666-COMMUNITY CENTER								
101-666-590	GRANT INCOME	2,550.00	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	11,656.62	1,260.00	13,343.38	46.63
101-666-649	SCC MEMBERSHIP	1,363.07	0.00	0.00	0.00	0.00	0.00	0.00
101-666-676	CONTRIBUTIONS - SCC	580.00	500.00	500.00	1,493.46	506.00	(993.46)	298.69

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		06/30/2014	ORIGINAL BUDGET	AMENDED BUDGET	06/30/2015	MONTH	06/30/2015	BALANCE	

Fund 101 - GENERAL FUND Revenues

Total Dept 666-COMMUNITY CENTER

TOTAL Revenues

Expenditures

Dept 101-TOWNSHIP BOARD

101-101-701	SALARIES	8,958.19	10,000.00	10,000.00	9,891.51	1,874.97	108.49	98.92
101-101-715	SOCIAL SECURITY	685.32	765.00	765.00	756.72	143.44	8.28	98.92
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	6,524.65	797.11	(24.65)	100.38
101-101-957	TRAINING & DEVELOPMENT	238.00	2,000.00	2,000.00	509.31	99.00	1,490.69	25.47

Total Dept 101-TOWNSHIP BOARD

Dept 171-SUPERVISOR

101-171-701	SALARIES	12,499.76	12,500.00	12,500.00	12,499.76	961.52	0.24	100.00
101-171-715	SOCIAL SECURITY	50.10	957.00	957.00	(660.83)	(17.43)	1,617.83	(69.05)
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

Dept 172-TOWNSHIP MANAGER

101-172-701	SALARIES	77,062.94	77,000.00	77,000.00	77,000.04	5,923.08	(0.04)	100.00
101-172-704	CLERICAL/DEP /SUPER/ELECTION	11,228.00	26,625.00	26,625.00	25,325.50	2,044.00	1,299.50	95.12
101-172-715	SOCIAL SECURITY	10,825.04	12,125.00	12,125.00	11,995.42	972.59	129.58	98.93
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	0.00	(0.48)	100.05
101-172-718	PENSION	7,699.62	7,700.00	7,700.00	7,699.64	592.28	0.36	100.00
101-172-722	CONTROLLER	53,212.80	54,850.00	54,850.00	54,477.77	4,746.60	372.23	99.32
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	555.52	50.42	444.48	55.55
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)	(36,501.00)	(6,108.00)	(613.00)	98.35
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

Dept 191-ELECTIONS

101-191-704	CLERICAL/DEP /SUPER/ELECTION	1,400.36	6,500.00	6,500.00	9,416.75	150.00	(2,916.75)	144.87
101-191-727	SUPPLIES	1,442.36	2,650.00	2,650.00	4,775.30	758.24	(2,125.30)	180.20
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	0.00	(471.87)	123.59

Total Dept 191-ELECTIONS

19,933.82	25,500.00	25,500.00	13,150.08	1,766.00	12,349.92	51.57
1,429,121.02	1,510,969.00	1,270,669.00	1,125,575.49	133,847.61	145,093.51	88.58
25,458.96	29,765.00	29,765.00	27,033.87	2,914.52	2,731.13	90.82
12,499.76	12,500.00	12,500.00	12,499.76	961.52	0.24	100.00
50.10	957.00	957.00	(660.83)	(17.43)	1,617.83	(69.05)
0.00	120.00	120.00	0.00	0.00	120.00	0.00
0.00	200.00	200.00	0.00	0.00	200.00	0.00
0.00	100.00	100.00	0.00	0.00	100.00	0.00
0.00	1,000.00	1,000.00	285.58	0.00	714.42	28.56
12,549.86	14,877.00	14,877.00	12,124.51	944.09	2,752.49	81.50
77,062.94	77,000.00	77,000.00	77,000.04	5,923.08	(0.04)	100.00
11,228.00	26,625.00	26,625.00	25,325.50	2,044.00	1,299.50	95.12
10,825.04	12,125.00	12,125.00	11,995.42	972.59	129.58	98.93
13,081.82	14,505.00	14,505.00	6,534.22	0.00	7,970.78	45.05
1,022.10	975.00	975.00	975.48	0.00	(0.48)	100.05
7,699.62	7,700.00	7,700.00	7,699.64	592.28	0.36	100.00
53,212.80	54,850.00	54,850.00	54,477.77	4,746.60	372.23	99.32
9,958.26	10,000.00	10,000.00	5,858.68	0.00	4,141.32	58.59
847.62	1,000.00	1,000.00	555.52	50.42	444.48	55.55
275.77	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
(30,863.00)	(37,114.00)	(37,114.00)	(36,501.00)	(6,108.00)	(613.00)	98.35
851.47	2,000.00	2,000.00	744.87	0.00	1,255.13	37.24
155,202.44	170,666.00	170,666.00	154,666.14	8,220.97	15,999.86	90.63
1,400.36	6,500.00	6,500.00	9,416.75	150.00	(2,916.75)	144.87
1,442.36	2,650.00	2,650.00	4,775.30	758.24	(2,125.30)	180.20
0.00	7,000.00	7,000.00	1,760.00	0.00	5,240.00	25.14
200.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
234.20	2,000.00	2,000.00	2,471.87	0.00	(471.87)	123.59
3,276.92	19,150.00	19,150.00	18,423.92	908.24	726.08	96.21

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DB: NorthfieldPERIOD ENDING 06/30/2015
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BUDGET USED
Fund 101 - GENERAL FUND								
Expenditures								
Dept 215-CLERK								
101-215-701	SALARIES	16,484.71	12,500.00	12,500.00	11,538.24	961.52	961.76	92.31
101-215-703	DEPUTY SALARIES	28,517.58	32,130.00	36,130.00	38,508.49	3,118.61	(2,378.49)	106.58
101-215-715	SOCIAL SECURITY	3,442.67	3,415.00	3,725.00	3,828.56	312.13	(103.56)	102.78
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	58,812.51	4,392.26	2,562.49	95.82
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	12,499.76	961.52	0.24	100.00
101-253-703	DEPUTY SALARIES	45,292.80	42,230.00	42,230.00	42,770.75	3,248.46	(540.75)	101.28
101-253-704	CERICAL/DEP /SUPER/ELECTION	19,254.97	19,425.00	19,425.00	21,681.19	1,424.63	(2,256.19)	111.61
101-253-715	SOCIAL SECURITY	5,894.25	5,675.00	5,675.00	5,886.70	431.05	(211.70)	103.73
101-253-716	HOSPITALIZATION	5,784.07	7,050.00	10,100.00	10,089.51	0.00	10.49	99.90
101-253-717	LIFE/DISB. INSURANCE	541.25	530.00	530.00	460.80	0.00	69.20	86.94
101-253-718	PENSION	4,087.40	4,223.00	4,223.00	4,213.44	324.84	9.56	99.77
101-253-803	LEGAL	6,000.00	6,000.00	6,000.00	6,000.00	0.00	0.00	100.00
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	0.00	(7.42)	103.71
101-253-927	ALLOCATE TO DEPARTMENTS	(14,794.00)	(19,544.00)	(19,544.00)	(21,036.00)	(2,999.00)	1,492.00	107.63
101-253-956	MISCELLANEOUS	376.75	500.00	4,500.00	3,137.78	47.93	1,362.22	69.73
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	93,369.00	91,025.28	3,939.43	2,343.72	97.49
Dept 257-ASSESSING								
101-257-709	ASST ASSESSOR	4,563.75	25,710.00	25,710.00	23,097.64	2,880.00	2,612.36	89.84
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	2,195.20	220.32	4,614.80	32.23
101-257-716	HOSPITALIZATION	7,912.52	14,875.00	14,875.00	5,769.58	0.00	9,105.42	38.79
101-257-717	LIFE/DISB. 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	59,848.31	4,833.33	151.69	99.75
101-257-851	POSTAGE	1,513.40	2,500.00	2,500.00	2,202.50	314.28	297.50	88.10
101-257-860	FUEL & MILEAGE	818.24	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

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DB: Northfield

PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDC 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	97,907.04	8,247.93	25,858.96	79.11
Dept 265-HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES	5,280.00	6,000.00	6,000.00	5,240.00	480.00	760.00	87.33
101-265-715	SOCIAL SECURITY	403.92	460.00	460.00	455.94	36.72	4.06	99.12
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	9,380.28	280.41	(380.28)	104.23
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	GROUNDS/CLEANING/JANITORIAL SERVI	4,574.40	4,800.00	4,800.00	5,095.00	250.00	(295.00)	106.15
101-265-821	PSB MAINT & OPS ALLOCATION	52,442.00	49,934.00	49,934.00	42,935.00	7,235.00	6,999.00	85.98
101-265-850	COMMUNICATION	10,285.27	8,280.00	8,280.00	7,963.62	1,116.35	316.38	96.18
101-265-851	POSTAGE	4,708.08	5,500.00	5,500.00	4,596.93	561.71	903.07	83.58
101-265-910	INSURANCE & BONDS	26,016.37	30,700.00	30,700.00	23,453.00	23,453.00	7,247.00	76.39
101-265-920	UTILITIES	432.04	1,500.00	1,500.00	207.26	30.50	1,292.74	13.82
101-265-930	REPAIRS & MAINTENANCE	15,640.20	17,800.00	19,800.00	19,804.04	90.00	(4.04)	100.02
101-265-938	CHARGEBACKS - PRIOR TAX YEARS	23,890.71	2,000.00	3,750.00	4,047.62	402.23	(297.62)	107.94
101-265-940	RENTAL EQUIPMENT	3,533.59	4,300.00	4,300.00	3,435.13	220.74	864.87	79.89
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	145,429.00	128,626.93	34,156.66	16,802.07	88.45
Dept 270-LEGAL/PROFESSIONAL								
101-270-800	OTHER PROFESSIONAL FEES	500.00	500.00	500.00	925.00	0.00	(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	93,109.77	8,457.18	2,890.23	96.99
101-270-806	ENGINEER	3,466.25	10,000.00	10,000.00	9,104.00	4,880.00	896.00	91.04
101-270-927	ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(45,600.00)	(45,600.00)	(3,800.00)	0.00	100.00
Total Dept 270-LEGAL/PROFESSIONAL		54,307.86	65,400.00	65,400.00	62,038.77	9,537.18	3,361.23	94.86
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	15,000.00	15,000.00	15,000.00	0.00	100.00
101-336-964	CONTRIBUTION-FIRE & MED RES	32,866.00	25,000.00	30,890.00	30,890.00	30,890.00	0.00	100.00
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00	100.00
Total Dept 336-CONTRIBUTIONS		34,866.00	27,500.00	53,390.00	53,390.00	50,890.00	0.00	100.00
Dept 412-PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	1,300.00	3,000.00	3,000.00	3,100.00	500.00	(100.00)	103.33
101-412-715	SOCIAL SECURITY	948.60	1,071.00	1,071.00	1,139.85	114.75	(68.85)	106.43
101-412-723	RECORD 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	11,800.00	1,000.00	(800.00)	107.27
101-412-727	SUPPLIES	76.49	200.00	200.00	79.00	0.00	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	0.00	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	14,362.87	550.00	637.13	95.75
101-412-851	POSTAGE	0.00	500.00	500.00	14.04	0.00	485.96	2.81

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Fund 101 - GENERAL FUND								
Expenditures								
101-412-860	FUEL & MILEAGE	96.00	1,800.00	1,800.00	474.80	0.00	1,325.20	26.38
101-412-900	PRINTING & PUBLICATIONS	3,712.62	1,500.00	1,500.00	2,488.26	346.00	(988.26)	165.88
101-412-927	ALLOCATE TO DEPARTMENTS	7,397.00	6,948.00	6,948.00	7,600.00	1,058.00	(652.00)	109.38
101-412-957	TRAINING & DEVELOPMENT	569.78	4,000.00	4,000.00	1,429.00	550.00	2,571.00	35.73
Total Dept 412-PLANNING/ZONING DEPT		79,197.15	91,739.00	91,739.00	76,629.93	4,118.75	15,109.07	83.53
Dept 448-STREET LIGHTS								
101-448-920	UTILITIES	35,700.37	37,020.00	37,020.00	32,107.21	2,921.99	4,912.79	86.73
Total Dept 448-STREET LIGHTS		35,700.37	37,020.00	37,020.00	32,107.21	2,921.99	4,912.79	86.73
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	109,553.18	33,620.80	(4,278.18)	104.06
101-449-929	GRANT EXPENSE	232,325.95	250,000.00	0.00	23,320.00	0.00	(23,320.00)	100.00
Total Dept 449-ROAD WORK		295,518.42	380,500.00	135,275.00	150,230.85	33,620.80	(14,955.85)	111.06
Dept 666-COMMUNITY CENTER								
101-666-701	SALARIES	26,894.79	37,500.00	37,500.00	37,422.88	2,884.60	77.12	99.79
101-666-715	SOCIAL SECURITY	2,057.42	2,870.00	2,870.00	2,862.95	220.68	7.05	99.75
101-666-716	HOSPITALIZATION	6,021.28	6,895.00	8,615.00	8,851.47	80.00	(236.47)	102.74
101-666-717	LIFE/DISB. INSURANCE	401.12	525.00	525.00	524.16	0.00	0.84	99.84
101-666-718	PENSION	3,140.22	3,750.00	3,750.00	3,734.32	288.44	15.68	99.58
101-666-727	SUPPLIES	1,481.10	1,800.00	2,200.00	2,170.84	467.87	29.16	98.67
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	19,032.08	1,385.93	3,467.92	84.59
101-666-816	GROUND/CLEANING/JANITOR SERV	7,434.20	8,225.00	8,225.00	4,235.00	200.00	3,990.00	51.49
101-666-850	COMMUNICATION	2,256.47	2,300.00	2,300.00	3,211.26	307.58	(911.26)	139.62
101-666-851	POSTAGE	660.48	1,050.00	1,050.00	617.35	175.00	432.65	58.80
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	903.00	903.00	997.00	47.53
101-666-920	UTILITIES	2,538.34	4,500.00	4,500.00	2,711.19	89.56	1,788.81	60.25
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	4,553.29	99.00	(253.29)	105.89
101-666-970	EQUIPMENT	105.47	400.00	0.00	30.42	30.42	(30.42)	100.00
Total Dept 666-COMMUNITY CENTER		76,734.37	100,005.00	101,725.00	92,537.47	7,132.08	9,187.53	90.97
Dept 850-TOWNSHIP CONTINGENCY								
101-850-905	CONTINGENCY FUNDS	500.00	10,000.00	10,000.00	360.00	(526.74)	9,640.00	3.60
Total Dept 850-TOWNSHIP CONTINGENCY		500.00	10,000.00	10,000.00	360.00	(526.74)	9,640.00	3.60
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

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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	1,371,724.00	1,259,736.75	171,418.16	111,987.25	91.84
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,429,121.02	1,510,969.00	1,270,669.00	1,125,575.49	133,847.61	145,093.51	88.58
TOTAL EXPENDITURES		1,276,497.07	1,479,629.00	1,371,724.00	1,259,736.75	171,418.16	111,987.25	91.84
NET OF REVENUES & EXPENDITURES		152,623.95	31,340.00	(101,055.00)	(134,161.26)	(37,570.55)	33,106.26	132.76
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	1,448,322.79	1,415,216.53			

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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	1,376,366.47	102,910.21	4,579.53	99.67
207-000-445	PENALTY & INTEREST ON TAXES	726.06	0.00	0.00	2,112.33	343.18	(2,112.33)	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	2,284.00	283.00	(784.00)	152.27
207-000-656	FINES & COURT FEES	28,074.67	30,000.00	30,000.00	23,899.34	1,125.64	6,100.66	79.66
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	3,400.25	428.25	(400.25)	113.34
207-000-673	SALE OF FIXED ASSET	3,986.00	0.00	5,000.00	605.25	0.00	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	17,109.75	0.00	(109.75)	100.65
Total Dept 000		1,421,357.53	1,444,646.00	1,449,646.00	1,436,730.01	105,090.28	12,915.99	99.11
Dept 336-CONTRIBUTIONS								
207-336-588	CONTRIBUTION OTHER FUND(S)	35,000.00	36,000.00	41,000.00	41,000.00	5,000.00	0.00	100.00
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	42,500.00	5,000.00	0.00	100.00
TOTAL Revenues		1,457,357.53	1,482,146.00	1,492,146.00	1,479,230.01	110,090.28	12,915.99	99.13
Expenditures								
Dept 226-PERSONNEL								
207-226-701	SALARIES	187,203.98	193,211.00	199,211.00	195,514.42	14,528.12	3,696.58	98.14
207-226-702	SALARIES	364,740.00	376,420.00	386,920.00	386,642.25	25,499.06	2,277.75	99.41
207-226-704	CERICAL/DEP /SUPER/ELECTION	60,904.85	67,717.00	67,717.00	63,951.68	4,970.89	3,765.32	94.44
207-226-708	SALARIES-PART TIME	22,915.85	36,500.00	36,500.00	30,632.22	1,180.10	5,867.78	83.92
207-226-710	JANITORIAL SALARIES	4,240.00	5,000.00	5,000.00	8,240.00	720.00	(3,240.00)	164.80
207-226-711	SALARIES-OVERTIME	58,941.16	36,500.00	56,500.00	52,947.21	3,149.13	3,552.79	93.71
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	61,135.00	60,958.07	3,828.62	176.93	99.71
207-226-716	HOSPITALIZATION	129,914.66	156,015.00	161,015.00	159,920.56	50.00	1,094.44	99.32
207-226-717	LIFE/DISB. INSURANCE	8,404.74	8,741.00	8,741.00	7,718.44	0.00	1,022.56	88.30
207-226-718	PENSION	57,505.86	60,884.00	60,884.00	60,781.90	4,343.56	102.10	99.83
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	145.50	145.50	354.50	29.10
207-226-731	WORKERS COMP INSURANCE	7,536.00	10,130.00	15,130.00	15,023.00	0.00	107.00	99.29
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	59,485.00	8,142.00	(2,714.00)	104.78
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	1,163,744.00	1,147,825.25	66,556.98	15,918.75	98.63
Dept 265-HALL AND GROUNDS								
207-265-821	PSB MAINT & OPS ALLOCATION	52,441.00	49,933.00	49,933.00	42,934.00	7,234.00	6,999.00	85.98
Total Dept 265-HALL AND GROUNDS		52,441.00	49,933.00	49,933.00	42,934.00	7,234.00	6,999.00	85.98

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Fund 207 - LAW ENFORCEMENT FUND								
Expenditures								
Dept 270-LEGAL/PROFESSIONAL	CONTROLLER	7,982.00	8,227.00	8,227.00	8,171.00	1,398.00	56.00	99.32
207-270-722	AUDIT FEES	3,060.00	3,060.00	3,060.00	3,060.00	0.00	0.00	100.00
207-270-802	LEGAL	39,700.00	40,000.00	40,000.00	39,600.00	3,300.00	400.00	99.00
207-270-803								
Total Dept 270-LEGAL/PROFESSIONAL		50,742.00	51,287.00	51,287.00	50,831.00	4,698.00	456.00	99.11
Dept 301-OPERATING COSTS								
207-301-727	SUPPLIES	4,397.38	4,000.00	4,000.00	5,659.88	128.14	(1,659.88)	141.50
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	0.00	1,240.00	38.00
207-301-818	CONTRACTUAL SERVICES	17,547.00	19,000.00	19,000.00	13,914.00	0.00	5,086.00	73.23
207-301-820	DISPATCH SERVICES	63,346.92	68,000.00	68,000.00	63,346.92	5,278.91	4,653.08	93.16
207-301-850	COMMUNICATION	16,931.74	22,000.00	22,000.00	12,587.30	1,102.71	9,412.70	57.22
207-301-851	POSTAGE	136.90	200.00	200.00	320.90	100.00	(120.90)	160.45
207-301-900	PRINTING & PUBLICATIONS	263.18	500.00	500.00	99.63	0.00	400.37	19.93
207-301-910	INSURANCE & BONDS	20,675.00	17,513.00	17,513.00	17,226.00	17,226.00	287.00	98.36
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	1,436.22	75.62	2,563.78	35.91
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	11,000.00	12,232.34	1,297.17	(1,232.34)	111.20
207-301-940	RENTAL EQUIPMENT	1,319.34	2,300.00	2,300.00	1,567.92	114.91	732.08	68.17
207-301-972	COMPUTER	2,608.35	2,300.00	2,300.00	2,400.00	200.00	(100.00)	104.35
Total Dept 301-OPERATING COSTS		211,478.99	144,913.00	155,913.00	131,609.40	25,523.46	24,303.60	84.41
Dept 333-TRANSPORTATION								
207-333-860	FUEL & MILEAGE	29,483.23	25,000.00	25,000.00	20,050.80	1,497.92	4,949.20	80.20
207-333-930	REPAIRS & MAINTENANCE	10,834.20	11,000.00	11,000.00	13,469.74	1,928.04	(2,469.74)	122.45
Total Dept 333-TRANSPORTATION		40,317.43	36,000.00	36,000.00	33,520.54	3,425.96	2,479.46	93.11
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	1,544,099.00	1,492,014.15	107,438.40	52,084.85	96.63

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DB: Northfield

PERIOD ENDING 06/30/2015
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2014-15		2014-15		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDC
		END BALANCE	ORIGINAL	AMENDED	BUDGET		MONTH	MONTH		
		06/30/2014	BUDGET	BUDGET	BUDGET	06/30/2015	06/30/2015	06/30/2015	BALANCE	USED

Fund 207 - LAW ENFORCEMENT FUND

Fund 207 - LAW ENFORCEMENT FUND:										
TOTAL REVENUES		1,457,357.53	1,482,146.00	1,492,146.00	1,479,230.01	110,090.28			12,915.99	99.13
TOTAL EXPENDITURES		1,390,930.06	1,481,649.00	1,544,099.00	1,492,014.15	107,438.40			52,084.85	96.63
NET OF REVENUES & EXPENDITURES		66,427.47	497.00	(51,953.00)	(12,784.14)	2,651.88			(39,168.86)	24.61
BEG. FUND BALANCE		403,950.61	470,378.08	470,378.08	470,378.08	470,378.08				
END FUND BALANCE		470,378.08	470,875.08	418,425.08	457,593.94					

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PERIOD ENDING REPORT FOR NORTHFIELD TOWNSHIP

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		06/30/2014	ORIGINAL BUDGET	AMENDED BUDGET	06/30/2015	MONTH	06/30/2015	BALANCE	USED

Fund 216 - MEDICAL RESCUE FUND

Revenues

216-000-402	CURRENT PROPERTY TAX	607,117.18	617,577.00	617,577.00	615,518.39	46,022.11	2,058.61	99.67
216-000-445	PENALTY & INTEREST ON TAXES	337.94	0.00	0.00	943.81	153.42	(943.81)	100.00
216-000-482	HOUSE NUMBERS	400.00	250.00	250.00	800.00	80.00	(550.00)	320.00
216-000-588	CONTRIBUTION OTHER FUND(S)	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00	100.00
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	0.00	0.00	100.00
216-000-635	RESPONSE FEES	20,755.12	8,000.00	8,000.00	9,567.77	981.51	(1,567.77)	119.60
216-000-639	DRIVEWAY INSPECTIONS	550.00	300.00	300.00	750.00	150.00	(450.00)	250.00
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

656,150.64

72,387.04

1.36

100.00

Dept 336-CONTRIBUTIONS

216-336-588	CONTRIBUTION OTHER FUND(S)	15,733.00	0.00	5,890.00	5,890.00	5,890.00	0.00	100.00
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

6,890.00

5,890.00

0.00

100.00

TOTAL Revenues

678,815.59

657,152.00

663,042.00

663,040.64

78,277.04

1.36

100.00

Expenditures

Dept 226-PERSONNEL

216-226-701	SALARIES	77,051.53	79,310.00	79,310.00	79,221.04	6,100.76	88.96	99.89
216-226-702	SALARIES	124,669.00	129,000.00	129,000.00	123,046.00	9,576.00	5,954.00	95.38
216-226-705	ADMINISTRATIVE ASSISTANT	5,317.93	6,000.00	6,000.00	5,757.87	402.55	242.13	95.96
216-226-708	SALARIES - PART TIME	48,031.62	53,000.00	53,000.00	52,991.49	3,925.25	8.51	99.98
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	21,627.37	1,621.23	967.63	95.72
216-226-716	HOSPITALIZATION	17,521.05	19,110.00	25,000.00	25,311.69	126.92	(311.69)	101.25
216-226-717	LIFE/DISB. INSURANCE	966.96	900.00	900.00	844.92	0.00	55.08	93.88
216-226-718	PENSION	7,699.64	7,931.00	7,931.00	7,912.76	610.04	18.24	99.77
216-226-720	BANKED PTO	(13,882.21)	0.00	0.00	585.00	0.00	415.00	58.50
216-226-730	MEDICAL TESTING	421.50	4,000.00	4,000.00	9,600.00	0.00	0.00	100.00
216-226-731	WORKERS COMP INSURANCE	7,429.00	9,100.00	9,100.00	9,600.00	0.00	0.00	104.78
216-226-927	ALLOCATE TO DEPARTMENTS	(54,568.00)	(56,771.00)	(56,771.00)	(59,485.00)	(8,142.00)	2,714.00	76.12
216-226-957	TRAINING & DEVELOPMENT	4,416.34	9,000.00	9,000.00	4,567.35	251.55	1,432.65	90.99
216-226-958	TRAINING WAGES	10,421.50	14,000.00	14,000.00	12,739.21	1,188.00	1,260.79	90.99

Total Dept 226-PERSONNEL

267,911.19

311,175.00

311,565.00

293,644.70

15,660.30

17,920.30

94.25

Dept 265-HALL AND GROUNDS

216-265-816	GROUNDS/CLEANING/JANITORIAL SERV	2,294.40	2,000.00	2,000.00	1,610.00	0.00	390.00	80.50
216-265-821	PSB MAINT & OPS ALLOCATION	52,441.00	49,933.00	49,933.00	42,935.00	7,234.00	6,998.00	85.99

Total Dept 265-HALL AND GROUNDS

54,735.40

51,933.00

51,933.00

44,545.00

7,234.00

7,388.00

85.77

Dept 270-LEGAL/PROFESSIONAL

216-270-722	CONTROLLER	7,982.00	8,227.00	8,227.00	8,171.00	1,398.00	56.00	99.32
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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PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND								
Expenditures	LEGAL	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
216-270-803								
Total Dept 270-LEGAL/PROFESSIONAL		11,042.00	14,787.00	14,787.00	11,231.00	1,398.00	3,556.00	75.95
Dept 301-OPERATING COSTS								
216-301-727	SUPPLIES	8,167.39	8,000.00	8,000.00	6,479.95	419.38	1,520.05	81.00
216-301-741	UNIFORMS/GEAR & ALLOWANCE	3,410.42	7,000.00	7,000.00	3,770.74	0.00	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	10,274.04	856.17	225.96	97.85
216-301-850	COMMUNICATION	6,399.32	7,000.00	7,000.00	3,826.62	507.56	3,173.38	54.67
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	54,585.00	54,585.00	415.00	99.25
216-301-920	UTILITIES	15,890.74	10,000.00	10,000.00	9,002.06	181.58	997.94	90.02
216-301-930	REPAIRS & MAINTENANCE	2,357.13	4,000.00	4,000.00	2,206.33	1,030.28	1,793.67	55.16
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	5,000.00	5,470.45	580.11	(470.45)	109.41
Total Dept 301-OPERATING COSTS		158,263.56	107,400.00	112,400.00	100,602.42	58,160.08	11,797.58	89.50
Dept 333-TRANSPORTATION								
216-333-860	FUEL & MILEAGE	13,600.98	12,000.00	12,000.00	10,127.74	1,436.44	1,872.26	84.40
216-333-930	REPAIRS & MAINTENANCE	15,697.85	20,000.00	20,000.00	20,990.04	795.28	(990.04)	104.95
Total Dept 333-TRANSPORTATION		29,298.83	32,000.00	32,000.00	31,117.78	2,231.72	882.22	97.24
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	703.56	58.63	(703.56)	100.00
Total Dept 900-CAPITAL OUTLAY		28,711.44	6,000.00	6,000.00	4,601.29	58.63	1,398.71	76.69
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	662,033.00	619,087.67	84,742.73	42,945.33	93.51
Fund 216 - MEDICAL RESCUE FUND:								
TOTAL REVENUES		678,815.59	657,152.00	663,042.00	663,040.64	78,277.04	1.36	100.00
TOTAL EXPENDITURES		685,504.34	656,643.00	662,033.00	619,087.67	84,742.73	42,945.33	93.51
NET OF REVENUES & EXPENDITURES		(6,688.75)	509.00	1,009.00	43,952.97	(6,465.69)	(42,943.97)	4,356.09
BEG. FUND BALANCE		419,120.53	412,431.78	412,431.78	412,431.78			
END FUND BALANCE		412,431.78	412,940.78	413,440.78	456,384.75			

PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2014-15		2014-15		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		END BALANCE	ORIGINAL	AMENDED	BUDGET		MONTH	06/30/2015		
		06/30/2014	BUDGET	BUDGET		06/30/2015			BALANCE	USED

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 PERIOD ENDING 06/30/2015
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDT 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	1,200.00	1,200.00	0.00	0.00	100.00
230-000-692	DONATION - EVENTS/COMMUNITY P	1,350.00	0.00	1,750.00	2,300.00	550.00	(550.00)	131.43
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	2,950.00	3,500.00	550.00	(550.00)	118.64
TOTAL Revenues		5,070.00	0.00	2,950.00	3,500.00	550.00	(550.00)	118.64
Expenditures								
Dept 301-OPERATING COSTS								
230-301-903	DONATIONS - KIWANIS	0.00	0.00	1,100.00	1,025.00	0.00	75.00	93.18
230-301-904	DONATIONS - EVENTS/COMMUNITY	1,505.66	0.00	1,500.00	1,376.59	19.40	123.41	91.77
Total Dept 301-OPERATING COSTS		1,505.66	0.00	2,600.00	2,401.59	19.40	198.41	92.37
TOTAL Expenditures		1,505.66	0.00	2,600.00	2,401.59	19.40	198.41	92.37
Fund 230 - DONATION FUND:								
TOTAL REVENUES		5,070.00	0.00	2,950.00	3,500.00	550.00	(550.00)	118.64
TOTAL EXPENDITURES		1,505.66	0.00	2,600.00	2,401.59	19.40	198.41	92.37
NET OF REVENUES & EXPENDITURES		3,564.34	0.00	350.00	1,098.41	530.60	(748.41)	313.83
BEG. FUND BALANCE		500.00		4,064.34	4,064.34			
END FUND BALANCE		4,064.34	4,064.34	4,414.34	5,162.75			

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PERIOD ENDING 06/30/2015
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTH								
Revenues								
Dept 000								
248-000-671	REIMBURSEMENT/OTHER INCOME	20.00	0.00	0.00	4.00	4.00	(4.00)	100.00
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	4.00	4.00	(4.00)	100.00
TOTAL Revenues		25,367.28	0.00	0.00	4.00	4.00	(4.00)	100.00
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	OTHER PROFESSIONAL FEES	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	4.00	4.00	(4.00)	100.00
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)	(25,534.08)	4.00	(17,165.92)	59.80
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	65,965.25			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 265 - NARCOTICS FUND								
Revenues								
Dept 000								
265-000-661	FORFEITURES	29,373.25	50,000.00	75,000.00	74,708.80	7,204.80	291.20	99.61
Total Dept 000		29,373.25	50,000.00	75,000.00	74,708.80	7,204.80	291.20	99.61
TOTAL Revenues		29,373.25	50,000.00	75,000.00	74,708.80	7,204.80	291.20	99.61
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	FORFEITURE 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	131.20	0.00	168.80	43.73
Total Dept 301-OPERATING COSTS		16,731.14	21,300.00	21,300.00	13,516.95	0.00	7,783.05	63.46
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	6,600.00	6,590.91	0.00	9.09	99.86
Total Dept 900-CAPITAL OUTLAY		300.00	4,000.00	6,600.00	6,590.91	0.00	9.09	99.86
TOTAL Expenditures		17,306.14	26,300.00	28,900.00	21,107.86	0.00	7,792.14	73.04
Fund 265 - NARCOTICS FUND:								
TOTAL REVENUES		29,373.25	50,000.00	75,000.00	74,708.80	7,204.80	291.20	99.61
TOTAL EXPENDITURES		17,306.14	26,300.00	28,900.00	21,107.86	0.00	7,792.14	73.04
NET OF REVENUES & EXPENDITURES		12,067.11	23,700.00	46,100.00	53,600.94	7,204.80	(7,500.94)	116.27
BEG. FUND BALANCE		34,179.38	46,246.49	46,246.49	46,246.49			
END FUND BALANCE		46,246.49	69,946.49	92,346.49	99,847.43			

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PERIOD ENDING 06/30/2015
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 266 - FEDERAL NARCOTICS FUND								
Revenues								
Dept 000								
266-000-661	FORFEITURES	453,900.04	100,000.00	100,000.00	93,271.61	470.53	6,728.39	93.27
Total Dept 000		453,900.04	100,000.00	100,000.00	93,271.61	470.53	6,728.39	93.27
TOTAL Revenues		453,900.04	100,000.00	100,000.00	93,271.61	470.53	6,728.39	93.27
Expenditures								
Dept 301-OPERATING COSTS								
266-301-127	SUPPLIES	1,214.28	10,000.00	10,000.00	9,050.05	1,851.17	949.95	90.50
266-301-956	MISCELLANEOUS	0.00	5,000.00	5,000.00	4,587.82	0.00	412.18	91.76
Total Dept 301-OPERATING COSTS		1,214.28	15,000.00	15,000.00	13,637.87	1,851.17	1,362.13	90.92
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	136,537.24	5,425.50	23,462.76	85.34
266-900-974	VEHICLE	89,187.50	75,000.00	75,000.00	59,822.10	25,288.00	15,177.90	79.76
Total Dept 900-CAPITAL OUTLAY		106,058.21	235,000.00	235,000.00	196,359.34	30,713.50	38,640.66	83.56
TOTAL Expenditures		142,272.49	285,000.00	285,000.00	244,997.21	32,564.67	40,002.79	85.96
Fund 266 - FEDERAL NARCOTICS FUND:								
TOTAL REVENUES		453,900.04	100,000.00	100,000.00	93,271.61	470.53	6,728.39	93.27
TOTAL EXPENDITURES		142,272.49	285,000.00	285,000.00	244,997.21	32,564.67	40,002.79	85.96
NET OF REVENUES & EXPENDITURES		311,627.55	(185,000.00)	(185,000.00)	(151,725.60)	(32,094.14)	(33,274.40)	82.01
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	363,983.52			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT 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	3,243.00	547.00	(593.00)	122.38
287-000-485	BUILDING PERMIT FEES	34,683.00	29,240.00	31,540.00	35,170.00	4,349.00	(3,630.00)	111.51
287-000-486	CONTRACTOR'S REGISTRATION	630.00	675.00	2,175.00	2,340.00	270.00	(165.00)	107.59
287-000-488	TRADE PERMIT FEES	21,300.00	19,950.00	28,700.00	32,054.00	3,545.00	(3,354.00)	111.69
Total Dept 000		61,040.00	52,515.00	65,065.00	72,807.00	8,711.00	(7,742.00)	111.90
TOTAL Revenues		61,040.00	52,515.00	65,065.00	72,807.00	8,711.00	(7,742.00)	111.90
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	18,341.00	2,642.00	1,220.00	93.76
Total Dept 226-PERSONNEL		(3,488.67)	19,561.00	19,561.00	18,341.00	2,642.00	1,220.00	93.76
Dept 261-GOVERNMENT SHARED SERVICES								
287-261-725	INSPECTOR EXPENSES	24,123.16	15,000.00	28,000.00	22,440.45	0.00	5,559.55	80.14
Total Dept 261-GOVERNMENT SHARED SERVICES		24,123.16	15,000.00	28,000.00	22,440.45	0.00	5,559.55	80.14
Dept 270-LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER	1,596.00	1,646.00	1,646.00	1,634.00	280.00	12.00	99.27
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	2,534.00	280.00	12.00	99.53
Dept 301-OPERATING COSTS								
287-301-725	INSPECTOR EXPENSES	10,793.05	12,500.00	7,500.00	5,140.25	405.00	2,359.75	68.54
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	314.72	31.51	(14.72)	104.91
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	10,125.00	5,846.97	436.51	4,278.03	57.75
TOTAL Expenditures		35,047.50	52,232.00	60,232.00	49,162.42	3,358.51	11,069.58	81.62
Fund 287 - BUILDING DEPARTMENT FUND:								
TOTAL REVENUES		61,040.00	52,515.00	65,065.00	72,807.00	8,711.00	(7,742.00)	111.90
TOTAL EXPENDITURES		35,047.50	52,232.00	60,232.00	49,162.42	3,358.51	11,069.58	81.62
NET OF REVENUES & EXPENDITURES		25,992.50	283.00	4,833.00	23,644.58	5,352.49	(18,811.58)	489.23
BEG. FUND BALANCE		39,421.50	65,414.00	65,414.00	65,414.00			
END FUND BALANCE		65,414.00	65,697.00	70,247.00	89,058.58			

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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 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDT 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	280,235.60	20,952.71	942.40	99.66
370-000-445	PENALTY & INTEREST ON TAXES	150.54	0.00	0.00	440.29	72.50	(440.29)	100.00
370-000-588	CONTRIBUTION OTHER FUND(S)	157,324.00	149,800.00	149,800.00	128,804.00	21,703.00	20,996.00	85.98
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	409,479.89	42,728.21	21,498.11	95.01
TOTAL Revenues		441,799.49	430,978.00	430,978.00	409,479.89	42,728.21	21,498.11	95.01
Expenditures								
Dept 301-OPERATING COSTS								
370-301-727	SUPPLIES	1,075.42	1,200.00	1,200.00	1,016.32	152.19	183.68	84.69
370-301-803	LEGAL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
370-301-816	FOUNDERS/CLEANING/JANITORIAL SERV	9,323.00	10,500.00	10,500.00	11,150.00	250.00	(650.00)	106.19
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	2,759.21	237.48	1,440.79	65.70
370-301-910	INSURANCE & BONDS	7,156.00	7,200.00	7,200.00	6,038.00	6,038.00	1,162.00	83.86
370-301-920	UTILITIES	82,271.95	85,000.00	85,000.00	66,788.83	2,475.69	18,211.17	78.58
370-301-930	REPAIRS & MAINTENANCE	29,540.47	30,000.00	30,000.00	61,954.97	36,938.99	9,095.03	87.20
370-301-938	CHARGEBACKS - PRIOR TAX YEARS	15,454.03	0.00	0.00	2,568.81	267.81	(2,568.81)	100.00
Total Dept 301-OPERATING COSTS		157,635.36	149,800.00	190,850.00	159,638.99	46,360.16	31,211.01	83.65
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	440,816.49	46,360.16	31,211.51	93.39
Fund 370 - PUBLIC SAFETY BLDG DEBT FD:								
TOTAL REVENUES		441,799.49	430,978.00	430,978.00	409,479.89	42,728.21	21,498.11	95.01
TOTAL EXPENDITURES		444,335.36	430,978.00	472,028.00	440,816.49	46,360.16	31,211.51	93.39
NET OF REVENUES & EXPENDITURES		(2,535.87)	0.00	(41,050.00)	(31,336.60)	(3,631.95)	(9,713.40)	76.34
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	22,877.90			

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Fund 571 - WASTEWATER TREATMENT FUND								
Revenues								
Dept 000								
571-000-445	PENALTY & INTEREST ON TAXES	6.30	0.00	0.00	9.53	3.39	(9.53)	100.00
571-000-500	TAP-IN FEES	3,550.00	0.00	7,100.00	7,100.00	0.00	0.00	100.00
571-000-651	USAGE FEES	1,160,288.27	1,359,000.00	1,359,000.00	1,145,782.62	19,051.72	213,217.38	84.31
571-000-665	INTEREST INCOME	2,720.20	1,000.00	1,000.00	1,658.84	0.00	(658.84)	165.88
571-000-671	REIMBURSEMENT/OTHER INCOME	2,165.63	2,000.00	2,000.00	5,023.85	120.95	(3,023.85)	251.19
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	1,369,173.00	1,157,625.66	19,176.06	211,547.34	84.55
Dept 336-CONTRIBUTIONS								
571-336-588	CONTRIBUTION OTHER FUND(S)	0.00	0.00	15,000.00	15,000.00	15,000.00	0.00	100.00
Total Dept 336-CONTRIBUTIONS		0.00	0.00	15,000.00	15,000.00	15,000.00	0.00	100.00
TOTAL Revenues		1,131,215.88	1,362,073.00	1,384,173.00	1,172,625.66	34,176.06	211,547.34	84.72
Expenditures								
Dept 226-PERSONNEL								
571-226-701	SALARIES	60,469.00	65,500.00	65,500.00	65,309.51	5,038.46	190.49	99.71
571-226-702	SALARIES	185,551.40	184,403.00	184,403.00	184,857.79	16,080.82	(454.79)	100.25
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	20,031.59	1,615.62	(146.59)	100.74
571-226-716	HOSPITALIZATION	73,669.11	86,100.00	101,100.00	99,661.20	80.00	1,438.80	98.58
571-226-717	LIFE/DISB. INSURANCE	3,444.00	3,487.00	3,487.00	2,884.44	0.00	602.56	82.72
571-226-718	PENSION	22,886.86	24,045.00	24,045.00	23,815.08	1,837.96	229.92	99.04
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	4,415.00	4,312.00	0.00	103.00	97.67
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	416,335.00	414,625.35	24,652.86	1,709.65	99.59
Dept 270-LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER	13,303.00	13,713.00	13,713.00	13,620.00	2,331.00	93.00	99.32
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	0.00	3,893.91	87.02
Total Dept 270-LEGAL/PROFESSIONAL		33,607.40	50,693.00	50,693.00	46,206.09	2,331.00	4,486.91	91.15
Dept 301-OPERATING COSTS								
571-301-727	SUPPLIES	1,811.92	1,200.00	1,300.00	1,424.12	12.37	(124.12)	109.55
571-301-740	OPERATING SUPPLIES	36,856.71	50,000.00	50,000.00	35,824.52	3,043.43	14,175.48	71.65
571-301-741	UNIFORMS/GEAR & ALLOWANCE	774.90	2,500.00	2,500.00	792.78	0.00	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	IAB & TESTING	1,318.75	5,000.00	7,500.00	8,063.00	565.00	(563.00)	107.51
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	3,706.89	549.64	2,293.11	61.78
571-301-851	POSTAGE	2,702.84	5,000.00	5,000.00	3,500.52	870.00	1,499.48	70.01

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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	17,016.00	17,016.00	3,284.00	83.82
571-301-920	UTILITIES	111,143.35	100,000.00	100,000.00	96,550.34	5,513.05	3,449.66	96.55
571-301-930	REPAIRS & MAINTENANCE	63,593.40	110,000.00	104,400.00	57,530.40	1,590.73	46,869.60	55.11
571-301-940	RENTAL EQUIPMENT	832.00	500.00	1,000.00	832.00	69.00	168.00	83.20
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	0.00	6,088.00	97.51
Total Dept 301-OPERATING COSTS		557,123.79	636,536.00	634,036.00	544,847.59	29,229.22	89,188.41	85.93
Dept 333-TRANSPORTATION								
571-333-860	FUEL & MILEAGE	4,218.89	4,000.00	6,500.00	6,477.81	811.22	22.19	99.66
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	6,513.77	811.22	1,986.23	76.63
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	44,917.00	8,125.00	10,083.00	81.67
571-900-972	COMPUTER	0.00	17,000.00	17,000.00	15,944.94	0.00	1,055.06	93.79
Total Dept 900-CAPITAL OUTLAY		6,274.47	72,000.00	72,000.00	60,861.94	8,125.00	11,138.06	84.53
TOTAL Expenditures		1,044,225.66	1,219,734.00	1,236,234.00	1,127,669.88	65,149.30	108,564.12	91.22
Fund 571 - WASTEWATER TREATMENT FUND:								
TOTAL REVENUES		1,131,215.88	1,362,073.00	1,384,173.00	1,172,625.66	34,176.06	211,547.34	84.72
TOTAL EXPENDITURES		1,044,225.66	1,219,734.00	1,236,234.00	1,127,669.88	65,149.30	108,564.12	91.22
NET OF REVENUES & EXPENDITURES		86,990.22	142,339.00	147,939.00	44,955.78	(30,973.24)	102,983.22	30.39
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	6,149,701.81	6,046,718.59			

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Fund 815 - DIST # 5 SEVEN MILE SEWER								
Revenues								
Dept 000								
815-000-665	INTEREST INCOME	369.90	150.00	150.00	209.91	0.00	(59.91)	139.94
815-000-671	REIMBURSEMENT/OTHER INCOME	2.05	0.00	0.00	0.00	0.00	0.00	0.00
815-000-672	SAD INTEREST	13,072.69	10,220.00	10,220.00	10,219.95	0.00	0.05	100.00
815-000-690	UNREALIZED GAIN/LOSS	(5,412.81)	0.00	0.00	(256.95)	0.00	256.95	100.00
Total Dept 000		8,031.83	10,370.00	10,370.00	10,172.91	0.00	197.09	98.10
TOTAL Revenues		8,031.83	10,370.00	10,370.00	10,172.91	0.00	197.09	98.10
Expenditures								
Dept 301-OPERATING COSTS								
815-301-968	DEPRECIATION EXPENSE	17,519.00	17,519.00	17,519.00	17,519.00	0.00	0.00	100.00
Total Dept 301-OPERATING COSTS		17,519.00	17,519.00	17,519.00	17,519.00	0.00	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	0.00	0.98	100.00
Fund 815 - DIST # 5 SEVEN MILE SEWER:								
TOTAL REVENUES		8,031.83	10,370.00	10,370.00	10,172.91	0.00	197.09	98.10
TOTAL EXPENDITURES		27,423.78	26,521.00	26,521.00	26,520.02	0.00	0.98	100.00
NET OF REVENUES & EXPENDITURES		(19,391.95)	(16,151.00)	(16,151.00)	(16,347.11)	0.00	196.11	101.21
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	597,090.90			

User: RICK

DB: Northfield

PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 883 - DISTRICT #3 HORSESHOE LAKE								
Revenues								
Dept 000		2,750.24	1,000.00	1,000.00	942.97	0.00	57.03	94.30
883-000-665	INTEREST INCOME							
883-000-690	UNREALIZED GAIN/LOSS	(43,067.20)	0.00	0.00	(2,044.40)	0.00	2,044.40	100.00
Total Dept 000			1,000.00	1,000.00	(1,101.43)	0.00	2,101.43	(110.14)
TOTAL Revenues		(40,316.96)	1,000.00	1,000.00	(1,101.43)	0.00	2,101.43	(110.14)
Expenditures								
Dept 301-OPERATING COSTS								
883-301-920	UTILITIES	719.46	0.00	0.00	0.00	0.00	0.00	0.00
883-301-924	SAD REFUNDS	0.00	0.00	692,213.00	694,360.22	916.57	(2,147.22)	100.31
883-301-930	REPAIRS & MAINTENANCE	5,393.29	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00
883-301-968	DEPRECIATION EXPENSE	4,464.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 301-OPERATING COSTS		10,576.75	90,000.00	782,213.00	694,360.22	916.57	87,852.78	88.77
TOTAL Expenditures		10,576.75	90,000.00	782,213.00	694,360.22	916.57	87,852.78	88.77
Fund 883 - DISTRICT #3 HORSESHOE LAKE:								
TOTAL REVENUES		(40,316.96)	1,000.00	1,000.00	(1,101.43)	0.00	2,101.43	110.14
TOTAL EXPENDITURES		10,576.75	90,000.00	782,213.00	694,360.22	916.57	87,852.78	88.77
NET OF REVENUES & EXPENDITURES		(50,893.71)	(89,000.00)	(781,213.00)	(695,461.65)	(916.57)	(85,751.35)	89.02
BEG. FUND BALANCE		744,996.05	694,102.34	694,102.34	694,102.34			
END FUND BALANCE		694,102.34	605,102.34	(87,110.66)	(1,359.31)			

User: RICK

DB: Northfield

PERIOD ENDING 06/30/2015

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT								
Revenues								
Dept 000								
890-000-445	PENALTY & INTEREST ON TAXES	2,514.68	0.00	0.00	0.00	0.00	0.00	0.00
890-000-665	INTEREST INCOME	1,698.26	750.00	750.00	1,034.12	0.00	(284.12)	137.88
890-000-672	SAD INTEREST	59,040.08	49,200.00	49,200.00	49,261.45	0.00	(61.45)	100.12
890-000-690	UNREALIZED GAIN/LOSS	(26,593.41)	0.00	0.00	(1,262.39)	0.00	1,262.39	100.00
Total Dept 000		36,659.61	49,950.00	49,950.00	49,033.18	0.00	916.82	98.16
TOTAL Revenues		36,659.61	49,950.00	49,950.00	49,033.18	0.00	916.82	98.16
Expenditures								
Dept 301-OPERATING COSTS								
890-301-803	LEGAL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
890-301-968	DEPRECIATION EXPENSE	76,142.36	74,187.00	74,187.00	74,187.00	0.00	0.00	100.00
Total Dept 301-OPERATING COSTS		76,142.36	74,387.00	74,387.00	74,187.00	0.00	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	0.00	238.88	99.76
Fund 890 - N.T. SEWER DISTRICT:								
TOTAL REVENUES		36,659.61	49,950.00	49,950.00	49,033.18	0.00	916.82	98.16
TOTAL EXPENDITURES		110,210.03	99,537.00	99,537.00	99,298.12	0.00	238.88	99.76
NET OF REVENUES & EXPENDITURES		(73,550.42)	(49,587.00)	(49,587.00)	(50,264.94)	0.00	677.94	101.37
BEG. 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	2,977,208.68			
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		5,979,686.39	5,962,819.00	5,801,009.00	5,408,010.25		416,059.53	93.23
NET OF REVENUES & EXPENDITURES		5,473,176.67	6,146,589.00	6,869,487.00	6,358,372.95		511,967.90	92.56
BEG. FUND BALANCE - ALL FUNDS		506,509.72	(183,770.00)	(1,068,478.00)	(950,362.70)		(95,908.37)	
END FUND BALANCE - ALL FUNDS		13,039,602.49	13,546,112.21	13,546,112.21	13,546,112.21		(118,115.30)	88.95
		13,546,112.21	13,362,342.21	12,477,634.21	12,595,749.51			

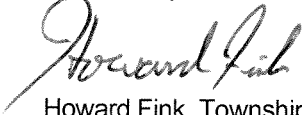
Memo

To: Northfield Township Board
From: Howard Fink
Date: 7/9/2015
Re: Police Union Contract

Dear Township Board,

Attached are copies of the Police Union Contract for both the Command and Patrol officers. Both Bill Wagner and I recommend approval by the board. Both unions have already ratified the contracts, but final approval by the Board of Trustees is necessary before any changes are effective. As follows is a one page memorandum of understanding between the Township and POAM (patrol officers) of the changes in the contract. For the command officers, their salary is determined by applying a percentage of the patrol officer's contracts. In my one page summary of the contract, the first bullet point under 21.4 and the three bullet points under the wages section apply to the command officers as well.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink".

Howard Fink, Township Manager

6-22-15 : 11:25 Am

Contract between POAM and Northfield Township

Duration: Three years

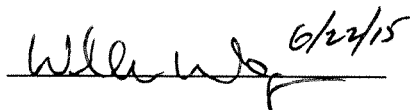
Contract provisions agreed to by both parties:

21.4 Changes:

- While an employee is assigned to work outside of the Township's Police Department, and is no longer on regular patrol duties, that employee will not be considered "manpower," as relates to patrol duties (ref 29:4) and / or special events. This section does not preclude that employee from working road patrol or special events, if needed, and employee's schedule and assigned-out duties' permit. This section is as at the Director of Public Safety's discretion.
- An officer assigned out to another agency will have the rank of Detective conferred upon him/her as relates to that assignment at the Director of Public Safety's discretion. Such title will have no effect on the Officer's status as relates to rank, wages, longevity, or seniority with the Department.

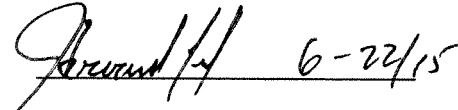
Wages:

- 2.5 % raises will be provided to both full and part time officers for each year.
- Shift premium will hereby be .50 cents per hour.
- A \$200 signing bonus will be given to full time officers and a \$100 signing bonus will be given to part time officers.

 6/22/15

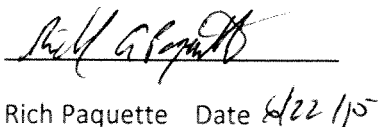
William Wagner Date

Director of Public Safety

 6-22/15

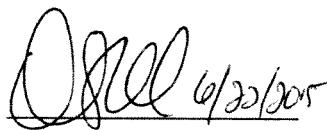
Howard Fink Date

Township Manager

 6/22/15

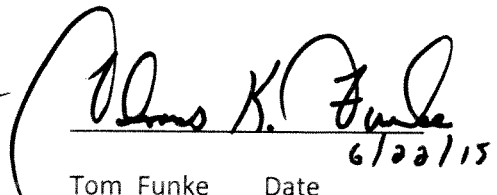
Rich Paquette Date

Officer

 6/22/2015

David Powell Date

Officer

 6/22/15

Tom Funke Date

Representative

**NORTHFIELD TOWNSHIP
AND
POLICE OFFICERS ASSOCIATION OF
MICHIGAN
COLLECTIVE BARGAINING AGREEMENT**

July 1, 201~~5~~³ – June 30, 201~~8~~⁵

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ARTICLE I – AGREEMENT

1.1: This Agreement is made and entered into between the Township of Northfield, Michigan, hereinafter referred to as the “Employer” or the “Township” and the Police Officer’s Association of Michigan (POAM) hereinafter referred to as the “Union” or the “Association.”

1.2: The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees, and the Union.

1.3: The parties agree that it is to the benefit of the community for both parties to protect and provide services to the community. To these ends, the Employers and the Union encourage, to the fullest degree, friendly and cooperative relations between their respective representatives and among all employees.

ARTICLE II – RECOGNITION

2.1: In accordance with the provisions of the Public Employment Relations Act, Act 336 of the Public Acts of 1947 as amended, the Township hereby recognizes the Union as the exclusive representative, for the purposes of collective bargaining, with respect to wages, hours, and other terms and conditions of employment, of all employees of the Northfield Township Police Department in the bargaining unit described as follows:

All full-time and regular part-time police officers; but excluding executives, supervisors and all other employees.

- A. Full-time officers are those officers designated as full-time, are scheduled to work 40 hours or more per week and are entitled to all fringe benefits provided in the collective bargaining agreement.
- B. Regular part-time officers are those officers designated as part-time, are scheduled to work 32 hours or less per week and who are not entitled to fringe benefits unless expressly defined in the collective bargaining agreement.

ARTICLE III – UNION RIGHTS AND RESPONSIBILITIES

3.1: The members of the bargaining unit will be represented by the President and Vice-President, whose names will be forwarded to the Township in writing by the Union who will also notify the Township in writing of any change of officers.

3.2: The President and/or Vice-President will be permitted to confer with the Employer for the purposes of: (1) contract negotiations while attempting to arrive at a successor agreement in concert with POAM representative as well as the Township's representative, and (2) presentation of grievances in accordance with the grievance procedure contained in this Agreement, during scheduled working hours without loss of time or pay, provided such discussion does not interfere with the proper performance of the members' duties, or with the operation of the police department.

3.3: Authorized representatives of the Union will be permitted to visit the premises of the Employer with prior permission of the Public Safety Director of his designee, which will not be unreasonably withheld, and confer with members of the bargaining unit during working hours concerning matters covered by this Agreement, providing such discussion does not interfere with the proper performance of the members' duties or with the operation of the police department.

3.4: Special conferences on important matters will be arranged between the Union, Township Manager, and/or Public Safety Director or their designated representative, upon the written request of either party. Arrangements for such special conferences will be made in advance and an agenda will be presented at the time the conference is requested.

3.5: The Union and each member of the bargaining unit, agree that there will be no strikes, work stoppages, slowdowns, or other interference with the operations of the Employer. In the event of such interruption or curtailment, after written notice from the Township, the Union will immediately instruct the involved employees that their conduct is in violation of this Agreement and that they may be disciplined up to and including discharge, and the Union will instruct all persons to immediately cease such conduct. It is understood that the above described activities apply only to concerned activity involving employee groups of two or more members of the bargaining unit.

3.6: The Employer agrees that there will be no lockout of employees at any time.

ARTICLE IV – MANAGEMENT RIGHTS AND RESPONSIBILITIES

4.1: The Union recognizes the prerogative of the Township to operate and manage its affairs in all respects in accordance with its responsibilities and powers as set forth in the statutes of the State of Michigan.

4.2: The Township has the right to determine hours of work, work schedules and overtime work in the manner most advantageous to the Township. The Township has the right to determine the methods and processes by which such work is performed, and to solely determine if such work is to be performed. The Township has the right to lay off personnel due to lack of work or funds.

4.3: The Township has the right to promulgate reasonable rules and regulations affecting the employees covered by this Agreement.

4.4: The Township will retain as management rights any and all powers regarding wages, hours, and other terms and conditions of employment not restricted by the express terms of this Agreement.

4.5: The Township has the right to hire, select, and direct the work force and to assign, promote and transfer employees. The Township has the right to determine the duties and work assignments of employees and to discipline and discharge for just cause employees covered by this Agreement.

ARTICLE V – UNION SECURITY

5.1: Employees who are members of the recognized bargaining unit who are not members of the Union may join the Union by initiating their Union application form and dues deduction authorization form.

5.2: The Township agrees to deduct from wages of an employee, who is a member of the Union, all union membership dues uniformly required, as provided in a written authorization in accordance with the standard form used by the Union, provided that said form will be executed by the employee. The written authorization for Union dues deduction will remain in full force and effect during the period of this Agreement.

5.3: Any employee of the Township covered by this Agreement who is not a member of the Union and who does not make application for membership within thirty (30) days from the effective date of this Agreement or from the date he or she first becomes a member of the bargaining unit, whichever is later, will as a condition of continued employment, pay to the Union a service fee as a contribution toward the administration of this Agreement, an amount equal to the membership dues of the Union. Employees who fail to comply with this requirement will be discharged within thirty (30) days after receipt of written notice to the Township from the Union unless otherwise notified by the Union in writing within said thirty (30) days and provided that the Union will release the Township from fulfilling the obligation to discharge if during such thirty (30) day period the employee pays the membership dues or service fee in accordance with this Agreement.

5.4: The Township agrees to deduct from the wages of an employee covered by this Agreement who is not a member of the Union, all Union service fees uniformly required as provided in a written authorization in accordance with the standard form used by the Union, provided that said form will be executed by the employee. The written authorization for Union service fee deduction will remain in full force during the period of this Agreement.

5.5: Each employee and the Union hereby authorizes the Township to rely upon and to honor certification by the Police Officers Association of Michigan or its agent regarding specific dollar

amounts to be deducted and the legality of the adopting action specifying such amounts of Union dues and service fees, which dues and service fees will be sent to the Police Officers Association of Michigan, 27056 Joy Road, Redford, Michigan 48239-9165. The amounts of dues and service fees deducted will be expressed in terms of specific dollars and cents to be deducted at the end of the first month following signing of the collective bargaining agreement, and on the first pay period thereafter.

5.6: The Union agrees to save and hold harmless the Township from damages or other financial loss which the Township may be required to pay or suffer as a consequence of enforcing the above provision.

5.7: The Township will immediately notify the Union of all new hires.

ARTICLE VI – GRIEVANCE PROCEDURE

6.1: A grievance is an alleged violation of a provision of this Agreement and/or Rules and Regulations of the Department.

6.2: All grievances will be processed in accordance with the following steps:

- A. Step 1: Oral. An employee who believes he or she is aggrieved will discuss the matter with the employee's immediate supervisor with or without the presence of a steward. The parties will make every effort to reach a mutually satisfactory settlement.
- B. Step 2: Written. If the matter is not satisfactorily settled by oral discussion at Step 1, the aggrieved employee(s) will refer the matter to the steward who may submit a written grievance to the Public Safety Director. Such written grievances must;
 - 1. Be signed by the employee(s) involved or the President or Vice-President. If the Employer of the Public Safety Director requests that the aggrieved employee be present at any step or steps of the Grievance Procedure to participate in the discussion, he or she will be required to do so.
 - 2. Be dated and submitted within seven (7) calendar days of the event, occurrence or knowledge of the facts giving rise to the grievance;
 - 3. Contain a complete statement of the facts giving rise to the grievance;
 - 4. Identify the specific provisions of this Agreement or the Rules and Regulations of the Department alleged to have been violated; and
 - 5. Specify the remedy desired by the Union.

6.3: Upon receipt of the written grievance, the Public Safety Director, or his designee, will sign and date the grievance indicating he or she has received it, and will meet with the steward and the aggrieved employee(s) within seven (7) calendar days to discuss the grievance. Within ten (10) calendar days of receipt of the grievance, the Public Safety Director, or his designee, will submit his or her written response to the grievance to the steward.

- C. Step 3: Township Personnel Committee. If the matter is not satisfactorily settled at, the steward may submit the written grievance to the Township Manager.

Upon receipt of the written grievance and the response, the Township Manager, or his designee, will sign and date the grievance indicating he or she has received it. The Township Personnel Committee will meet with the steward, the aggrieved employee(s), and the Public Safety Director or his designee within five (5) calendar days to discuss the grievance. Within ten (10) calendar days of the receipt of the grievance, the Township Personnel Committee, or their designee, will submit their written response to the grievance to the steward.

- D. Step 4: Arbitration. If the grievance is not satisfactorily resolved at Step 3, the Police Association of Michigan (POAM), or its designee, may submit it to arbitration by giving written notice of intent to arbitrate to the Township Manager within ten (10) calendar days of the date of the written response to the grievance by the Township Personnel Committee in Step 3.

6.4: The parties will attempt to mutually select an arbitrator, and if they are unable to agree upon an impartial arbitrator within seven (7) calendar days, the Union may submit the grievance to the Federal Mediation and Conciliation Service which will select an arbitrator in accordance with its rules. The arbitrator selected will conduct a hearing and render a decision in accordance with the rules of the Federal Mediation and Conciliation Service and subject to the strict interpretation, application or enforcement of this Agreement and will be without power or authority to make any decision:

1. Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement;
2. Limiting or interfering with, in any way, the powers and duties of the Township of Northfield under a statute or applicable law;
3. Changing, altering, or modifying any practice, policy, or rule presently or in the future established by the Township of Northfield so long as such practice, policy or rule does not conflict with the terms of this Agreement;
4. Establish or change wage rates or economic benefits; or
5. Granting any right or relief for any period of time prior to the effective date of this Agreement.

6.5: In the event a case is appealed to the arbitrator and he or she finds that he or she has no power to rule on such a case, the matter will be referred back to the parties without decision or recommendations on the merits of the case.

6.6: The expenses of the arbitrator will be shared equally by the parties. Each party will make arrangements for, and pay any expenses of, witnesses who are called by them. Employees called by the Union will be released from their duties without loss of pay for the time actually spent testifying. The Township will release employees from work to participate in arbitration cases provided that at least forty-eight (48) hours notice is given and provided such release does not affect the operations of the Township.

6.7: The decision of the arbitrator will be final and binding on the Union, on all bargaining unit employees, and on the Township and there will be no appeal from the decision of the arbitrator if made in accordance with the jurisdiction and authority under this Agreement. A grievance may be withdrawn, but if withdrawn, it will not be reinstated. No claim for back wages involved in any grievance will exceed the amount of wages the employee would have otherwise earned at his/her regular rate of pay, less his/her actual earnings for the period in question.

6.8: The parties may, by written mutual agreement, waive time limits or grievance steps in any instance. Grievances not appealed in writing to the next step within the prescribed time limit will be considered settled on the basis of the Employer's last decision.

6.9: Grievances not answered at any step by the Employer within the prescribed time limits will be considered settled on the basis of the Union's desired settlement.

ARTICLE VII – EXTENT OF AGREEMENT

7.1: The parties agree that this Agreement constitutes the entire agreement between them relative to wages, hours and the other terms and conditions of employment. The Union and the Township, for the life of this Agreement, waive the right to further collective bargaining with respect to any subject or matter referred to or covered in this Agreement, even though such matter may not have been within the knowledge or contemplation of either or both parties at the same time they negotiated or signed this Agreement.

7.2: The parties may, by mutual agreement, amend, modify or add to this Agreement.

ARTICLE VIII – SEPARABILITY AND SAVINGS CLAUSE

8.1: If any article or section of this contract, or any riders thereto, should be held invalid by operation of law, or by tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto, or the application of such

article or section to persons or circumstances other than those to which has been held invalid or as to which compliance with or enforcement of has been restrained, will not be affected thereby.

8.2: In the event that any article or section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby will enter in immediate collective bargaining negotiations upon the request of the Union or Employer for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint.

ARTICLE IX – SENIORITY, LAYOFFS, AND RECALL

9.1: Seniority will be defined as the actual length of service time as a Northfield Township police officer.

- A. There will be a full-time seniority list and a part-time seniority list as follows:
 - I. Full-time officers will be placed on the full-time seniority list on their effective date of hire or promotion as a full-time officer with the Northfield Township Police Department.
 - II. Part-time employees will be placed on the part-time seniority list on their effective date of hire or promotion as a part-time employee with the Northfield Township Police Department.
- B. Any part-time employee, having worked in that position for more than two (2) years, who is accepted into a full-time position, will be placed on the seniority list, and wage scale, based on the following:
 - I. The number of hours worked, as a certified part-time employee, since their date of hire, will be divided by two thousand and eighty (2,080), which is the number of hours a full-time employee works a year without overtime.
 - II. For every two thousand and eighty (2,080) hours worked the employee will be given one year on the seniority list and wage scale as time served as a full-time officer. The number will be rounded up from .50 and down from .49.
 - III. For example: A certified, part-time employee who is hired on 12-1-96 is made full-time on 12-01-02. The employee has worked four thousand nine hundred and ninety-two (4,992) hours as a certified part-time employee based on Township records. 4,992 divided by 2,080 equals 2.4. Because the remainder is .4, the number is rounded down to 2. The part-time employee will have seniority, and pay, equal to that of a full-time employee with a start date of 12-01-00.

IV. In the application of this section, the Union agrees there will be no grievance filed against the Township.

9.2: An employee will lose his/her seniority rights for the following reasons only:

- A. He or she quits or retires.
- B. He or she is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement.
- C. He or she fails to notify the Township of their intent to return from a layoff as set forth in the recall procedure, or from leave of absence or other authorized absence within three (3) working days of the date the leave or authorized absence has ended.
- D. He or she is laid off for a period exceeding two (2) years or a period of time equal to the employee's length of service, whichever is less.
- E. He or she is convicted or pleads guilty or nolo contendere to a felony, or a misdemeanor which the misdemeanor results in jail time.
- F. He or she fails to report to work for three (3) consecutive working days unless an excuse acceptable to the Employer is presented.
- G. He or she makes an intentional false statement on his/her employment application.

9.3: A layoff is defined as a reduction in the work force. Members of the bargaining unit will be laid off in inverse order of their seniority. Part-time officers will be laid off prior to any full-time officer. After being laid off, employees' names will be listed on a recall list in the inverse order of their layoff. Employees to be laid off will be given at least a seven (7) calendar day written notice of such layoffs.

9.4: When employees are to be recalled from a layoff, they will be recalled in order from the recall lists. All full-time officers will be recalled before any part-time officers are recalled. No new full-time employees may be hired into the bargaining unit while any names remain on the full-time recall list. No new part-time employees may be hired into the bargaining unit while any names remain on the part-time recall list. Notice of recall will be sent to the last known address of the employee by registered or certified mail. If a recalled employee fails to return or make known his/her intent to return within ten (10) days from the date of the mailing of the recall notice, he or she will be considered to have resigned. The employer may make exceptions to this rule in proper cases.

9.5: To avoid issues of seniority, the employer will make efforts not to hire or promote two employees on the same day. If two or more employees are hired or promoted on the same day, their seniority will be determined by the ranking of the employee for that position.

9.6: Vacation and leave days will be determined by seniority.

9.7: Seniority will be recognized as the primary basis for shift preferences and job assignments. The Public Safety Director may consider such requests and may grant changes that are, in his/her opinion, in the best interests of the department and the Township. The Public Safety Director's decisions will not be arbitrary and capricious.

ARTICLE X – PROBATION PERIOD

10.1: The probationary period for both full-time and part-time employees will be one (1) year from their date of hire. The Public Safety Director may extend a new hire's probationary period for a period not to exceed six (6) months. At the end of a six (6) month extension, the member will either be confirmed in rank or processed for dismissal. During such new hire probationary periods or extended probationary periods, probationary employees will be covered by all the terms in this contract with respect to wages, hours and benefits except discharge, suspension or the grievance procedure. Such discharge or suspension will not be for Union activity.

10.2: If a part-time employee becomes a full-time employee, he or she will serve an additional probation period as listed below. However, the employee will be covered by all the terms of this contract with respect to wages, hours and benefits, except discharge, suspension and grievance procedures, from the point in time the initial new hire probationary period was completed. If the employer feels that the promoted employee is unable to accept the responsibilities, for scheduling reasons and not performance, that the full-time employment requires, during the additional probationary period, the employee will be placed back into part-time status with no change in seniority on the part-time seniority list. However, there is no guarantee that the employee will be returned to the specific part-time assignment that he or she vacated.

- A. If employed as a part-time officer for the Township of Northfield for a minimum of eighteen (18) months or more, ninety (90) days probation.
- B. If employed as a part-time officer for the Township of Northfield for less than eighteen (18) months, but more than six (6) months, six (6) month probation.
- C. If employed as a part-time officer for less than six (6) months, or a new hire from outside of the Township of Northfield, one (1) year probation.

10.3: If the Township of Northfield should decide to increase the size of the full-time work force, it shall first consider any interested part-time employee before non-employees.

ARTICLE XI – DISCIPLINARY PROCEDURES

11.1: Disciplinary action will be taken for just cause. Discipline and/or recommending discharge will be the responsibility of the Public Safety Director or his designee. While it is not possible to detail in this Agreement or any work rules specific discipline for every contingency,

it is understood that discipline imposed will be for just cause and will, under most circumstances, be of a progressive disciplinary nature. Nothing will prevent the Employer from taking immediate and appropriate disciplinary action should it be required in the circumstances.

11.2: The Employer will notify an Employee within five (5) working days of becoming aware of an alleged act that may require disciplinary action as long as that notice does not impede an ongoing investigation. An investigation will be conducted as soon as possible. Within forty-eight (48) hours of the completion of the investigation, the Employee will be notified of the result and impending disciplinary actions, if any.

11.3: Verbal and written reprimands will be removed from the personnel files and returned to the employee if it occurred more than two (2) years previous, unless the circumstances of that reprimand is similar to the circumstance of the current disciplinary action within said two (2) year period. Any incident that could have justified dismissal of the employee, at the time, will remain in the file but will not be taken into account in imposing discipline on a current charge if the incident occurred more than two (2) years previously.

11.4: The Employer will notify the Union representative promptly in writing upon discharge or discipline of any employee. The employee will be afforded the opportunity to contact a Union representative prior to any interview that may result in discipline or discharge and have the union representative present at any disciplinary action. Failure to give notice will not affect the validity of such discharge or discipline, but will extend time periods for any rights of appeal provided to the employee.

11.5: In the event an officer is involved in a deadly force incident, the Department will withhold any formal interview until a Union Attorney can be summoned to the Township. This requirement will not infringe on the Department's right to immediately investigate the incident.

11.6: The discharged or disciplined employee will be allowed to discuss the discharge or discipline with the Union representative, whether the representative is on or off duty, if the representative is available, before the disciplined/discharged employee is required to leave the Township premises. In the event that the representative is not available, then the employee may be required by the Employer to leave the premises immediately. Upon request, the Public Safety Director will discuss the discharge or discipline with the employee and with the representative.

ARTICLE XII – BULLETIN BOARDS

12.1: It is agreed that the Union will be provided bulletin board space for the posting of official Union notices and communications.

ARTICLE XIII – MAINTENANCE OF CONDITIONS

13.1: All wages, hours and conditions of employment legally in effect at the execution of this Agreement will be maintained during the term of this Agreement, except where such wages, hours and conditions of employment have been improved or reduced as a part of this Agreement. No employee will suffer a reduction of benefits as a consequence of the execution of this Agreement except where such as a reduction has been bargained for as part of this Agreement.

ARTICLE XIV – MISCELLANEOUS

14.1: Each employee will be provided with a locker by the Employer. The Employer will not enter any employee's locker without express permission of that employee.

14.2: The Township will replace any personal property belonging to any employee which becomes damaged during the course of the employee's duties. The maximum reimbursement amount will be no more than Five Hundred Dollars (\$500) unless a greater amount is approved by the Public Safety Director.

In the event of an employee's personal property is damaged (i.e. eyeglasses, watch, etc.) the employee will submit a report of the incident in which the property was damaged, and will submit a written request for reimbursement to the Public Safety Director, along with an estimate and/or receipt. If the request is denied, the employee may submit the issue through the grievance procedure provided in this Agreement.

14.3: The Township will provide safe equipment for the use of its employees. Any unsafe equipment will be immediately reported to the Public Safety Director or his designee. If the Public Safety Director or his designee and the employee agree that the equipment should not be used, the equipment will be repaired or substitute equipment used.

14.4: It is recognized by both parties that use of reserve officers is a necessity. All scheduled road patrol assignments which may require overtime to meet minimum staffing levels will be offered to full-time employees and then part-time employees prior to scheduling of a reserve officer. However, management reserves the right to schedule reserves for all non-road patrol assignments at its discretion. Both part-time and full-time officers are encouraged to assist the Township in the effective use of reserve officers.

14.5: The Employer will furnish legal assistance in the form of providing legal counsel to defend an employee who has been sued in a court of law for damages relating to the duties performed within the scope of his or her employment. The Employer will also provide legal counsel to defend an employee who has otherwise been brought into court by a person, company or organization other than the employer, claiming damages for alleged torts committed in the course of duties performed in the scope of their employment, in good faith, as required by the Employer.

14.6: Employees who have completed their probationary period may “cash out” up to fifty percent (50%) of their compensation time if the budget permits under the following guidelines:

- A. Requests must be made in writing or e-mail to the employee’s immediate supervisor up to twice per calendar year.
- B. The employee will receive the compensatory pay within four (4) weeks after notice, on a regularly scheduled pay period at their current rate of pay.
- C. It is understood that the Public Safety Director has the right to deny the taking compensatory time, taking in to consideration the operating needs of the department.

14.7: As a condition of this Contract, the Union withdraws, with prejudice, all currently pending grievance(s) related to Retiree Health Care, as this is addressed in ARTICLE XX.

ARTICLE XV – PENSION

15.1: Each full-time employee will be provided with a MERS Pension Plan with a B-3 (80% max), V-6, F55 (with 20 years of service or age 60 with less than 20 years of service), FAC 3, D-2, and E-2. Benefits and contributions shall be calculated on base pay only. The Employer agrees to contribute 10% of each employee’s base earnings to the pension fund. Employees are required to contribute any/all additional funding, as a percentage of base wages, as may be required by MERS.

ARTICLE XVI – RATIFICATION BONUS AND RETROACTIVITY

16.1: Full-time Officers will receive a one-time Signing Bonus of ~~four hundred dollars (\$400)~~ two hundred dollars (\$200) and part-time Officers of ~~two hundred dollars (\$200)~~ one hundred dollars (\$100), upon ratification and signing of this Agreement. The terms of this Agreement will have no retroactive application and will be effective prospectively from the date of the Agreement’s execution.

ARTICLE XVII - UNIFORMS AND EQUIPMENT

17.1: All full-time officers will be furnished the following uniforms:

Three (3) summer shirts, three (3) winter shirts, three (3) pair of trousers, one (1) summer jacket, one (1) winter hat, one (1) winter jacket, one (1) Garrison hat and rain cover, two (2) clip-on ties, one (1) reversible raincoat, two (2) badges, one (1) name plate, one (1) whistle with chain, one (1) set collar brass, one (1) A.S.R. with holder (upon department certification in A.S.R. use).

Replacements will be provided as needed with the approval of Public Safety Director or designee.

17.2: All part-time officers will be furnished the following uniforms:

Two (2) summer shirts, two (2) winter shirts, two (2) pair of trousers, one (1) summer jacket, one (1) winter hat, one (1) winter jacket, one (1) Garrison hat and rain cover, one (1) clip-on tie, one (1) reversible raincoat, one (1) badge, one (1) name plate, one (1) whistle with chain, one (1) set collar brass, one (1) A.S.R. with holder (upon department certification in A.S.R. use).

Replacements will be provided as needed with the approval of Public Safety Director or designee.

17.3: For the purpose of maintaining the uniform in a clean and presentable manner, each full-time and part-time employee will receive a cleaning allowance as follows:

Full-time: \$500.00 annual payment effective 12-01-04

Part-time: \$300.00 annual payment effective 12-01-04

17.4: The Employer will provide and maintain protective body armor to all employees. Only full-time officers will be fitted.

ARTICLE XVII – FUNERAL LEAVE

18.1: In the event that a death occurs in his/her immediate family, any full-time employee will be granted a leave of absence of three (3) ten (10) hour days at basic straight time pay. Regularly scheduled part-time employees will be granted a leave of absence of two (2) ten (10) hour days at basic straight time pay. Regularly scheduled part-time employees, for the purposes of this section only, will be those employees regularly scheduled to work thirty (30) hours per week. All other part-time employees are not entitled to funeral leave although their schedule will be modified to permit them to take unpaid funeral leave. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, grandfather, grandmother, sister-in-law, brother-in-law, father-in-law, mother-in-law, grandchild, or any other family member living in his/her home at the time of death. Step-parents, foster/step-children will also be included. Employees may be asked to provide sufficient proof of their relationship to the deceased.

18.2: Any full-time employee may be granted a one (1) additional paid ten (10) hour funeral leave day at the discretion of the Public Safety Director.

18.3: In addition, extra time may be granted by the employer for extenuating circumstances. If the funeral is out of state, the employee may take personal leave days, comp time or unpaid leave.

ARTICLE XIX – MILEAGE REIMBURSEMENT

19.1: If circumstances arise that require an employee to use his/her personal vehicle while on duty, including attendance at training sessions, he or she will be reimbursed at the current IRS mileage allowance. The employee is required to gain a supervisor's permission before using their personal vehicle while on duty.

19.2: Should an employee be involved in an automobile crash while using their personal vehicle, while on duty, their automobile deductible will be paid by Northfield Township. Deductible reimbursement will not exceed a maximum of \$500.00.

19.3: The Township will not reimburse any deductible for any traffic related criminal offense.

ARTICLE XX – INSURANCE / RETIREE HEALTH CARE

20.1: Life Insurance.

- A. Life Insurance in the amount of fifty thousand dollars (\$50,000.00) will be provided to all employees through United Wisconsin Group or another carrier chosen by the Employer.

20.2: Health Insurance.

The parties recognize and acknowledge that the Township Board has adopted the "hard caps" as the maximum annual amount to expend for employee health care pursuant to MCL 15.563.

The parties further recognize and acknowledge that as a result of the enactment of the Affordable Care Act, the Township cannot guarantee the structure, plan or design of any health insurance plan offered, or the availability of any such plan, as the structure and terms of potential health care plans available to the Township are uncertain at the time of executing this agreement as a result of the Affordable Care Act. The Township will honor the hard caps currently offered and the funds expended for the hard caps will be utilized for the benefit of the union members. In light of the Affordable Care Act, management and the union will agree on a health care plan that is mutually agreeable, which meets criteria set forth above and which complies with the Affordable Care Act. The plan selected by management and the union will not be exclusive to the police department employees and will be available to all Township employees.

As a result, the parties have agreed to the following medical expense reimbursement plan:

- A. The Township will pay or reimburse employees for medical insurance and medical expenses according to the following medical expense reimbursement plan ("Plan"):

Each Calendar year, or part thereof, the Township will calculate the maximum amount that would be payable for health insurance for each employee from the patrol and command bargaining units that is participating in this Plan, consistent with the then current hard caps under MCL15.563. This total amount shall be allocated and paid into a medical expense reimbursement fund ("FUND") as necessary to satisfy the Township's obligations under this Plan.

- B. The Township shall use monies allocated to the FUND in the following order:
1. The Township shall provide and pay the medical insurance premiums for a BCBSM, BCN65, Deduct\$3,000/20%/OV\$30 Plan for each participating employee to the extent that the health insurance premiums for the employee are less than the applicable hard cap under MCL15.563.
 2. Contribute the balance allocated and remaining in the FUND for each participating employee to an individual Health Savings Account ("HSA"), not to exceed the maximum allowable deductible amount for the employee under the Internal Revenue Code. To the extent practicable, contributions to employee HSA's shall be made in equal amounts on July 1 and January 1 of each year. However, upon a showing of need and at the request of an employee, the Township may make advance contributions to an individual's HSA, not to exceed the applicable annual hard cap.
 3. To the extent monies remain available in the FUND after satisfaction of its obligations under 1 and 2 above, the Township shall supplement the HSA contributions for employees in the insurance coverage class (i.e. single, 2 person, family). Allocations under this subsection 3 shall be first made to the insurance coverage class with the least difference between the annual insurance premium costs and the applicable hard cap.
 4. Any FUND balance not allocated or paid under 1 through 3 above shall revert to the Township.
- C. It is anticipated that this Plan will become effective May 1, 2012. The Township will allocate and contribute to individual HSA's a pro-rata amount for the months after the effective date and prior to July 1.
- D. To the extent HSA contributions are made in advance, employees separating from employment for any reason shall be required to account for expenditures made for the HSA for the current calendar year, and return any unused portion attributable to the unused advance portion of the contribution made. HSA contributions received in advance, but expended for appropriate medical expenses prior to separation, shall not be subject to repayment. The Township is authorized to deduct the amount due as repayment from any last paycheck or benefit otherwise payable to the separating employee.

- E. Notwithstanding anything herein to the contrary, the Township shall not be required to pay for any premium, contribution or expense of the Plan in excess of the aggregate amount calculated for the hard caps for all participating employees. It shall be the sole responsibility of each participating employee to obtain, maintain, and pay for health insurance premiums, medical expenses, and prescription costs not covered by the Plan. With the consent of the Township, which shall not be unreasonably withheld, the Union may designate a different insurance policy to be used by its members under this Plan, which shall not affect the amount payable by the Township under the terms of this Plan. It is understood that contributions from the FUND to employee HSA's may be considered taxable income for the employee and subject to penalties unless properly accounted for and used by the employee. Liability for HSA use shall be the sole responsibility of the employee.
- F. It is understood that the provisions of the Plan are intended to be in lieu of any payment or contribution obligation on the part of the Township with respect to retiree health care.
- G. Employees eligible for alternative medical insurance from another source at reasonable expense are not eligible to participate in the Plan. Each employee shall disclose to the Township the availability of alternative medical insurance from another source. By providing the Township with appropriate proof of alternative medical insurance from another source, qualified employees that are ineligible for participation in the Plan shall be entitled to an annual bonus equal to \$4,000, pro-rated for the months of ineligibility, and which will be paid in December of each year. Employees who leave employment prior to the December eligibility date shall receive a pro-rated payment.
- H. In the event the Township is subjected to any tax, penalty, fine, or expense by the federal government on account of not directly providing medical or health insurance for the bargaining unit employees, the employer and the union will within thirty (30) days begin negotiations to comply with the law and avoid such tax, penalty, fine, or expense.

ARTICLE XXI – TRAINING AND ASSIGNING OUT

21.1: Full-time employees will be considered for all training prior to part-time employees.

21.2: If an employee is required to use a Township vehicle for training, compensation will start upon arrival at the Department and cease upon their return to the Department. If training requires an overnight stay, the employee will only receive pay for a normal work day.

21.3: Employees will not normally be required to use their personal vehicle as transportation to outside training sessions.

~~21.4: If an employee is assigned to work outside of the Township such as LAWNET, etc., he or she will suffer no loss in benefits as a result of such a temporary assignment. At any time during~~

~~the assignment or at its termination the assigned out employee will have the right to return to his/her previous assignment.~~

~~21.4: While an employee is assigned to work outside of the Township's Police Department, and is no longer on regular patrol duties, that employee will not be considered "manpower", as relates to patrol duties (ref 29.4) and / or special events. This section does not preclude that employee from working road patrol or special events, if needed, and employee's schedule and assigned-out duties' permit. This section is at the Director of Public Safety's discretion.~~

~~An officer assigned out to another agency will have the rank of Detective conferred upon him/her as relates to that assignment at the Director of Public Safety's discretion. Such title will have no effect on the Officer's status as it relates to rank, wages, longevity, or seniority with the Department.~~

21.5: When employees are required to periodically practice or re-qualify with their firearm, the Township will provide all ammunition required for such practice or re-qualification. Such ammunition will be provided subject to the permission of the Public Safety Director or his designee.

21.6: Full-time and part-time employees called in for training while off-duty will receive a minimum of three (3) hours of pay.

21.7: Training sessions will be posted as soon as known to command.

ARTICLE XII – LEAVES OF ABSENCE

MILITARY LEAVE

22.1: The Employer will abide by all mandatory and federal law dealing with military leaves of absence. Upon presentation of Official orders requiring training, a regular full time employee who is a member of an armed forces reserve unit or National Guard will be granted a leave of absence to engage in annual training. Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the Township will pay the difference between the compensation received for the training and the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days will be granted as a leave of absence without pay (or charged against the employee's accumulated personal time off ("PTO"), if requested by the employee).

MATERNITY LEAVE

22.2: When an employee's physician states, in writing, that she cannot work due to pregnancy, such employee will be allowed to use her accumulated PTO for said leave of absence. In

addition, the unpaid personal leave section of this Agreement will be applicable to maternity leave.

UNPAID PERSONAL LEAVES

22.3: A regular employee that has completed one (1) year of employment may request an unpaid personal leave of absence for a period not to exceed one hundred eighty (180) days in any one (1) calendar year. All requests must be in writing, must give the reason for the request, must give the expected duration of the leave, and must be approved by the Public Safety Director or his designee. A personal leave of absence may be granted in cases of illness in the immediate family, to attend an educational institute, or for other reasons deemed appropriate by the Public Safety Director or his designee. All personal leaves of absence will be without pay and benefits. The only exception to that policy is that the Township will continue to pay health insurance premiums for the employee for up to ninety (90) calendar days while the employee is on approved medical leave of absence. Employees may continue insurance coverage at their own expense during a personal leave of absence after the ninety (90) days noted above. An employee will not accumulate personal leave days, nor will be paid for holidays which may fall during the leave period.

22.4: The employers and the Union reserve all rights under Federal Family and Medical Leave Act and the Americans with Disabilities Act for which they are qualified.

22.5: During the period of absence, the employee will not engage in gainful employment and must pay any health insurance and any other insurance provided for hereunder, including, but not limited to, life insurance premiums, to the Township Clerk's office to keep the policies in force.

ARTICLE XXIII – WAGES

23.1: Police Officers will receive a 2.5% ~~3%~~ raise each year for the duration of this agreement. This increase is reflected in the charts below.

23.2: Full-time Officers' Annual Compensation:

	07/01/13 – 06/30/14		07/01/14 – 06/30/15
Starting	\$36,469.77	Starting	\$37,563.86
After one (1) year	\$42,915.97	After one (1) year	\$44,203.45
After two (2) years	\$47,680.31	After two (2) years	\$49,110.72
After three (3) years	\$50,638.81	After three (3) years	\$52,157.97
After four (4) years	\$53,153.16	After four (4) years	\$54,747.75

	<u>07/01/15 – 06/30/16</u>	<u>07/01/16 - 06/30/17</u>	<u>07/01/17 - 06/30/18</u>
<u>Starting</u>	<u>\$38,502.96</u>	<u>\$39,465.53</u>	<u>\$40,452.17</u>
<u>After one (1) year</u>	<u>\$45,308.54</u>	<u>\$46,441.25</u>	<u>\$47,602.28</u>
<u>After two (2) years</u>	<u>\$50,338.49</u>	<u>\$51,596.95</u>	<u>\$52,886.87</u>

<u>After three (3) years</u>	<u>\$53,461.92</u>	<u>\$54,798.47</u>	<u>\$56,168.43</u>
<u>After four (4) years</u>	<u>\$56,116.44</u>	<u>\$57,519.35</u>	<u>\$58,957.33</u>

23.3: Part-time Officers Hourly Compensation:

	<u>07/01/13 – 06/30/14</u>		<u>07/01/14 – 06/30/15</u>
<u>Zero to two (2) years</u>	<u>\$15.07</u>	<u>Zero to two (2) years</u>	<u>\$15.52</u>
<u>After two (2) years</u>	<u>\$18.01</u>	<u>After two (2) years</u>	<u>\$18.55</u>
<u>After three (3) years</u>	<u>\$19.14</u>	<u>After three (3) years</u>	<u>\$19.71</u>
<u>After four (4) years</u>	<u>\$21.45</u>	<u>After four (4) years</u>	<u>\$22.09</u>

	<u>07/01/15 – 06/30/16</u>	<u>07/01/16 – 06/30/17</u>	<u>07/01/17 – 06/30/18</u>
<u>Zero to two (2) years</u>	<u>\$15.91</u>	<u>\$16.31</u>	<u>\$16.72</u>
<u>After two (2) years</u>	<u>\$19.01</u>	<u>\$19.49</u>	<u>\$19.98</u>
<u>After three (3) years</u>	<u>\$20.20</u>	<u>\$20.71</u>	<u>\$21.23</u>
<u>After four (4) years</u>	<u>\$22.64</u>	<u>\$23.21</u>	<u>\$23.79</u>

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23.4: Full-time and Part-time officers working ~~the afternoon- night~~ shift will receive ~~\$0.35~~ \$0.50 per hour, ~~and full time and part time officers working the midnight shift will receive \$0.55 per hour~~ as shift premium.

LONGEVITY

23.5: Full-time employees covered by this agreement will be compensated for longevity, based on the anniversary of reaching full-time status equal to that of all other full-time Township employees, in the amount specified below:

After completion of:	5 years of service	\$300.00
	10 years of service	\$600.00
	15 years of service	\$900.00
	25 years of service	\$1,200.00
	30 years of service	\$1,500.00

These amounts will be paid annually on December 1st. Employees must have completed the years of continuous full-time service at the Township prior to December 1st in order to be eligible for longevity payment.

ARTICLE XXIV – OVERTIME AND RECALL

24.1: Overtime, for full-time employees, is defined as time actually worked in excess of forty (40) hours in one (1) week. Overtime will be compensated either in pay at the rate of time and one-half (1 ½) the employee's hourly rate, or in compensatory time at time and one-half (1 ½) the overtime hours worked, at the option of the employee. Election of pay or compensatory time will be on an occurrence by occurrence basis, budget permitting. If the employee does not request compensatory time, he or she will automatically be paid overtime.

24.2: Part-time officers will be compensated at a rate of time and one-half (1 ½) their regular rate of pay for all hours worked in excess of ten (10) hours per day. However, no officer will be compensated at the overtime rate until they have worked a minimum of thirty (30) hours in a one (1) week pay period and until they are compensated at their regular rate of pay for a minimum of thirty (30) hours worked during that period.

24.3: Part-time officers, if regularly scheduled for an eight (8) hour day, will be compensated at a rate of time and one-half (1 ½) their regular rate of pay for all hours worked in excess of eight (8) hours per day. However, no officer will be compensated at the overtime rate until they have worked a minimum of twenty-four (24) hours in a one (1) week pay period and until they are compensated at their regular rate of pay for a minimum of twenty-four (24) hours worked during that period.

24.4: An employee who is called into work, including for the purpose of off-duty court appearances will be guaranteed a minimum of three (3) hours' pay at a rate of time and one-half (1 ½).

24.5: Reasonable efforts will be made to offer unscheduled overtime work opportunities, except overtime that is incidental in connection with a regular shift, equally over the period of each fiscal year to full-time employees, and then to part-time employees.

24.6: These provisions will apply to both full-time and part-time employees.

24.7: The use of compensatory time by employees will not be unreasonably denied.

24.8: All paid time off is to be considered as time worked for the purpose of overtime calculation.

24.9: Upon separation of employment with the Township, employees will receive compensation for one hundred percent (100%) of their unused compensation time at their current rate of pay in effect.

ARTICLE XXV – HOLIDAY PAY

25.1: The Township of Northfield will observe the following paid holidays for employees covered by this bargaining agreement.

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving
President's Day	Friday following Thanksgiving
Good Friday (half day)	Christmas Eve
Memorial Day	Christmas Day
July Fourth	New Year's Eve (full day)
Labor Day	

25.2: An employee is considered to be working a holiday if his/her shift starts on a holiday. The entire shift will be reimbursed at the holiday rate of pay.

25.3: Full-time employees will receive pay on holidays in the following manner:

- A. All full-time employees will receive a "holiday check" annually, on or about December 1st, for twelve and one-half (12 1/2) ten (10) hour days of pay at the employee's current rate of pay.
- B. An employee who works on a holiday will receive time and one-half (1 ½) the hours worked on the holiday.
- C. An employee who is ordered to work on a holiday will receive double the time the hours worked on the holiday.
- D. An employee who is required to work additional hours over his/her assigned shift on a holiday will be reimbursed those additional hours at double time.

25.4: Road Patrol schedules will not be altered to avoid payment of holiday pay.

25.5.: Part-time employees will not be eligible for holiday pay unless they actually work on the holiday. Part-time employees working on a holiday will be compensated at double time.

ARTICLE XXVI – DUTY DISABILITY BENEFITS

26.1: Employees are covered by the Worker's Compensation Laws of Michigan. Any employee involved in a work related accident or injury must report that accident or injury to the Public Safety Director or his designee as soon as possible after the mishap and fill out the proper reporting forms.

26.2: Short-term and long-term disability will be governed by Goldsmith & Associates policy hereby incorporated by reference. Policy Number 566433 001, effective January 1, 2002.

26.3: If an employee retires on a duty disability retirement, the Employer will continue all insurance benefits to the employee and his/her dependents.

ARTICLE XXVII – SICK / VACATION / PERSONAL DAYS

27.1: Vacation requests will be approved or denied in a timely manner, not to exceed two (2) weeks, provided the request is submitted at least thirty (30) days prior to the posting of the monthly schedule in which the vacation takes place. Vacation requests will not be unreasonably denied.

27.2: The above classifications of leave time will be condensed into on (1) Class: Personal Time Off (“PTO”).

27.3: The Employer will credit each full-time officer with two (2) PTO’s per month.

27.4: The PTO’s will be utilized for vacation leave, sick leave, as well as personal days.

27.5: Accumulation will be limited to sixty (60) days and upon separation of employment with the Township, employees will receive compensation for one hundred percent (100%) of their unused PTO’s at their current rate of pay in effect.

27.6: A PTO day may be utilized in half day increments.

27.7: A PTO day shall be defined as a ten (10) hour day.

27.8: Employees may elect to receive pay in lieu of accrued and unused PTO that has been carried over from the prior fiscal year; provided however, that the payout shall not reduce an officer’s PTO bank below one hundred and twenty (120) hours, at their current rate of pay in effect.

ARTICLE XXVIII – FIELD TRAINING OFFICER

28.1: Officers required to act as a Field Training Officer (“FTO”) will be compensated three dollars (\$3.00) per hour in addition to their regular wage for each hour utilized as Field Training Officer. The extra compensation is for the added responsibility of the FTO position along with the completion of FTO related activities such as the required daily paperwork or other Field Training related functions as determined by the Field Training Coordinator.

ARTICLE XXIX – HOURS OF WORK

29.1: The normal two (2) week pay period shall consist of eighty (80) hours, with employees scheduled to work twelve (12) hour shifts, with one (1) eight (8) hour shift, consistent with current scheduling. Management reserves the right to modify shift options (eight (8) hour, ten (10) hour, or twelve (12) hour) based on budgetary considerations.

29.2: Employees will work permanent shifts and be allowed to pick those shifts according to seniority.

29.3: Shifts will be selected quarterly and the employee will not be permitted to change shifts during that period.

29.4: The Employer may transfer employees to other shifts for manpower needs. The employee transferred will be the employee with the least amount of seniority.

29.5: Employees assigned to training will be compensated for a twelve (12) hour work day if the training lasts longer than six (6) hours including drive time.

29.6: Notwithstanding the length of the normal shift, holiday off compensation shall be calculated on the basis of a ten (10) hour work day, and paid time off shall be calculated on the basis of a ten (10) hour work day.

29.7: In the event a reduction in available officers makes staffing of twelve (12) hour shifts impracticable, the employer may implement eight (8) hour or ten (10) hour shifts.

ARTICLE XXX – UNION TIME OFF

30.1: Union officers will be allowed reasonable time off with pay to investigate and process grievances, attend contract negotiations and attend union seminars.

30.2: One union officer will be allowed to attend the annual POAM convention without loss of pay. The union officer will notify the employer in advance as to the dates of the convention.

ARTICLE XXXI – PROMOTION PROCESS

31.1: The Union and the Employer will mutually agree upon a promotion process prior to any promotions being made within the unit and first position outside the bargaining unit. In the event an agreement cannot be reached, the parties will submit the issue to binding arbitration.

ARTICLE XXXII – UNION MEETINGS

32.1: The Union will be allowed to conduct union meetings in the police department as long as it does not interfere with the operations of the police department. The Union will notify the Public Safety Director or his designee as soon as practical prior to the meeting.

ARTICLE XXXIII – COMPENSATORY TIME

33.1: Employees may elect to earn compensatory time in lieu to pay for overtime worked, court time, call-in time, or any other overtime.

33.2: Employees may bank up to one hundred and fifty (150) hours of compensatory time and carry it over year to year.

33.3: Employees will be allowed to use compensatory time as they have in the past.

ARTICLE XXXIV – LEOSA

34.1: The Township agrees to provide all qualified retirees with the necessary documentation to submit for the right to carry a concealed weapons permit under the Law Enforcement Officers Safety Act (LEOSA) and the notice, opportunity, ammunition, and range time to fire a required qualification course in conjunction with the Department's active officers' Qualification schedule.

ARTICLE XXXV – TERMINATION OF AGREEMENT

35.1: This Agreement will be in full force and effect from July 1, 2013 to and including June 30, 2015 and will continue in full force and effect until a written notice of desire to cancel or terminate the Agreement is served by either party upon the other.

35.2: Either party may serve upon the other a notice, at least sixty (60) days prior to June 30, 2015, advising that such party desires to modify this Agreement.

35.3: Should either party to this Agreement serve such notice upon the other party, a joint conference of the Employer and the Union will commence not later than forty-five (45) days before the expiration date or amendment date of this Agreement, unless otherwise mutually agreed to by the parties.

SIGNATURES:

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this _____ day of _____, 201~~5~~⁴, pursuant to union membership ratification and Northfield Township Board action on ~~August 06, 2013~~June 22, 2015 and ~~August 13, 2013~~July 14, 2015.

POLICE OFFICERS ASSOCIATION OF MICHIGAN:

Richard Paquette, President

David Powell, Vice President

Thomas Funke, POAM

TOWNSHIP OF NORTHFIELD:

Howard Fink, Township Manager

William Wagner, Public Safety Director

**NORTHFIELD TOWNSHIP
AND
COMMAND OFFICERS ASSOCIATION OF
MICHIGAN

COLLECTIVE BARGAINING AGREEMENT**

July 1, 201~~53~~ – June 30, 201~~85~~

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ARTICLE I – AGREEMENT

1.1: This Agreement is made and entered into between the Township of Northfield, Michigan, hereinafter referred to as the “Employer” or the “Township” and the Command Officer’s Association of Michigan (COAM) hereinafter referred to as the “Union” or the “Association.”

1.2: The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees, and the Union.

1.3: The parties agree that it is to the benefit of the community for both parties to protect and provide services to the community. To these ends, the Employers and the Union encourage, to the fullest degree, friendly and cooperative relations between their respective representatives and among all employees.

ARTICLE II – RECOGNITION

2.1: In accordance with the provisions of the Public Employment Relations Act, Act 336 of the Public Acts of 1947 as amended, the Township hereby recognizes the Union as the exclusive representative, for the purposes of collective bargaining, with respect to wages, hours, and other terms and conditions of employment, of all employees of the Northfield Township Police Department in the bargaining unit described as follows:

All Sergeants and Lieutenants; but excluding executives and all others.

- A. Sergeants and Lieutenants are those officers designated as full-time, are scheduled to work forty (40) hours or more per week, and are entitled to all fringe benefits provided in the collective bargaining agreement.

ARTICLE III – UNION RIGHTS AND RESPONSIBILITIES

3.1: The members of the bargaining unit will be represented by the President and Vice-President, whose names will be forwarded to the Township in writing by the Union who will also notify the Township in writing of any change of officers.

3.2: The President and/or Vice-President will be permitted to confer with the Employer for the purposes of: (1) contract negotiations while attempting to arrive at a successor agreement in concert with COAM representative as well as the Township’s representative, and (2) presentation of grievances in accordance with the grievance procedure contained in this Agreement, during scheduled working hours without loss of time or pay, provided such discussion does not interfere with the proper performance of the members’ duties, or with the operation of the police department.

3.3: Authorized representatives of the Union will be permitted to visit the premises of the Employer with prior permission of the Public Safety Director or his designee, which will not be unreasonably withheld, and confer with members of the bargaining unit during working hours concerning matters covered by this Agreement, providing such discussion does not interfere with the proper performance of the members' duties or with the operation of the police department.

3.4: Special conferences on important matters will be arranged between the Union, Township Manager, and/or Public Safety Director or their designated representative, upon the written request of either party. Arrangements for such special conferences will be made in advance and an agenda will be presented at the time the conference is requested.

3.5: The Union and each member of the bargaining unit, agree that there will be no strikes, work stoppages, slowdowns, or other interference with the operations of the Employer. In the event of such interruption or curtailment, after written notice from the Township, the Union will immediately instruct the involved employees that their conduct is in violation of this Agreement and that they may be disciplined up to and including discharge, and the Union will instruct all persons to immediately cease such conduct. It is understood that the above described activities apply only to concerned activity involving employee groups of two or more members of the bargaining unit.

3.6: The Employer agrees that there will be no lockout of employees at any time.

ARTICLE IV – MANAGEMENT RIGHTS AND RESPONSIBILITIES

4.1: The Union recognizes the prerogative of the Township to operate and manage its affairs in all respects in accordance with its responsibilities and powers as set forth in the statutes of the State of Michigan.

4.2: The Township has the right to determine hours of work, work schedules and overtime work in the manner most advantageous to the Township. The Township has the right to determine the methods and processes by which such work is performed, and to solely determine if such work is to be performed. The Township has the right to lay off personnel due to lack of work or funds.

4.3: The Township has the right to promulgate reasonable rules and regulations affecting the employees covered by this Agreement.

4.4: The Township will retain as management rights any and all powers regarding wages, hours, and other terms and conditions of employment not restricted by the express terms of this Agreement.

4.5: The Township has the right to hire, select, and direct the work force and to assign, promote and transfer employees. The Township has the right to determine the duties and work

assignments of employees and to discipline and discharge for just cause employees covered by this Agreement.

ARTICLE V – UNION SECURITY

5.1: Employees who are members of the recognized bargaining unit who are not members of the Union may join the Union by initiating their Union application form and dues deduction authorization form.

5.2: The Township agrees to deduct from wages of an employee, who is a member of the Union, all union membership dues uniformly required, as provided in a written authorization in accordance with the standard form used by the Union, provided that said form will be executed by the employee. The written authorization for Union dues deduction will remain in full force and effect during the period of this Agreement.

5.3: Any employee of the Township covered by this Agreement who is not a member of the Union and who does not make application for membership within thirty (30) days from the effective date of this Agreement or from the date he or she first becomes a member of the bargaining unit, whichever is later, will as a condition of continued employment, pay to the Union a service fee as a contribution toward the administration of this Agreement, an amount equal to the membership dues of the Union. Employees who fail to comply with this requirement will be discharged within thirty (30) days after receipt of written notice to the Township from the Union unless otherwise notified by the Union in writing within said thirty (30) days and provided that the Union will release the Township from fulfilling the obligation to discharge if during such thirty (30) day period the employee pays the membership dues or service fee in accordance with this Agreement.

5.4: The Township agrees to deduct from the wages of an employee covered by this Agreement who is not a member of the Union, all Union service fees uniformly required as provided in a written authorization in accordance with the standard form used by the Union, provided that said form will be executed by the employee. The written authorization for Union service fee deduction will remain in full force during the period of this Agreement.

5.5: Each employee and the Union hereby authorizes the Township to rely upon and to honor certification by the Police Officers Association of Michigan or its agent regarding specific dollar amounts to be deducted and the legality of the adopting section specifying such dollar amounts to be deducted and the legality of the service fees will be sent to the Police Officers Association of Michigan, 27056 Joy Road, Redford, Michigan 48239-9165. The amounts of dues and service fees deducted will be expressed in terms of specific dollars and cents to be deducted at the end of the first month following signing of the collective bargaining agreement, and on the first pay period thereafter.

5.6: The Union agrees to save and hold harmless the Township from damages or other financial loss which the Township may be required to pay or suffer as a consequence of enforcing the above provision.

5.7: The Township will immediately notify the Union of all new hires.

ARTICLE VI – GRIEVANCE PROCEDURE

6.1: A grievance is an alleged violation of a provision of this Agreement and/or Rules and Regulations of the Department.

6.2: All grievances will be processed in accordance with the following steps:

- A. Step 1: Oral. An employee who believes he or she is aggrieved will discuss the matter with the employee's immediate supervisor with or without the presence of a steward. The parties will make every effort to reach a mutually satisfactory settlement.
- B. Step 2: Written. If the matter is not satisfactorily settled by oral discussion at Step 1, the aggrieved employee(s) will refer the matter to the steward who may submit a written grievance to the Public Safety Director. Such written grievances must;
 - 1. Be signed by the employee(s) involved or the President or Vice-President. If the Employer of the Public Safety Director requests that the aggrieved employee be present at any step or steps of the Grievance Procedure to participate in the discussion, he or she will be required to do so.
 - 2. Be dated and submitted within seven (7) calendar days of the event, occurrence or knowledge of the facts giving rise to the grievance;
 - 3. Contain a complete statement of the facts giving rise to the grievance;
 - 4. Identify the specific provisions of this Agreement or the Rules and Regulations of the Department alleged to have been violated; and
 - 5. Specify the remedy desired by the Union.

6.3: Upon receipt of the written grievance, the Public Safety Director, or his designee, will sign and date the grievance indicating he or she has received it, and will meet with the steward and the aggrieved employee(s) within seven (7) calendar days to discuss the grievance. Within ten (10) calendar days of receipt of the grievance, the Public Safety Director, or his designee, will submit his or her written response to the grievance to the steward.

- C. Step 3: Township Personnel Committee. If the matter is not satisfactorily settled at, the steward may submit the written grievance to the Township Manager.

Upon receipt of the written grievance and the response, the Township Manager, or his designee, will sign and date the grievance indicating he or she has received it. The Township Personnel Committee will meet with the steward, the aggrieved employee(s),

and the Public Safety Director or his designee within five (5) calendar days to discuss the grievance. Within ten (10) calendar days of the receipt of the grievance, the Township Personnel Committee, or their designee, will submit their written response to the grievance to the steward.

- D. Step 4: Arbitration. If the grievance is not satisfactorily resolved at Step 3, the Police Association of Michigan (POAM), or its designee, may submit it to arbitration by giving written notice of intent to arbitrate to the Township Manager within ten (10) calendar days of the date of the written response to the grievance by the Township Personnel Committee in Step 3.

6.4: The parties will attempt to mutually select an arbitrator, and if they are unable to agree upon an impartial arbitrator within seven (7) calendar days, the Union may submit the grievance to the Federal Mediation and Conciliation Service which will select an arbitrator in accordance with its rules. The arbitrator selected will conduct a hearing and render a decision in accordance with the rules of the Federal Mediation and Conciliation Service and subject to the strict interpretation, application or enforcement of this Agreement and will be without power or authority to make any decision:

1. Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement;
2. Limiting or interfering with, in any way, the powers and duties of the Township of Northfield under a statute or applicable law;
3. Changing, altering, or modifying any practice, policy, or rule presently or in the future established by the Township of Northfield so long as such practice, policy or rule does not conflict with the terms of this Agreement;
4. Establish or change wage rates or economic benefits; or
5. Granting any right or relief for any period of time prior to the effective date of this Agreement.

6.5: In the event a case is appealed to the arbitrator and he or she finds that he or she has no power to rule on such a case, the matter will be referred back to the parties without decision or recommendations on the merits of the case.

6.6: The expenses of the arbitrator will be shared equally by the parties. Each party will make arrangements for, and pay any expenses of, witnesses who are called by them. Employees called by the Union will be released from their duties without loss of pay for the time actually spent testifying. The Township will release employees from work to participate in arbitration cases provided that at least forty-eight (48) hours notice is given and provided such release does not affect the operations of the Township.

6.7: The decision of the arbitrator will be final and binding on the Union, on all bargaining unit employees, and on the Township and there will be no appeal from the decision of the arbitrator if made in accordance with the jurisdiction and authority under this Agreement. A grievance may be withdrawn, but if withdrawn, it will not be reinstated. No claim for back wages involved in any grievance will exceed the amount of wages the employee would have otherwise earned at his/her regular rate of pay, less his/her actual earnings for the period in question.

6.8: The parties may, by written mutual agreement, waive time limits or grievance steps in any instance. Grievances not appealed in writing to the next step within the prescribed time limit will be considered settled on the basis of the Employer's last decision.

6.9: Grievances not answered at any step by the Employer within the prescribed time limits will be considered settled on the basis of the Union's desired settlement.

ARTICLE VII – EXTENT OF AGREEMENT

7.1: The parties agree that this Agreement constitutes the entire agreement between them relative to wages, hours and the other terms and conditions of employment. The Union and the Township, for the life of this Agreement, waive the right to further collective bargaining with respect to any subject or matter referred to or covered in this Agreement, even though such matter may not have been within the knowledge or contemplation of either or both parties at the same time they negotiated or signed this Agreement.

7.2: The parties may, by mutual agreement, amend, modify or add to this Agreement.

ARTICLE VIII – SEPARABILITY AND SAVINGS CLAUSE

8.1: If any article or section of this contract, or any riders thereto, should be held invalid by operation of law, or by tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto, or the application of such article or section to persons or circumstances other than those to which has been held invalid or as to which compliance with or enforcement of has been restrained, will not be affected thereby.

8.2: In the event that any article or section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby will enter in immediate collective bargaining negotiations upon the request of the Union or Employer for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint.

ARTICLE IX – SENIORITY, LAYOFFS, AND RECALL

9.1: Seniority will be defined as the actual length of service time as a Northfield Township police officer.

A. There will be a full-time seniority list and a part-time seniority list as follows:

- I. Full-time officers will be placed on the full-time seniority list on their effective date of hire or promotion as a full-time officer with the Northfield Township Police Department.
- II. Part-time employees will be placed on the part-time seniority list on their effective date of hire or promotion as a part-time employee with the Northfield Township Police Department.

B. Any part-time employee, having worked in that position for more than two (2) years, who is accepted into a full-time position, will be placed on the seniority list, and wage scale, based on the following:

- I. The number of hours worked, as a certified part-time employee, since their date of hire, will be divided by two thousand and eighty (2,080), which is the number of hours a full-time employee works a year without overtime.
- II. For every two thousand and eighty (2,080) hours worked the employee will be given one year on the seniority list and wage scale as time served as a full-time officer. The number will be rounded up from .50 and down from .49.
- III. For example: A certified, part-time employee who is hired on 12-1-96 is made full-time on 12-01-02. The employee has worked four thousand nine hundred and ninety-two (4,992) hours as a certified part-time employee based on Township records. $4,992 \div 2,080 = 2.4$. Because the remainder is .4, the number is rounded down to 2. The part-time employee will have seniority, and pay, equal to that of a full-time employee with a start date of 12-01-00.
- IV. In the application of this section, the Union agrees there will be no grievance filed against the Township.

9.2: An employee will lose his/her seniority rights for the following reasons only:

- A. He or she quits or retires.
- B. He or she is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement.

- C. He or she fails to notify the Township of their intent to return from a layoff as set forth in the recall procedure, or from leave of absence or other authorized absence within three (3) working days of the date the leave or authorized absence has ended.
- D. He or she is laid off for a period exceeding two (2) years or a period of time equal to the employee's length of service, whichever is less.
- E. He or she is convicted or pleads guilty or nolo contendere to a felony, or a misdemeanor which the misdemeanor results in jail time.
- F. He or she fails to report to work for three (3) consecutive working days unless an excuse acceptable to the Employer is presented.
- G. He or she makes an intentional false statement on his/her employment application.

9.3: A layoff is defined as a reduction in the work force. Members of the bargaining unit will be laid off in inverse order of their seniority. Part-time officers will be laid off prior to any full-time officer. After being laid off, employees' names will be listed on a recall list in the inverse order of their layoff. Employees to be laid off will be given at least a seven (7) calendar day written notice of such layoffs.

9.4: When employees are to be recalled from a layoff, they will be recalled in order from the recall lists. All full-time officers will be recalled before any part-time officers are recalled. No new full-time employees may be hired into the bargaining unit while any names remain on the full-time recall list. No new part-time employees may be hired into the bargaining unit while any names remain on the part-time recall list. Notice of recall will be sent to the last known address of the employee by registered or certified mail. If a recalled employee fails to return or make known his/her intent to return within ten (10) days from the date of the mailing of the recall notice, he or she will be considered to have resigned. The employer may make exceptions to this rule in proper cases.

9.5: To avoid issues of seniority, the employer will make efforts not to hire or promote two employees on the same day. If two or more employees are hired or promoted on the same day, their seniority will be determined by the ranking of the employee for that position.

9.6: Vacation and leave days will be determined by seniority.

9.7: Seniority will be recognized as the primary basis for shift preferences and job assignments. The Public Safety Director may consider such requests and may grant changes that are, in his/her opinion, in the best interests of the department and the Township. The Public Safety Director's decisions will not be arbitrary and capricious.

ARTICLE X – PROBATION PERIOD

10.1: The probationary period for employees will be one (1) year from their date of promotion. The Public Safety Director may extend a new command officer's probationary period for a period not to exceed six (6) months. At the end of a six (6) month extension, the member will either be confirmed in rank or processed for a reduction in rank.

10.2: If the Township of Northfield should decide to increase the size of the command force, it shall first consider any interested full-time employee before non-employees.

ARTICLE XI – DISCIPLINARY PROCEDURES

11.1: Disciplinary action will be taken for just cause. Discipline and/or recommending discharge will be the responsibility of the Public Safety Director or his designee. While it is not possible to detail in this Agreement or any work rules specific discipline for every contingency, it is understood that discipline imposed will be for just cause and will, under most circumstances, be of a progressive disciplinary nature. Nothing will prevent the Employer from taking immediate and appropriate disciplinary action should it be required in the circumstances.

11.2: The Employer will notify an Employee within five (5) working days of becoming aware of an alleged act that may require disciplinary action as long as that notice does not impede an on-going investigation. An investigation will be conducted as soon as possible. Within forty-eight (48) hours of the completion of the investigation, the Employee will be notified of the result and impending disciplinary actions, if any.

11.3: Verbal and written reprimands will be removed from the personnel files and returned to the employee if it occurred more than two (2) years previous, unless the circumstances of that reprimand is similar to the circumstance of the current disciplinary action within said two (2) year period. Any incident that could have justified dismissal of the employee, at the time, will remain in the file but will not be taken into account in imposing discipline on a current charge if the incident occurred more than two (2) years previously.

11.4: The Employer will notify the Union representative promptly in writing upon discharge or discipline of any employee. The employee will be afforded the opportunity to contact a Union representative prior to any interview that may result in discipline or discharge and have the union representative present at any disciplinary action. Failure to give notice will not affect the validity of such discharge or discipline, but will extend time periods for any rights of appeal provided to the employee.

11.5: In the event a command officer is involved in a deadly force incident, the Department will withhold any formal interview until a Union Attorney can be summoned to the Township. This requirement will not infringe on the Department's right to immediately investigate the incident.

11.6: The discharged or disciplined employee will be allowed to discuss the discharge or discipline with the Union representative, whether the representative is on or off duty, if the representative is available, before the disciplined/discharged employee is required to leave the Township premises. In the event that the representative is not available, then the employee may be required by the Employer to leave the premises immediately. Upon request, the Public Safety Director will discuss the discharge or discipline with the employee and with the representative.

ARTICLE XII – BULLETIN BOARDS

12.1: It is agreed that the Union will be provided bulletin board space for the posting of official Union notices and communications.

ARTICLE XIII – MAINTENANCE OF CONDITIONS

13.1: All wages, hours and conditions of employment legally in effect at the execution of this Agreement will be maintained during the term of this Agreement, except where such wages, hours and conditions of employment have been improved or reduced as a part of this Agreement. No employee will suffer a reduction of benefits as a consequence of the execution of this Agreement except where such as a reduction has been bargained for as part of this Agreement.

ARTICLE XIV – MISCELLANEOUS

14.1: Each employee will be provided with a locker by the Employer. The Employer will not enter any employee's locker without express permission of that employee.

14.2: The Township will replace any personal property belonging to any employee which becomes damaged during the course of the employee's duties. The maximum reimbursement amount will be no more than Five Hundred Dollars (\$500) unless a greater amount is approved by the Public Safety Director.

In the event of an employee's personal property is damaged (i.e. eyeglasses, watch, etc.) the employee will submit a report of the incident in which the property was damaged, and will submit a written request for reimbursement to the Public Safety Director, along with an estimate and/or receipt. If the request is denied, the employee may submit the issue through the grievance procedure provided in this Agreement.

14.3: The Township will provide safe equipment for the use of its employees. Any unsafe equipment will be immediately reported to the Public Safety Director or his designee. If the Public Safety Director or his designee and the Employee agree that the equipment should not be used, the equipment will be repaired or substitute equipment used.

14.4: It is recognized by both parties that use of reserve officers is a necessity. All scheduled road patrol assignments which may require overtime to meet minimum staffing levels will be offered to full-time employees and then part-time employees prior to scheduling of a reserve officer. However, management reserves the right to schedule reserves for all non-road patrol assignments at its discretion. Both part-time and full-time officers are encouraged to assist the Township in the effective use of reserve officers.

14.5: The Employer will furnish legal assistance in the form of providing legal counsel to defend an employee who has been sued in a court of law for damages relating to the duties performed within the scope of his or her employment. The Employer will also provide legal counsel to defend an employee who has otherwise been brought into court by a person, company or organization other than the employer, claiming damages for alleged torts committed in the course of duties performed in the scope of their employment, in good faith, as required by the Employer.

14.6: Employees who have completed their probationary period, may “cash out” up to fifty percent (50%) of their compensation time if the budget permits under the following guidelines:

- A. Requests must be made in writing or e-mail to the employee’s immediate supervisor up to twice per calendar year.
- B. The employee will receive the compensatory pay within four (4) weeks after notice, on a regularly scheduled pay period at their current rate of pay.
- C. It is understood that the Public Safety Director has the right to deny the taking compensatory time, taking in to consideration the operating needs of the department.

14.7: As a condition of this Contract, the Union withdraws, with prejudice, all currently pending grievance(s) related to Retiree Health Care, as this is addressed in ARTICLE XX.

ARTICLE XV – PENSION

15.1: Each full-time employee will be provided with a MERS Pension Plan with a B-3 (80% max), V-6, F55 (with 20 years of service or age 60 with less than 20 years of service), FAC 3, D-2, and E-2. Benefits and contributions shall be calculated on base pay only. The Employer agrees to contribute 10% of each employee’s base earnings to the pension fund. Employees are required to contribute any/all additional funding, as a percentage of base wages, as may be required by MERS.

ARTICLE XVI – RATIFICATION BONUS

16.1: Full-time Command Officers will receive a one-time Signing Bonus of ~~four hundred dollars (\$400)~~ two hundred dollars (\$200) upon ratification and signing of this Agreement.

ARTICLE XVII - UNIFORMS AND EQUIPMENT

17.1: All full-time officers will be furnished the following uniforms:

Three (3) summer shirts, three (3) winter shirts, three (3) pair of trousers, one (1) summer jacket, one (1) winter hat, one (1) winter jacket, one (1) Garrison hat and rain cover, two (2) clip-on ties, one (1) reversible raincoat, two (2) badges, one (1) name plate, one (1) whistle with chain, one (1) set collar brass, one (1) A.S.R. with holder (upon department certification in A.S.R. use).

Replacements will be provided as needed with the approval of Public Safety Director or designee.

17.2: All part-time officers will be furnished the following uniforms:

Two (2) summer shirts, two (2) winter shirts, two (2) pair of trousers, one (1) summer jacket, one (1) winter hat, one (1) winter jacket, one (1) Garrison hat and rain cover, one (1) clip-on tie, one (1) reversible raincoat, one (1) badge, one (1) name plate, one (1) whistle with chain, one (1) set collar brass, one (1) A.S.R. with holder (upon department certification in A.S.R. use).

Replacements will be provided as needed with the approval of Public Safety Director or designee.

17.3: For the purpose of maintaining the uniform in a clean and presentable manner, each full-time and part-time employee will receive a cleaning allowance as follows:

Full-time: \$500.00 annual payment effective 12-01-04

17.4: The Employer will provide and maintain protective body armor to all employees. All Command Officers will be fitted.

ARTICLE XVII – FUNERAL LEAVE

18.1: In the event that a death occurs in his/her immediate family, any full-time employee will be granted a leave of absence of three (3) ten (10) hour days at basic straight time pay. Regularly scheduled part-time employees will be granted a leave of absence of two (2) ten (10) hour days at basic straight time pay. Regularly scheduled part-time employees, for the purposes of this section only, will be those employees regularly scheduled to work thirty (30) hours per week. All other part-time employees are not entitled to funeral leave although their schedule will be modified to permit them to take unpaid funeral leave. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, grandfather, grandmother, sister-in-law, brother-in-law, father-in-law, mother-in-law, grandchild, or any other family member living in his/her home at the time of death. Step-parents, foster/step-children will also be included. Employees may be asked to provide sufficient proof of their relationship to the deceased.

18.2: Any full-time employee may be granted a one (1) additional paid ten (10) hour funeral leave day at the discretion of the Public Safety Director.

18.3: In addition, extra time may be granted by the employer for extenuating circumstances. If the funeral is out of state, the employee may take personal leave days, comp time or unpaid leave.

ARTICLE XIX – MILEAGE REIMBURSEMENT

19.1: If circumstances arise that require an employee to use his/her personal vehicle while on duty, including attendance at training sessions, he or she will be reimbursed at the current IRS mileage allowance. The employee is required to gain a supervisor's permission before using their personal vehicle while on duty.

19.2: Should an employee be involved in an automobile crash while using their personal vehicle, while on duty, their automobile deductible will be paid by Northfield Township. Deductible reimbursement will not exceed a maximum of \$500.00.

19.3: The Township will not reimburse any deductible for any traffic related criminal offense.

ARTICLE XX – INSURANCE / RETIREE HEALTH CARE

20.1: Life Insurance.

A. Life Insurance in the amount of fifty thousand dollars (\$50,000.00) will be provided to all employees through United Wisconsin Group or another carrier chosen by the Employer.

20.2: Health Insurance.

The parties recognize and acknowledge that the Township Board has adopted the "hard caps" as the maximum annual amount to expend for employee health care pursuant to MCL 15.563.

The parties further recognize and acknowledge that as a result of the enactment of the Affordable Care Act, the Township cannot guarantee the structure, plan or design of any health insurance plan offered, or the availability of any such plan, as the structure and terms of potential health care plans available to the Township are uncertain at the time of executing this agreement as a result of the Affordable Care Act. The Township will honor the hard caps currently offered and the funds expended for the hard caps will be utilized for the benefit of the union members. In light of the Affordable Care Act, management and the union will agree on a health care plan that is mutually agreeable, which meets criteria set forth above and which complies with the Affordable Care Act. The plan selected by management and the union will not be exclusive to the police department employees and will be available to all Township employees.

As a result, the parties have agreed to the following medical expense reimbursement plan:

- A. The Township will pay or reimburse employees for medical insurance and medical expenses according to the following medical expense reimbursement plan ("Plan"):

Each Calendar year, or part thereof, the Township will calculate the maximum amount that would be payable for health insurance for each employee from the patrol and command bargaining units that is participating in this Plan, consistent with the then current hard caps under MCL15.563. This total amount shall be allocated and paid into a medical expense reimbursement fund ("FUND") as necessary to satisfy the Township's obligations under this Plan.

- B. The Township shall use monies allocated to the FUND in the following order:

1. The Township shall provide and pay the medical insurance premiums for a BCBSM, BCN65, Deduct\$3,000/20%/OV\$30 Plan for each participating employee to the extent that the health insurance premiums for the employee are less than the applicable hard cap under MCL15.563.
2. Contribute the balance allocated and remaining in the FUND for each participating employee to an individual Health Savings Account ("HSA"), not to exceed the maximum allowable deductible amount for the employee under the Internal Revenue Code. To the extent practicable, contributions to employee HSA's shall be made in equal amounts on July 1 and January 1 of each year. However, upon a showing of need and at the request of an employee, the Township may make advance contributions to an individual's HSA, not to exceed the applicable annual hard cap.
3. To the extent monies remain available in the FUND after satisfaction of its obligations under 1 and 2 above, the Township shall supplement the HSA contributions for employees in the insurance coverage class (i.e. single, 2 person, family). Allocations under this subsection 3 shall be first made to the insurance coverage class with the least difference between the annual insurance premium costs and the applicable hard cap.
4. Any FUND balance not allocated or paid under 1 through 3 above shall revert to the Township.

- C. It is anticipated that this Plan will become effective May 1, 2012. The Township will allocate and contribute to individual HSA's a pro-rata amount for the months after the effective date and prior to July 1.

- D. To the extent HSA contributions are made in advance, employees separating from employment for any reason shall be required to account for expenditures made for the HSA for the current calendar year, and return any unused portion attributable to the

unused advance portion of the contribution made. HSA contributions received in advance, but expended for appropriate medical expenses prior to separation, shall not be subject to repayment. The Township is authorized to deduct the amount due as repayment from any last paycheck or benefit otherwise payable to the separating employee.

- E. Notwithstanding anything herein to the contrary, the Township shall not be required to pay for any premium, contribution or expense of the Plan in excess of the aggregate amount calculated for the hard caps for all participating employees. It shall be the sole responsibility of each participating employee to obtain, maintain, and pay for health insurance premiums, medical expenses, and prescription costs not covered by the Plan. With the consent of the Township, which shall not be unreasonably withheld, the Union may designate a different insurance policy to be used by its members under this Plan, which shall not affect the amount payable by the Township under the terms of this Plan. It is understood that contributions from the FUND to employee HSA's may be considered taxable income for the employee and subject to penalties unless properly accounted for and used by the employee. Liability for HSA use shall be the sole responsibility of the employee.
- F. It is understood that the provisions of the Plan are intended to be in lieu of any payment or contribution obligation on the part of the Township with respect to retiree health care.
- G. Employees eligible for alternative medical insurance from another source at reasonable expense are not eligible to participate in the Plan. Each employee shall disclose to the Township the availability of alternative medical insurance from another source. By providing the Township with appropriate proof of alternative medical insurance from another source, qualified employees that are ineligible for participation in the Plan shall be entitled to an annual bonus equal to \$4,000, pro-rated for the months of ineligibility, and which will be paid in December of each year. Employees who leave employment prior to the December eligibility date shall receive a pro-rated payment.
- H. In the event the Township is subjected to any tax, penalty, fine, or expense by the federal government on account of not directly providing medical or health insurance for the bargaining unit employees, the employer and the union will within thirty (30) days begin negotiations to comply with the law and avoid such tax, penalty, fine, or expense.

ARTICLE XXI – TRAINING AND ASSIGNING OUT

21.1: Full-time employees will be considered for all training prior to part-time employees.

21.2: If an employee is required to use a Township vehicle for training, compensation will start upon arrival at the Department and cease upon their return to the Department. If training requires an overnight stay, the employee will only receive pay for twelve (12) hours.

21.3: Employees will not normally be required to use their personal vehicle as transportation to outside training sessions.

~~21.4: If an employee is assigned to work outside of the Township such as LAWNET, etc., he or she will suffer no loss in benefits as a result of such a temporary assignment. At any time during the assignment or at its termination the assigned out employee will have the right to return to his/her previous assignment.~~

21.4: While an employee is assigned to work outside of the Township's Police Department, and is no longer on regular patrol duties, that employee will not be considered "manpower", as relates to patrol duties (ref 29.4) and / or special events. This section does not preclude that employee from working road patrol or special events, if needed, and employee's schedule and assigned-out duties' permit. This section is at the Director of Public Safety's discretion.

21.5: When employees are required to periodically practice or re-qualify with their firearm, the Township will provide all ammunition required for such practice or re-qualification. Such ammunition will be provided subject to the permission of the Public Safety Director or his designee.

21.6: Full-time and part-time employees called in for training while off-duty will receive a minimum of three (3) hours of pay.

21.7: Training sessions will be posted as soon as known to command.

ARTICLE XII – LEAVES OF ABSENCE

MILITARY LEAVE

22.1: The Employer will abide by all mandatory and federal law dealing with military leaves of absence. Upon presentation of Official orders requiring training, a regular full time employee who is a member of an armed forces reserve unit or National Guard will be granted a leave of absence to engage in annual training. Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the Township will pay the difference between the compensation received for the training and the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days will be granted as a leave of absence without pay (or charged against the employee's accumulated personal time off ("PTO"), if requested by the employee).

MATERNITY LEAVE

22.2: When an employee's physician states, in writing, that she cannot work due to pregnancy, such employee will be allowed to use her accumulated PTO for said leave of absence. In

addition, the unpaid personal leave section of this Agreement will be applicable to maternity leave.

UNPAID PERSONAL LEAVES

22.3: A regular employee that has completed one (1) year of employment may request an unpaid personal leave of absence for a period not to exceed one hundred eighty (180) days in any one (1) calendar year. All requests must be in writing, must give the reason for the request, must give the expected duration of the leave, and must be approved by the Public Safety Director or his designee. A personal leave of absence may be granted in cases of illness in the immediate family, to attend an educational institute, or for other reasons deemed appropriate by the Public Safety Director or his designee. All personal leaves of absence will be without pay and benefits. The only exception to that policy is that the Township will continue to pay health insurance premiums for the employee for up to ninety (90) calendar days while the employee is on approved medical leave of absence. Employees may continue insurance coverage at their own expense during a personal leave of absence after the ninety (90) days noted above. An employee will not accumulate personal leave days, nor will be paid for holidays which may fall during the leave period.

22.4: The employers and the Union reserve all rights under Federal Family and Medical Leave Act and the Americans with Disabilities Act for which they are qualified.

22.5: During the period of absence, the employee will not engage in gainful employment and must pay any health insurance and any other insurance provided for hereunder, including, but not limited to, life insurance premiums, to the Township Clerk's office to keep the policies in force.

ARTICLE XXIII – WAGES

23.1: Command officers will receive a 2.5% ~~3%~~ raise each year for the duration of this agreement.

23.2: Sergeants: 13% over the highest-paid Police Officers' base salary.

7/1/201~~53~~-6/30/201~~64~~: ~~\$60,063.07~~ \$63,411.58

7/1/201~~64~~-6/30/201~~75~~: ~~\$61,864.96~~ \$64,996.87

7/1/2017-6/30/2018: \$66,621.78

23.3: Lieutenants: 10% over the highest-paid Sergeants' base salary.

7/1/201~~53~~-6/30/201~~64~~: ~~\$66,069.38~~ \$69,752.74

7/1/201~~64~~-6/30/201~~75~~: ~~\$68,051.46~~ \$71,496.56

7/1/2017-6/30/2018: \$73,283.96

23.4: Command officers working ~~the afternoon-~~ night shift will receive \$0.35-\$0.50 per hour, ~~and full-time and part-time officers working the midnight shift will receive \$0.55 per hour as~~ shift premium.

LONGEVITY

23.5: Full-time employees covered by this agreement will be compensated for longevity, based on the anniversary of reaching full-time status equal to that of all other full-time Township employees, in the amount specified below:

After completion of:	5 years of service	\$300.00
	10 years of service	\$600.00
	15 years of service	\$900.00
	25 years of service	\$1,200.00
	30 years of service	\$1,500.00

These amounts will be paid annually on December 1st. Employees must have completed the years of continuous full-time service at the Township prior to December 1st in order to be eligible for longevity payment.

ARTICLE XXIV – OVERTIME AND RECALL

24.1: Overtime, for full-time employees, is defined as time actually worked in excess of forty (40) hours in one (1) week. Overtime will be compensated either in pay at the rate of time and one-half (1 ½) the employee's hourly rate, or in compensatory time at time and one-half (1 ½) the overtime hours worked, at the option of the employee. Election of pay or compensatory time will be on an occurrence by occurrence basis, budget permitting. If the employee does not request compensatory time, he or she will automatically be paid overtime.

24.2: An employee who is called into work, including for the purpose of off-duty court appearances will be guaranteed a minimum of three (3) hours' pay at a rate of time and one-half (1 ½).

24.3: Reasonable efforts will be made to offer unscheduled overtime work opportunities, except overtime that is incidental in connection with a regular shift, equally over the period of each fiscal year to full-time employees, and then to part-time employees.

24.4: The use of compensatory time by employees will not be unreasonably denied.

24.5: All paid time off is to be considered as time worked for the purpose of overtime calculation.

24.6: Upon separation of employment with the Township, employees will receive compensation for one hundred percent (100%) of their unused compensation time at their current rate of pay in effect.

ARTICLE XXV – HOLIDAY PAY

25.1: The Township of Northfield will observe the following paid holidays for employees covered by this bargaining agreement.

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving
President's Day	Friday following Thanksgiving
Good Friday (half day)	Christmas Eve (full day)
Memorial Day	Christmas Day
July Fourth	New Year's Eve (full day)
Labor Day	

25.2: An employee is considered to be working a holiday if his/her shift starts on a holiday. The entire shift will be reimbursed at the holiday rate of pay.

25.3: Full-time employees will receive pay on holidays in the following manner:

- A. All full-time employees will receive a "holiday check" annually, on or about December 1st, for twelve and one-half (12 1/2) ten (10) hour days of pay at the employee's current rate of pay. If the employee was newly hired during the current year, the number of holidays actually worked during that year is what the employee will receive in the form of a "holiday check".
- B. An employee who works on a holiday will receive time and one-half (1 1/2) the hours worked on the holiday.
- C. An employee who is ordered to work on a holiday will receive double the time the hours worked on the holiday.
- D. An employee who is required to work additional hours over his/her assigned shift on a holiday will be reimbursed those additional hours at double time.

25.4: Road Patrol schedules will not be altered to avoid payment of holiday pay.

ARTICLE XXVI – DUTY DISABILITY BENEFITS

26.1: Employees are covered by the Worker's Compensation Laws of Michigan. Any employee involved in a work related accident or injury must report that accident or injury to the Public Safety Director or his designee as soon as possible after the mishap and fill out the proper reporting forms.

26.2: Short-term and long-term disability will be governed by Goldsmith & Associates policy hereby incorporated by reference. Policy Number 566433 001, effective January 1, 2002.

26.3: If an employee retires on a duty disability retirement, the Employer will continue all insurance benefits to the employee and his/her dependents.

ARTICLE XXVII – SICK / VACATION / PERSONAL DAYS

27.1: Vacation requests will be approved or denied in a timely manner, not to exceed two (2) weeks, provided the request is submitted at least thirty (30) days prior to the posting of the monthly schedule in which the vacation takes place. Vacation requests will not be unreasonably denied.

27.2: The above classifications of leave time will be condensed into on (1) Class: Personal Time Off (“PTO”).

27.3: The Employer will credit each full-time officer with two (2) PTO’s per month.

27.4: The PTO’s will be utilized for vacation leave, sick leave, as well as personal days.

27.5: Accumulation will be limited to sixty (60) days and upon separation of employment with the Township, employees will receive compensation for one hundred percent (100%) of their unused PTO’s at their current rate of pay in effect.

27.6: A PTO day may be utilized in any increments.

27.7: A PTO day shall be defined as a ten (10) hour day.

27.8: Employees may elect to receive pay in lieu of accrued and unused PTO that has been carried over from the prior fiscal year; provided however, that the payout shall not reduce an officer’s PTO bank below one hundred and twenty (120) hours, at their current rate of pay in effect.

ARTICLE XXVIII – FIELD TRAINING OFFICER

28.1: Officers required to act as a Field Training Officer (“FTO”) will be compensated three dollars (\$3.00) per hour in addition to their regular wage for each hour utilized as Field Training Officer. The extra compensation is for the added responsibility of the FTO position along with the completion of FTO related activities such as the required daily paperwork or other Field Training related functions as determined by the Field Training Coordinator.

ARTICLE XXIX – HOURS OF WORK

29.1: Employees will work a forty (40) hours per week schedule.

29.2: Employees work schedule can vary depending on the needs of the Department.

29.3: Employees will be allowed to pick up shifts according to seniority.

29.4: The Employer may transfer employees to other shifts for manpower needs. The employee transferred will be the employee with the least amount of seniority.

29.5: Employees assigned to training will be compensated a full work day provided the training lasts longer than 60% of their assigned shift including drive time.

29.6: Notwithstanding the length of the normal shift, holiday off compensation shall be calculated on the basis of a ten (10) hour workday, and paid time off shall be calculated on the basis of a ten (10) hour workday.

ARTICLE XXX – UNION TIME OFF

30.1: Union officers will be allowed reasonable time off with pay to investigate and process grievances, attend contract negotiations and attend union seminars.

30.2: One union officer will be allowed to attend the annual POAM convention without loss of pay. The union officer will notify the employer in advance as to the dates of the convention.

ARTICLE XXXI – PROMOTION PROCESS

31.1: The Union and the Employer will mutually agree upon a promotion process prior to any promotions being made within the unit and first position outside the bargaining unit. In the event an agreement cannot be reached, the parties will submit the issue to binding arbitration.

ARTICLE XXXII – UNION MEETINGS

32.1: The Union will be allowed to conduct union meetings in the police department as long as it does not interfere with the operations of the police department. The Union will notify the Public Safety Director or his designee as soon as practical prior to the meeting.

ARTICLE XXXIII – COMPENSATORY TIME

33.1: Employees may elect to earn compensatory time in lieu to pay for overtime worked, court time, call-in time, or any other overtime.

33.2: Employees may bank up to one hundred and fifty (150) hours of compensatory time and carry it over year to year.

33.3: Employees will be allowed to use compensatory time as they have in the past.

ARTICLE XXXIV – LEOSA

34.1: The Township agrees to provide all qualified retirees with the necessary documentation to submit for the right to carry a concealed weapons permit under the Law Enforcement Officers Safety Act (LEOSA) and the notice, opportunity, ammunition, and range time to fire a required qualification course in conjunction with the Department's active officers' Qualification schedule.

ARTICLE XXXV – TERMINATION OF AGREEMENT

35.1: This Agreement will be in full force and effect from July 1, 2013 to and including June 30, 2015 and will continue in full force and effect until a written notice of desire to cancel or terminate the Agreement is served by either party upon the other.

35.2: Either party may serve upon the other a notice, at least sixty (60) days prior to June 30, 2015, advising that such party desires to modify this Agreement.

35.3: Should either party to this Agreement serve such notice upon the other party, a joint conference of the Employer and the Union will commence not later than forty-five (45) days before the expiration date or amendment date of this Agreement, unless otherwise mutually agreed to by the parties.

SIGNATURES:

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this _____ day of _____, 201~~5~~⁴, pursuant to union membership ratification and Northfield Township Board action on ~~August 06, 2013~~June 22, 2015 and ~~August 13, 2013~~July 14, 2015.

POLICE OFFICERS ASSOCIATION OF MICHIGAN:

Martin Smith, President

Timothy Greene, Vice President

Thomas Funke, POAM

TOWNSHIP OF NORTHFIELD:

Howard Fink, Township Manager

William Wagner, Public Safety Director

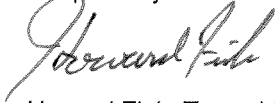
Memo

To: Northfield Township Board
From: Howard Fink
Date: 7/9/2015
Re: Property Acquisition

Dear Township Board,

Attached are the properties that the county treasurer has indicted are delinquent. At this time, the only property I would recommend to purchase is B-02-17-138-010, as it is related to the wetland protection in the horseshoe lake flood area. The property at B-02-05-329-003 deserves debate, but at this time I do not believe the ideas and concepts for the Township River Walk is flushed out fully enough to justify a purchase. This is a property that we might want to keep in mind if it becomes available in the future.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink", written in dark ink.

Howard Fink, Township Manager



OFFICE OF COUNTY TREASURER

200 N. MAIN STREET, SUITE 200 PO BOX 8645
ANN ARBOR, MI 48107-8645 PHONE: (734) 222-6600 FAX: (734) 222-6632
taxes@ewashtenaw.org

CATHERINE McCLARY, CPFO, CPFIM
TREASURER

June 2015

Dear City, Township, or Village Clerk:

This letter serves as your notice of the parcels that I foreclosed upon in Circuit Court in my capacity as the Foreclosing Governmental Unit under the authority of the General Property Tax Act. These foreclosures were made for delinquent real property taxes.

A public auction of these properties is scheduled. Minimum bids have been established and include all delinquent taxes, fees, penalties, and interest plus any costs related to holding the auction. Attached is a list of parcels that have been foreclosed on and may be acquired by your municipality for public use before the public auction for the indicated minimum bid.

The General Property Tax Act establishes a procedure for the State and for local municipalities to purchase foreclosed property prior to public auction. **The purchase must be for a governmental use and to carry out a public purpose exempt from taxation.** The law establishes the following order of preference:

- a) The State of Michigan has first right of refusal and *must pay the higher of the minimum bid or the market value of the property.* The State has until the first day Tuesday in July to exercise its right.
- b) The City, Village, or Township (in that order) in which the property is located can purchase the property if the State declines and *must pay the minimum bid, prior to the auction beginning on the third Tuesday in July.*
- c) The County may purchase the property if the City, Village, or Township declines and *must pay the minimum bid.*

If the City, Village, Township, or County purchases a property under this process and later sells the property for more than the purchase price, plus the cost of any improvements, the excess proceeds are due back to the Treasurer to replenish the tax foreclosure fund.

Please let me know as soon as possible if you have any questions about the process for acquiring this parcel or any general questions about foreclosures or charge-backs.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine McClary".

Catherine McClary

cc: City, Township, or Village Treasurer



<http://www.auction.com/washtenaw>

List of Tax Foreclosed Properties

Auction 2015

Washtenaw County, Michigan

Please Note: The Treasurer has the right to withdraw any property on this list prior to the auction. Please contact the office for up to date information.

All bidding is done online. Please read the terms and conditions before bidding.

All attempts were made for accuracy and proof-reading. Please report any errors you may find to taxes@ewashtenaw.org

Catherine McClary, CPFO
Washtenaw County Treasurer

Phone: 734-222-6600
Fax: 734-222-6632
Email: taxes@ewashtenaw.org

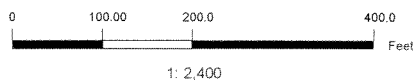
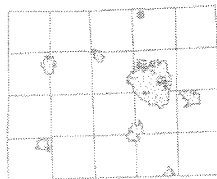
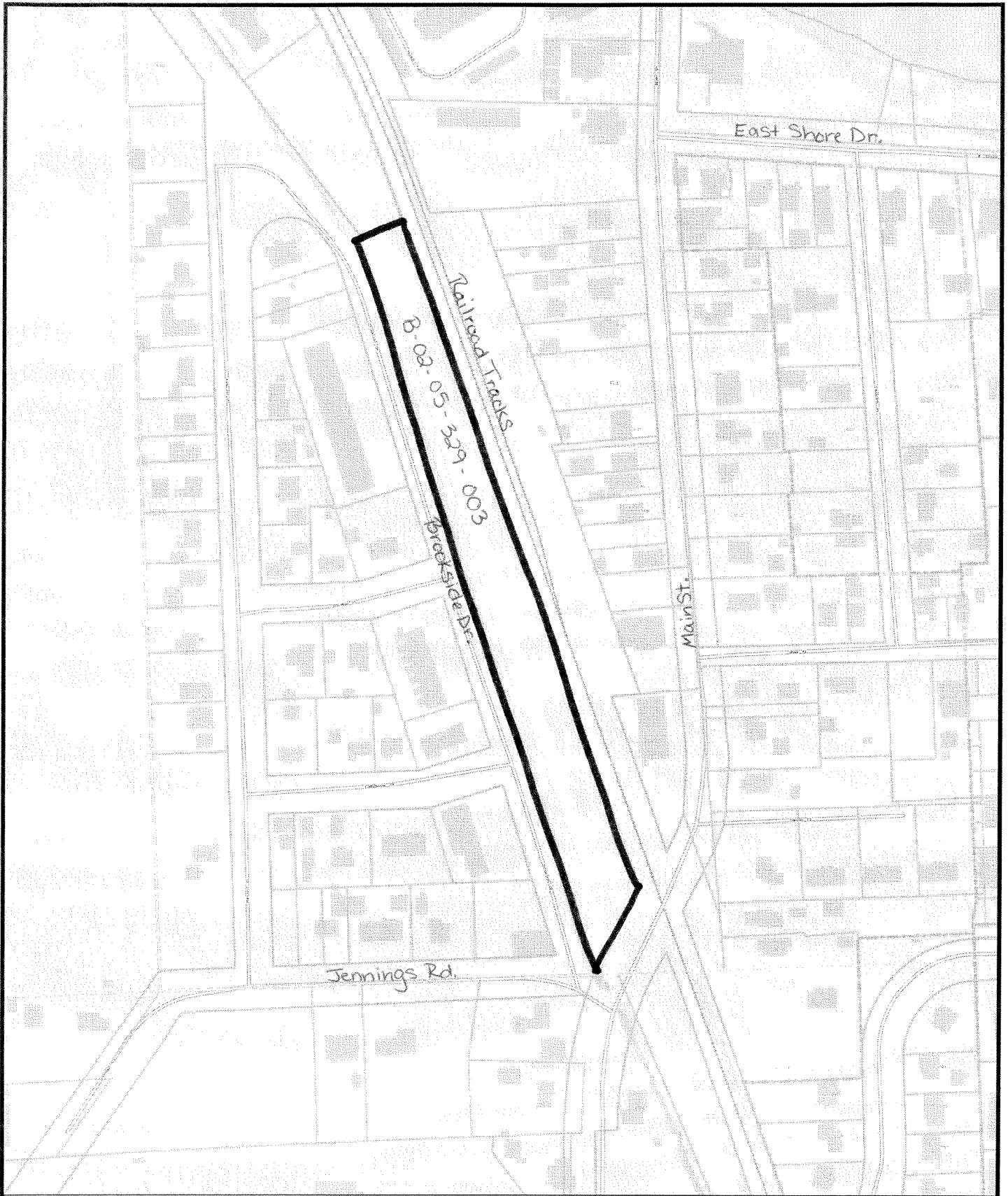
Auction Item Number	Parcel Identification Number	Address and Municipality	Auction Date	2015 Assessed Value x 2**	Minimum Bid***	Legal Description
	B -02-05-329-003	Main St. Whitmore Lake, MI 48189 Northfield Township	7/24/2015	\$13,400	\$2,106	ADD PARCEL 08/26/2004. NO 37-88A-1; LOTS 90 THRU 93; BROOKMORE COURT SUB; CONT 2.24 ACRES
	B -02-05-452-020	Walnut Dr. Whitmore Lake, MI 48189 Northfield Township	7/24/2015	\$32,800	\$6,157	PER FORECLOSURE DC3-08-0001539-SP 02/18/09 NO 5-165C-1A PCL. "A-1" COM AT S 1/4 COR SEC 5, TH N 00-45-30 W 983.18 FT, TH N 89-14-30 E 90.00 FT TO A POB, TH N 00-45-30 W 80.00 FT, TH N 89-14-30 E 148.51 FT, TH S 00-30-30 E 80.00 FT, TH S 89-14-30 W 148.15 FT TO THE POB. PT OF SE 1/4 SEC 5, T1S-R6E, CONT 0.27 ACRES. SPLIT ON 12/30/2009 FROM B -02-05-452-016; LOT DIMEN: 90.00 X 148.50; NON-CONFORMING/ILLEGALLY CREATED LOT; NO INGRESS/EGRESS OF RECORD
	B -02-17-138-010	Hillsdale Ave. Whitmore Lake, MI 48189 Northfield Township	7/24/2015	\$2,000	\$865	*OLD SID - B 02-090-090-00 NO 40-135 LOTS 135 - 140 INCL. LINCOLN REALTY CO., HORSESHOE LAKE SUBDIVISION.
	B -02-17-227-002	Shady Beach Dr. Whitmore Lake, MI 48189 Northfield Township	7/24/2015	\$3,800	\$1,165	*OLD SID - B 02-060-040-00 NO 38-46 LOT 46 HORSESHOE LAKE DEVELOPMENT COS SHADY BEACH SUBDIVISION.
	B -02-18-180-005 B -02-18-185-002	Coyle Rd. Whitmore Lake, MI 48189 Northfield Township	7/24/2015	\$48,600	\$5,393	*OLD SID - B 02-060-294-00 NO 38-443 LOT 443 & LOT 444 HORSESHOE LAKE DEVELOPMENT COS SHADY BEACH SUBDIVISION; LOT DIMEN: 35.36 X 117.71 X 14.74 X 26.22 X 35.00 X 130.00 *OLD SID - B 02-060-344-00 NO 38-550 LOTS 550 - 554 INCL. HORSESHOE LAKE DEVELOPMENT COS SHADY BEACH SUBDIVISION; LOT DIMEN: 145.00 X 130.00 X 113.90 X 100.00 X 46.99 X 130.00

** Per Michigan Constitution, assessed value shall not exceed 50% of true cash value (Article 9, Section 3).

*** Includes all delinquent taxes, interest, penalties, fees, costs, and expenses.

REVISED 6/2/2015

Page 1

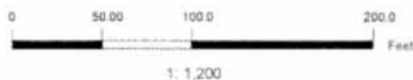
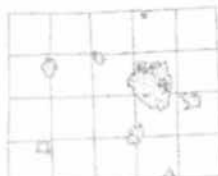
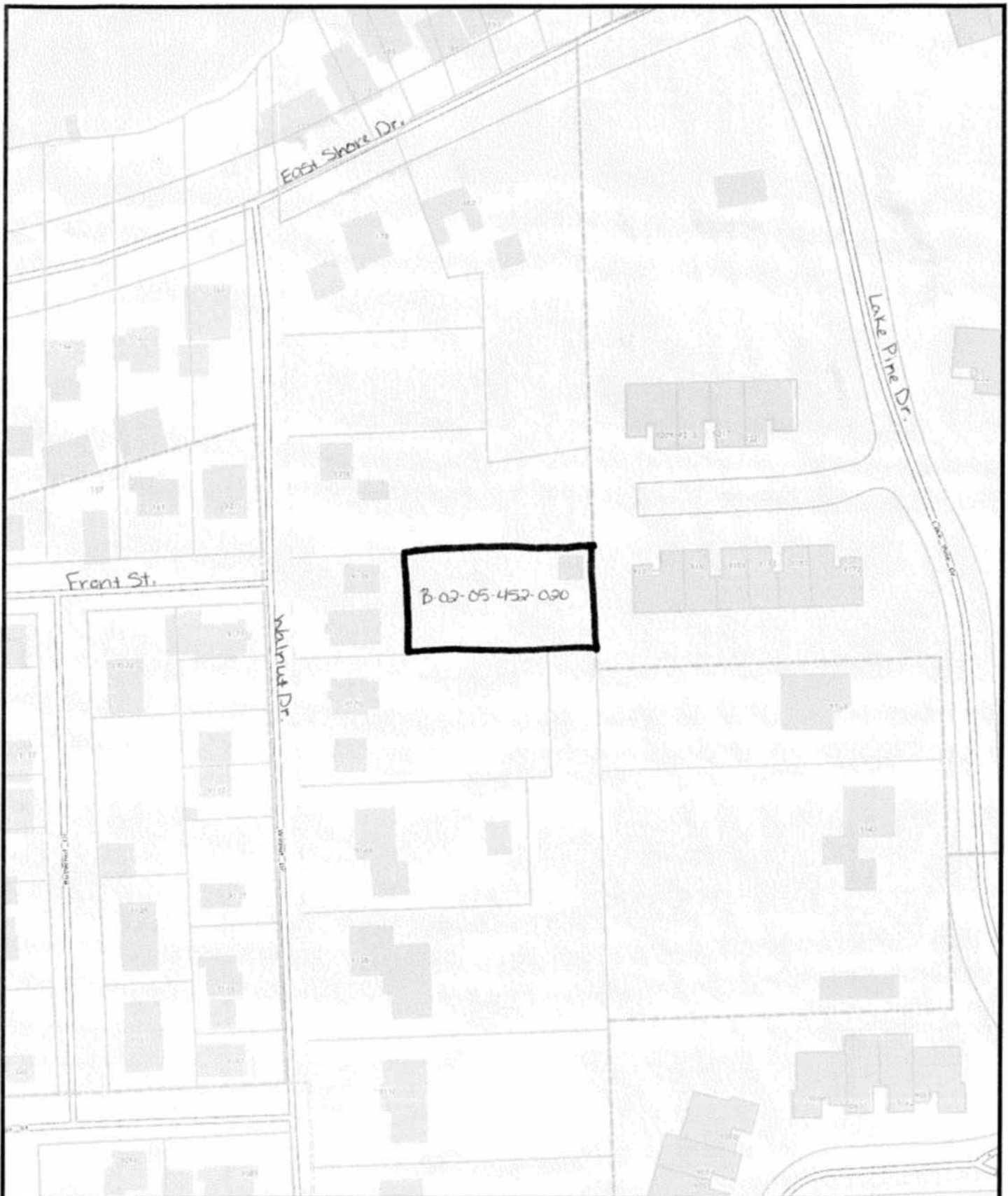


7/8/2015



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

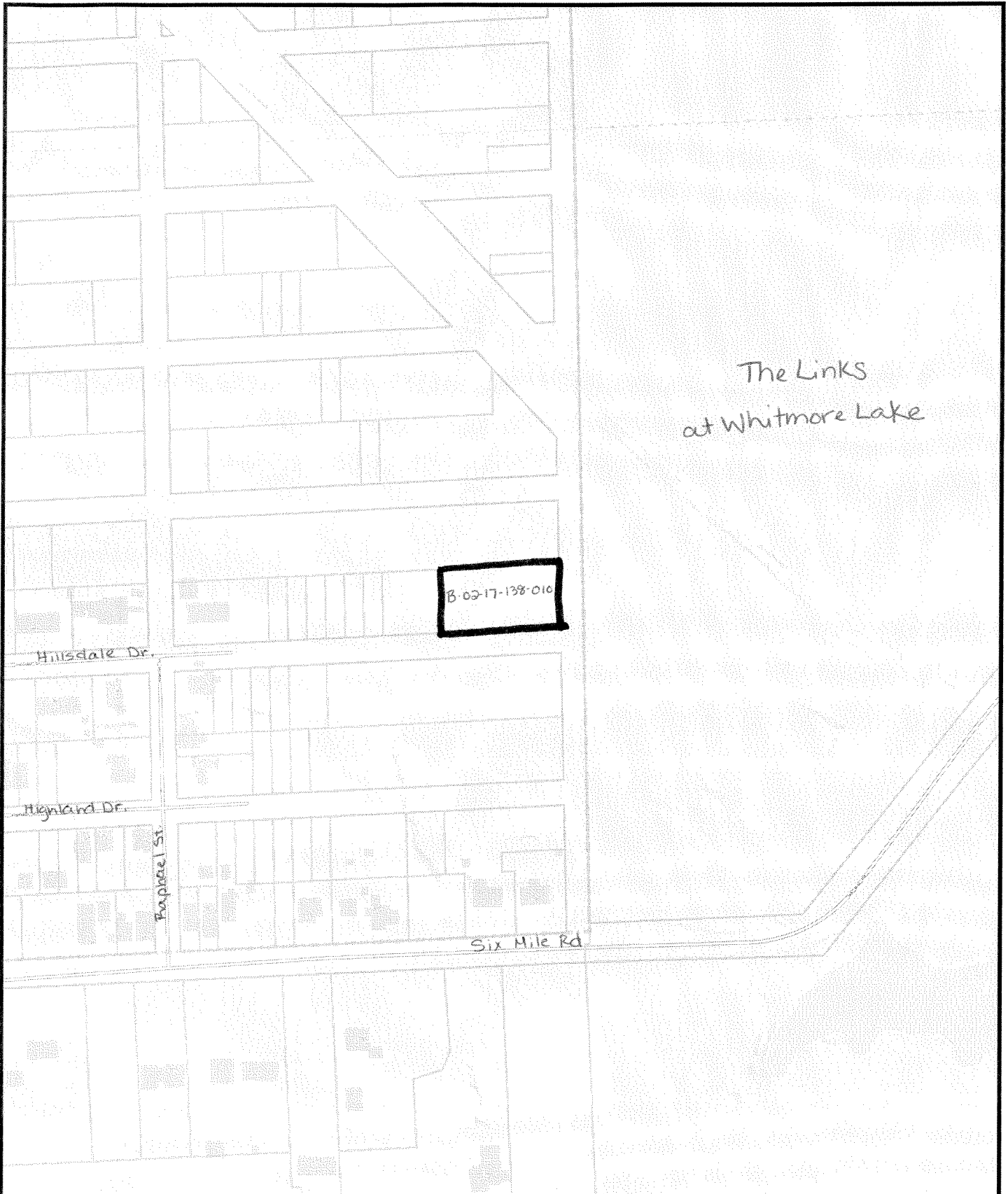


7/6/2015



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The Links
at Whitmore Lake

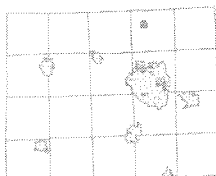
B-02-17-138-010

Hillsdale Dr.

Highland Dr.

Raphael St.

Six Mile Rd.



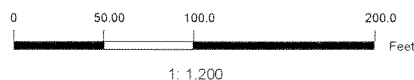
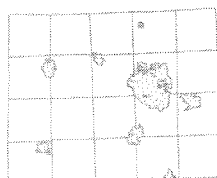
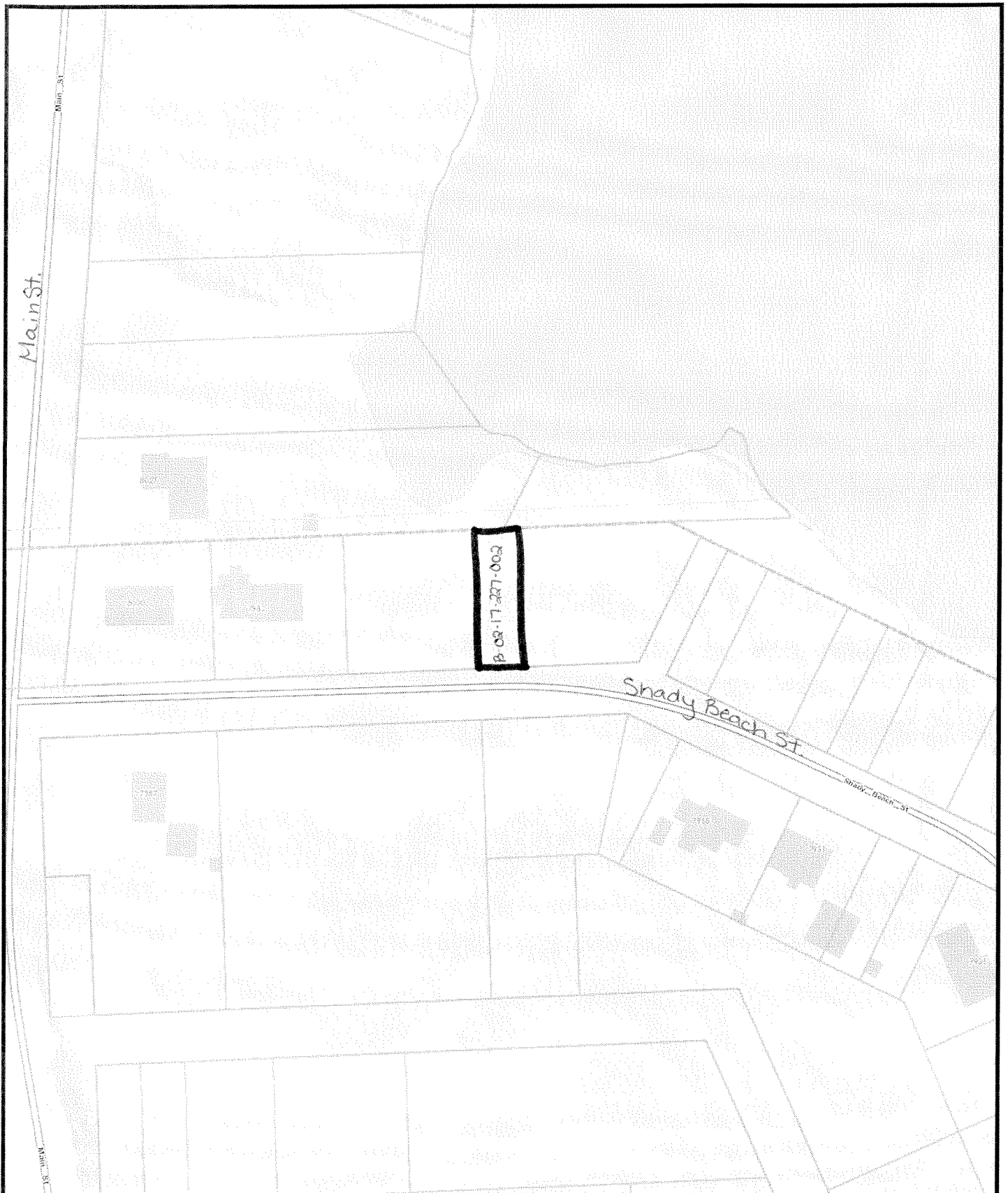
7/8/2015



Geographic
Information
System

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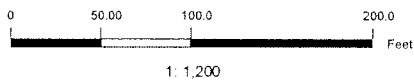
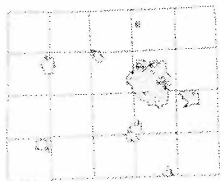
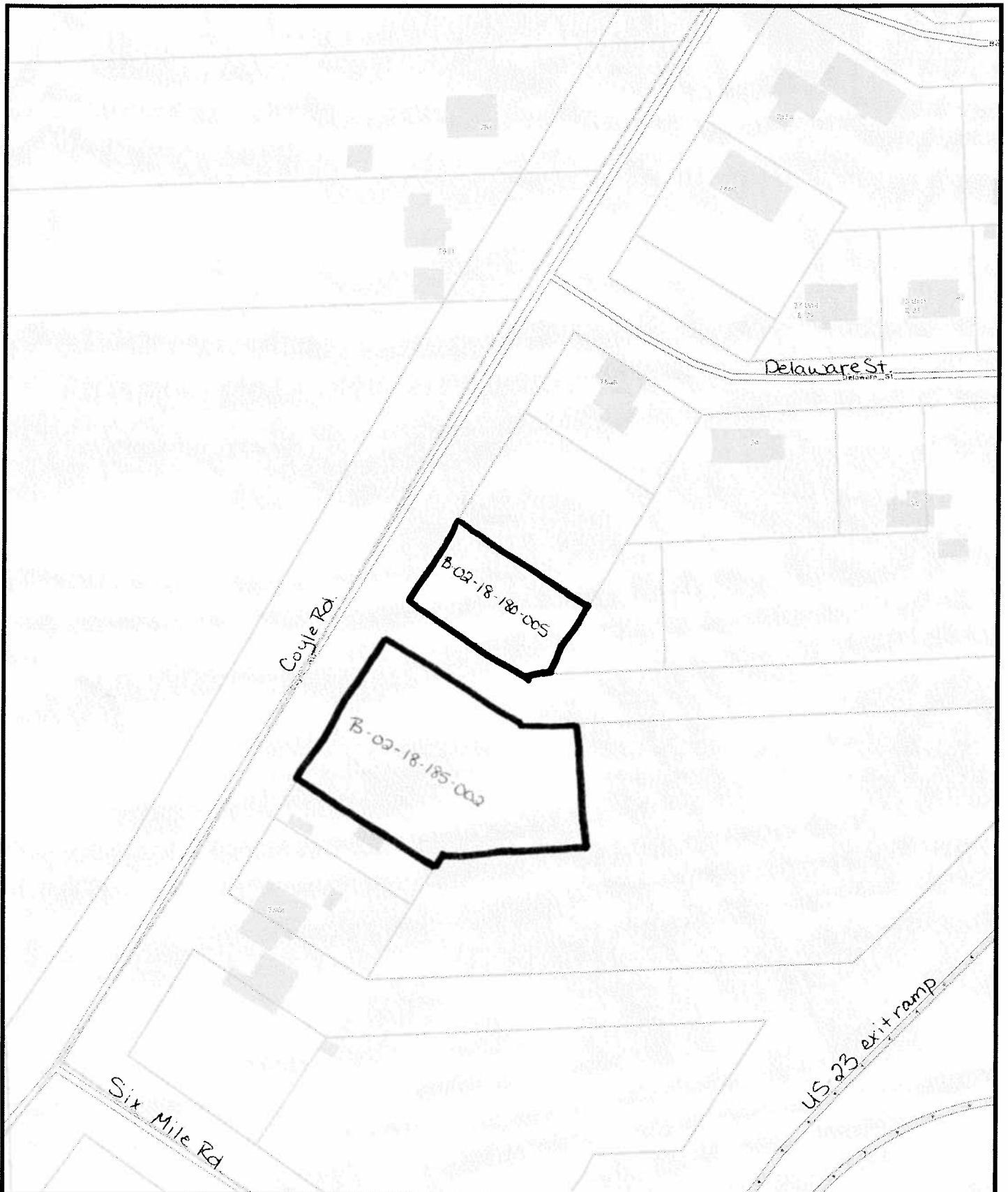
7/9/2015



Geographic
Information
System

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7/9/2015



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MEMO

To: Northfield Township Board
From: Tami Averill
Date: 7/9/2015
Re: Senior Nutrition Program Assistant

Dear Township Board,

We received 23 resumes for the Senior Nutrition Program Assistant position. We went through a thorough review process, and believe we have found a highly qualified candidate.

Amber Barsegian has assisted at the Community Center as both a student intern and a volunteer since March of 2014. She is an Eastern Michigan University Honors College student majoring in Communications, and is planning to enroll in Law School after she receives her Bachelor's Degree next year. The seniors have always enjoyed her as a volunteer, and our other volunteers enjoy working with her. I believe she will prove herself to be an asset to the Senior Nutrition Program.

Amber's salary will be paid from allotted funding through the Area Agency on Aging 1-B as outlined and budgeted for in our contract with the Washtenaw County Department of Community and Economic Development Senior Nutrition Program. She is scheduled to start on July 15, 2015.

Respectfully Submitted,

Tami M. Averill, Community Center Director

OBJECTIVE

My objective is to find fulfillment through life-enriching experiences and help people as much as I can.

EDUCATION**Eastern Michigan University Honors College • 12/16/2015**

- Obtained the 2-year MACRAO agreement from WCC
- Currently studying Communications with a minor in International Business

EXPERIENCE**Member Service Representative (Direct Buy of Brighton) • 02/2013 – 04/2014**

- Writing up purchase agreements for members of Direct Buy
- Assisting customers with their individual shopping needs
- Communicating via email and telephone with members

Waitstaff (The Pound! Bar and Grill) ☐ 02/2012 – 11/2012

- Opened the restaurant
- Worked with customers delivering and taking orders for drinks and food

Bartender at Whispering Pines Golf Club ☐ 08/2011 – Present

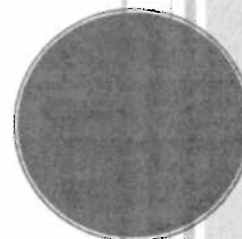
- Bartending in the club
- Bartending on the golf course with beverage cart
- Bartending and waiting at events such as weddings and benefits

SKILLS

- Fluent with Microsoft Word/Powerpoint
- Microsoft Excel
- Personable
- Confident
- Supportive
- Punctual
- Organized
- Reliable
- Communication Skills

REFERENCES

- Rachel Kosin ☐ 810.923.4847
- Sharon Crutchfield ☐ 734.718.1086
- Beverly Kuehn ☐ 248.703.2971





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 CONFIDENTIAL PRIVILEGED COMMUNICATION

July 9, 2015

VIA ELECTRONIC MAIL

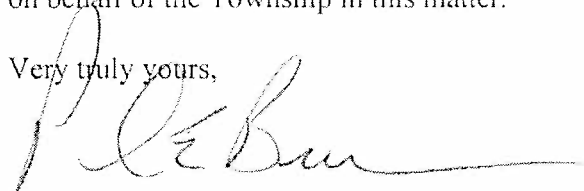
Northfield Township Board of Trustees
Northfield Township
P.O. Box 576
8350 Main Street
Whitmore Lake, Michigan 48189-0576

Re: BMH Realty Co v Township of Northfield, MTT Docket No – 15-002827

Dear Trustees:

Recently, BMH Realty filed a Petition in the Michigan Tax Tribunal to contest its property taxes. A copy of the Petition is attached. Our office is currently representing the Corrigan's who own BMH Realty Company. As a result, this letter is to advise the Township Board that our office has a conflict of interest on this case and cannot appear on behalf of the Township. Therefore, we recommend that the Township Board authorize, at the next Township meeting held on July 14, 2015, Mr. Fred Lucas to appear on behalf of the Township in this matter.

Very truly yours,



Paul E. Burns

attachment

cc: Mr. Howard Fink, Township Manager
Mr. Thomas Monchak, Assessor
Mr. Fred Lucas, Attorney at Law

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

BMH REALTY CO

Petitioner

MTT DOCKET NO. **15-002827**

V

NORTHFIELD TOWNSHIP

Respondent

ENTIRE TRIBUNAL PROPERTY TAX PETITION

1. Property Parcel No. B - 02 - 20 - 300 - 002

If more than one Parcel is at issue, attach a completed Multiple
Parcel Petition Form addressing all other parcels.)

2. The property is identified above is XX real _____ personal.

3. If more than one parcel of real property is under appeal, are the properties
contiguous? _____ Yes _____ No. (If no, separate Petitions are required for
each non-contiguous parcel.)

4. Are all of the parcels of personal property located on a parcel of real
property under appeal? _____ Yes _____ No (If no, separated Petitions are
required for each parcel of personal property not located on a parcel of real
property under appeal.)

5. If parcels of personal property are under appeal, when were the personal
property statements filed by parcel number (attach additional page if
necessary):

6. The property identified above is classified as 201 COMMERCIAL IMPROVED

Trans Info: 4606 20472794-1 06/01/15
CHK: 931 Amt: 1400.00
101 DALE BEYER

RECEIVED
JUN 30 2015
NORTHFIELD TOWNSHIP
ASSESSOR'S OFFICE
MICHIGAN TAX TRIBUNAL
RECEIVED
2015 MAY 29 PM 2:58

7. If the assessment or assessments at issue were protested, the protest was made to Respondent's XX March ___ July ___ December Board of Review.
8. If protest was required and no protest was made, list the separate and specific facts upon which Petitioner relies to invoke the Tribunal's authority over the assessment or assessments at issue (attach additional page is necessary):
9. If the appeal was not submitted by the deadline for the filing of an appeal for the classification of properties at issue (i.e., May 31 or July 31 of the tax year involved), list the separate and specific facts upon which Petitioner relies to invoke the Tribunal's authority over the assessment or assessments at issue (attach additional page is necessary):
10. The property or properties at issue are located in WASHTENAW COUNTY.
The Property or property address is:
366 East North Territorial Road
Whitmore Lake, (Washtenaw County) Michigan 48189
11. The assessment or assessments at issue were established by the (applicable local government unit): Northfield Township
8350 Main Street Whitmore Lake, (Washtenaw County) Michigan 48189
12. Petitioner's Legal residence or principal office address is:
BMH REALTY CO. P.O. BOX 1958 (775 NORH SECOND STREET)
BRIGHTON (LIVINGSTON COUNTY) MICHIGAN 48116
13. This appeal involves issues relating to the (check all that are applicable):
XX the property or properties' true cash value and taxable values

Entire Tribunal Property Tax Petition
Page 3 of 4

_____ the property or properties taxable value only
If the property or properties' taxable value is at issue, is there a
dispute as to the value of an addition of loss ____ Yes XX No
_____ uniformity of property or properties' assessments
_____ the property or properties' exemption from ad valorem
taxation under MCL _____

14. The tax year(s) at issue are: 2015

15. If more than the current tax year is being appealed, list the separate and
specific facts upon which Petitioner relies to invoke the Tribunal's authority
over the prior tax year or years (attach additional page if necessary):

16. The Values for the property identified above as established by the
Respondent's Board of Review are:

Tax Year	True Cash Value	Assessed Value	Taxable Value
2015	\$1,245,291	\$622,600	\$586,435

17. Petitioner contends that the values for the property identified above are:

Tax Year	True Cash Value	Assessed Value	Taxable Value
2015	\$770,682	\$385,341	\$385,435

18. The Values in dispute for the property identified above are:

Tax Year	True Cash Value	Assessed Value	Taxable Value
2015	\$474,609	\$237,259	\$201,000

19. Petitioner requests the following relief (attach additional page if
necessary):

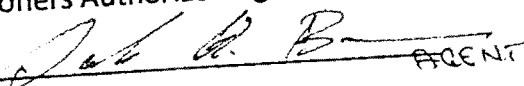
Petitioner requests reduction of TRUE CASH VALUE, STATE
EQUALIZED VALUE AND ASSESSED VALUE, as indicated in paragraph 17,
above.

20. List the separate and specific facts upon which Petitioner relies to support the relief requested (attach additional page if necessary):

- a) The assessment, state equalized value and/or Taxable value exceed amounts permitted by the Michigan Constitution and applicable statutes;
- b) The assessment, state equalized value and/or taxable values are higher percentages of true cash value than permissible under the Michigan Constitution and applicable statutes;
- c) The assessment, Taxable value and/or state equalized value are based on erroneous determination of the true cash value of that portion of the Petitioners Property that is under Michigan law, and based upon the applications of wrong principles.
- d) The assessment, state equalized value and/or taxable value and the mode of assessment adopted by respondent, discriminate against Petitioner and denies Petitioner its constitutional rights to uniformity, equal protection and due process.

Petitioner requests that the Tax Tribunal enter an order reducing the 2015 taxable value, state equalized value, of Petitioners Property to Values in paragraph 17, and requiring Respondent to pay Petitioner the refunds attributed to such reductions, plus interest and costs. The values in contention are the values in paragraph 18.

Respectfully Submitted,
Dale A. Brewer
Petitioners Authorized Agent

By:  AGENT

Dale A. Brewer
DAB PROPERTY CONSULTING, LLC
11548 East Shore Drive
Whitmore Lake, Mi. 48189

810:599 8754 fax: 734: 449 2118 email: dbrewer2118@charter.net

Dated: May 28, 2015

MEMO

To: Northfield Township Board

From: Howard Fink

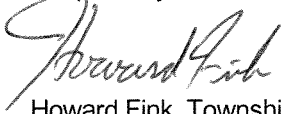
Date: 7/9/2015

Re: Planning Consultant RFPs

Dear Township Board,

Copies of the RFPs were given to you previously for review. If you need an additional copy, either paper or electronic, please let me know and I would be happy to provide it.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink".

Howard Fink, Township Manager

Proposal to Provide Professional Services

Professional Community Planning Consulting Services

Northfield Township, MI

June 26, 2015





WADETRIM

June 26, 2015

Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

Attention: Mr. Howard Fink, Township Manager

Re: Proposal to Provide Professional Community Planning Consulting Services
Northfield Township, Michigan

Dear Mr. Fink:

Wade Trim is pleased to present our Proposal to provide general planning services to Northfield Township.

Wade Trim is a multi-discipline, national consulting firm headquartered in Detroit, Michigan. We employ nearly 400 people in 19 offices, in nine states. Our firm provides the following services: urban and strategic planning; civil and traffic engineering; landscape architecture and urban design; GIS services; environmental sciences; construction and program administration; municipal operations; and, project funding assistance.

We have provided community planning consulting assistance since 1974 and currently carry a roster of 15 professionals within our planning group. Wade Trim presently provides on-going planning services to 35 communities in Michigan, either on an as-needed or retainer basis. These municipalities include the nearby communities of Milford Village and Milford Township, in Oakland County.

Wade Trim will bring directly-related project experience to this assignment. We recently completed a Subarea Master Plan for Gaines Township, Kent County. We are presently completing a Housing Gap Analysis for Davison Township, Genesee County. A Green Infrastructure Plan and Building Regulating Plan (which provided building placement and public realm standards) were completed as part of the Milford Community Master Plan. We have also been retained to direct numerous community visioning or strategic planning programs. This local project experience includes the City of Harbor Springs, City of Durand, the City of Taylor, and Redford Township. Pursuant to the requirements of your Request for Proposals, our submittal includes numerous Project Profiles which demonstrate our experience working in comparable communities. Please let us know if you'd also like to receive a complete copy of one of our final work products. We'd be happy to provide them to you either electronically or in print.

Wade Trim Associates, Inc.	313.961.3650
500 Griswold Avenue	313.961.0898 fax
Suite 500	www.wadetrim.com
Detroit, MI 48226	

We are pleased to announce that Nicholas P. Lomako, AICP, PCP will be the Principal-in-Charge assigned to your community. Nicholas is a Senior Vice President with Wade Trim with 38 years of community planning consulting experience. He has directed many of our firm's most challenging planning assignments. He served as the Project Manager for the Wurtsmith AFB Redevelopment Plan, the Mesa County Colorado Strategic Plan Update, Oveido Florida Visioning Program, the Henry Ford Hospital Campus Master Plan, the Grand Rapids Master Plan, and currently the City of Sterling Heights Master Plan. Mr. Lomako will oversee all special planning projects which may emanate during our engagement, keep team members accountable for the technical quality of all contracted services, oversee all contract administration activities, and provide technical assistance to other team members, as may be required.

Mr. Charles (Chip) Smith, AICP, ASLA will be the Client Representative assigned to Northfield Township. Chip is a Senior Planner with 17 years of public and private sector experience. Prior to joining Wade Trim, Chip was the Planning Director for an Ann Arbor-based consulting firm. Chip will be the Township's primary point of contact. He will provide day-to-day planning support and attend every Planning Commission meeting. He will review development applications (site plans, rezoning requests, variance requests, etc.) and provide staff reports on them, prepare requested zoning ordinance text amendments, and respond to questions raised by staff, residents, developers, the Planning Commission, and the Board of Trustees on planning and development issues. Chip will also assist Northfield Township with other staff level planning functions, including assisting the Planning Commission in its preparation of its Annual Report to the Township Board concerning the Planning Commission's operations, activities, and accomplishments.

Wade Trim is extremely interested in assisting Northfield Township in this most important capacity. Please contact us if you need any additional information.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in black ink, appearing to read 'Nicholas P. Lomako', with a long horizontal flourish extending to the right.

Nicholas P. Lomako, AICP, PCP
Senior Vice President

NPL:jel
AAA 8140-15D
Northfield Township Letter of Transmittal.docx



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Introduction/ Firm History



1.1 Introduction to Wade Trim

Wade Trim is a national, multi-discipline consulting firm. We employ nearly 400 people in 19 offices, in nine states. We trace our origin to 1926. We have provided professional community planning consulting services since 1974.

Our organization provides the following services: urban and strategic planning; civil and traffic engineering; landscape architecture and urban design; GIS services; environmental sciences; construction and program administration; municipal operations; and, project funding assistance. We are currently ranked #200 in Engineering News-Record's national list of Top 500 Design Firms.

1.2 History of Wade Trim

Our story begins with the ambitions of a civil engineer, Edwin M. Orr, who ventured into private practice in 1926 after working for the Michigan Highway Department. He was presented with the opportunity to design a water main for Dearborn Township. This water main was the first project to be completed by Edwin M. Orr, Inc., a firm that later grew to become Wade Trim.

Working from his home, Ed Orr's infrastructure work continued to grow. He established a small office, but moved back to his house during the Great Depression. He kept the City of Taylor as his only client, performing small design projects from his basement. When the economy improved, Ed moved his office to the 4th floor of the Calvin Theater Building in Dearborn. It was in this office that Bob Wade and Don Trim came to work.

Bob Wade worked for the company during the 1950s while he attended college. Don Trim came to the firm in 1964 as a professional engineer. Bob and Don recognized each other from a study group they attended while at the University of Michigan. They both progressed to running the firm's operation as Ed Orr approached retirement. In 1966, Bob and Don purchased the firm that included 22 employees. In 1968 the company's name was changed to Wade Trim & Associates to reflect their new ownership.

The 1970s brought an era of new growth – the firm tripled the number of employees through a series of acquisitions. A parent organization (the Wade Trim Environmental Group) was formed in 1976 to oversee the administrative functions of Wade Trim & Associates and its subsidiary firms operating under their original names.

It was also during the 1970s and 1980s that the firm began to introduce new services. In 1974, the firm organized Wade-Trim/IMPACT (representing "improved planning action"). A few years later an architectural firm joined the organization through a stock exchange and later merged with Wade Trim & Associates. In 1984, we established our first out-of-state office in Tampa Florida, by creating a new company, Stewart Engineers, using the name of a local architect who offered to share his office space with us.

The 1990s marked the start of a management transition that allowed Bob and Don to pass on their responsibilities to a new management team. Ambitious goals were established as part of a new corporate strategic plan. This strategic plan placed an increased emphasis on geographic expansion and the cultivation of long-term projects and relationships. Our vision

statement - building relationships on a foundation of excellence - was developed in 1996 and remains the cornerstone of how we approach our business.

Today, we have nearly 400 people who are located in 19 offices in nine states. With 89 years of service, Wade Trim consistently ranks among the top national design and environmental firms.

1.3 Contact Information

The contract will be administered from our Detroit headquarters Guardian Building location. Address and contact information is presented below.

Nicholas P. Lomako, AICP, PCP
Senior Vice President
Wade Trim Associates, Inc.
500 Griswold, Suite 2500
Detroit, Michigan 48226
313-961-3650 (phone)
313-418-3209 (mobile)
313-961-0898 (fax)
nlomako@wadetrim.com
www.wadetrim.com



Wade Trim was founded in Wayne County in 1926. Our Detroit corporate headquarters is in the historic Guardian Building in downtown Detroit.



2.1 Professional Services

Wade Trim has provided professional community planning consulting assistance since 1974. A listing of the full range of services we provide is shown in Figure 2-1, below.

Figure 2-1 Wade Trim Planning Services

Community Planning and Development

- Day-to-day planning services (ongoing/as-needed)
- Comprehensive planning and master planning
- Strategic planning
- Public participation and visioning
- Recreation master planning
- Redevelopment and brownfield planning
- Transportation and corridor planning
- Waterfront and greenway planning
- Parking and circulation analysis and planning
- Downtown planning/tax increment finance plans
- New and traditional neighborhood planning
- Historic preservation planning and reviews
- Consolidated and action planning
- Housing market studies

Zoning and Land Use Regulations

- Zoning ordinance preparation
- Land development regulations

- Form-based code preparation
- Growth management

Environmental Planning

- Environmental impact studies and assessments
- Environmental review records
- Resource inventory and planning
- Environmental performance standards
- Aesthetics and view protection regulation
- Natural resources protection/regulations
- Habitat restoration and mitigation

Land Planning

- Commercial/retail
- Mixed-use development
- Office/industrial parks
- Residential
- Health Care
- Adaptive reuse
- Land use potential analysis/feasibility
- Appraisal support
- Cost estimating

Landscape Architecture

- Urban design and streetscapes
- Parks and recreation facilities
- Campus master planning
- Downtown redevelopment
- Safe neighborhoods (CPTED)
- Urban plazas

Planning, Zoning and Building Administration Services

- Planning administration
- Zoning administration and code enforcement
- Building plan review and inspections
- Mechanical, electrical and plumbing review and inspections

Additional Services

- Geographic Information Systems
- Expert Witness Testimony
- Emergency management and risk assessments
- Capital improvement planning
- Grant writing and administration

2.2 Continuing Planning Services

Wade Trim is currently the “planner of record” for 35 Michigan communities, on either a monthly retainer or as-needed basis. Our current roster of communities where we provide ongoing community planning services is shown in Figure 2-2.

2.3 Meet Our Planning Staff

Wade Trim retains a staff of 15 planning and design professionals. This roster is presented in Figure 2-3.

Figure 2-2 Wade Trim Continuing Planning Clients

Michigan Clients			Florida Clients		
• Allendale Township	• City of Keego Harbor		• Charlotte County		
• Ash Township	• Leelanau Township		• City of Dade City		
• Atlas Township	• City of Linden		• DeSoto County		
• City of Belding	• Lowell Township		• Hillsborough County City-County Planning Commission		
• Bowne Township	• City of Mackinac Island		• Hillsborough County Development Services		
• Village of Clarksville	• Martin Township		• City of Largo		
• Davison Township	• Milford Township		• Lee County		
• City of Dearborn Heights, CEDD	• Village of Milford		• Manatee County		
• Dorr Township	• Otisco Township		• City of Palmetto		
• City of Durand	• Polkton Township		• Southwest Florida Water Management District		
• East China Township	• City of Pontiac		• Suwannee River Water Management District		
• City of Frankfort	• Charter Township of Redford		• City of Venice		
• Fruitland Township	• Sparta Township		• Town of Windermere		
• City of Gibraltar	• Village of Sparta				
• City of Greenville	• Summerfield Township				
• City of Hastings	• Tyrone Township				
• City of Ionia	• City of Wayland				
	• Wayland Township				

Figure 2-3 Wade Trim Planning and Design Staff

Experience Matrix		Specialties															
Team Member	Years of Experience	Master/Comprehensive Planning	Zoning and Land Development Regulations	Consolidated Planning	Recreation Planning	Transportation Planning and Corridor Studies	Redevelopment and Urban Design	Downtown Development/ Tax Increment Financing	Housing Market Analysis	Natural Systems Planning and Design	Landscape Architecture	Public Participation and Visioning	Geographic Information Systems (GIS)	Grant Writing and Administration	CIP	Strategic Planning	Expert Witnessing
David Anthony, PLA, ASLA Principal	34				✓	✓	✓			✓	✓	✓					
Gordon Bowdell Planner	4		✓										✓				
Brad Cornelius, AICP, CPM, LEED GA, CPRP Professional Planner	20	✓	✓		✓	✓		✓	✓	✓		✓		✓			
Janis Johnson, AICP Senior Project Manager	25	✓	✓		✓	✓						✓					
Tim Johnson, PCP Senior Project Manager	32	✓	✓		✓	✓						✓			✓		✓
Scot Lautzenheiser, PLA Professional Landscape Architect	7				✓					✓	✓						
Michelle Leppek Planner	1												✓	✓			
Nicholas Lomako, AICP, PCP Senior Vice President	38	✓	✓			✓	✓	✓				✓		✓		✓	✓
C. James Sabo, AICP Professional Planner	19	✓	✓			✓		✓				✓					
Charles (Chip) Smith, AICP, ASLA Senior Professional Planner	17					✓	✓	✓				✓			✓		
Donovan Smith Intern	< 1	✓	✓					✓	✓		✓	✓	✓				
Jason Smith, AICP Professional Planner	10			✓		✓	✓		✓				✓	✓			
Amanda Warner, AICP Professional Planner	14	✓	✓	✓		✓			✓				✓				
Adam Young, AICP Senior Project Manager	14	✓	✓		✓	✓		✓				✓	✓	✓			
Mikah Zaslow Intern	< 1	✓	✓	✓			✓	✓	✓		✓	✓	✓	✓			

Credentials:

AICP = American Institute of Certified Planners | PCP = Professional Community Planner | PLA = Professional Landscape Architect
 ASLA = American Society of Landscape Architects | CPM = Certified Public Manager | LEED GA = LEED Green Associate | CPRP = Certified Parks and Recreation Professional

Summary of Supporting Firms

Wade Trim is a full-service, multi-discipline firm. Our roster of professionals includes planners, environmental specialists, landscape architects, urban designers, civil and traffic engineers and project funding specialists, among others. We do not anticipate engaging subconsultants to fulfill the contract requirements for professional planning services specified in the Request for Proposals issued by Northfield Township.



Introduction of Personnel to be Assigned



4.1 Our Team

Nicholas P. Lomako, AICP, PCP will be the Principal-in-Charge. In this capacity he will direct special projects, keep team members accountable for the technical quality of all contracted services and deliverables, oversee all contract administration activities, and provide technical assistance to other team members, as may be required.

Charles (Chip) Smith, AICP, ASLA, will be the Township's primary point of contact during the contract period. As the Township's Staff Planner, Chip will provide technical advisory services, coordinate planning activities with other public agencies, attend regular meetings of the Planning Commission, and complete written recommendations on development applications referred to him by the Township.

Resumes for Nick Lomako and Chip Smith are provided at the end of the Section. A brief description of each of them is provided below.

4.1.1 Nicholas P. Lomako, AICP, PCP

Nick is a Senior Vice President with Wade Trim, a member of the Wade Trim Board of Directors, and major stockholder. He holds an undergraduate degree in urban planning from Michigan State University and a graduate degree in Public Administration from Wayne State University. He is a registered Professional Community Planner in the state of Michigan and a member of the American Institute of Certified Planners. Nick also completed leadership development training at Harvard University and the International Association for Public Participation's certificate program in Public Participation.

He has provided professional community planning consulting services since 1977 (38 years) and has been employed with Wade Trim since 1981. His areas of expertise include comprehensive and strategic planning, land development code preparation, and urban revitalization programs. He has served as Project Manager on many of Wade Trim's most innovative work programs including the Economic Development Strategic Plan for Seneca County New York, the update of the Grand Rapids Master Plan, the Wurtsmith AFB Redevelopment Plan, and the Henry Ford Hospital Campus Master Plan.

Nick also has a personal understanding of municipal operations. He currently provides on-going consulting assistance to many communities where he advises elected and appointed officials, administrators, planning commissions, zoning boards of appeal, and special purposes boards on land use proposals and municipal operations. He currently provides on-going planning assistance to the Village of Milford, Milford Township, the City of Durand, and the City of Gibraltar, among others. Nick regularly serves as an expert witness in defense of community planning and zoning cases litigated before local and federal courts, the State of Michigan Boundary Commission, and the U.S. Department of Treasury, Bureau of Alcohol, Tobacco and Fire Arms working closely with many of Michigan's most prestigious law firms including Dykema, Plunkett Cooney, and Cummings, McClorey, Davis & Acho. His consulting experience also includes holding the position of interim Planning Director for the City of Birmingham, Michigan during a period of staff transition.

Nick has also authored numerous articles dealing with land planning and development issues. His articles have appeared in Michigan and national publications and have addressed a

diverse range of topics including new urbanism, smart growth reforms for Michigan, planning strategies to improve public safety, and using citizen juries to improve local zoning. Nick's experience has allowed him to be a facilitator or guest lecturer at many municipal conferences or to conduct training sessions on behalf of professional associations. In these roles, he has assisted the Michigan Municipal League, Michigan Association of Planning, Michigan Local Government Management Association, Michigan Association of Township Supervisors, the Michigan Association of Code Enforcement Officers, and the Michigan Municipal Finance Officers Association, among others.

4.1.2 Chip Smith, AICP, ASLA

Chip Smith, AICP, ASLA, is a Senior Planner and Practice Lead for Municipal Operations who brings 17 years of experience working with municipalities providing as-needed services and leading efforts to provide for a sustainable future. He effectively involves stakeholders in developing master plans and zoning ordinances that reflect the community's image and objectives. His collaborative approach to problem solving provides the necessary perspective to develop solutions in community planning, design, revitalization zoning, and resource conservation areas. Chip's experience also includes park and recreation planning as well as community and economic development, and municipal planning services operation.

Chip developed a statewide Capital Improvement Planning training program and has taught this course for Michigan Association of Planning (MAP) since 2009 as well as serving MAP as a Planning and Zoning instructor. Chip is also a Certified Placemaking instructor for MiPlace, the Michigan Municipal League and MAP, providing this service since 2012. He was formerly the Director of Planning for Johnson Hill Land Ethic Studio in 1998 to 2006.

Nicholas P. Lomako, AICP, PCP

EDUCATION

Master of Public Administration Wayne State University,

BS, Urban Planning, Michigan State University

REGISTRATION

Professional Community Planner, State of Michigan,
1992, No. 629

American Institute of Certified Planners, American
Planning Association, 1985, No. 5112

QUALIFICATIONS

- Provided community consulting assistance for 37 years.
- Areas of expertise include community visioning, comprehensive and strategic planning, land development code preparation, and urban revitalization programs.
- Served as Project Manager on many of Wade Trim's most innovative work programs including the City of Durand Strategic Plan, Economic Development Strategic Plan for Seneca County New York, the update of the Grand Rapids Master Plan, the Wurtsmith AFB Redevelopment Plan, the Mesa County Colorado Strategic Plan, and Henry Ford Hospital Campus Master Plan.
- Prepared TIF, DDA, and LDFA programs, and administered CDBG programs for entitlement communities.

REPRESENTATIVE PROJECT EXPERIENCE

- Training Programs, MI. Served as a facilitator at strategic planning and urban design charrette sessions. Conducted client training seminars on economic development, business district development, land use planning and zoning. Participated as a guest lecturer at related conferences.
- Mesa County Strategic Plan, Mesa County, UT - Led the strategic planning process involving extensive on-site interviews with the County Commissioners and County Administration as well as several departments. A day-long retreat was held to identify goals, objectives and "champions" for plan implementation.
- Seneca County Strategic Plan, Seneca County, NY - Principal-in-Charge. Co-facilitated an introduction to strategic planning retreat with community stakeholders. Directed the workshop to identify program drivers - political, legislative, economic, demographic, or technological factors, expected to affect growth

potential. Developed a vision statement using shared values, identification of community strategic assets, and "postcards from tomorrow" exercise. Developed a ranking of community goals using gap analysis and mind-mapping exercise. Assisted the stakeholders in developing action plans for the top five goals.

- Master Plan, City of Grand Rapids, MI - Project Manager responsible for coordinating the 30-task work program being performed by the project team, including three subconsultants. Also served as task leader for developing plan implementation strategies.
- Strategic Plan, Charter Township of Redford, MI - Led strategic planning and implementation of recommendations for Redford Township.
- Strategic Plan, City of Dearborn Heights, MI - Led the strategic planning process with the City.
- VisionQuest, Davison Township, MI - Project Manager for this 2001 visioning program. Developed survey instrument and conducted personal interviews with community opinion leaders. Facilitated community forum event to discover community values. Developed "story-board" exercise to document and prioritize community challenges. Crafted spirit agreement to gain commitment from program participants. Developed "next steps" work plan for elected officials.
- Continuing Planning Services, Charter Township of Redford - Have served as the Township's Planner since 1995, providing ongoing planning assistance. Led development of the Township's initial Strategic Plan and its recent update. Also was responsible for a study that led to the Shamrock Village Development.
- Milford Community Master Plan, Village of Milford and Milford Township, MI - Led a multi-disciplined planning team in the preparation of a joint master plan for the Village and Township. The multi-year process included community profiling, facilitation of community forums and open houses, visioning sessions, strategic planning, and a capabilities audit for each community. Demographic analyses were conducted using ESRI Business Information Systems® and Claritas® to identify lifestyle characteristics.
- Allen Park Visioning Program, City of Allen Park, MI - Principal-in-Charge for a City visioning program.

Charles F. Smith, AICP, ASLA

EDUCATION

Master of Landscape
Architecture, University of Michigan, 1999

Bachelor of Arts, History, Macalester College, 1992

Graduate Certificate, Local Government Management
Eastern Michigan University, 2006

REGISTRATION

Form Based Code certification, 2009
American Institute of Certified Planners, American
Planning Association
American Society of Landscape Architects

QUALIFICATIONS

- 17 years of municipal planning and zoning experience using a collaborative approach to develop solutions
- Works with communities to enhance their character and provide flexibility in managing future development

REPRESENTATIVE PROJECT EXPERIENCE

- Pontiac Building and Planning, City of Pontiac, MI – Project Manager, 2011 to the present, responsible for overseeing all building and planning staff. Meet monthly with City Council Economic Development subcommittee. Meet weekly with Mayor and City Administrator. Responsible for tracking performance metrics and developing customer service performance standards. Serve as advisor to the Mayor and City Council on matters of development, historic preservation, redevelopment and building.
- On-Call Planning and Zoning Services, City of Frankfort, MI – Planner 2009 to the present, serving as on-call planning and zoning advisor. Over the course of the last six years have prepared one Master Plan, and am in the process of preparing the required five year update to that Plan. Have prepared a complete re-write of the City's zoning ordinance and worked with the City on subsequent amendments. Prepared the City's Downtown Development Authority Development and Tax Increment Financing Plan, which is on track to be officially adopted in August 2015.
- Frankfort Master Plan and Hybrid Zoning Ordinance, City of Frankfort, MI. Project Manager for a Master Plan and development of a vision for a sustainable future that strives to maintain the historic character

of the City while allowing for new development that is compatible with the character and preserves the visual and physical access to the Bay. Also developed a Hybrid Form-Based Zoning Ordinance that codifies the architectural and physical character of the City and streamlines the development process.

- Pontiac 2014 Master Plan Update, City of Pontiac, MI. Project Manager for the update of the City's Master Plan. Developed and utilized a citizen engagement program based on training interested members of community groups to act as engagement facilitators in their neighborhoods. Over a dozen neighborhood meetings were held in a 3-month period resulting in key data and input. Created three new overlay districts that provide more flexibility for property owners. Developed recommendations that support walkability and non-motorized transportation.
- 2008 Master Plan, City of Pontiac, MI. Project Manager and principal planner for the 2008 Pontiac Master Plan. Led a process that energized the public and built grassroots support for a sustainable city that can become a center for new economic investment, create new development opportunities in the Downtown, and create an urban agriculture program that will allow for productive use of vacant lots.
- Downtown Harbor Springs Vision Plan, City of Harbor Springs, MI. As Project Manager, developed a public participation strategy that included a 4-day Vision Fair consisting of focus groups, design charrettes and a vision workshop. An estimated 500 people were directly engaged in the Vision Fair process, which is almost half the City's year-round population. The Fair provided the foundation for the Vision for Downtown, several physical improvement projects and a wide range of business development programs.
- Pontiac Municipal Services Project Manager, City of Pontiac, MI. Oversee Pontiac Building and Safety Division, which includes the Planning Department and the Pontiac Federal Programs Division. Responsible for overseeing all aspects of these Divisions including land use planning, building permitting and inspections, business licensing, administration of CDBG, HOME, NSP and HPRP programs, economic and community development. Reported directly to the Emergency Manager prior to the City's transition from emergency management.

Itemized Current Workload



5.1 Workload

Wade Trim has one of the larger planning staffs serving Michigan communities. We have the capacity to accommodate the anticipated workload resulting from our engagement with Northfield Township. We look forward to working with you.



6.1 Special Projects

Wade Trim planners have completed a variety of special projects for their clients. This recent project experience includes the following plans or studies completed for comparably-sized communities:

Master Plans

- Milford Community Master Plan
- Acme Township Master Plan Update
- Leelanau Township Master Plan Update
- Atlas Township Master Plan Update
- Mackinac Island Master Plan Update

Community Visioning/Strategic Planning

- Davison Township Visioning and Master Plan Update
- Harbor Springs Downtown Vision Plan
- Mesa County Strategic Plan
- Venice Evaluation and Appraisal Report
- Sumter County 2030 Vision Plan

Economic Development

- Harrison Township Waterfront Redevelopment Plan
- Gibraltar Waterfront Redevelopment Plan and Overlay District Zoning
- Big Rapids Airport Industrial Park
- Ottawa County Housing Needs Assessment
- Henry Ford Hospital Master Site Plan

Recreation Plans

- West Bloomfield Township Parks and Recreation Master Plan
- Birmingham Recreation Master Plan
- East China Township Non-Motorized Trail

- Milford-Kensington Non-motorized Trail Connector
- Village of Lake Orion Children's Park

Project Profiles for each of these are presented on the following pages.

Milford Community Master Plan



Client: Village of Milford and Charter Township of Milford

Completion: 2009

Services:

- Joint master planning process
- Analyses of community character, market, residential/nonresidential buildout
- Historic resources & opportunities and land development code assessments
- Green infrastructure plan, building regulating plan, public realm standards
- Administrative capabilities audit

The Village of Milford and Charter Township of Milford are located in Oakland County, in the southeastern portion of the State of Michigan. The two adjacent communities are unique yet interdependent and, over the years, have developed a strong and mutually beneficial relationship. In many respects, particularly in the provision of public services and facilities, each community relies on the other for mutual assistance and support. It is through this cooperation and collaboration that the citizens of the community as a whole are able to experience a higher quality of life that could not be achieved by the efforts of either of the communities alone. In much the same manner, the Village and Township decided to embark upon a cooperative master planning process that resulted in a more relevant and efficient Master Plan document that maximizes the benefits to each community.

Wade Trim led a consultant team in the preparation of the Milford Community Master Plan, a joint planning effort by the Village and Township. In order to get citizens and officials energized about the project and focused on the future, the project was “kicked-off” by a community event led by a futurist. The project then commenced with the development of a community profile. In addition to the standard components, the community profile included unique elements such as a community tapestry evaluation, community character analysis, green infrastructure assessment, historic resources and opportunities assessment, and a full market analysis.

After the community profile was finalized, a joint Village and Township community forum was held to present the results and begin the visioning process through various exercises. This forum, in combination with focus group interviews, and several meetings with the Village and Township planning commissions, provided the basis for the development of community-wide goals and objectives. At this point, the Milford Community Future Land Use Plan formulation process also began, which included an evaluation of competing future land use alternatives through a residential and non-residential build-out analysis. Additional community forums were held to present the Goals and Objectives and Future Land Use Plan to the community and allow for necessary revisions. Other unique planning elements included a Green Infrastructure Plan, focusing on the preservation of important natural features within the community and a Building Regulating Plan, which outlined building placement and public realm standards for application within the Village center.

Lastly, an implementation component was prepared, which included a comparison of existing land development codes against model development principles, as well as an administrative capabilities audit to determine if each community has the capacity to effectuate the recommendations of the Plan. The cost and benefits of forming a joint Planning Commission were also explored.

Acme Township Master Plan Update



Client: Acme Township

Completion Date: 2005

Services:

- Team Building
- Stakeholder Interview
- Public Involvement
- Visioning Workshop
- Land use Planning Charette
- Future Land Use Plan

Achieving consensus among a diverse citizen group can be challenging. When efforts by a previous consultant failed to garner consensus for a Future Land Use Plan begun in 1999, Acme Township retained Wade Trim in 2005. We helped Acme Township bring closure to the planning process involving diverse stakeholders within a population of 4,300 in a predominantly rural community covering 25.3 square miles in Michigan's northwest lower peninsula.

Area attractions like the Grand Traverse Resort and Spa as well as the Turtle Creek Casino have generated pressure for additional development in the Township, risking the community's charm and natural beauty.

Acme Township has taken an aggressive posture toward new development due to this rapidly changing land development. In 2004, voters approved a farmland preservation tax to purchase development rights from willing farmers. They also defeated a proposal to build a 180-acre, 1 million-square-foot regional lifestyle center. The Township next wanted to complete an update of their Master Plan and approved a three-phase work program:

- Phase 1 focused on team building and data gathering. We facilitated a two-hour orientation session on the challenges of local governance and community representatives were selected and trained to conduct stakeholder interviews to discover critical issues, goals and priorities. Phase 1 ended with a

retreat helping team members with goal setting and managing group conflict.

- Phase 2 was devoted to community collaboration. A community-wide visioning workshop helped confirm key issues and gain agreement on preferred community characteristics. Then a future land use planning workshop involved participants in a land use planning charette to uncover alternative development proposals.
- Phase 3 helped to achieve consensus. A Steering Committee reviewed competing recommended patterns of development using a set of plan evaluation criteria developed by Wade Trim. This enabled the Steering Committee to synthesize the alternative plans into a preliminary draft Future Land Use Plan presented to the public for review and comment. Afterward, the Township Board reviewed public comments, incorporated changes, and presented a final draft Future Land Use Plan to the Planning Commission for the formal adoption process.

Leelanau Township Master Plan Update



Client: Leelanau Township

Completion Date: 2010

Services:

- Natural areas assessment
- Scenic viewshed inventory
- Maritime history and structure inventory
- Future land use plan and implementation
- Zoning plan

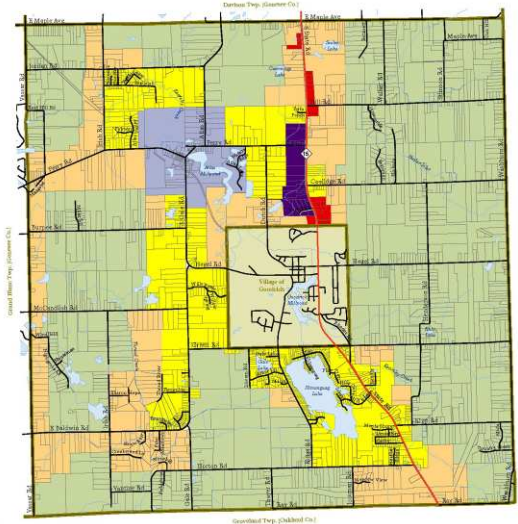
Leelanau Township is located in Michigan's northern Lower Peninsula at the "tip" of the Leelanau Peninsula. The natural beauty of Leelanau Township is striking, contributed in large part by its rolling topography and approximately 52 miles of shoreline on Lake Michigan and the Grand Traverse Bay. Leelanau Township has seen significant population growth and urban development in recent years. Over a 17-year span between 1990 and 2007, the Township's population grew by nearly 500 residents, a 45 percent increase. This robust growth brings the need for proactive planning to manage new development in order to protect the rural character of the Township as well as its thriving agricultural economy (particularly orchards and vineyards).

After the Township determined the need to update its Master Plan, Wade Trim identified and assisted in securing funding to support the development of the Master Plan Update through the Michigan Coastal Zone Management Program. Begun in early 2009, the Master Plan Update was adopted in August 2010.

Innovative elements of the Master Plan Update include a maritime history and structure inventory and a scenic viewshed inventory. These elements, along with studies of natural features, transportation, and infrastructure, provide a solid framework for the development of the Future Land Use Plan. In line with the desires of the citi-

zens generated during various public meetings, the Plan endeavors to support a balanced land use pattern which seeks to protect and preserve important agricultural lands and natural areas while focusing more intensive development within established community centers.

Atlas Township Master Plan Update



Client: Atlas Township

Completion Date: 2009

Services:

- Lifestyle Preferences Analysis (ESRI Community Tapestry)
- Gravel Road Capacity Analysis
- Use of Urban to Rural Transect model
- Future Land Use Plan & Implementation

Wade Trim has been providing continuing planning and zoning services for Atlas Township, located along M-15 in Genesee County, since 1997. This rural township of more than 7,000 residents has witnessed considerable growth pressure, particularly residential growth, in recent years.

In 2009, Wade Trim assisted the Township in the update of its Master Plan. Critical to the update was the Township's desire to promote a balanced land use pattern in a manner that directs higher intensity commercial and community service uses to the Village of Goodrich while preserving valuable agricultural lands and natural open spaces of the Township. To manage growth concurrent with road capacity, a gravel road capacity analysis was conducted as one component of the Master Plan Update. This capacity analysis found several gravel road segments to be "over capacity." In response, several planning and zoning strategies were identified to alleviate gravel road overcapacity, with road paving seen as a last recourse.

The Master Plan Update introduces the use of an urban-to-rural transect model focusing on the preservation and promotion of sustainable agricultural enterprises and practices. To support the emerging community-based agricultural economy, the unincorporated community of Atlas, which is the historic center of Atlas Township, is designated as a mixed-used hamlet. In addition to varied residential uses and community service uses, the hamlet is also intended to support agriculturally-related service and commercial uses.

The Future Land Use Plan for Atlas Township is also rooted in a thorough understanding of socioeconomic trends, lifestyle preferences, housing conditions, natural features, and community values as identified throughout the planning process.



Rural to Urban Transect: Atlas Township Application

Source: Wade Trim

Mackinac Island Master Plan Update

**Client:**

City of Mackinac Island

Completion Date: 2011

Services:

- Data collection
- Environmental condition assessment
- Land use analysis
- Land use and zoning recommendations

The City of Mackinac Island is unique, having been established by Michigan's Legislature as a "special charter city" in 1899. The City only has jurisdiction over 18% of land within its corporate limits, with the rest being owned by the State and managed by the Mackinac Island State Park Commission. As an island community, Mackinac Island has a small, permanent population of 492. However, this number grows by thousands during summer months as seasonal workers and tourists flock to the island. Mackinac Island also has a local ordinance prohibiting the use of motor vehicles.

Due to a new State planning law that requires the plan to be reviewed every five years, the City Council and Planning Commission began a plan update in 2010.

Commission members and elected officials researched and compiled socio-economic, natural resources, community services, goals, and land use changes along with other community changes. Wade Trim provided the technical support necessary to assemble this research into a Master Plan suitable for adoption.

Wade Trim began work by collecting files, documents, and research material necessary to complete the background studies. Notices were sent to neighboring communities and counties, as well as utilities serving the Island, alerting them that Mackinaw Island was starting the process of preparing a master plan.

Social and economic information was compiled and analyzed to develop an accurate picture of current community conditions. Existing conditions in the community were compared to neighboring communities, Mackinac County, and the State of Michigan. The existing land use map was updated, showing the assorted land use and land cover categories currently in place. Existing land use problems, conflicts, or concerns were identified in cooperation with the Planning Commission and City staff.

An inventory was taken of community services and facilities, such as government buildings, water supply and sewage disposal, recreation, solid waste disposal, public utilities, transportation, public safety, medical facilities, and schools.

Work previously completed by the Planning Commission and staff was used to help develop goals and objectives. Citizen input and opinions were also collected from a written citizen survey and public meetings.

A future land use plan, zoning plan, and computerized future land use map were prepared for the City. They were based on a draft future land use map prepared by the Planning Commission and staff. The plan compared existing land uses and zoning district categories to proposed land uses and included consideration of residential, commercial, recreational, public uses, and environmental protection needs.

Davison Township Visioning and Master Plan Update



Client: Davison Township, MI

Completion Date: 2011

Services:

- Visioning
- Master Plan update
- Implementation of multiple recommendations over more than a decade
- Assistance with establishing Downtown Development Authority
- Engineering services

Davison Township is a growing economic area, strategically located in Genesee County along I-69 and M-15. The quality of existing development, the Township's aesthetic beauty, and its locational advantages have brought new residents with a diversity of interests to the area. In 2001, the Township undertook a Visioning Program to find ways for their diverse citizens and key stakeholders to come together to "hear" each others' needs and interests and to coauthor a preferred future for their community. Wade Trim facilitated the visioning program, called "VisionQuest 2001," which included significant public input to gain insights into local development issues and to identify planning topics that needed to be addressed (recreation, traffic, infrastructure, etc.).

One of the key recommendations of the VisionQuest 2001 program was to complete an update to the Township Master Plan addressing such key issues as transportation, public spaces (greenspace and recreation), design and economic development. Wade Trim assisted the Township in this Master Plan Update completed in 2011.

Since that time, building on the strategies first established by VisionQuest 2001, We have assisted Davison Township in a variety of other successful planning efforts:

- Davison Township Connectivity Study (2005) – The purpose was to evaluate the existing non-motorized system within the Township and determine recom-

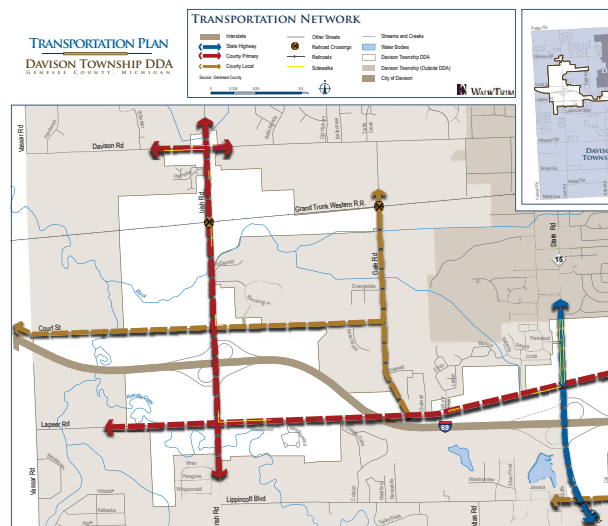
mended improvements and guidelines.

- Black Creek Trail Grant Application, Design and Construction (2009) – After completion of the Connectivity Study, Wade Trim assisted the Township in their efforts to seek funding, design and construct the Black Creek Trail, a proposed non-motorized link between the Township and the City of Davison. After securing funding through the MDNR, the first phase of the trail was built in 2009.
- DDA Development & Tax Increment Financing Plan (2009) – After identifying an opportunity to provide a revenue stream for economic development enhancements within the Township, Wade Trim assisted the Township in the establishment of a new Downtown Development Authority (DDA). This included the creation of a DDA Development Plan and Tax Increment Financing Plan. The Development Plan outlined an ambitious plan for public improvements within the District, ranging from infrastructure projects to streetscape and beautification improvements. The Tax Increment Financing Plan projected a potential tax increment revenue stream of more than \$22 million over 25 years
- DDA Engineering Studies (2010) – After the Davison Township DDA was established, the DDA undertook a series of engineering studies to prioritize and provide an overall framework for public improvement projects. Wade Trim led the consultant team in the preparation of a Transportation Plan, Storm Water Management Plan and Water and

Davison Township Visioning and Planning (Cont'd)

Sanitary Sewer Master Plan Update. Wade Trim is working with the Township in the design and implementation of the DDA's priority project: improvements to the Lapeer Road and State Road intersection.

- DDA Pattern Book (2010) – The Davison Township DDA also embarked on a process to establish a unified design theme for the public realm of the newly formed Downtown District. Wade Trim assisted the Township in the creation of a DDA Pattern Book outlining detailed specifications for such elements as light poles and fixtures, benches, decorative pavement surfaces, landscaping, and wayfinding signage.
- Parks and Recreation – The Township created the Davison Area Dog Park in 2011, the Robert Williams Nature Preserve in 2014, and Lake Callis Community Park in 2015



Harbor Springs Downtown Vision Plan



Client: Harbor Springs DDA

Completion Date: 2012

Services:

- Public involvement facilitation
- Assistance in identifying a vision for the downtown
- Development of preliminary urban design concepts

The Wade Trim team facilitated an innovative, intensive four-day Downtown Vision Fair for the Harbor Springs Downtown Development Authority during July 2012. For this project, the team worked out of a temporary project headquarters in Downtown Harbor Springs that served as the base of operations during the Vision Fair.

During the Vision Fair, the team obtained input from over 500 individuals (nearly half the City's year-round population) through a series of Focus Group meetings, Design Workshops, and the Visioning Workshop as well as during drop-in hours at the temporary project headquarters.

The team worked with the community to identify a clear vision for the future of Downtown and to develop preliminary urban design concepts for key spaces within Downtown Harbor Springs – specifically the waterfront and Main Street.



Mesa County Strategic Plan



Client: Mesa County

Completion Date: 2003

Services:

- Interviews with stakeholders
- Goals Identification Retreat

Mesa County is in western Colorado, and abuts Utah. From 1990 – 2000 Mesa County's population grew by 24.8%, putting it in the top 10% of counties nationwide in terms of population change, and the top 15% in terms of growth rate by percentage.

The Colorado Department of Local Affairs projects that Mesa County will continue to experience strong population growth through 2025 due to a variety of factors:

- Moderate year-round climate within the Grand Valley
- Abundance of natural attributes (Colorado River, proximity to the Uncompahgre and Roan Plateaus, Grand Mesa National forest, etc.)
- Property/housing affordability

Growth has produced some negative consequences. A cultural shift has occurred generating demands for increased land use planning, land development codes and code enforcement, public services and infrastructure. In turn, this has forced Mesa County to examine transforming itself from an agricultural community, to a more diversified tax base centered on retail, service and light industry to pay for increased public services.

Mesa County retained Wade Trim to help it with this examination through the update of its Strategic Plan.

Wade Trim conducted extensive on-site interviews with the Board of County Commissioners, County Administration, Public Safety personnel, Support Services staff, the Property and Election Services Department, Public Works personnel, the Health and Human Services Department, and Planning and Development Department.

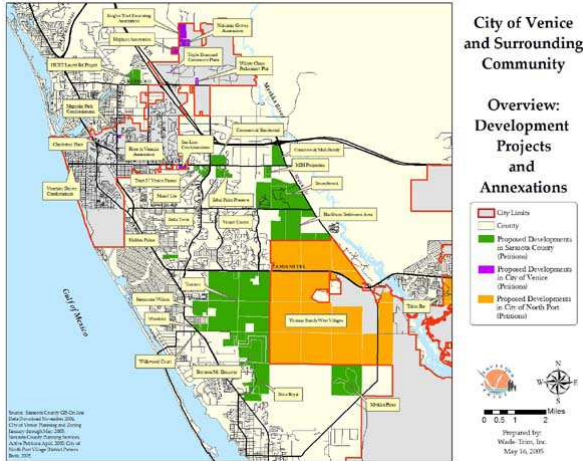
Program drivers are factors, e.g., political, legislative, economic, demographic or technological, expected to have a direct impact on a department's business. Wade Trim helped Mesa County identify, then prioritize the more important challenges facing the County.

Wade Trim evaluated the organization's capacity to respond to existing and emerging challenges around five key dimensions:

- style – open versus closed,
- structure – flat versus pyramidal,
- staff - number and skill set,
- decision-making process – systems approach versus linear,
- strategy – reliance of current vision/mission statements.

Wade Trim, in association with a meeting facilitator, hosted a day-long retreat to identify specific goals, objectives, and "champions" accountable for plan implementation.

Venice Evaluation and Appraisal Report



Client: City of Venice

Completion Date: 2006

Services:

- Evaluation and Appraisal Report
- Public Involvement
- Data Collection
- Policy Analysis

Wade Trim assisted the City of Venice in preparing their Evaluation and Appraisal Report (EAR) to meet the requirements of Florida's Growth Management Act, Section 163, Part II, Florida Statutes and Rule 9J-5, Florida Administrative Code. Preparation of the Evaluation and Appraisal Report included a significant public involvement process, meetings with regional stakeholders, data collection and analysis in order to evaluate their adopted Comprehensive Plan and to identify critical issues to be addressed in future amendments.

Through the EAR process, the City of Venice and Wade Trim considered how to enhance these unique qualities of the Venice area by focusing on how land is used, how land uses are linked together to form activity centers, how to preserve older neighborhoods and how to integrate new neighborhoods into the community. Additionally, the EAR focused on how to integrate the City into the surrounding Sarasota County growth pattern in order to preserve Venice's identity but also allow for improved infrastructure and access to public parks, linear multi-use trails, schools, libraries, and other County-provided public services. These considerations formed the basis of the Venice's critical issues. Among the critical issues identified were increased demands on resources without fiscal contributions, uncoordinated planning practices, and higher regional growth relative to city growth.

In order to address both local and regional concerns, the public involvement process of the EAR, titled "Envision Venice", consisted of over 21 public forms, eight Venice High School preference surveys, and one large-scale regional agency scoping meeting.

Overall, Envision Venice gathered input from more than 1,200 participants, including representatives from 10 different regional agencies and 200 high school students. The City of Venice Evaluation and Appraisal Report received an Award of Merit in the category of Public Innovation from the Florida Planning and Zoning Association at its 2006 Annual State Conference in Orlando, Florida.



Sumter 2030 Countywide Vision Plan

Client: Sumter County, FL

Completion Date: 2009

Services:

- Design visioning process
- Facilitate workshops and charrettes
- Summarize public input
- Define County-wide vision plan

Visioning is the process by which a community decides the future that it wants by planning how to achieve it under realistic expectations. To address the future of Sumter County, FL, the Sumter County Board of County Commissioners established a visioning process called Sumter 2030.

The process was designed by Wade Trim to bring together residents and others with an interest in the future of Sumter County into a forum to analyze and define the strategies and actions that will make Sumter County a better place to live, work and play.

Sumter 2030 is helping to strengthen a sense of ownership and cohesiveness in Sumter County's residents, but also to explore creative options and opportunities to improve our County based on shared principles and values.

As part of the project Wade Trim prepared a County Profile addressing a variety of issues such as land use, transportation, community character and design, infrastructure, public services, parks and recreation, the economy, the environment, etc. In addition, the firm conducted several Community Visioning Workshops using the innovative technology of Audience Response System (ARS) allowing county residents to visualize collective results of their preferences for Sumter into the future. Wade Trim also designed and launched a

webpage to gather input for the process and share the information collected.

The main product of a collaborative visioning process is the Countywide Vision Plan which outlines the main strategies that the community has prioritized for the next 20 or 30 years under a shared set of standards and values.



Harrison Township Waterfront Redevelopment Plan



Client: Charter Township of Harrison

Completion Date: 2015

Services:

- Sub-Area Planning
- Community Engagement
- Site Concept Design
- Financing Assistance

The waterfront district surrounding the intersection of Crocker Boulevard and Jefferson Avenue and along Lake St. Clair in Harrison Township (pop. 24,500) features a dense concentration of marine-related uses, but lacks a defined sense of place or identity needed to establish a destination waterfront district. Recognizing this, a Waterfront Redevelopment Plan development process was initiated (as a Sub-Area Plan to the Township's Master Plan) to identify, prioritize and develop a strategic action plan for investment that will assist in the overall redevelopment of the district. Funding for the project was provided, in part, through a grant from the MDEQ.

The planning effort included numerous public engagement opportunities, district redevelopment concepts, a feasibility study for the establishment of a Downtown Development Authority, and a prioritized capital improvement program. Key conceptual initiatives included the establishment of a "Pier Place" entertainment and public gathering space, enhanced waterfront access, and recreational ferry service to nearby waterfront districts.

Following a key recommendation of the plan, the Township proceeded with the establishment of a Downtown development Authority and District (DDA) encompassing the business core of the study area. The new DDA can begin to facilitate new public and private investment within the District through tax increment revenues.

Map of the Downtown Corridor showing various urban improvement projects. The map includes labels for:

- COMMERCIAL REDEVELOPMENT OPPORTUNITIES
- PROVIDE NEIGHBORHOOD CONNECTIONS
- IMPROVE NEIGHBORHOOD CONNECTIONS
- IMPROVE BUSINESS FACADES
- STREETSCAPE IMPROVEMENTS: ADD WANT/THOUD SIGNAGE
- VACANT, OCCUPIED LOT: REDEVELOPMENT OPPORTUNITY
- CONSTRUCT PARKING LOT FOR KAYAK ACCESS
- EASE LANE TIGHTENING TO FACILITATE CONNECTION TO LAKE TRAIL/BIKEWAY TRAIL SYSTEM
- NEED COMPLETE STREET MARKET FOR SOUTH CENTRAL BOULEVARD
- IMPROVE ROAD GRASSES WITH BODIGRASS AND SIDEWALKS
- STREETSCAPE IMPROVEMENTS: BURY OVERHEAD UTILITIES
- IMPROVE PEDESTRIAN ACCESS: KAYAK BRIDGE
- STREETSCAPE IMPROVEMENTS: BURY OVERHEAD UTILITIES
- IMPROVE KAYAK ACCESS POINT
- DEVELOP WATERWALK ROUTES AND SERVICES
- Middle Gibraltar Rd
- S. Gibraltar Rd
- Hwy 99/101
- DOWNTOWN DISTRICT LIMITED
- Loma St
- San River

Completion Date: 2013

- Public involvement
- Redevelopment recommendations
- Strategic plan
- Virtual tour of improved Waterfront District
- Project implementation
- Wayfinding System recommendation
- Design, specs and placement of signs
- Overlay zoning

Public input was obtained during the 2-year program cycle. The program began with a Stakeholder Workshop to gather input on potential projects and priorities. Personal interviews were held with property owners and merchants located in the District. A design charrette was held that allowed the general public to interact with design professionals to form a shared vision for development. Design vignettes (perspective illustrations) were prepared and presented to the DDA Board for review and refinement. A Community Forum was held to showcase the 3D virtual tour animation.

- Develop a wayfinding signage system
- Provide a missing link to the non-motorized transportation system
- Develop a façade improvement program and building design standards
- Develop a kayak launch and parking lot
- Establish new bike lanes along Gibraltar Road
- Streetscape storm water system improvements
- Burial of overhead utility lines

In 2013, the City of Gibraltar adopted a Waterfront Overlay District to encourage redevelopment of the Downtown and Waterfront District. The form-based overlay district requires multi-story buildings, moves buildings to the street and parking to the rear of buildings, and creates a template for street reconstruction that includes on-road bike lanes, on-street parking, sidewalks and pedestrian amenities.

Big Rapids Airport Industrial Park



Client: Big Rapids Township

Completion Date: 2006

Services:

- Planning
- Grant writing
- Design
- Construction engineering and inspection
- Grant administration

Wade Trim assisted Big Rapids Township to complete a grant request from the Economic Development Administration for the development of the Big Rapids Area Airport Industrial Park. The site is located strategically near a regional airport and US-131. The project involved developing 90 acres of a 130-acre site.

The \$2,900,000 project was funded with a 70% grant from EDA in 2004. Wade Trim assisted the Township throughout design and construction, providing construction engineering and inspection for both on-site and off-site infrastructure improvements. Construction was completed on-time in November 2006.

Design considerations included preservation of existing wetlands and coordination with use requirements at the adjacent Roben-Hood Airport. The entire site is included in a federally approved tax-free Renaissance Zone. Improvements included paved roads, sanitary sewer, storm sewer, and municipal water. The water system was improved to deliver up to 2000 GPM of fire flow for a four-hour duration.



Ottawa County Housing Needs Assessment



Client: Ottawa County and the City of Grand Haven

Completion Date: 2008

Services:

- Housing supply and demand analysis
- Evaluation of housing delivery system
- Examination of zoning barriers to affordable housing
- Affordable housing strategies

To assess the housing market within Ottawa County and address critical issues relating to affordable housing, the Ottawa County Housing Needs Assessment was undertaken by a planning team consisting of Anderson Economic Group and Wade Trim. The overarching goal of the project was to provide the county with recommendations to improve overall housing options, and to serve as a guide for developers and non-profit agencies working in the county in the provision of needed housing stock and services.

The work plan included an analysis of the current and projected supply and demand for single and multi-family affordable and market-rate housing types within the County. An assessment of the potential market for additional shelter space, special needs housing, and migrant housing was also conducted as part of the project. To ensure that the data was pertinent to localized areas, the housing opportunity results were presented for the County as a whole, but also the four quadrants of the County and the local municipalities.

Affordable housing was a key focus of the project. Governmental policy issues relating to the provision of affordable housing were identified. Additionally, a review of common regulatory barriers to affordable housing, particularly within local municipal zoning ordinances, was conducted. A zoning ordinance evaluation tool was prepared that will assist local communities in identify-

ing regulatory barriers. A review of the current housing delivery system within Ottawa County was provided to match various housing providers to the different types of housing or housing services, and to identify any gaps in the provision of housing.

The four main recommendations of the Housing Needs Assessment included:

- Rehabilitate existing housing stock
- Encourage new housing to meet specific needs
- Provide avenues for delivering affordable housing
- Create lasting affordability

Henry Ford Hospital Master Site Plan



Client: Henry Ford Health System

Completion Date: 2010

Services:

- Master planning
- Concept planning
- Utility survey
- Parking assessment
- Review of vehicle and pedestrian circulation patterns

The Henry Ford Health System is one of the nation's largest and most experienced group practices, with more than 1,000 physicians and researchers in more than 40 specialties. The System's flagship facility is Henry Ford Hospital, an 802-bed tertiary care hospital, education and research complex located on West Grand Boulevard in the City of Detroit's New Center Area. In 2009, a team of professionals led by Wade Trim was hired to prepare a Master Plan for the expansion of this complex.

Although it is consistently listed as one of America's Best Hospitals, its relative age and compact campus design does not adequately reflect its status as a world class health care facility nor permit it to accommodate new facilities important to its strategic mission. Henry Ford Health System also desires this project to play a significant role in reaching the goal of the recently announced 15:15 initiative, a coordinated effort by major institutions including the Henry Ford Health System, Wayne State University, and the Detroit Medical Center to bring 15,000 young, educated people to the area by 2015.

Wade Trim first investigated area conditions. Specifically, we examined the existing land use development pattern, the character of the built environment (building mass and condition), vehicular and pedestrian circulation patterns, utility systems (water, combined sewer, natural gas, steam, and electricity) and land development

regulations. We also performed a utility survey on the areas to the south of the main campus to understand the existing utility systems that serve the campus as well as adjacent systems that exist within City right-of-ways.

We next completed six alternative land use and circulation plans to generate support for a preferred alternative. Included in this exercise was a calculation of future parking need and recommendations for meeting this need through both planned parking structures and surface parking lot improvements.

Urban planners, designers and landscape architects finally prepared a Master Site Plan showing how the hospital complex might best expand to meet future needs based upon the following best practices:

- Preservation of open space
- Use of green infrastructure
- Historic preservation/adaptive reuse
- Providing opportunities for mixed use development
- Access via multi-modal transportation networks
- Land banking

This plan view rendering was complemented by computer-generated 3D modeling of the complex at build out to assess development aesthetics.

West Bloomfield Township Parks and Recreation Master Plan



Client: West Bloomfield Township Parks and Recreation Commission

Completion Date: 2012

Services:

5-year Master plan
Stakeholder Engagement
Aquatic Center Analysis

The West Bloomfield Parks and Recreation Commission completed a 5-year Master Plan for more than 580 acres of parkland for 64,690 people with the assistance of Wade Trim.

The Commission is unique in that they are a separately elected commission (as opposed to appointed by the Township) with their own budget, staff, facilities and mill-ages. Over the years, residents have come to expect a level of maintenance and parks and recreation offerings. The Master Plan included significant engagement with user groups and partners such as the Friends of West Bloomfield Parks, Commission staff, the school district, local athletic leagues, seniors and Township officials and staff.

The Master Plan also included an aquatic facility study providing an analysis of the existing condition of the indoor and outdoor pools as well as recommendations related to immediate facility needs and options to make improvements and increase usage and revenues.



Birmingham Recreation Master Plan



Client: City of Birmingham

Completion Date: 2011

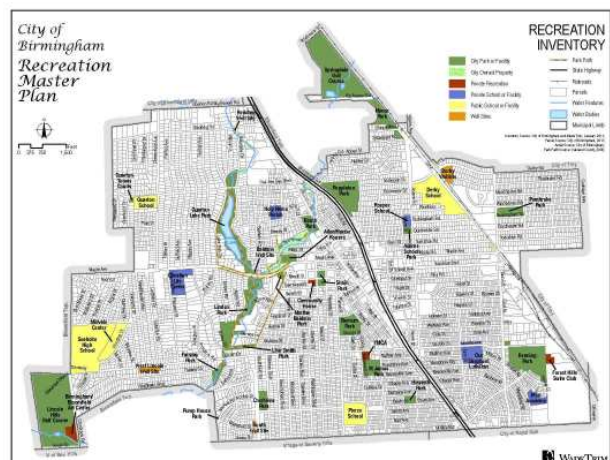
Services:

- Recreation Master Plan
- Public Involvement Facilitation
- Maps
- Technical expertise and oversight

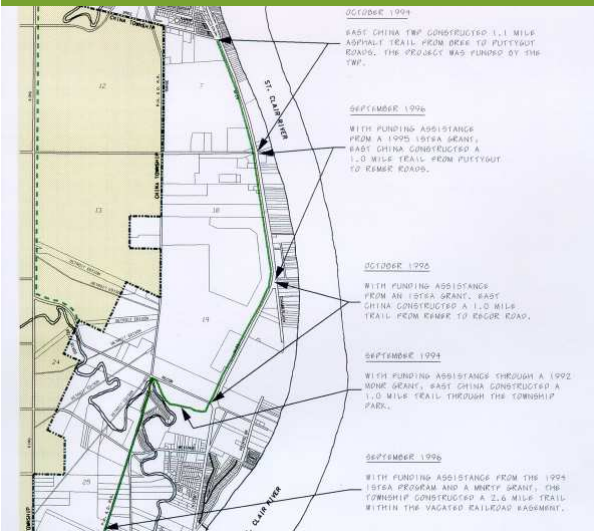
In 2000, Wade Trim assisted the City of Birmingham develop their first city-wide Recreation Master Plan. In 2011, the City worked to update their Recreation Master Plan and again hired Wade Trim to provide public facilitation assistance, develop maps, and provide technical expertise and oversight into the plan development.

This highly urbanized community has more than 20 recreation facilities and parks within their jurisdiction. There were multiple goals for the Recreation Master Plan. The City has spent the last 10 years investing voter approved bond dollars into the development and/or redevelopment of many of their parks. The updated plan proposed additional improvements but has a focus on maintenance of existing facilities such as parking lots and grading of playing fields. The plan seeks to respond to resident needs and operate in the most efficient fashion. The City also wanted to be fiscally responsible by adopting a plan and thus making themselves eligible to apply for recreation-related grants and funding through the state.

The project included a citizen workshop where various ideas, concerns and desires were discussed. The City also created an advisory committee to guide the planning process and provide day-to-day input into the creation of goals, guidelines, policies and a five-year capital improvements schedule.



East China Township Non-Motorized Trail



Client: East China Township

Completion Date: 2005

Services:

- Planning
- Design
- Engineering
- Grant Assistance

East China Township is in St. Clair County, on the shores of the St. Clair River. Over the past ten years, East China Township, with the assistance of Wade Trim has aggressively pursued the ultimate goal of constructing a nearly 7-mile non-motorized trail system (part of the Bridge-To-Bay Trail) which traverses the Township from north to south.

Wade Trim has provided multi-faceted assistance to the Township to achieve this goal from grant writing, planning and design, to engineering and construction. The Township has been extremely ambitious and successful in obtaining and providing funding for the trail project because of its recognized importance as a transportation and recreation alternative and its overwhelming success in the community. The trail system was constructed in five phases within three different land use venues: county and state right-of-way (3.1 miles), Township park land (1.0 mile) and within a vacated P.H. & D. Railroad easement (2.6 miles).

Wade Trim first designed a trail along North River Road (M-29), from Puttygut to Bree Roads, that included a segment of the trail and restroom facility within East China Township Park. Phase II, the portion within the railroad easement, involved the construction of an 8-foot wide asphalt trail within the 66-foot railroad right-of-way, redecking and painting of a 90-foot railroad span bridge crossing the Belle River, and repair or replacement of

two existing drain culverts over which the trail passes.

Phase III extended the path an additional mile along North River Road and Phase IV was constructed along M-29 from Remer to Recor Roads. At the end of phase IV, the combined length of the project was approximately six miles.

The fifth and final phase extends the trail about .75 miles from the northwest portion of the Township Park west to the Township limits. Construction of this final phase provides access between China and East China Townships as well as provides another link to the completion of the Bridge-to-Bay Trail.

Milford-Kensington Non-motorized Trail Connector



Client: Charter Township of Milford

Completion Date: 2009

Services:

- Assisted in obtaining grants from MDNR, MDOT and Community Foundation for Southeastern Michigan
- Design and construction engineering
- Five timber boardwalks over wetlands
- Coordination with Road Commission and utility agencies
- Wayfinding signage

Building a non-motorized trail that connects the Milford Dam to Kensington Metropark has long been a goal for Milford Township. Their Recreation Master Plan prioritizes this goal and highlights other non-motorized efforts occurring in and around Milford, as well as the regional system planned within Oakland County and Southeast Michigan.

Wade Trim assisted the Township in successfully obtaining funding assistance from the Community Foundation for Southeastern Michigan for the development of construction drawings for a 2.9-mile segment of trail. Wade Trim also assisted in obtaining grants from MDOT and the MDNR for more than \$1 million toward funding the construction of the trail. The Township was successful in passing a millage to provide local match for these grant programs and fund the remainder of construction costs.

Wade Trim completed the design for the 2.9-mile segment of 10-foot-wide trail. The new path traverses Huron-Clinton Metropolitan Authority (HCMA) property. Five timber boardwalks were constructed over three wetland areas to minimize their impact. Coordination was necessary with the Road Commission for Oakland County to obtain a permit for work in the Dawson Road and General Motors Road rights-of-way. Coordination and easement documents were developed for the path crossing over a gas pipeline and Village of Milford property.

Wayfinding signage was designed to indicate to users of the 4+ mile trail system, the distance and direction to downtown Milford, the YMCA, the public library, Kensington Metropark, and other significant destinations.



Village of Lake Orion Children's Park



Client: Village of Lake Orion

Completion Date: 2011

Services:

- Concept design plan
- Grant assistance
- Construction documents

Wade Trim worked with the Village of Lake Orion in development of a 5-year Parks and Recreation Master Plan. During development of the Master Plan, the Village held a public workshop and meetings with the Village Downtown Development Authority (DDA) to gather input related to parks and recreation improvements in the community. During the development of the Master Plan, conceptual ideas for improvements at Children's Park were documented. The Recreation Master Plan includes a concept plan and the Capital Improvements Schedule reflecting the desire to implement the proposed improvements.

With its central location, amenities and natural features, Children's Park is truly a one-of-a-kind facility within the community. Unfortunately, the park does not adequately serve the community's needs and is in need of updates and renovations. Wade Trim assisted the Village and the DDA in the grant application to obtain Land and Water Conservation Funds from the Michigan Department of Natural Resources and Environment for construction of Phase I of Children's Park.

Funds were awarded for the much-needed renovations at the urban, 1.54-acre park, along the banks of Paint Creek in the heart of downtown Lake Orion. Construction of the improvements included a terraced stone seating area built into the slope along Broadway Street, improved visibility and safe access points into the park

from Broadway, an at-grade slide built into the slope, as well as landscaping and signage.



Record of Past Performance

As we celebrate our 89th anniversary, it is rewarding to look back at our historical accomplishments and how they have helped to shape Wade Trim. We have learned from our experiences and grown tremendously in size, spirit, and technical capabilities. From our beginning as a small firm operating out of the Calvin Theater Building in Dearborn, Michigan serving only a handful of Downriver communities, Wade Trim has grown into a practice of nearly 400 people, working in 19 offices in nine states.

Wade Trim's longevity and business success are due to the values we keep, as expressed in our corporate vision statement – **building relationships on a foundation of excellence**. We are able to attract, develop, and retain creative talented people with proven integrity. Our staff is committed to building and sustaining relationships to become trusted advisors to our clients.

These two factors (relationship building and technical excellence) have allowed us to achieve profitable growth, build a national platform, and create a practice-led firm. We are pleased to share these additional proofs as measures of our success:

- Unlike some of our competitors who have recently been acquired or who have chosen to remain small and rely on teaming opportunities to meet client requirements, Wade Trim continues as an independent, multi-discipline consulting firm. In this manner, we provide a “one-stop” shop approach to problem-solving which allows us to provide cost-effective services in a timely manner.
- We have enjoyed a long-standing working relationship with many of our client communities. As examples, we have provided continuing planning services to the Village of Milford, Oakland County for the past 18 years and to Davison Township, Genesee County since 1988.



- During the current calendar year, we have added 40 new people to our workforce, including the addition of two, senior-level professional planners in our Grand Rapids, Michigan office. Our ability to attract new talent to Wade Trim enables us to bring new perspectives and techniques to our assignments and to share them with professional organizations and students. Janis Johnson, from our Grand Rapids office, previously served as an adjunct professor at Grand Valley State University, teaching planning classes.
- As a Michigan-based firm, we are committed to helping Michigan communities meet their current financial challenges. As such, we are proud of the recent assistance we have provided to distressed communities operating under an Emergency Manager. We have provided community planning or zoning assistance to Highland Park, Allen Park, Ecorse and the City of Pontiac where we helped the City achieve Oakland County's One-Stop Ready status.
- Wade Trim serves five market segments. These are Construction Services, Transportation, Water Resources, ICE (Industrial-Commercial-Energy market), and Municipal Services. Our planners are part of Municipal Services. We have an extraordinary record for completing assignments on time, and within budget. This year, approximately 94 percent of Municipal Services assignments have come in at or below budget. Over the last five years, this percentage was 90 percent.

We encourage you to contact our professional references identified in Section 9 to learn first-hand of our accomplishments and to assess our record of performance.

Government Agency Work History



Our firm's diverse assignments regularly require us to engage municipal and regulatory agencies to address issues of program requirements and compliance, permitting, or funding. At the state and federal level, these agencies include the Michigan Department of Environmental Quality (MDEQ), the Michigan Department of Natural Resources (MDNR), Michigan Department of Treasury, Michigan Department of Transportation (MDOT), the Michigan State Housing Development Authority (MSHDA), Michigan tribal governments, the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Energy (DOE), the U.S. Economic Development Administration (EDA).

Wade Trim similarly works with county agencies during the course of our work. These agency contacts regularly include County Road Commissions, offices of the County Drain Commissioner, County Health Departments, and County Departments of Community and Economic Development.

Wade Trim has also been certified by the Michigan State Housing Development Authority to perform Cultural Resource Management, Placemaking/Strategic Placemaking, Planning, Program Design and Management Technical Assistance.



9.1 References

We are pleased to provide the following professional references for your consideration:

Mr. Don Green, Supervisor
Charter Township of Milford
1100 Atlantic Street
Milford, Michigan 48381
248.685.8731

Mr. Randy Stewart, Building and Planning Administrator
1280 N. Irish Road
Davison, Michigan 48423
810.653.4156

Tracey Schultz Kobylarz, Supervisor
Charter Township of Redford
15145 Beech Daly,
Redford, Michigan, 48239
313.387.2705



A list of some of Wade Trim's recent awards is provided in Figure 10-1 on the following page.

Figure 10-1 Wade Trim Design Awards

2015

- Design Award – Outstanding Park, Michigan Recreation and Park Association, Crego Park, City of Lansing
- Engineering Merit Award, American Council of Engineering Companies of Nebraska, South Omaha Industrial Area Project, City of Omaha Public Works Department

2014

- Project of the Year, American Public Works Association, Michigan Chapter, Downriver Branch, Brownstown Township Water Main Improvements, Charter Township of Brownstown

2013

- Merit Award - Engineering, American Council of Engineering Companies of Michigan, Van Buren Township Water System Improvements, Charter Township of Van Buren
- Merit Award - Engineering, American Council of Engineering Companies of Michigan, Allen Park SSO Tunnel and Relief Sewer, City of Allen Park
- Grand Award, Florida Institute of Consulting Engineers, Mitchell Water Treatment Plant Improvements, Florida Governmental Utility Authority

2012

- Project of the Year (Environment \$15 to \$25 Million), American Public Works Association, Michigan Chapter and Downriver Branch, Allen Park SSO Tunnel and Relief Sewer, City of Allen Park

2011

- Planning Excellence Award for Best Practice Michigan Association of Planning, Novi Non-Motorized Master Plan, City of Novi
- Honor Award – Landscape Planning & Analysis, American Society of Landscape Architecture of Michigan, Hamilton Dam Modifications and Flint Riverfront Restoration Plan, City of Flint

- Project of the Year Award, Environment – Water (\$5 to <\$25 Million), American Public Works Association, Michigan Chapter, Van Buren Township Water System Improvements, Charter Twp. of Van Buren

2010

- Award of Excellence, Decorative Category (Municipal or Commercial), Michigan Concrete Association, City of Plymouth Downtown Intersection Improvements
- 2010 Project of the Year Award, American Public Works Association, Michigan Chapter, Downriver Branch, Van Buren Township Water System Improvements, Charter Township of Van Buren
- Engineering Merit Award, American Council of Engineering Companies of Michigan/MSPE Henry Ford West Bloomfield Hospital Henry Ford Health System
- Surveying Merit Award, American Council of Engineering Companies of Michigan/MSPE I-696 Wall Monitoring Survey Michigan Department of Transportation
- Site Design Award, Michigan Recreation and Park Association, Riggs Park, Charter Township of Van Buren

2009

- Downriver Greening Award (for a Large Business) Southern Wayne County Regional Chamber
- Quality of Life Award, American Society of Civil Engineers, Michigan Section, Southeastern Branch Lower Rouge River Sanitary Relief Sewer Charter Township of Canton
- Outstanding Achievement Award, American Council of Engineering Companies of Ohio NEORSO Southerly CSO Early Action Project 2C Northeast Ohio Regional Sewer District
- Engineering Honorable Conceptor Award, American Council of Engineering Companies of Michigan, Van Buren Township Equalization Basin and Force Main
- Honorable Mention, Residential Streets, Michigan Concrete Paving Association, Maplewood Avenue Reconstruction, City of Garden City

Project Understanding and Program Approach



As a southeast Michigan-based firm, we are familiar with regional issues and trends affecting Northfield Township, such as the US-23 Active Traffic Management lane improvement project (recently approved by SEMCOG), the WALLY commuter rail project connecting Livingston County to Ann Arbor, the purchase of development rights under the City of Ann Arbor's Greenbelt Program, and the failed attempts to annex the Whitmore Lake School District by either the Dexter Community Schools or Ann Arbor Public Schools.

In preparation for this submittal, we have also taken the opportunity to become better acquainted with Northfield Township's planning programs and land development issues by examining past meeting minutes of the Township Board and the Planning Commission, examining the current Master Plan (adopted in 2012), and reviewing the Township's current Zoning Ordinance, including recent amendments to the LI, Light Industrial District, the GI, General Industrial District, adding a new Whitmore Lake/North Territorial Overlay District, and revising setback distances in the Manufactured Housing Community District. During this cursory review, we also learned:

- The Township Board will now be responsible for updating the CIP.
- The DDA Tax Increment Financing Plan was recently updated by "re-setting" the TIF.
- The Township is pursuing development of a non-motorized path and a BMX (bicycle motocross) Park.
- The Recreation Plan is being updated by the Township Manager.
- Cobalt Community Research has been authorized to conduct a Citizen Survey.
- A capacity study of the sanitary sewer study was recently completed by Tetra Tech.

- The Township Board convened a retreat on February 27, 2015 to identify priority goals, including the need to frame the development debate "more concretely and specifically" and sensing that the Township is losing ground in desirability, housing values, while areas around Northfield Township are doing better.
- Biltmore Development owns 460 acres and is interested in working with the Township to plan its development.
- The request from Biltmore Development has instigated an effort to update the existing Master Plan by preparing a Subarea Plan for property known as Area 2 (property approximately one-half mile west of, and adjacent to, U.S. 23, north of Ann Arbor Township and South of North Territorial Road).
- The Northfield Township Green Infrastructure Mapping Project by the Huron River Watershed Council is underway.
- Northfield Neighbors – a local advocacy group – is actively engaged to maintain the Township's rural character.
- In September 2014, the Ann Arbor Township Supervisor made a presentation to the Township Planning Commission to discuss the success of its Purchase of Development Rights Ordinance and the passing of a local millage (0.7 mills for 20 years) to support it.

In recognition of the unique issues facing the Township, it now wishes to engage a professional planning firm that has expertise in the following areas:

1. Planning in a community that is a mix of rural, suburban, and small town.
2. Capitalizing on natural resources, including rural character and beautiful inland lake.

3. Experiencing dealing with conflict between the desire to preserve natural areas/large lot zoning and the desire to grow.
4. Revitalization of underdeveloped and disinvested small downtowns.
5. Pressure for new suburban style residential housing development.
6. Multiple school districts that having varying degrees of desirability, leading to development pressure in some areas and not others.
7. Economic development background.

Wade Trim has the expertise to help Northfield Township address each of these issues; however, our experience has shown that they can only be addressed if we first devote our energies to developing a process for engaging in an unbiased debate over the future of the community, culminating in a shared vision for the future. The benefits for undertaking such a community visioning process are well documented. It can:

- Foster community commitment and desire for action.
- Align energy, resources, and capabilities to shared desired outcomes.
- Provide priorities for resource allocation.
- Create a framework for accountability.

We have developed an effective approach to address these expected outcomes based on the tenants of “creative collaboration”, a highly participatory process that involves: discovering different views and perspectives; sharing goals, building a new shared understanding; and creating new value.

Wade Trim also believes goals come last. To define goals, we rely on a decision-making protocol that prevents domination by any one individual or constituency or “going in circles”. We use the Group Development Model which involves all parties who will likely be impacted by the outcome, and then gaining group agreement on how they will work together, make decisions, and address conflict. Thus, our recommended approach is to provide general planning services under a framework for development that is consensual – not that everyone agrees, but everyone agrees that a best decision has been reached. We can then decide if an update of your 2012 Master Plan is warranted, and finally help you implement your development goals as your “staff planner” that clearly support the community’s shared vision for tomorrow.

Professional Services, Fees and Conflicts of Interest



General planning services are proposed to be charged against a monthly-retainer fee. Review of development applications will be billed in accordance with Wade Trim's then-current Development Review Fee Schedule. We propose that the cost for completing special projects/assignments be negotiated separately and billed either on a "cost plus maximum fee" or "lump sum fee" basis. Expert witness assistance will be charged using our then-current Hourly Billing Rate Schedule. Each of these approaches is more fully described below.

12.1 Monthly Retainer Program

Wade Trim proposed to charge \$1,200 per month (\$14,400 per year) to provide the following general planning services.

1. Prepare for and attend each regularly scheduled Planning Commission meeting (two per month).
2. Provide unlimited consultation by telephone or email with Township elected and appointed officials, Township staff, Township consultants, and the Township Attorney in all matters pertaining to the administration and enforcement of the Township's planning and zoning programs.
3. Provide unlimited consultation by telephone or email with developers, citizens, property owners or other interested parties relating to the administration and enforcement of the Township's planning and zoning programs. (Please note that our personal attendance at such meetings will be charged in accordance with the terms of our then-current Development Review Fee Schedule. Refer to Section 12.2 below.)
4. As directed by the Township Manager, provide written staff reports and updates to the Board of Trustees when site plans, zoning changes, and ordinance changes are scheduled to be discussed and debated.
5. As directed by the Township Manager, prepare for an attend Township Board meetings when land development applications, ordinance changes, or planning and development issues will be discussed and debated. (For purposes of our proposal, we have assumed four meetings per year.)
6. Make available the firm's planning-related resources such as planning documentation files, sample ordinances, and reference books and periodicals.
7. Advise the Township Manager, Township Board, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority in matters dealing with new state laws, and changes to existing laws and development regulations, relating to zoning and land development.
8. Annually update the Township's Zoning Districts Map and provide one color, display-quality copy of it and 50 color copies suitable for distribution.
9. Act as the technical advisor for the community, coordinating with county, state, and federal agencies on matters relating to the municipality's plans for zoning and development.
10. Provide general information to the Township on state and federal funding programs that contribute to local planning and economic development programs, and assist the Township in determining eligibility and application submittal requirements.

The monthly retainer fee is inclusive of all labor charges and other direct costs (such as travel expenses, photocopies, equipment rentals, etc.).

12.2 Review of Development and Permit Applications

We will review all development projects or permit applications and provide a written report on them for consideration by the Township Planning Commission and Township Board. Our charges for preparing a formal review letter are based on our then-current Development Review Fee Schedule, with fees payable by the applicant.

Wade Trim annually prepares a Development Review Fee Schedule for client use to estimate our cost for undertaking a review of a development project or permit application. These costs are intended to be escrowed with the community prior to our commencement of the work, along with additional costs (notice publication, review by others, etc.) likely to be incurred by Northfield Township. The applicant's deposit, in an amount specified in the Development Review Fee Schedule, is required to be collected by the Township prior to forwarding the plan or permit application to Wade Trim for our review. Development review fee costs may vary depending on the completeness and complexity of the plan or permit application; thus, actual charges may occasionally exceed estimated fee amounts.

A copy of our proposed Development Review Fee Schedule is attached at the end of this section as Figure 12-1.

12.3 Special Project and Assignments

Wade Trim would be pleased to assist Northfield Township in the preparation of funding applications, leading the update of the Master Plan, tax increment financing and development plans, capital improvement programs, corridor studies, subarea development plans, recreation plans, environmental studies, complete street studies or non-motorized master plans, environmental studies and investigations, housing studies, community visioning or strategic plans, and similar efforts, as may be requested by the Township.

Our fees for providing special project assistance would be negotiated as separate contracts, and billed either on a "cost plus maximum fee" (applying individual hourly billing rates

against the level of effort of each professional involved, plus direct charges, up to an agreed-upon maximum value), or "lump sum fee" (all inclusive fee with an established maximum value) basis.

12.4 Hourly Billing Rate Services

Other services not identified above would be billed in accordance with our then-current Hourly Billing Rate Schedule. Hourly billing rates for expert witness services or other consulting as it relates to legal matters is charged at a multiple of 1.5.

12.5 Conflict of Interest

There are no known or potential conflicts of interest between Northfield Township and Wade Trim.

Traditionally, Wade Trim's primary clients have been local communities where we serve on a project or continuing services basis. Opportunities are frequently encountered to provide professional services for private clients on projects in communities where we enjoy an on-going relationship. On-going professional relationships with client communities are considered vital to the continued success of Wade Trim. As such, nearly 20 years ago Wade Trim adopted a formal policy to address potential conflicts of interest which remains in effect today: "The interests of municipalities shall be given priority over competing interests".

Many times client communities have requested that we perform professional services for private clients on projects planned for them because they feel we will make sure the community's interests are protected. The private client understands the community's expectations for our involvement and accepts the fact that we are seeking a win-win for both parties. Wade Trim, however, will only accept private work within client communities in two circumstances. If the project does not require the approval of the client community (such as preparing a lot survey to document existing conditions), it can be accepted without debate. If a project will be subject to the review of our client community, and Wade Trim will assist in that review, full disclosure of the potential involvement must be made to the client community and their approval received before the assignment is accepted.

Figure 12-1 Development Review Fee Schedule

**Wade Trim
2015 Development Review Fee Schedule**

The following Development Review Fee Schedule is to be employed for estimating the consultant's costs for undertaking a professional planning review and preparing a written report to the community regarding the various types of development proposals. These costs may be passed through to the developer, along with any additional costs (publication, reviews by others, etc.), incurred by the community.

The developer's deposit, in an amount determined from this review fee schedule, is collected by the community prior to forwarding the plans to Wade Trim for review. Development review costs may vary depending on the completeness and complexity of the application.

1. Subdivision (Plat) Review (for Conventional, Manufactured Home, Commercial or Industrial Subdivision)
 - a. Pre-Preliminary plat review \$750
 - b. Preliminary plat review
 - 1) Tentative approval \$1,000 plus \$5 per lot
 - 2) Final approval \$250 plus \$2.50 per lot
 - c. Final plat review \$250
2. Site Plan Reviews
 - a. Detached single-family condominium (site-condos), multiple-family or mobile home park developments \$1,000 plus \$5 per dwelling unit
 - b. Cluster housing development \$750 plus \$5 per dwelling unit
 - c. Commercial or office development \$750 plus \$25 per acre or fraction thereof
 - d. Industrial development \$750 plus \$25 per acre or fraction thereof
 - e. Public or semi-public uses \$500 plus \$25 per acre or fraction thereof
 - f. Planned neighborhood, unit, or mixed-use project
 - 1) Concept Plan Review \$500
 - 2) Preliminary Review \$1,000 plus \$5 per unit or lot
 - 3) Final Review \$250 plus \$2.50 per unit or lot
 - 4) Development Agreement Review \$500
3. Special Approval/Conditional Use \$1,000

4.	Rezoning Review	\$1,000
5.	Sketch Plan Renewal	\$200
6.	Lot Split Review	\$500
7.	Historic District/Architectural Commission Reviews	\$500
8.	Dimensional (Non-Use) Variance Review	
	a. Commercial	\$500
	b. Residential	\$250
9.	Use Variance Review	\$1,000
10.	Street/Alley Vacations	\$250
11.	Plan Revisions	50 percent of initial review fee
12.	Applicant Assistance Conferences	Current Hourly Rate Schedule
13.	Review of Woodlands and Wetlands Plans and/or Field Inspection of Same	Current Hourly Rate Schedule
14.	Site (Traffic) Impact Analysis	Current Hourly Rate Schedule
15.	Master Deed Review	\$500

* Subconsultant assistance (if necessary) is charged at cost times 1.15. Special billing rates apply in matters requiring expert witnesses or other consulting as it relates to legal matters.



WADETRIM

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Detroit, MI 48226
313.961.3650
www.wadetrim.com

Florida • Illinois • Michigan • Missouri • Nebraska
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Northfield Township

Planning Services Proposal

June 26, 2015



Submitted by



CIB Planning, Inc.

In collaboration with
OHM Advisor



CIB PLANNING

Community Image Builders

June 25, 2015

Northfield Township
Attention: Howard Fink, Township Manager
8350 Main St.
Whitmore Lake, MI 48189

Subject: Planning Services Proposal

Dear Mr. Fink:

It is with much excitement that CIB Planning, in collaboration with OHM Advisors, submits this proposal to provide on-going planning services to Northfield Township. This response to the RFP recognizes that you are seeking a firm that can not only provide day-to-day solutions to planning issues, but also bring a level of leadership that will build community consensus on key topics. As the lead planner, Carmine Avantini of CIB Planning will work directly with Township officials, attend Planning Commission and Township Board meetings, and prepare work assignments. OHM Advisors will assist with specialized expertise on tasks such as the Master Plan update, urban design, landscape architecture, mapping, visioning, etc. Together we offer a wide array of planning and zoning services along with experience in a variety of communities including townships, villages, cities and counties throughout Michigan.

Who is CIB Planning?

CIB Planning is an exciting planning and development consulting firm started by Carmine Avantini, one of the founding partners of LSL Planning. He has over 32 years of experience providing innovative planning and development solutions to communities in Michigan and the eastern United States. In addition to traditional community planning, CIB Planning specializes in downtown development, economic development planning, public involvement, and project implementation. Carmine operates CIB Planning as a sole proprietorship and teams with other planners and experts, like OHM advisors, depending upon the size of the project involved. This ensures that he is able to maintain direct and constant contact with the client while providing outside expertise on an as-needed basis. Equally important is the fact that Carmine currently works with OHM Advisors in other communities and has done so for the past 21 years.

Experience in the Region

CIB Planning is based out of Fenton, Michigan, and Carmine has been the consultant on projects for numerous communities in the region including Brighton Township, the City of Fenton, the City of South Lyon, and the City of Wixom. His knowledge of the area and the people will prove invaluable as you look to maintain the character of the community while building upon new opportunities.

17195 Silver Parkway, #309
Fenton, MI 48430

Phone: 810-335-3800
Email: avantini@cibplanning.com

Implementation

Many consultants claim that their projects lead to implementation but CIB Planning has actually followed-through on numerous efforts leading to construction. Downtown Fenton is currently undergoing a transformation that began with a community planning effort years ago that was led by Carmine Avantini. Likewise, the Wixom Village Center was once just a vision and became a reality with sound planning and development coordination by CIB Planning.

Community Involvement

One of our goals will be to gain real community involvement in the planning process. We have an opportunity to educate the public about the wide range of options and benefits for the various land uses, open space, and the maintenance of community character. This includes building and maintaining support for the implementation strategies that result. The result is a review process that moves more smoothly when new and different types of development projects are proposed; thereby encouraging quality investment in the Township while preserving a sense of place.

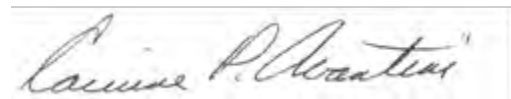
Firm Information

CIB Planning, Inc.
Carmine P. Avantini, AICP, President
17195 Silver Parkway, #309
Fenton, MI 48430
810-335-3800

Once again, we are excited by the opportunity to work with Northfield Township officials, staff and boards to maintain a quality community and embrace future challenges. If you should have any further questions, please contact us at 810-335-3800.

Sincerely,

CIB PLANNING

A handwritten signature in cursive script, reading "Carmine P. Avantini", enclosed within a thin rectangular border.

Carmine P. Avantini, AICP
President

KEY PERSONNEL & QUALIFICATIONS



For over 30 years, Carmine has provided innovative solutions to planning and community development challenges.

Carmine specializes in community planning/zoning, public involvement, economic development, downtown planning, site redevelopment, and project implementation. He works with municipalities to find creative solutions to challenging development issues and sees them through to implementation; recognizing that projects are not really completed until construction is finished.

Carmine is also active in the preparation and implementation of several redevelopment strategies/projects including the Wixom Village Center Area (VCA); the Downtown Fenton Redevelopment Plan including removal of the pedestrian mall and re-opening of the street; the Pointe South Redevelopment plan in Jasper County, South Carolina; and currently redevelopment of the former Ford Wixom Assembly Plant into a mixed-use commercial, industrial, office and R&D center.

Prior to starting CIB Planning, Carmine was a co-founder of LSL Planning, the Director of Planning and Community Development for Utica, NY, Executive Director of the Herkimer County, NY, Development Corporation and City Planner for Rome, NY. He also worked as a Project Manager with CRM Commercial Properties where he was responsible for the redevelopment of two different former industrial complexes into mixed-use facilities.



17195 Silver Parkway, #309
Fenton, MI 48430
avantini@cibplanning.com
810-335-3800

Community Planning Experience

City of Fenton (MI) Master Plan, Zoning Ordinance & Open House
City of Swartz Creek (MI) Master Plan & Open House
City of Lapeer (MI) Master Plan, Zoning Ordinance & Open House
City of Wixom (MI) Master Plan, Zoning Ordinance & Vision 2020 Plan
City of Imlay City (MI) Master Plan
City of Cedar Springs (MI) Master Plan & Image Building Program
City of Wayne (MI) Downtown Plan
City of South Lyon (MI) Master Plan & Zoning Ordinance
City of Sturgis (MI) Master Plan & Public Workshop
Rogers City (MI) Downtown Plan & Public Involvement
Village of Spring Lake (MI) Special Zoning Projects
Village of Quincy (MI) Master Plan & Zoning Ordinance
Shelby Township (MI) Master Plan Update
Mundy Township (MI) Corridor Improvement Authority Plan
Brighton Twp. (MI) Master Plan, Survey & Open House
Delhi Township (MI) Cost of Community Services Study
I-69 Thumb Region (MI) "Accelerate" Economic Development Strategy & Prosperity Plan

Implementation/Redevelopment Experience

City of St. Clair (MI) Riverview Plaza Revitalization Plan & Public Workshop
Jasper County (SC) Point South Redevelopment Plan & Open House
City of Belding (MI) DDA Plan & Downtown Design Guidelines
Grosse Ile (MI) DDA Plan & Business Park Redevelopment Plan
City of Wayne (MI) Downtown Redevelopment Plan & Public Workshop
Deerfield (NY) Master Plan & Horatio Arterial Corridor Plan
City of Fenton (MI) Downtown Plan & Implementation, Façade Improvement Program Update
City of Westland (MI) Central City Parkway Plan
City of Wixom (MI) DDA Plan & VCA Design Guidelines
Grand Rapids Lighthouse Communities (MI) Madison Square Work Plan
City of Grand Blanc (MI) Redevelopment Implementation
City of Novi (MI) Fox Run Senior Housing Community PUD
Loretto Utica (NY) Senior Continuum of Care Center
Shelby Township (MI) DDA Plan Update
City of Wixom LDFA Plan Update

Education

Bachelors in Political Science, with Honors,
University of Buffalo
Masters in Community Planning, High Honors,
University of Cincinnati

Professional Associations

American Institute of Certified Planners
Michigan Association of Planning
American Planning Association
National Charrette Institute



Heather M. Seyfarth, AICP

Project Manager

Education

- Master of Urban Planning, University of Michigan, 2004
- Master of Social Work, University of Michigan, 2004
- Master of Arts in Sociology, Central Michigan University, 1996
- Bachelor of Arts, Alma College, 1994

Experience

10 years, <1 with OHM Advisors

Professional Affiliations

- American Institute of Certified Planners (AICP)
- Michigan Association of Planning (MAP) Board Member
- Washtenaw Area Transportation Study Technical Committee - Environmental Advisor
- Chair of Communications Team and Co-Manager of Trans4M, 2011 – 2013)
- Co-Managed Partnerships for Change-Sustainable Communities (2005-2011)
- MAP Board member

Presentations

- "Bike Share, A City and University Partnership", Pro Walk/Pro Bike/Pro Place, Pittsburgh, 2014
- "Rolling Out Bike Sharing in Michigan", *Building Michigan Communities Conference, 2014*
- "First Season Review of ArborBike", WATS Policy Committee, 2014
- "Transportation Planning & Life as a Planning Professional", University of Michigan Taubman College of Urban and Regional Planning, 2014
- "Launching a Bike Share System", SEMCOG Transportation Coordinating Council, 2014
- "Becoming a Solar Ready Community", Meridian Charter Township Energy Team, 2014

Background

Winner of the Traverse City Business News 40 under 40, Heather possesses excellent interpersonal skills that are effective at guiding communities through difficult decision making processes. She has experience working with a variety of people from business leaders to elected officials to the media and public, alike. With over 10 years of experience working across non-profit, private, and public sectors, Heather is effective at project development, management, budgeting, and work plan execution. She is highly analytical with an aptitude for conducting research and resolving complex problems. Beyond her unmatched skills and experience, she is also AICP certified and exhibits sound knowledge of the planning process, principles, and regulations.

Prior to joining OHM Advisors Heather served as a Program Supervisor at Clean Energy Coalition. Her role included supervising staff and overseeing planning processes. She has also worked with Land Information Access Association (LIAA) as a Community Planner. With LIAA, Heather managed projects under *Partnerships for Change – Sustainable Communities* and performed a full range of professional planning duties in support of community and inter-jurisdictional cooperation initiatives. In addition, Heather was a Planner for the Washtenaw County Road Commission and assisted with community engagement, led studies and road condition assessments, and developed key professional planning documents.

Relevant Experience

OHM Advisors

Moving Pontiac Forward: An Economic Recovery Strategy

Planner; Working with Oakland County and the City of Pontiac, Heather has been assisting the community with developing a strategy that builds upon existing assets while identifying the merging opportunities that can position Pontiac for continued economic growth.

Clean Energy Coalition

***Michigan Energy Office Renewable Tools Program, Ann Arbor, MI**

Program Supervisor; In an effort to remove barriers to the widespread adoption of renewable energy in Michigan, this initiative examined statewide permitting and zoning practices and developed a robust package of tools, including renewable energy guidebooks and fact sheets that address solar installations, urban wind turbines, urban bioenergy, and electric vehicle charging stations.

***ArborBike – Ann Arbor's Bike Share Program, Ann Arbor, MI**

Program Supervisor; The City of Ann Arbor, the University of Michigan, and the Ann Arbor Area Transportation Authority partnered with the Clean Energy Coalition to develop and launch ArborBike, one of Michigan's first bike share programs. Clean Energy Coalition led the planning process and now serves as the owner and operator of the program.

***Michigan Fuel Forward, Ann Arbor, MI**

Policy Supervisor; A \$500,000 project funded by the U.S. Department of Energy's Clean Cities initiative designed to accelerate the use and availability of alternative fuel vehicles (AFV) and infrastructure across Michigan. This project addressed high level policy, along with assisting private and public fleets, to develop a plan of transition to alternative fuel vehicles.

***Plug-In Ready Michigan Plan, Ann Arbor, MI**

Program Manager; Incorporating outside research and stakeholder involvement, this plan aids communities in planning for current and future electric vehicle technologies. It presents an overview of existing conditions and key findings with regard to zoning, regulations, and vehicle outlook within the state, as well as a toolkit for implementation.

***Solar-Ready Communities, Ann Arbor, MI**

Program Supervisor; An 8-month project led by Clean Energy Coalition and funded by Michigan Economic Development Corporation (MEDC) – Energy Office. This project is based on extensive research and stakeholder input from project supporters and the project's pilot communities. Solar-Ready Communities help local jurisdictions, such as the City of Chelsea and the City of Flint, prepare for, and encourage, solar installations in their community.

Land Information Access Association (LIAA)

***Partnerships for Change – Sustainable Communities, Traverse City, MI**

Community Planner II; A 6-year, innovative, multi-jurisdictional community planning and technical assistance program that fosters new and expanded cooperation between cities, townships, and villages. In an effort to encourage urban redevelopment, this project helped local governments collaborate to develop and carry out land-use policies and programs that contribute to the preservation of cultural and natural resources. Sample projects under Partnerships for Change – Sustainable Communities include:

- Suttons Bay Community Master Plan
- Gratiot County Shared Master Plan
- Lansing Area Urban Service District Plan
- Eaton Rapids Community Master Plan
- Eight Mile Community Corridor Keeper Program
- Dexter/Chelsea Access Plan
- Fremont Community Master Plan
- Lake Superior Community Heritage Trail Study
- Manchester Community Joint Planning Commission
- West Branch Corridor Plan

*Work done prior to joining OHM Advisors



Education

- Master of City and Regional Planning, The Ohio State University, 2004
- Bachelor of Science, Fort Lewis College, 2002, Cum Laude

Experience

12 years, 5 with OHM
Advisors

Professional Affiliations

- American Planning Association, Central Ohio Chapter, Board of Directors
- The Ohio State University - Knowlton School of Architecture Adjunct Faculty, 2009-Present
- Ohio, Kentucky, Indiana Regional Council of Governments, 2012 Conference Committee, 2011-2012
- National Trust for Historic Preservation Member, 2009 - Present
- American Planning Association Member, 2004 – Present
- Michigan Planning Association Member
- Ohio Planning Association Member, 2010 – Present
- The Urban Land Institute, Design Juror

Presentations

- *"From Pavement to Partnership", Central Ohio APA, 2013*

Background

Aaron's background is in community planning, economic development, and public policy. He has played a key role in creating plans for urban, rural, suburban, and regional areas throughout the country. Aaron's expertise aside from creating community plans includes creating design guidelines, zoning code regulations and amendments, and master plans for new residential, commercial and mixed-use developments. Aaron is passionate about creating plans for communities that will build community, promote new economic opportunities, and have citizens at the center of the planning process. His background in community planning and visioning contributes to his knowledge and ability to lead and facilitate the public participation process. Aaron also has years of experience serving as a public sector planning administrator which contributes to his ability to create plans and codes that are easily understood and implemented by local stakeholders, staff, and elected and appointed officials.

Relevant Experience

Comprehensive Plans/Strategic Plans

Canton Economic Development and Strategic Marketing Handbook, Canton Township, MI

Senior Planner for this plan created to attract and guide future private investment in two primary commercial corridors in the community including Ford Road, home of IKEA. The final product is a sleek economic development tool that is intended to attract and guide private sector investment. The document, informed by a complete market assessment study, identifies market opportunities, outlines the potential development areas within the community, and includes capacity studies for each potential development area that were designed to accommodate the target users identified in the market study. In essence, the document serves as the "front-end" for future development deals for the targeted sites and communicates that Canton is open for business to the private sector.

Michigan Electric Vehicle Readiness Plan, Michigan

Project Manager for the creation of the plan that is intended to give municipalities in Michigan the tools need to become plug-in vehicle ready. The plan was financed by a grant from the U.S. Department of Energy, and organized by the Clean Energy Coalition, as well as numerous municipalities. The Plan draws upon the experiences of several cities within Michigan to become plug-in ready, and creates a blueprint that can be used by other municipalities throughout the state. Recommendations in the plan include zoning and master plan language, site design, signage, utility provider coordination, and installations strategies.

Downtown Revitalization Plan, Oak Harbor, Ohio

Aaron served as the project manager for this Plan that was funded through a CDBG Program Tier 1 Grant. Aaron led the Village through a comprehensive planning process to create a downtown development plan for the Village.

The plan included a market and existing condition analysis, extensive public input, and a review of the Village's design review guidelines. An integral focus of the plan was to identify catalyst projects that would help to enhance the overall quality of life and economic competitiveness of the Downtown. This including identify project and strategies that could be achieved through a variety of funding sources including ODOT,

Clean Ohio, and additional CDBG. Once the Plan was complete, the OHM Advisors team did design and preliminary engineering work for two catalyst projects: a streetscape plan for a primary street and a waterfront master plan along the Portage River.

Downtown Revitalization Plan, Auburn Hills, Michigan

Senior Planner for the vision plan that was created around six primary development goals and is the catalyst for a redevelopment effort of a former blighted property. One of the primary opportunities in Downtown Auburn Hills that was a driver for conducting this study was the City's purchase of a large manufacturing site north of Auburn Road and east of Squirrel Road. Surrounding this site were two other underutilized properties that when looked at collectively, created a large area to support future economic development, and continue to build on the downtown as an attractive destination within the community. The vision that was developed through this planning process for the future Downtown was simple, attract and promote future development by marketing new development opportunities.

Granville/Hamilton Road, Gahanna, OH

Senior Planner; Aaron worked with a planning team to develop a plan for the Granville/Hamilton Road corridor. This corridor connects US-62/Granville Street in downtown Gahanna to a large commercial area on Hamilton Road. This area was identified as an area for improvement during a 2009 OHM Advisors-led community visioning process. Aaron helped create the plan for the corridor from the ground up by working with local businesses and residents. Through this process, potential development areas (PDAs) were identified, and goals were established to guide the redevelopment for the PDA sites. Aaron guided the planning team to create redevelopment plans for each PDA site which incorporated a variety of uses such as institutional, office and residential. Aaron also helped to conduct an economic analysis for each redevelopment area in order for the city to understand the impact and benefits of each PDA.

Hilliard Comprehensive Plan, Hilliard, OH

Senior Planner/Project Manager; Aaron was the primary project manager for developing a comprehensive plan for the City of Hilliard, Ohio. The development of this plan focused around extensive public input. The pinnacle of the public input and plan development was a two-day design charrette in which a series of area plans were created for the plan. This plan also included a brand and character report that defined the "image" for the city through physical design elements, and land use planning strategies.

***Brice and Livingston Strategic Area Plan, Reynoldsburg, OH**

Senior Planner/Project Manager; Aaron served as the project manager for creating a strategic area plan for an aging commercial corridor on the southeast side of Columbus. As part of this project, Aaron engaged and worked with The Ohio State University Graduate School of City and Regional Planning to assist in the development of the plan. A key element of the planning process was engaging and facilitating the public input process. This was a unique process in that more than sixty percent of the area residents lived in rental housing. Specific public input tools and strategies were developed to engage this transient segment of the community. The plan was adopted and is being implemented by the City of Reynoldsburg.



David I. Tobar, ASLA, LEED AP

Landscape Architecture & Urban Design

Education

- Master of Landscape Architecture, 1991, California State Polytechnic, Pomona, California
- Bachelor of Landscape Architecture, 1989, Michigan State University, East Lansing, Michigan

Registrations

Landscape Architect:

- Michigan #3901001230
- California #5359
- Louisiana #0564
- Nevada #616

Registrations

- Leadership in Energy and Environmental Design 2.0 Accredited Professional #64058
- CLARB #2777

Experience

years, <1 with OHM
Advisors

Awards

- American Society of Landscape Architects Merit Award
- American Society of Landscape Architects Michigan Chapter Awards
- Detroit Recreation Department Consultant Award of Excellence
- American Society of Landscape Architects Leadership Award
- American Institute of Architects Detroit Merit Award
- American Institute of Architects Chicago Merit Award
- Engineering Society Detroit Honor Award
- Michigan Society of Planning Association Outstanding Project Award

Background

David Tobar has over twenty years of extensive and relevant experience involving project management and planning for site infrastructure, urban development and public space development. His strengths include management of complex fast track projects that require interdisciplinary cooperation and consensus building. His work consists of face-to-face collaboration with stakeholders and allied professionals to develop successful budget driven implementation strategies.

David has successfully organized and managed multidisciplinary teams of architects, engineers and allied professionals through deadline driven design, development and implementation of several multi-million dollar developments on derelict land. Site specific construction project budgets ranged in from \$500k to \$24M. Large overall project budgets extended to \$750M.

Prior to joining OHM, David work as a Senior Project Manager with the Detroit Economic Growth Corporation, developing and leading public space projects from concept to construction. Before that, he worked 13 years as Associate and Studio Leader with Hamilton Anderson Associates in Detroit.

Relevant Experience

Parks and Public Spaces

Grand Circus Park, Detroit, MI

David Tobar worked with the Detroit Recreation Department, Parking Department and the Grand Circus Park Development Association in renovating historic Grand Circus Park. The park is constructed over a 900 car-parking garage, and is the major public space in the north Central Business District of Detroit. The design focuses on enhancing the historic character of Grand Circus Park by highlighting existing amenities, including historic fountains and relocation and restoration of landmark statues. The plan makes park space more accessible and improves lighting and landscaping. Pedestrian circulation improved by removing an underutilized vehicular ramp to the parking garage, providing clearly defined street crossings, and designing streetscape linkages to restaurants, theatres and sport stadiums. The park construction was completed in 1999.

Dequindre Cut North & InnerCircle Greenways, Detroit, MI

David is currently providing program management and grant fiduciary services for the Dequindre Cut North & InnerCircle Greenway Projects in Detroit, Michigan. The Greenway Projects involve the acquisition and conversion railroad property and public right-of-way into 20+ miles of pedestrian and non-motorized transportation greenway. David is closely managing the acquisition, planning, design, and construction phases of the projects. The current construction phase is a \$20M project with an addition \$30M planned for 2016 implementation.

The Greenway promotes four guiding principles: 1). Create Strong Neighborhood Connections; 2). Recover and Restore Derelict Abandon Land; 3). Promote Development at Adjacent Properties; 4). Incorporate Environmental Strategies.

Washington Boulevard, Detroit, MI

Washington Boulevard is a refreshed green city streetscape. The restoration of Historic Washington Boulevard addressed issues caused by the previous pedestrian mall that obstructed building entrances and minimized on-street parking. Stakeholders of businesses and long-time residents requested greater visibility, and physical access to their buildings, while improving the business and residential environment.

The final design successfully implemented the preferred stakeholder boulevard scheme, resulting in a legible and cohesive district with lighting, landscaping and prominently displayed public art. All existing art was restored and placed highly visible locations. The streetscape connected the city's Convention Center to its Entertainment District providing critical linkage for residents, businesses and regional and international visitors.

David managed the project from design through phased construction implementation. This demanding multi-phased process was complicated by the City's desire to implement several adjacent and overlapping streetscapes, utility replacement, building demolition and facade improvement projects in preparation for the 2006 Super Bowl.

MGM Detroit Casino & Garden, Detroit, MI

David Tobar managed the site design and landscape architectural scope for the new development. The site and street design creates a lush, terraced landscape with public walks in an area formally dominated by surface parking lots. Decorative streetlights, a new, landscaped boulevard, and new walks improve the expanded Third Street right-of-way. The main street corner is accented with seasonal garden that hosts art exhibits and unique botanical plantings.

The fast track construction process required multiple bid packages and close interaction with several state and city departments and agencies that reviewed the work, granted approvals, and issued permits for construction.

The site plan approval process involved multi-layered city regulations. These newly implemented regulations had never been processed in the city before. The Team partnered with city officials to better guide the process and ultimately gain approval as the first Detroit casino to obtain site approvals, permits and opening. In 2004, the \$800 million dollar project was Michigan's largest construction project..

Mexicantown Mercado, Detroit, MI

David Tobar led the planning and design consulting services for the Southwest Detroit Business Association (SDBA) and Mexicantown Community Development Corporation (MCDC) for many years. David worked directly with the SDBA, residents, business owners and other stakeholders of the historic Mexicantown area to generate plans targeting specific areas for development and capital improvements. The goal of these proposed improvements is to provide a catalyst for economic growth. Improvements included sidewalk paving, lighting and site amenities that build upon the themes of the international crossing and the ethnic entertainment focus of the Mexicantown Commercial District. The work includes coordination with the Michigan Department of Transportation, Detroit Planning and Development Department, Public Works and Recreation Departments.

PROJECT EXPERIENCE



Downtown Development

City of Fenton Downtown Redevelopment, Fenton, MI

- ◆ Redevelopment
- ◆ Economic Development
- ◆ Public Involvement
- ◆ 3-D Modeling
- ◆ Transportation
- ◆ Historic Preservation

The CIB Planning/LSL Planning Team has been actively involved in the successful redevelopment planning and implementation of Downtown Fenton for over 20 years. While with both firms, Carmine Avantini has been the planning consultant for Fenton during that entire period. He has overseen the planning effort that transformed what was once a failed 1960's federal Urban Renewal retail mall back into a traditional downtown area.

Building upon ideas generated through charrettes, stakeholder meetings and public workshops, an innovative plan was prepared for redevelopment of the downtown. This included the acquisition and demolition of retail and office buildings, culminating in the re-opening of N. Leroy Street to through traffic. Downtown Fenton has seen a recent surge in new

activity as a number of game-changing projects are currently under construction. This includes transformation of the former Fenton station building into the Fenton Fire Hall restaurant, an expansion of the Fenton Community Center building, and construction of the four-story Cornerstone Building, which is home to first floor retail uses and upper floor residential condominiums.





Implementation

Wixom Village Center Area (VCA) Wixom, MI

- ◆ Infill Development
- ◆ Public Involvement
- ◆ Tax Increment Financing
- ◆ Design Guidelines
- ◆ Public Improvements
- ◆ Intergovernmental Cooperation
- ◆ Traditional Residential Development

Since its inception, Carmine Avantini of CIB Planning has been the lead planner for the new Wixom downtown called the Wixom Village Center Area (VCA). Wixom, a rapidly growing Detroit suburb, lacked a traditional downtown and a sense of place in the area around City Hall and the Community Center. Carmine led the public involvement effort to build consensus on the desired character and layout of the VCA and translated that into design guidelines and an overall development concept plan. The goal is to establish a unified traditional character for the new downtown based upon a mix of retail, office, government, and residential uses.

After completing an update to the DDA Plan, the City spent over a year negotiating for County participation in the project. A team of private developers was then engaged and infrastructure improvements constructed using anticipated tax increment capture from the project. Approximately 50% of the development was constructed prior to the crash in the real estate market and several new residential and mixed-use buildings were developed in a lively downtown setting. The first phase of the single-family residential portion of the project has recently sold out and the second phase is underway. New townhouse construction is also slated to begin within the next few months.





Economic Development

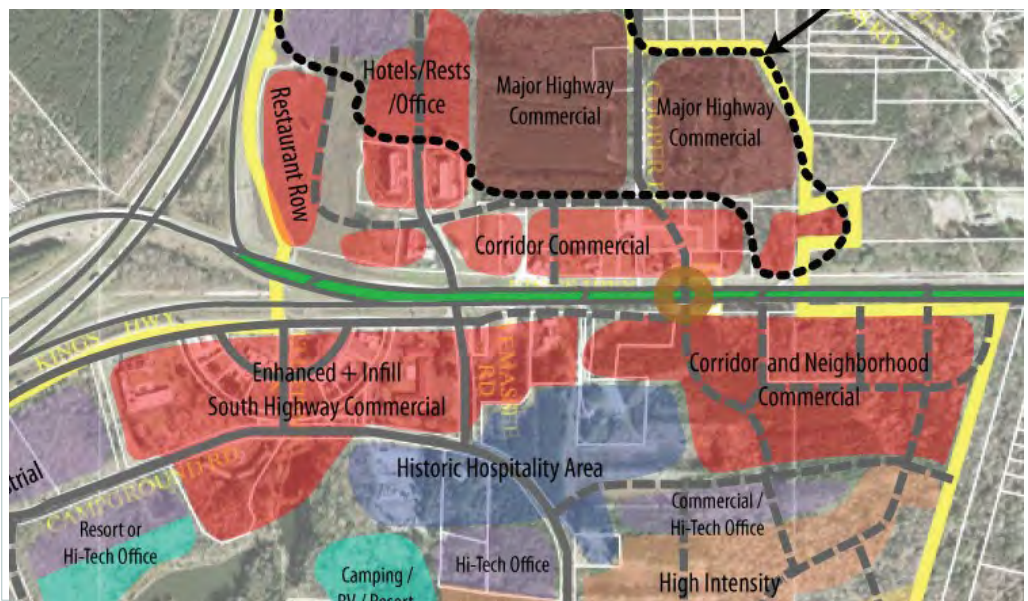
Point South Redevelopment Plan, Jasper County, South Carolina

- ◆ Economic Development
- ◆ Public Involvement
- ◆ Regional Coordination
- ◆ Redevelopment
- ◆ Tourism
- ◆ Tax Increment Financing

While at LSL Planning, Carmine Avantini led a redevelopment planning effort for a troubled interstate subarea. Anticipating growth and additional traffic at the I-95/Route 17 interchange, officials in Jasper County wanted to develop a Subarea plan for Point South, an area that has struggled to develop in the fashion originally envisioned. Historic landmarks and local maritime influences created the underpinnings of plans to accommodate future commercial and tourist traffic while providing a hub for future research, development and corporate offices to support the regional economy. Challenging aspects of the project - poor access to Route 17 and unsafe traffic conditions; lack of road, sidewalk and storm sewer infrastructure; a haphazard development pattern; and marginal aesthetic appeal. These items were addressed through alternative road designs, access management and streetscaping, and the creation of a County Improvement District with tax increment financing to help fund needed



Public Involvement: Public Open House



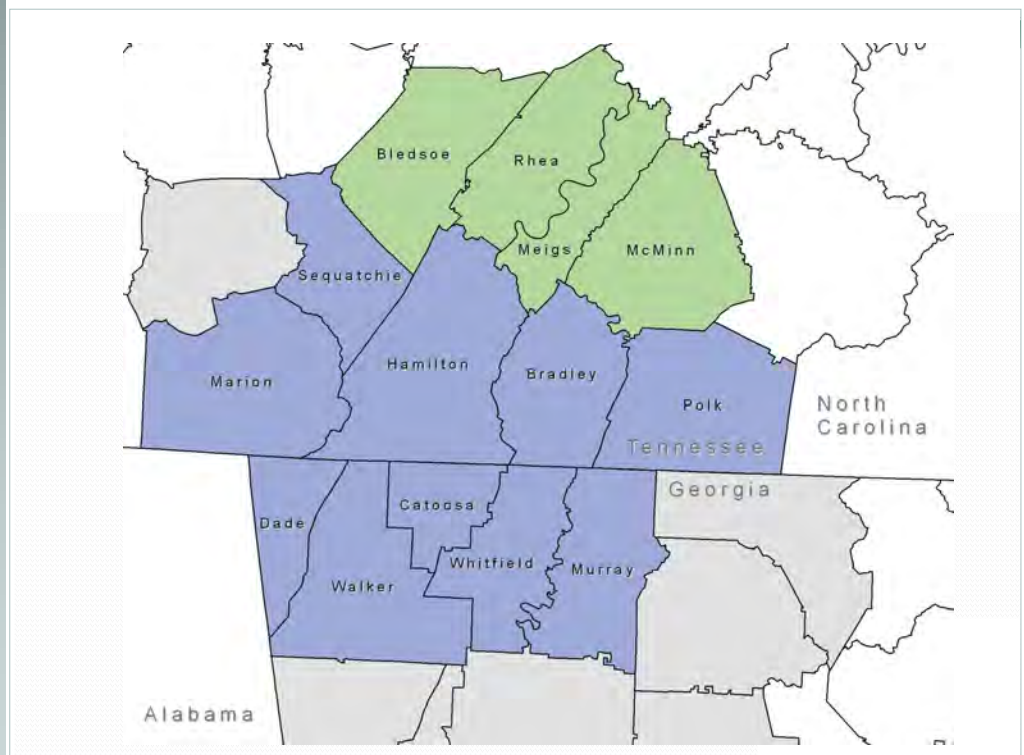


Regional Planning

Southeast Tennessee-Northwest Georgia Regional Sustainability Planning & HUD Sustainable Communities Planning Grant

- ◆ Public Involvement
- ◆ Economic Development
- ◆ Regional Coordination
- ◆ Sustainability
- ◆ Industrial Attraction
- ◆ Environmental
- ◆ Grants

Carmine Avantini of CIB Planning led a regional sustainability planning effort involving 25 Counties and the City of Chattanooga in the States of Georgia and Tennessee. This included organizing a multi-faceted public involvement effort with stakeholders from local government, public agencies, development companies, regional planning groups, and economic development agencies. The project organized the components of fiscal, economic, physical, environmental, physical, cultural and social sustainability, resulting in a successful HUD Sustainable Communities Planning Grant designation of Preferred Sustainability Status (PSS) for the region.



FIRM INFORMATION

Overview and History

About OHM Advisors

Orchard, Hiltz & McClimment, Inc. (OHM Advisors) is a firm of architects, engineers and planners committed to Advancing Communities. Leaders rely on our proven public and private sector expertise, insightful counsel and forward thinking to create lasting, viable places and communities.

What We Do Best

One of our long-time clients called OHM Advisors a “one-stop solution.” That’s our goal. We’re great project managers, but we think like advisors. Our clients appreciate our long-term collaboration and holistic approach. This could involve capital improvement planning, strategic workforce restructuring, funding sourcing and administration, and community redevelopment. And our goal is always sustainability.

Firm Ownership

OHM Advisors is a privately held corporation, governed by a seven member Board of Directors and has 30 employee shareholders.

Our Clients

- Cities, Villages, Towns, Counties and Townships
- State and Federal Agencies
- County Road Agencies / MDOT
- K-12, Colleges and Universities
- Utility Authorities
- Parks Authorities
- Drain and Water Resource Commissioners

Locations

We opened our doors in 1962 and have been growing ever since. We have offices in Michigan, Ohio and Tennessee.



Contract Office:
Central Ohio, Gahanna
101 Mill Street, Suite 200
Gahanna, OH 43230
ph. 614.418.0600
fax. 614.418.0614

ARCHITECTS.



ENGINEERS.



PLANNERS.



We perform the following services in-house, and have solid relationships with partners to provide additional needed services.

Architecture

- Full Service Facility Design
- Facility Surveys & Assessments
- Site & Facility Master Planning
- Space Planning
- Programming
- Design for LEED Certification
- Construction Administration

Planning & Landscape Architecture

- Planning & Visioning
- Urban Design
- Zoning & Entitlements
- Land Planning
- Parks and Recreation Master Planning
- Trail/Bike Path, Trail Head Design
- Playground & Athletic Field Design
- Site Planting Design
- Site Grading Plans

Mechanical & Electrical Engineering

- Energy Evaluation & Assessments
- Existing Facility Evaluations
- HVAC System Design
- Plumbing System Design
- Energy Management Systems Design
- Lighting Design

Structural Engineering

- Existing Structure Evaluations
- Dams/Retaining Walls
- Foundation Design
- Bridge Design, Scoping & Safety Inspection

Civil Engineering & Surveying

- Site Evaluations, Surveying & Geotechnical
- Sanitary Sewer & Water Systems
- Stormwater Management Design & NPDES permitting
- Roadway & Freeway Design
- Site & Parking Design
- Soil Erosion Control Design & Inspection
- Construction Engineering, Site Observation & Contract Administration
- Wetland Identification & Mitigation Planning
- Water Treatment & Wastewater Treatment Plant Design
- Topographic, Right-of-way, Boundary & Geodetic Control Surveys
- Bicycle Path & Sidewalk Design
- Recreational Facilities & Park Development

Other Services

- Technology Assessments & Infrastructure Design
- GIS Database Development & Design Mapping
- Technology Services
- Graphics & Multimedia

OHM ADVISORS SNAPSHOT

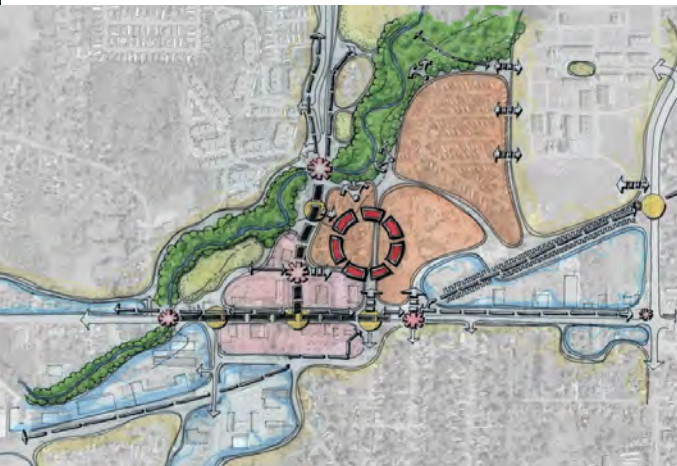
500,000	SF of LEED intended space
3 million	SF of educational space design
650	K-12 projects
2 million	SF of office planning and design
65	mixed-use planning projects

In House Capacity

17	Architects
18	CADD Technicians
44	Civil Engineers
49	Construction Inspectors/Managers
5	Mechanical / Electrical Engineers
2	GIS Specialists
17	Surveyors
13	Landscape Architects
6	Planners
11	Project Managers
8	Technicians/Analysts
27	Transportation Engineers
5	Structural Engineers
15	Water Resources Engineers
28	Administrative Professionals

Auburn Hills Downtown Redevelopment

Auburn Hills, Michigan



A VISION FOR TURNING NEW OPPORTUNITIES INTO FUTURE DEVELOPMENT

Downtown Auburn Hills, at the time of this study, was a small downtown beginning a resurgence into a vibrant mixed-used district. Some public investment was made in the Downtown through transportation, streetscape, and public space improvements. Collectively, these improvements set the stage for future redevelopment in the area. There was also some private sector investment that occurred over the last several years that serves as a catalyst to encourage and complement future investment in the downtown.

One of the primary opportunities in the Downtown that was a driver for conducting this study was the City's purchase of a large manufacturing site north of Auburn Road and east of

Squirrel Road. Surrounding this site were two other underutilized properties that when looked at collectively created a large area to support future economic development, and continue to build on the downtown as an attractive destination within the community.

In looking at this area, and the existing Downtown development pattern and infrastructures, it was clear a vision and development plan were needed. The vision that was developed through this planning process for the future of the Downtown was simple - attract and promote future development by marketing new development opportunities. Following this vision six primary development goals were developed to implement the vision.

Cost: Design : \$30,000

Completion: 2011

Client Information: City of Auburn Hills
Steve Cohen
1827 N. Squirrel Road
Auburn Hills, MI 48326
248.364.6900

Services Provided: Visioning
Land Use Planning

Auburn Hills Downtown Redevelopment

Auburn Hills, Michigan



**PUBLIC AND PRIVATE INVESTMENT
SERVE AS A CATALYST**



Blendon Township Comprehensive Plan and Zoning Code Update

Blendon Township, Ohio



LOCAL RURAL CHARACTER PRESERVED IN NEW ZONING CODE

In 2013, OHM Advisors lead a process with Blendon Township to update their comprehensive plan and zoning code. This process involved a dynamic and innovative approach which included collaboration with local residents, businesses, and county and regional stakeholders. Hundreds of ideas and aspirations were heard from the community and synthesized into a plan that set the course for the future of the Township. The plan was highly graphic and written in a clear and easy to interpret narrative, backed by targeted implementation strategies.

In tandem with the Plan creation, OHM Advisors assisted the Township in updating their zoning code regulations. This was done in concert with an

initiative to create independent zoning in the Township separate from Franklin County. Through this process, the rural and 'small town' character issues were woven throughout the code to ensure these attributes and values were protected through the newly codified ordinances.

The completed projects positions the Township to chart a course for the future that includes the vision and aspirations of the community, the security of an updated code of ordinances, and the strategy of growing competitively in the market place while improving and enhancing the local quality of life.

Completion: 2013

Client Information: Blendon Township
Bryan Rhoads, Township
Administrator
6350 S. Hempstead Rd.
Westerville, OH 43081
614.636.4718

Services Provided: Community Visioning
Community Planning
Zoning

Farmington Vision Plan

Farmington, Michigan



VISION INITIATIVES

<p>1</p> <p>INITIATIVE SCORE: 12.6</p> <p>Stay Connected:</p> <p>A community with a complete transportation system where people can easily travel by foot, bicycle, transit, and car.</p>	<p>2</p> <p>INITIATIVE SCORE: 11.0</p> <p>Get Active:</p> <p>A community that is served by both passive and active greenspaces that enhance the overall quality of life in the community and complement economic growth.</p>	<p>3</p> <p>INITIATIVE SCORE: 13.8</p> <p>Community Oriented:</p> <p>A community that embraces and promotes community and cultural events that bring people together.</p>
<p>4</p> <p>INITIATIVE SCORE: 30.4</p> <p>Economically Competitive:</p> <p>A community that promotes growth and development which builds and strengthens the local economy.</p>	<p>5</p> <p>INITIATIVE SCORE: 16.2</p> <p>Fiscally Balanced:</p> <p>A community that strives to balance revenue sources through new growth and funding opportunities.</p>	<p>6</p> <p>INITIATIVE SCORE: 19.8</p> <p>Accessible and Diverse:</p> <p>A community with a range of housing types that attracts the creative class, millennials, and baby boomers.</p>



A BOLD VISION PLAN TO ATTRACT AND RETAIN RESIDENTS

Completion: 2013

Client Information: City of Farmington, Michigan
23600 Liberty Street
Farmington, Michigan 48335

Client Contact: Vincent Pastue, City Manager
City of Farmington
248-474-5500
VPastue@ci.farmington.mi.us

Services Provided: Planning
Urban Design

Farmington, Michigan is a city with a historic downtown, but an eye to the future. Seeking a plan that will attract and retain residents, the City retained OHM Advisors to prepare a vision plan for the future of Farmington. Creating the plan was a dynamic process with multiple tiers of public involvement, workshops, and charrettes resulting in a blueprint for future growth and development in this unique Michigan community.

The plan included bold vision and development principles and a variety of illustrations and urban design plans that effectively communicated the opportunities within this community to the public and private sector.

The public involvement process yielded 47 recommendation strategies to guide the City in planning for their future. Recommendations covered topics such as land use, economic development, transportation, infrastructure, and marketing and branding strategies. Since the completion of the Plan, the City and stakeholders have begun implementation of several of the recommendations.

Britton Central

Hilliard, Ohio



MIXED-USE COMMUNITY ADJACENT TO ENVIRONMENTALLY- SENSITIVE AREA



Our team created the land-use plan, zoning and development standards for the Britton Central community. A mixed-use community that runs adjacent to I-270, Britton Central is comprised of 12 formerly agricultural parcels totaling roughly 280 acres. It is intended to encourage high-quality office development along I-270, provide a variety of residential development options, connect areas within and around the development, and protect the environmentally-sensitive Hayden Run Creek. Upon completion, Britton Central will include

offices, park/open space, retail, and residential uses. Additionally, a town center at the intersection of Britton Parkway and Hayden Run Road is planned as the focal point for the community, serving the surrounding offices and uses. The new BMW Financial Headquarters is located at the northernmost end of the development, with Britton Parkway connecting the significantly-sized commercial areas of Tuttle Crossing in Dublin to Hayden Run in Hilliard.

Completion: 2004

Client Information: Colin Trueman & Associates
220 West Main Street, Suite 202
Aspen, CO 81611

Tom McDowell
5742 Dublin Road
Dublin, OH 43017
614.889.8833

Project Size: +/- 280 acres

Services Provided: Land Use Planning
Zoning
Design Guidelines

Wooster Comprehensive Plan

Wooster, Ohio



Hospital District Urban Framework Plan



COMPREHENSIVE PLAN RECOMMENDS IMPROVEMENTS FOR CITY TO PROSPER

Located in Northeastern Ohio and home to around 26,000 residents, the City of Wooster is a regional center for education, industry, and agriculture. In 2013, OHM Advisors lead a process to update the City's aging Comprehensive Plan. This update was in response to recent growth within and around the City as well as changing demographics that were impacting the local marketplace. The goal of the plan update was to create a roadmap for City officials and community members that provides insight into Wooster's current conditions and makes recommendations to guide future policy decisions and development within the City.

The OHM team worked closely with a steering committee throughout the process and sought extensive input from the community through public meetings, an online forum, and a telephonic survey of residents to ensure the plan was community

driven. In total more than 500 community members participated in the process generating more than 1,000 ideas for the future. The result was a process that considered the many voices in the community, and was statistically valid representing the community profile within a +/- 5 percent margin of error.

The plan also includes four Priority Development Areas within the community. These areas present significant redevelopment or development potential and are considered a priority public and private sector reinvestment initiatives. Detailed urban design and development plans were created for each one of these areas which graphically illustrated a redevelopment vision, and outlined the preferred development program for each area.

Completion: 2014

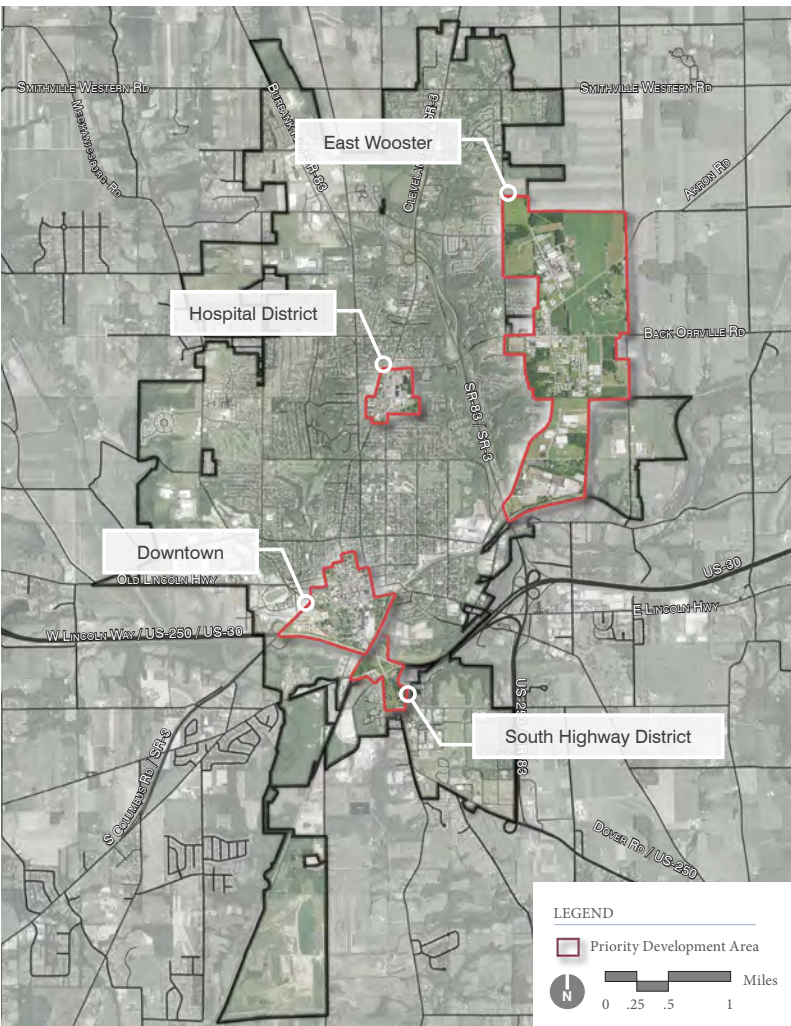
Cost: \$69,000

Client Information: City of Wooster
Andrew Dutton, City Planner
538 N. Market Street
Wooster, OH 44691
adutton@woosteroh.com
330.263.5238

Services Provided: Planning
Urban Design
Community Engagement



PRIORITY DEVELOPMENT AREAS
 PRESENT PUBLIC AND PRIVATE
 SECTOR REINVESTMENT INITIATIVES



FEE SCHEDULE

Proposed Fee Schedule

CIB will assist Northfield Township with planning tasks, zoning and development reviews as listed in the Request for Proposals. The following proposed rates are negotiable based upon the specific needs of the Township, and may be adjusted if after a period of time it is determined that more or less time is required to conduct the desired services. Our goal is to be time and cost efficient, so our work often begins with an audit of the Township's fee schedule and escrow policies to ensure the Township is being reimbursed for costs where it can. The following cost estimates are proposed:

- A. **Retainer.** The following retainer schedule includes attendance at one regular Planning Commission meeting a month. Also included is a modest amount of time for preparation and communication with Township staff and other consultants related to reviews with a couple of hours for general assistance via phone or e-mail. Should the Township desire this approach, we propose the following:

Retainer	Rate and Description
1) Attend one regular Planning Commission meeting per month to review current planning issues, assistance in planning program implementation, coordinate current planning matters with the Township and keep the Planning Commission informed. This will include an average of 2 hours of general zoning assistance via phone or email.	\$800.00 for Carmine P. Avantini, AICP.
2) Attend Board of Appeals meetings when requested to do so.	Hourly, on an as-needed basis
3) Regular seminars with the Township Planning Commission and other Boards regarding emerging planning and zoning issues.	Preparation of sessions on an hourly basis and presentations at regular Planning Commission meetings included in the retainer fee above.
4) Familiarization tour of the Township with Township staff.	Included in retainer fee above.

We can also provide planning and zoning services on an hourly basis, if desired by the Township, instead of the above retainer fee.

- B. **Fixed Review Fees and Hourly Rates.** In addition to the above retainer fee, we will provide review of development applications and other services to the Township on an as-needed basis, according to an agreed upon fee schedules and standard hourly rates. Our estimated fees for various types of reviews are listed below. These can be varied depending upon the Township's desire to either subsidize applicant's costs (i.e. some communities do not charge the full cost for certain reviews, such as land divisions or homeowner variance requests) or pass along the full cost to the applicant (through an escrow system). The fees do not include meeting time or telephone communications or any meetings with the applicant.

Development Reviews:	
Pre-Application Meetings	
Hourly, as directed by the Township, may be billed to the applicant's escrow account.	
Extra Meetings	
Time billed hourly, as directed by the Township.	
Rezoning Reviews	
If consistent with Master Plan	\$400.00
If inconsistent with Master Plan	\$600.00

Plan Reviews	
Single-family	\$350.00 plus \$4.00 per lot or condominium unit
Multiple-family or mobile home park	\$400.00 plus \$5.00 per unit
Commercial or office development	\$600.00 plus \$50.00 per acre
Industrial/institutional development	\$400.00 plus \$25.00 per acre.
Planned Unit Development or Mixed-Use Development	\$500.00 per review plus \$5.00 per unit/residential lot or \$50.00 per acre for non-residential, or hourly
Special land uses	\$400.00 in addition to applicable Site Plan Review Fee above, plus \$500 additional for review of any traffic impact study
Site Plan Revision Review (for each submission of a revised site plan or final site plan resubmitted within 90 days)	1/2 of original review fee
Sign permits	\$100.00 per sign not including any inspections
Subdivision (plat) Review	
Tentative Preliminary Plat	\$300.00 plus \$4.00 per lot
Final Preliminary Plat	\$200.00 plus \$4.00 per lot
Final Plat Review	\$150.00 plus \$2.00 per lot
Land Division/Lot Split Review	\$275.00 plus \$30.00 per resulting lot
Variances	
Dimensional	Hourly
Use variance (if allowed)	\$400.00 per variance

If the Fixed Review and Hourly Rates option is chosen, all time spent on the Township's behalf will be charged on an hourly basis. In cases where our time is associated with a specific development, it can be charged to the applicant through an escrow account or other fee structure as established by the Township. Such an approach can save the Township money in that applicants pay for the majority of our time. Using such an approach, our work is charged according to the following hourly fee schedule:

2012 Hourly Rate Schedule for Professional Staff	
President	\$128
Senior Planner	\$95
OHM	Current Township Fee Schedule

The above hourly rates include salaries with an overhead multiplier for costs such as administrative staff, equipment, training, insurance, and benefits. Hourly rates are subject to change at the beginning of each calendar year. Travel time to meetings and time at meetings is billed on an hourly basis. Hourly rates include all expenses except for unusual items such as large printing jobs and overnight mailing. These expenses are invoiced at documented cost.

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Our Firm

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- Services
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- Professional Affiliations
- Clients

SECTION II

Proposal

- Understanding of Request and Proposed Approach

SECTION III

Project Team

- John R. Iacoangeli, AICP, PCP, LEED AP
- Leah DuMouchel, NCI, FBCI
- Marisa Laderach
- Professional Qualifications

SECTION IV

Relevant and Representative Experience

- Selected Projects
- Community and Neighborhood Planning Capabilities
- Planning Services Experience
- References

SECTION V

Proposed Investment

- 2015 Fee Schedule

Northfield Township Planning Consultant

Request for Proposal

Northfield Township
Michigan

Contact:

John Iacoangeli
jri@bria2.com

734-663-2622

June 26, 2015

Howard Fink
Northfield Township Manager
8350 Main Street
Whitmore Lake, MI 48189

Regarding: Professional Planning Services



Dear Mr. Fink, Northfield Township Planning Commission, and Northfield Township Board of Trustees:

We are pleased to respond to your Request for Proposals to retain a professional planning consultant to serve your community. The registered community planners, landscape architects, and engineers at Beckett & Raeder, Inc. have 48 years of experience working in communities throughout Michigan and the mid-west, and our diversity allows us to bring clients a full package of community planning and development resources. We would be delighted to contribute our commitment to making great places to the work you are doing in Northfield Township.

Our proposal directly addresses the concerns you have laid out in your request and provides information about our firm as well as relevant representative projects and experience. We believe you will find the planning team at BRI to be a uniquely good fit in Northfield Township: As your neighbors in Ann Arbor, we have often worked, played, and stayed in Northfield Township, and have watched the community's recent growth with appreciation as we attended the Fourth of July celebration or grabbed a drink at Bobber Down. Our firm also works extensively throughout Northern Michigan, where agricultural and open space preservation, small town revitalization, and accommodation of major transportation thoroughfares frequently make up the communities' primary concerns. We believe our work in Acme Township may be of particular interest to you, and have included a series of examples intended to show a breadth and continuum of our work there.

Please do not hesitate to contact me should you have any questions or require additional information or, most especially, if we have misunderstood the scope of your request in any way. We look forward to hearing from you.

Thank you,

John Iacoangeli, Principal

Beckett & Raeder, Inc.

535 West William, Suite 101
Ann Arbor, MI 48103

734 **663.2622** ph
734 **663.6759** fx

Petoskey Office

616 Petoskey St., Suite 100
Petoskey, MI 49770

231 347.2523 ph
231 347.2524 fx

Traverse City Office

921 West 11th St., Suite 2E
Traverse City, MI 49684

231 933.8400 ph
231 944.1709 fx

Toledo

419.242.3428 ph

i



ORGANIZATION:

Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor with additional offices in Petoskey and Traverse City, Michigan. The firm includes landscape architects, planners, civil engineers, LEED accredited professionals and support staff maintaining registrations in the States of Michigan, Ohio, Indiana, Idaho, Wisconsin, Florida, Tennessee and Illinois and certification at the national level.

HISTORY:

Beckett & Raeder, Inc. was established as a Michigan corporation in 1966 with its corporate office in Ann Arbor, Michigan.

SERVICES:

Major areas of practice and scope of services include sustainable design, land use programming and analysis, master planning, campus planning, placemaking, site planning and civil engineering, site development, municipal engineering, storm water management, downtown revitalization and redevelopment, community planning and urban design, economic development, public/private development services, and environmental services.

PHILOSOPHY:

All commissions accepted by the firm are accomplished under the direct supervision of one of the firm's six principals. Senior Associates, Associates, Project Landscape Architects, Planners, and Engineers are assigned to projects in accordance with their individual expertise and the requirements of the project. In keeping with the philosophy of the office, the project team is involved in all aspects of the work through its entire duration. The firm routinely engages other consultants, as the work plan requires.

LOCATIONS:

Ann Arbor, Michigan 535 W. William, Suite 101
Ann Arbor, MI 48103
734.663.2622 ph

Traverse City, Michigan 921 West 11th Street
Suite 2E
Traverse City, MI 49684
231.933.8400 ph

Petoskey Office, Michigan 616 Petoskey Street
Suite 100
Petoskey, MI 49770
231.347.2523 ph

Toledo, Ohio 419.242.3428 ph

World Wide Web www.bria2.com

Services



INFRASTRUCTURE

Storm Water Management
 Water Distribution Systems
 Sanitary Sewer Systems
 Capacity Analysis
 Capital Improvement Program
 Wellhead Design and Protection
 Pavement Evaluation
 Streets and Roads
 Onsite Sewage Treatment
 Utility Marking
 Parking



COMMUNITY PLANNING & ZONING

Comprehensive Master Plans
 Brownfield Redevelopment
 Zoning Ordinance /Codes
 Specialized Zoning Ordinance Provisions
 Development Standards and Guidelines
 Site Plan Review
 Strategic Planning
 Expert Witness Zoning Testimony
 Community Development
 Greenway Planning
 New Urbanism



ENVIRONMENTAL SERVICES

Site Evaluation and Analysis
 Low Impact, Conservation Design
 Wetland Delineation
 Constructed Wetland Design and Installation
 Wetland Restoration
 Storm Water Management



ANALYSIS & EVALUATION

Site Analysis
 Feasibility Studies
 Site Selection Studies
 Buildout Analysis
 Market Analysis
 Demographics
 Natural Features Interpretive Studies



PROJECT CONSTRUCTION

Construction Administration
 Field Inspection
 Storm Water Operator
 Bridge Inspection
 Specification Writing
 Project Cost Estimating
 Construction Drawings

DOWNTOWN & ECONOMIC DEVELOPMENT

Brownfield Redevelopment
 Grant Writing
 Downtown Management
 Downtown Master Plans
 Special Finance Districts
 Adaptive Reuse Studies
 Retail Market Analysis
 Strategic Planning/Visioning Workshops
 Physical Design Plans
 Streetscape Design & Implementation
 Wayfinding and Signage
 Tax Increment Financing & Development Plans
 DDA Creation

SITE DESIGN

Planting Design
 Irrigation Design
 Grading Plans
 Utility Plans
 Pavement Design
 Lighting Design
 Site Design Guidelines
 Park Design

URBAN DESIGN

Corridor Design & Planning
 Streetscape Design
 Waterfront Design

FACILITY DESIGN

Marina Design
 Playground Design
 Athletic Facility Design
 K-12 Site Development
 Subdivision Design
 Campgrounds
 Parks Design
 Higher Education

MASTER PLANNING

Campus Planning
 Traditional Neighborhood & Small Town Design
 Community Master Planning
 Watershed Planning
 Recreation Master Planning
 Park Master Planning
 Rural Land Planning Services
 Land Use Planning

Awards



AMERICAN INSTITUTE OF ARCHITECTS

Citation, Akron Chapter, 1984: Alltel Corporation Information Services Center, Twinsburg, Ohio: Peterson/Raeder Inc., Architects

Honor Award, Detroit Chapter, 1982
 Oakland Community College/Southfield Campus, Southfield, Michigan:
 Straub Associates, Architects



AMERICAN PLANNING ASSOCIATION

Outstanding Planning Award, 1995,
 Michigan Chapter, Mitchell Creek
 Watershed Protection Strategy, Grand
 Traverse County, Michigan

AMERICAN SOCIETY OF CONSULTING PLANNERS

Honor Award Sustainable Planning,
 1997, Mitchell Creek Watershed
 Protection Strategy, Grand Traverse
 County, Michigan



MICHIGAN MUNICIPAL LEAGUE

Honor Award – 1996
 Adrian Streetscape and Downtown
 Revitalization Program
 Adrian, Michigan

MICHIGAN RECREATION & PARK ASSOCIATION

Design Award-Landscape Design
 2011 Bear River Valley Recreation Area
 City of Petoskey
 Petoskey, Michigan



Design Award-Landscape Design
 2011 West Bloomfield Township
 Marshbank Park
 West Bloomfield Township, Michigan

Design Award-Landscape Design
 2010 Outdoor Learning Center
 Central Michigan University
 Mount Pleasant, Michigan

Design Award-Landscape Design 2003
 Waldenburg Park
 Macomb Township, Michigan

Design Award-Facility Design 2003
 Sharon Mills County Park, Washtenaw
 County, Michigan

Master Plan Award – 2000
 Charter Township of Canton Recreation
 Master Plan
 Canton, Michigan

Design Award – 2000
 Muskegon Lakeshore Trail
 Landscape Design Project
 Muskegon, Michigan

Master Plan Award – 1999
 Charter Township of Ypsilanti
 Recreation Master Plan
 Ypsilanti, Michigan

Design Award – 1999
 Village of Dundee – Old Ford Mill and
 Ford Park West Landscape Design Plan
 Dundee, Michigan

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

Merit Award, Michigan Chapter 2014
 Historic Significance
 Petoskey Bayfront Park
 Petoskey, Michigan

Merit Award, Michigan Chapter, 2013
 River Raisin Heritage Corridor East
 Master Plan
 Monroe, Michigan

Merit Award, Michigan Chapter, 2010
 Outdoor Learning Center
 Central Michigan University
 Mt. Pleasant, Michigan

Merit Award, Michigan Chapter, 2003
 Waldenburg Park, Macomb Township,
 Michigan

Awards



Honor Award, Michigan Chapter
 2002 UAW-FORD Family Services and
 Learning Centers, Ten Facilities in
 Michigan, Missouri, Ohio, Kentucky,
 and Illinois
 Merit Award, Michigan Chapter, 1999
 City of Adrian Downtown Streetscape
 Adrian, Michigan

Merit Award, Michigan Chapter, 1999
 Whetstone Orianna Creek Watershed
 Management Plan
 Marquette, Michigan



Merit Award, Michigan Chapter, 1989
 Townhouse Development Process,
 Michigan State Housing Development
 Authority

Honor Award, Michigan Chapter, 1989
 Monroe Coastal Zone
 Management Plan
 Monroe, Michigan

Honor Award, Boston Chapter,
 Petoskey Waterfront Development
 Petoskey, Michigan



Honor Award, Michigan Chapter,
 Petoskey Waterfront Development
 Petoskey, Michigan

Merit Award, Michigan Chapter,
 Marquette Lower Harbor Study
 Marquette, Michigan

NATIONAL HOME BUILDERS ASSOCIATION

Merit Award, Mill Creek Townhouses
 Ann Arbor, Michigan



BETTER HOMES AND GARDENS AWARDS

Merit Award, Northbury Condominiums
 Ann Arbor, Michigan

INTERNATIONAL DOWNTOWN EXECUTIVES ASSOCIATION

Achievement Award

River Raisin Esplanade
 Monroe, Michigan

MISCELLANEOUS AWARDS

Certificate of Award, Downtown
 "Tivoli" Proposal, Urban Action
 Foundation of Oklahoma City, Inc.

MICHIGAN ASSOCIATION OF PLANNING

Innovation in Planning - 2014
 Lakes to Land Regional Planning
 Initiative

Daniel P. Burnham Award
 Peshawbestown Master Plan-2013
 Grand Traverse Band of Ottawa
 and Chippewa Indians

Onkama Joint Master Plan -2012
 Onkama, Michigan

Honor Award, Monroe Coastal Zone
 Management Plan
 Monroe, Michigan

Honor Award
 River Raisin Esplanade
 Monroe, Michigan

Honor Award, "Michigan Soil
 Erosion and Sedimentation control
 Guidebook", State of Michigan
 Honor Award, "Housing for the Elderly
 Development Process", Michigan State
 Development Authority

HUD AWARDS PROGRAM

Honor Award, "Woodcraft Square
 Renovation of Former La-Z-Boy
 Furniture Factory"
 Monroe, Michigan

PROGRESSIVE ARCHITECTURE AWARDS PROGRAM

Honor Award, "Michigan Soil
 Erosion and Sedimentation Control
 Guidebook", State of Michigan



Honor Award, "Housing for the Elderly Development Process", Michigan State Development Authority

AMERICAN CONCRETE INSTITUTE

Merit Award, Employee Courtyard, Catherine McAuley Health Center Ann Arbor, Michigan

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS (TMACOG)

Best Practices Urban Preservation Award, Monroe Street Corridor Design & Livability Plan Toledo, Ohio



THE CITY OF PONTIAC PRIDE & BEAUTIFICATION AWARDS PROGRAM

Outstanding Business Award, Notre Dame Preparatory & Marist Academy Pontiac, Michigan



WASHTENAW CONTRACTORS ASSOCIATION -PYRAMID AWARD

Skyline High School Ann Arbor, Michigan

MICHIGAN HISTORIC PRESERVATION NETWORK

Cultural Landscape Award -2014 McGregor Memorial Conference Center Reflecting Pool and Sculpture Garden for Contribution to Historic Preservation in Michigan



Professional Affiliations and Organizations

The firm of Beckett & Raeder, Inc. is staffed by registered engineers, landscape architects, community planners, and environmental and ecological professionals and has specialized training and maintains professional affiliation with the following:

Accreditations

U. S. Green Building Council LEED Accredited Professionals
 Form Based Code Institute (FBCI)
 Council of Landscape Architectural Registration Boards
 Congress for the New Urbanism Accreditation (CNU-A)

Certifications

Michigan Economic Development Association Certified Economic Development Professional
 Certified Stormwater Operator
 NCI Charrette System Training
 Housing Development Finance Professional (HDFP)
 American Institute of Certified Planners (AICP)

Registrations

Professional Registered Engineers

State of Michigan (PE)
 State of Ohio (PE)
 State of Idaho (PE)
 State of Indiana (PE)
 State of Wisconsin (PE)
 State of Tennessee (PE)

Professional Landscape Architects

State of Michigan (LLA)
 State of Ohio (RLA)
 State of Florida (RLA)
 Federal Registration (CLARB)

Professional Registered Community Planners

State of Michigan (PCP)
 American Institute of Certified Planners (AICP)

Memberships

American Planning Association (APA)
 American Society of Landscape Architects (ASLA)
 American Society of Civil Engineers (ASCE)
 Congress for the New Urbanism
 Detroit Association of Planners
 Heritage Ohio (Ohio Main Street)
 Institute of Transportation Engineers (ITE)
 Michigan Association of Planning (MAP)
 MAP Planners in Private Practice
 Michigan Complete Streets
 Michigan Downtown Association (MDA)
 Michigan Economic Development Association (MEDA)
 Michigan Historic Preservation Network
 Michigan Municipal League (MML)
 Michigan Recreation and Parks Association
 Michigan Rural Network
 Michigan Society of Professional Engineers
 National Main Street Center
 National Society of Professional Engineers
 National Trust for Historic Preservation
 Preservation Detroit
 Society of Marketing Professional Services (SMPS)
 Society of College and University Professionals
 Toledo Metropolitan Area of Council of Governments (TMACOG)
 Urban Land Institute

Specialized Training

National Charrette Institute
 EPA Brownfield Redevelopment
 People, Places and Placemaking
 Economics of Place
 Neighborhoods, Streets and Connections
 Form Planning and Regulation
 Collaborative Public Involvement
 Applied Placemaking
 Complete Streets
 Geographic Information Systems

Clients

Land Developers

A. C. Investments
 Ann Arbor Associates
 Beachum and Roeser Development
 Burroughs Farms Development
 Canadian Lakes Development
 ECHO Development
 First Martin Corporation
 Fred Greenspan Builders, Inc.
 Fochtman Realty Company
 Ford Motor Land Development Corp.
 Forest City Dillon
 Guenther Building Co.
 Holtzman-Silverman Co.
 H.S. Landau Builders, Inc.
 Kughn Enterprises
 Kurkjian Building Co.
 Markland Development Co.
 Nosan Enterprises
 Prudential Insurance Co.
 Samelson Development Co.
 Smokler Development Co.
 The Courtelis Co.
 The Taubman Co.
 Travis Corp.
 Trerice Development Co.
 TSM Inc.
 Turner Development Co.
 W. S. Smith Co.
 Westcor Corp.

Counties

Antrim County, Michigan
 Benzie County, Michigan
 Calhoun County, Michigan
 Cook County, Illinois
 Emmett County, Michigan
 Grand Traverse County, Michigan
 Leelanau County, Michigan
 Midland County, Michigan
 Oakland County, Michigan
 Ogemaw County, Michigan
 Presque Isle County, Michigan
 Saginaw County, Michigan
 Washtenaw County, Michigan
 Wayne County, Michigan

Cities

Adams, Wisconsin
 Adrian, Michigan
 Algonac, Michigan
 Allegan, Michigan
 Allen Park, Michigan

Alpena, Michigan
 Ann Arbor, Michigan
 Bay City, Michigan
 Belding, Michigan
 Belleville, Michigan
 Benton Harbor, Michigan
 Berkley, Michigan
 Boyne City, Michigan
 Dearborn, Michigan
 Defiance, Ohio
 Detroit, Michigan
 Dewitt, Michigan
 Durand, Michigan
 Ecorse, Michigan
 East Lansing, Michigan
 Eastpointe, Michigan
 Escanaba, Michigan
 Essexville, Michigan
 Farmington, Michigan
 Farmington Hills, Michigan
 Flint, Michigan
 Grandville, Michigan
 Garden City, Michigan
 Greenville, Michigan
 Hamtramck, Michigan
 Harbor Springs, Michigan
 Highland Park, Michigan
 Howell, Michigan
 Hudson, Michigan
 Inkster, Michigan
 Joy-Southfield, Detroit, Michigan
 Lansing, Michigan
 Lapeer, Michigan
 Lathrup Village, Michigan
 Livonia, Michigan
 Manistee, Michigan
 Marlette, Michigan
 Marshall, Michigan
 Marquette, Michigan
 Marysville, Michigan
 Maumee, Ohio
 Mechanicsburg, Ohio
 Milan, Michigan
 Monroe, Michigan
 Muskegon, Michigan
 Muskegon Heights, Michigan
 Northville, Michigan
 Novi, Michigan
 Petoskey, Michigan
 Pleasant Ridge, Michigan
 Reading, Michigan
 Rochester Hills, Michigan
 Rogers City, Michigan
 Roscommon, Michigan

Roseville, Michigan
 Sault Ste. Marie, Michigan
 Saginaw, Michigan
 Saline, Michigan
 Southfield, Michigan
 Southgate, Michigan
 Tawas City, Michigan
 Tecumseh, Michigan
 Temperance, Michigan
 Toledo, Ohio
 Trenton, Michigan
 Traverse City, Michigan
 Urbana, Ohio
 Walled Lake, Michigan
 Wayne, Michigan
 Westland, Michigan
 Ypsilanti, Michigan

Villages

Bear Lake, Michigan
 Bellevue, Michigan
 Blissfield, Michigan
 Chelsea, Michigan
 Clinton, Michigan
 Deerfield, Michigan
 Dexter, Michigan
 Dundee, Michigan
 Frankfort, Michigan
 Honor, Michigan
 Interlochen, Michigan
 Mackinaw City, Michigan
 Mechanicsburg, Ohio
 Onekama, Michigan
 Torch Lake, Michigan

Townships

Acme Township, Michigan
 Albert Township
 Alpine Township, Michigan
 Arcadia Township, Michigan
 AuSable Township, Michigan
 Bay Township, Michigan
 Bear Lake Township, Michigan
 Bellevue Township, Michigan
 Blaine Township, Michigan
 Canton Township, Michigan
 Cascade Township, Michigan
 Centerville Township, Michigan
 Commerce Township, Michigan
 Crystal Lake Township, Michigan
 Edwards Township, Michigan
 Elberta Township, Michigan
 Elmwood Township, Michigan
 Friendship Township, Michigan
 Gilmore Township, Michigan

Glen Arbor Township, Michigan
Grand Blanc Township, Michigan
Green Lake Township, Michigan
Groveland Township, Michigan
Hartland Township, Michigan
Joyfield Township, Michigan
Lake Township, Michigan
Leelanau Township, Michigan
Locke Township, Michigan
Long Lake Township, Michigan
Macomb Township, Michigan
Manistee Township, Michigan
Meridian Township, Michigan
Milton Township, Michigan
Monclova Township, Ohio
Northfield Township, Michigan
Onekama, Township, Michigan
Perrysburg Township, Ohio
Pittsfield Township, Michigan
Pleasanton Township, Michigan
Readmond Township
Star Township, Michigan
Superior Township, Michigan
Sylvan Township, Michigan
Spring Lake Township
Springfield Township, Ohio
Torch Lake Township, Michigan
Tuscarora Township, Michigan
West Bloomfield Twp, Michigan
White Lake Township, Michigan
Ypsilanti Township, Michigan

Governmental

Ann Arbor Transportation
Authority
Atomic Energy Commission
Chippewa County Economic
Development Corporation
Detroit Economic Development
Emmett Township, Michigan
Flint Area Conference
Harbor-Petoskey Airport
Authority
Illinois Department of Agriculture
Michigan Department of
Agriculture
Michigan Department of
Corrections
Michigan Department of
Management and Budget
Michigan Department of Mental
Health
Michigan Department of Social
Services

Michigan Department of Natural
Resources
Michigan Department of State
Police
Michigan Department of
Transportation
Michigan State Housing
Development Authority
Michigan Main Street Center
National Aeronautics and Space
Administration
NorthRiver Development
Corporation
Toledo Metropolitan Area
Council of Governments
United States Department of
Commerce
United States Department of
Defense
United States Postal Service
United States Energy Research
and Development Administration
United States Department of
Transportation
Urban Area Transportation Study
Washtenaw County Road
Commission

Corporations

Acheson Industries, Inc.
Alcoa Aluminum Company of
America
BASF Corporation
Baxter Laboratories, Inc.
B.F. Goodrich Corp.
Brown and Boveri Corporation
Citizen's Gas
Caterpillar Tractor Corporation
Chrysler Corporation
Continental Telephone Company
Detroit Edison Company
Domino's Pizza Inc.
Eaton, Yale and Towne, Inc.
Ford Motor Company
General Electric Corporation
General Motors Corporation
Hallmark Cards, Inc.
IBM Corporation
Iowa Public Service Company
John Deere Corporation
Kellogg Corporation
Little Tikes Corporation
Parke Davis Corporation
Wayne Disposal, Inc.

Westinghouse Electric
Corporation
White Motors Corporation
Wyandotte Chemical Corporation

Institutions and Organizations

Automobile Club of Michigan
Barton Hills Country Club
Beth Israel Congregation
Bhaktivedanta Cultural Center
Blue Cross/Blue Shield of
Michigan
Brighton Hospital
Catherine McAuley Health Center
Jewish Community Center of
Detroit
The Edison Institute
Lapeer General Hospital
Marion Health Center, Marian,
Iowa
Methodist Retirement Homes
Monroe Mercy Memorial Hospital
Mount Hope Memorial Gardens
National Endowment for the Arts
Nazareth Hospital
Northern Council Pentecostal
Church
Phi Gamma Delta Fraternity
Pine Rest Hospital, Grand Rapids
Providence Hospital
St. Joseph Mercy Hospital,
Pontiac
St. Lawrence Hospital, Lansing
Traverwood Village
Travis Pointe Country Club
Washtenaw Country Club
Wayne County Sportsmen's Club

Schools

Ann Arbor Public Schools
Birmingham Schools
Cass Tech Schools
Clawson Community Schools
Cranbrook Educational
Community
Crestwood Community Schools
Dearborn Divine Child High
School
Dexter Community Schools
Fenton Area Community Schools
Ferndale Community Schools
Fowlerville Community Schools
Ford-UAW Childcare Facilities
Garden City Public Schools
Greenhills School

Hanover Horton Community Schools
Howell Public Schools
Holly Schools
Ionia Public Schools
Jackson Public Schools
L'anse Creuse Schools
Lincoln Park Public Schools
Linden Schools
Manchester Public Schools
Milan Public Schools
Monroe Public Schools
Notre Dame Preparatory and Marist Academy
Our Lady of Sorrows School & Church
Paw Paw Community Schools
Petoskey Public Schools
Plymouth Canton Schools
Romulus Community Schools
Rogers City Community Schools
St. Benedicts
St. Fabian Parish and School
St. John the Baptist
St. Patrick School and Church
Saline Public Schools
Southfield Community Schools
South Lyon Community Schools
Starr Commonwealth for Boys
Troy Community Schools
Utica Public Schools
Warren Consolidated Schools
Wayne Westland Community Schools
Whitmore Lake Schools
Willow Run Schools
Woodhaven Public Schools

Colleges and Universities

Central Michigan University
Eastern Michigan University
Henry Ford Community College
Indiana State University
Lawrence Institute of Technology
Lansing Community College
Michigan State University
Montcalm Community College
Nazareth College
Oakland Community College
Oakland University
Principia College
The University of Michigan-Ann Arbor
The University of Michigan-Dearborn

Terra State Community College
The University of Michigan-Flint
Washtenaw Community College
Wayne State University
Wayne County Community College

Commercial and Entertainment

Bennigan's Restaurant
Bill Knapps Restaurant
Canton Softball Center
Columbia Cable Corp.
Dayton Hudson Company
Detroit Municipal Credit Union
Elias Brothers Restaurants
Great Lakes Bancorp
Holland House Furniture, Inc.
J.C. Penney Company
K-Mart Corporation
Kean's Detroit Yacht Harbor
Little Tykes
Lord and Taylor, Inc.
Manufacturer's National Bank
McDonald's Corporation
Old Kent Bank
Pace Membership Warehouse
Peoples Federal Savings and Loan of Monroe
Roostertail Supper Club
Sears Roebuck and Company
Standard Securities Corporation
Key Bank (formerly Society Bank)
University of Michigan Credit Union
Vic Tanny International
WPRI-TV, Providence
WWJ-TV, Detroit
Wendy's International
Zingerman's

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Northfield Township Planning Services Statement of Understanding and Proposed Approach

Through careful reading of your solicitation for services, we understand Northfield Township's primary planning concerns to revolve around the need to balance a diverse mix of activities and land uses in a way that is harmonious and prosperous for all its citizens. As we understand it, the Township is experiencing a number of development pressures arising from the proximity of its desirable assets, including a large, well-loved inland lake and considerable contiguous tracts of relatively undisturbed Michigan landscape, to two growing population centers with stable economies and excellent access. Although this is a good problem to have, its challenges have been evident in public discourse as deeply passionate citizens have advocated strongly for their preferred, and sometimes competing, conditions.

Our approach to successful development under these conditions relies on three strategies: meaningful community engagement, sufficient reliable data, and integration of planning efforts.

- *Engagement.* We believe wholeheartedly in planning as public service. As statewide community engagement trainers for both the Michigan Sense of Place Council and the Michigan Association of Planning, we have a full toolbox of public input techniques and experience with their targeted application. We applaud your decision to conduct an independent, statistically validated survey administered to every household in the Township in conjunction with this master plan update. In addition to providing the broad, highly representative data needed to understand the citizenry's current development priorities, we would recommend that the survey instrument be structured to offer a baseline of comparisons that will serve the community over the course of many updates to come, thus establishing a long-range vision that has the benefit of hindsight.

More generally, our community engagement strategy is quite short: Yes. It's good news when people are so invested in their community that they reach out to its leadership, even if it's to disagree. Our doors, phone lines, and email inboxes are open to your citizens, and it is our first priority to accurately understand their best interest. We constantly seek creative ways to involve citizens in shaping their communities, from phone apps to interactive design workshops to physical installations. With your help, we analyze potential stakeholders in each project and reach out to them, instead of waiting for a likely conflict to arise. While we do appreciate the value that conflict can bring in terms of distilling issues, as a policy we find the effectiveness and efficiency of cooperation to be well worth pursuing.

- *Data.* Good decisions proceed from good data. In addition to our own relentless gathering of information from the Census, American Community Survey, Bureau of Labor Statistics, United States Geological Services, State of Michigan Geographic Information Systems, Michigan Department of Environmental Quality, Southeast Michigan Council of Governments, Washtenaw County, and others, we prize community-generated, community-specific data. We look forward to learning what you have, finding innovative ways to collect what we need, presenting our findings vividly and widely, and referencing it all clearly as decisions are made.

As subscribers to the theory that “one is entitled to one’s own opinion, but not one’s own facts,” we consider the generation, acquisition, and dissemination of good data to be a first rate community engagement tool, and it has been our experience that communities make excellent use of the data that is provided to them. Several of our project-specific websites have served a valuable role of document hosting even after the original scope of work has concluded, taking advantage of the “embodied outreach” it represents and developing it into a communication channel which, over time, has built demonstrable trust in the transparency of the community’s or project’s leadership. (For an example, please visit www.lakeistoland.org, particularly the “Library” tab.) This aspect receives critical support from our close monitoring of the site, responding quickly to comments and promptly forwarding correspondence to the appropriate destination.

- *Integrated planning.* In the same way as friction within the community can exhaust a project’s resources without accomplishing a single thing, so too can planning “against the current.” We adhere faithfully to the comprehensive viewpoint by understanding how Northfield Township fits within the state, region, county, and metro planning contexts. A key benefit of strengthening these relationships is that it allows for the wisest use of resources by eliminating duplications and highlighting opportunities for shared effort. Directly referencing concurrent planning efforts allows the Township to leverage larger efforts to accomplish its own goals, while signaling to grant authorities and private enterprises that the Township is an excellent site for regional investment.

Strategic, interrelated planning within the community is just as important. As your planning consultants, we will continue to build upon the master plan update, the recent adoption of a waterfront form-based code, and the Whitmore Lake / North Territorial overlay district to refine and implement the community’s vision. The Green Infrastructure workshop held with the Huron River Watershed Council, for example, could help begin a conversation about specifically how much, and which, of the Township’s lands should be permanently preserved. This conservation plan would provide an opportunity to discuss preservation on its own merits—rather than in opposition to a development outcome—with the members of the community who are most knowledgeable and invested in that aspect of it. Once the perceived threat of despoiling all of the Township’s natural assets has lessened, their champions can then join the conversation about development on *its* own merits.

Three Reasons Why We Can Assist Your Community.

1. *You are placemakers.* We chose to invest in the MIplace partnership because we have long been serving its mission of true community building. It is our privilege to support your careful stewardship of the environmental and recreational assets of Northfield Township.
2. *You are a Michigan waterfront community.* With our landscape architect colleagues, our firm is committed to assuming a role of responsibility for our state's crowning jewels, its coastlines. We consider the impact of every project and planning process on the water cycle, and strive to be kind to our inland waterbodies and our Great Lakes.

We also understand that “water quality” is about more than phosphorous levels in Michigan—it's about *fun*. BRI has designed waterfront projects around the state that accommodate everyone who wants to enjoy it: boaters, anglers, swimmers, divers, waders, sunbathers, picnic-ers and more. We understand that Whitmore Lake is a critical piece of your economy and that its health and function are your concerns.

3. *You are a critical piece of Michigan's agricultural economy.* We think the second most diverse state agricultural economy in the nation could get a little more recognition at home. Whether it is the creation of a new agricultural mixed-use agricultural zoning designation aimed at smoothing the tension between scenic rural character and economic productivity, or writing regulations that consider the effects of frost-protective airsheds on neighboring vineyards, we believe that development and cultivation must be complementary in Michigan. For an economic and social center amid tracts of agriculture such as the hamlet of Whitmore Lake, this can mean providing the “in town” experience for neighbors from the Township as well as the “out in the country” experience for visitors from the City—a balance that presents unique challenges and rewards.

And One Reason You Will Love to Work with Us.

We build relationships. It takes more than brick and mortar, and even more than careful policy, to make great communities. It takes time, dedication, understanding, synergy, and most of all, care. We relish every opportunity to take part in a community's forward momentum, and we take exceptional pride in those with whom we have had the honor of developing long-term relationships. Working together throughout the planning, permitting, and project processes allows us to gain an intuitive understanding of your priorities and preferences while you relax into the assurance that your planning and development environment is well-managed.

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John R. Iacoangeli, AICP, LEED AP, CNU-A, FBCI
Principal, Community Planner



John joined Beckett & Raeder, Inc. (BRI) as a Principal in 1991 and is a Professional Certified Planner and a member of the American Institute of Certified Planners. John has over thirty years experience working with public and private sector clients on a variety of community and economic development based projects. He has been involved in the preparation and implementation of downtown and neighborhood revitalization, community development, economic development, historic preservation, and natural resource-based projects for numerous communities throughout the Midwest. His area of specialization is project implementation involving federal and state grants, local municipal financing, special authority financing, and public-private partnerships.

With respect to the proposed master planning project for the City of Ferndale, John brings expertise in Placemaking, historic preservation, economic development and project implementation strategies.



EDUCATION

Bachelor of Science
 Resource Management
 University of Michigan
 Ann Arbor, Michigan

SELECTED EXPERIENCE

River Raisin Heritage Corridor East Master Plan
 Monroe County Historical Society, National Park
 Service, City of Monroe
 Monroe, Michigan



CERTIFICATES

Certificate of Real Estate
 University of Michigan and
 Michigan Association of
 Realtors

Peshawbestown Master Plan
 Grand Traverse Band of Chippewa and Ottawa
 Indians
 Peshawbestown, Michigan

Congress for New Urbanism
 Accreditation

City of Pleasant Ridge Master Plan
 National Register District Nomination
 Pleasant Ridge, Michigan

Form Based Code Institute
 Certification

Walled Lake Historic Lakeshore Plan
 Walled Lake, Michigan

LEED Accredited Professional

AFFILIATIONS

National Trust for Historic
 Preservation

Lakes to Land Regional Master Plan
 16 Municipalities in Manistee and Benzie Counties
 Alliance for Economic Success

Michigan Historic Preservation
 Network

Acme Township Placemaking
 Traverse City, Michigan

Monroe County Historical
 Society

City of Marquette Master Plan
 Historic Waterfront and Lower Harbor Master Plan
 Redevelopment Plan
 Marquette, Michigan



East Lansing Parks & Recreation Master Plan
 East Lansing, Michigan

Petoskey Parks & Recreation Master Plan
 Petoskey, Michigan



Leah DuMouchel
Project Planner



Leah DuMouchel's planning experience includes innovative master planning projects and extensive community engagement. Her work coordinating project leadership teams, creating outreach materials, facilitating community engagement and visioning sessions, analyzing and distributing the results, and implementing online communication channels provides the solid foundation for writing plans that genuinely serve their communities. From her previous career in journalism, she brings a polished, varied writing style and a sharp eye for "the whole story."

EDUCATION

Masters of Science
 Urban and Regional Planning
 Eastern Michigan University

Bachelor of Arts
 Philosophy
 University of Michigan

SELECTED EXPERIENCE

Lakes to Land Regional Initiative

Collaborative Master Plan for sixteen communities in Benzie and Manistee Counties
Innovation in Regional Planning Award – Michigan Association of Planning, 2014

Lakes to Land Regional Initiative – Food Innovation District

Implementation project studying agricultural assets across Benzie and Manistee Counties

Acme Shores Placemaking Project

Shoreline redevelopment plan for recently-acquired public parkland emphasizing low-impact development practices and water quality preservation
 Acme Township, MI

Jackson Community Master Plan

A rethinking of land use and asset capitalization in this post-industrial, mid-sized city
 City of Jackson, MI

Designing and Achieving Our Potential! –

The Village of Northport and Leelanau Township
 Waterfront redevelopment plan with extensive community engagement

Adams Downtown Enhancement Strategy

Downtown revitalization plan focusing on market analysis and best business practices in combination with land use decisions.
 Adams and Friendship, WI

Recreate State Corridor Plan

Saginaw Township
 Saginaw, MI

Pleasant Ridge Community Master Plan

City of Pleasant Ridge, MI

Acme Township Master Plan

Acme Township, MI



CERTIFICATIONS

Certified Charrette Planner,
 National Charrette Institute;
 Form-Based Code Institute

AFFILIATIONS

American Planning
 Association, Michigan
 Chapter
 Detroit Association of
 Planners

TEACHING EXPERIENCE

MiPlace Partnership
 Curriculum;
 Michigan Association of
 Planning Conference



Marisa Laderach
GIS Specialist

Marisa has experience in GIS as a cartographer, consultant, and educator. She is passionate about creating unique maps for use in urban planning projects. Through analysis of physical and environmental features, Marisa employs advanced analytical and processing techniques to enhance spatial information. Her skills include geodatabase management, network analysis, raster analysis, spatial interpolation, spatial analysis, and spatial statistics, among others.

EDUCATION

Masters of Science
 Urban and Regional Planning
 Eastern Michigan University

Bachelor of Science
 Environmental Geography
 Double-Concentration in
 Land Use Planning and GIS

CERTIFICATIONS

GIS Graduate Certificate for
 Professionals

TEACHING EXPERIENCE

Eastern Michigan University,
 Institute for Geospatial
 Research & Education (IGRE)

SELECTED EXPERIENCE

Tena Master Plan Update

Master plan update and GIS specialist for the canton region of Tena, providing GIS analysis of environmental and urban features
 Napo Province, Ecuador

Graduate Teaching Assistant, Eastern Michigan University

Performing GIS research and instructing introductory-level GIS courses
 Ypsilanti, MI

Graduate Research Assistant, Institute for Geospatial Research & Education

Assisting with grant-funded GIS research and incorporating GIS curriculum into K-12 education
 Ypsilanti, MI

Michigan Department of Education (MDE) State Education Network (SEN) Project

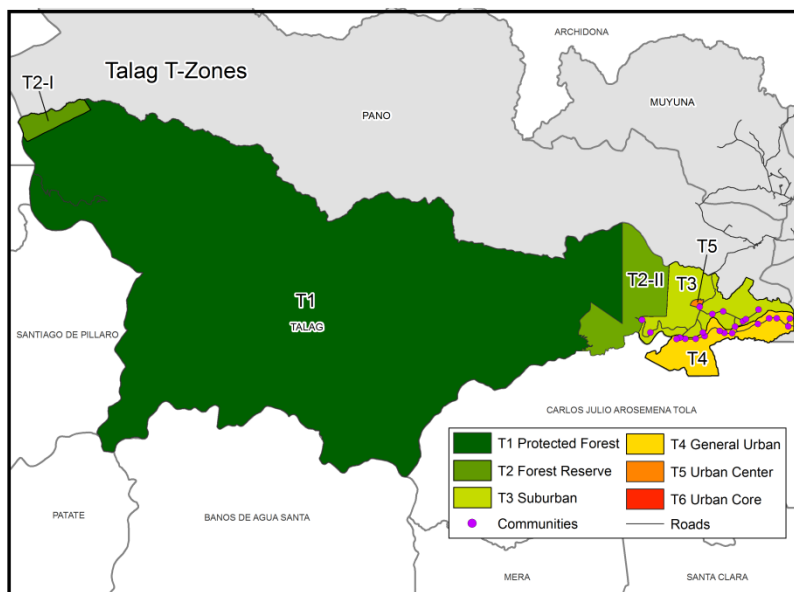
Spatial location and geodatabase creation for all educational parcels in the State of Michigan
 Ypsilanti, MI

Michigan Department of Education (MDE) Title II US History and Geography Teachers Project

Incorporating GIS methodologies and processes into state-wide history and geography curriculum
 Wayne, MI

City of Luna Pier Master Plan

Downtown revitalization plan and waterfront redevelopment project
 Luna Pier, MI



Planning Team Qualifications

	John Iacoangeli <i>Planner</i>	Leah DuMouchel <i>Planner</i>	Marisa Laderach <i>GIS</i>
National Accreditations			
American Institute of Certified Planners (AICP)	✓		
Leadership in Energy and Environmental Design (LEED AP)	✓		
Congress for New Urbanism Accredited Professional	✓		
Form Based Code Institute (FBCI)	✓	✓	
Housing Development Finance Professional (HDFP)			
National Associations			
American Planning Association	✓	✓	✓
State Licenses			
Professional Community Planner (Michigan - PCP)	✓		
Real Estate Broker (Michigan)	✓		
Assessor - Level I (Michigan)			
Specialized Training			
National Charrette Institute	✓	✓	
EPA Brownfield Redevelopment			
People, Places and Placemaking		✓	
Economics of Place	✓	✓	
Neighborhoods, Streets and Connections		✓	
Form Planning and Regulation	✓	✓	
Collaborative Public Involvement		✓	
Applied Placemaking	✓	✓	
Complete Streets			
Geographic Information Systems (ESRI)		✓	✓

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Acme Township Planning Services

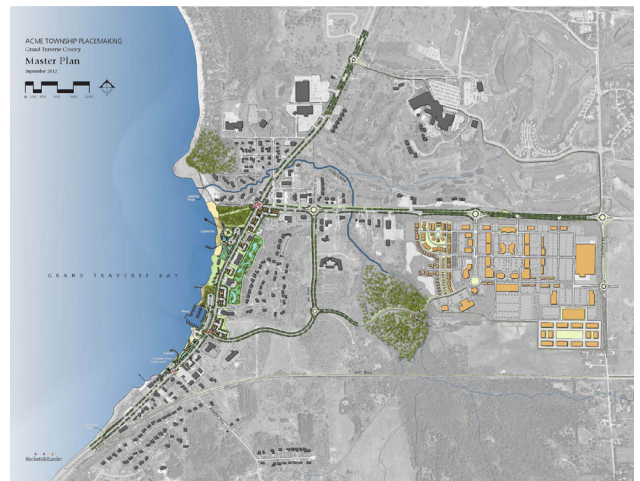
Since our arrival as the planning consultant firm serving Acme Township, Michigan in 2012, Beckett & Raeder, Inc. has led the community through a series of interrelated planning projects. These complementary plans serve as a comprehensive blueprint for guiding transformative development in this growth area of the state while also offering strong protections for the natural assets on which the local economy depends.

Acme Shores Placemaking Plan

Grand Traverse County Planning Award - 2014

Acme Township brought together a broad range of stakeholders from within the township and across the region to create a common vision for how the full range of land uses in the Shoreline District can be designed or redesigned. The goal is to create a place that attracts people while protecting the environment, understanding that maintaining excellent water quality is central to the enjoyment of the shoreline.

The conceptual plans represent a long-term vision for how the business districts along the US-31 and M-72 corridors can look and function. They present a conceptual mix of land uses and public improvements aimed at creating an identifiable image and viable economic center for the Township. Primary placemaking components of the plans include a significant emphasis on walkability, multimodal accessibility, and connectivity among the business districts, waterfront, and existing regional facilities.



Acme Township Master Plan

The Acme Township Community Master builds upon several years of active community engagement revolving around the previous amendment to the 1999 Community Master Plan, revised in 2009; community efforts focused on the acquisition and redevelopment of the East Bay shoreline and waterfront as presented in the US-31 Placemaking Plan; and the recently adopted Acme Township Five-Year Parks and Recreation Master Plan. In order to define key community initiatives and strategies, the Acme Township Community Master Plan uses information gleaned from the placemaking plan, a community-wide mail survey conducted by Northwestern Michigan College, and meetings with regional agencies and stakeholders from the agricultural and business communities. Some of the key ideas advanced in the Acme Township Community Master Plan include:

- Focus on Infrastructure Improvement as means of directing planned growth to the existing business district along US-31 and M-72.
- The plan calls for the expansion and connection of local and regional non-motorized trails in response to community input and recommendations embedded in the Parks and Recreation Master Plan.
- There is a long term vision to reconfigure US-31 and M-72 to be safer and more convenient for business patrons, consumers, and residents.
- The plan deliberately focuses commercial and residential development in areas that already have development or vested development rights.
- Water quality is a high priority.
- The acquisition of properties along East Bay has positioned Acme Township to take advantage of recreation-based tourism as part of its economic development strategy.
- The plan supports the continuation and expansion of agricultural operations and the preservation of farmland, defining characteristics of Acme Township.
- The Community Master Plan balances policies and strategies with an eye toward creating a community that is attractive to all age groups.



Parks System Plan Update

Traditional recreation master plans are used to address current recreational conditions while evaluating their function against current recreational demands based on resident population facility standards. This form of recreation planning is weighted toward recreational facilities and discounts the benefits associated with individualized recreation activities such as kayaking, canoeing, hiking, biking, bird watching, gardening, and nature interpretation. In contrast, the Acme Township Parks System Plan views recreation as a system versus a function and takes into account active park considerations, open space, trail development, and natural area preservation.

Overall, Acme Township has an immense amount of recreational opportunities, both public and private. With the updating and implementation of the recreation plan, the current recreation opportunities can only be improved for greater ease of use for everyone throughout the entire community.

The Acme Township Parks System Plan seeks to accomplish the goals of Access to Grand Traverse Bay, Attractive Waterfront Parks, and Connectivity. The “backbone” of the parks plan is the non-motorized circulation system. US Bicycle Route 35 and the TART Trail serve as the regional non-motorized stem that runs through the township from northeast to southwest. Local non-motorized connections link the recreational facilities to this regional network and provide trailhead points to access the parks and regional non-motorized system. An additional mode of non-motorized transportation is provided for with the designation of a blueway running along the shore of the Grand Traverse Bay. This multi-modal, non-motorized network provides connectivity and gives Acme Township residents a way to access recreational facilities without the use of their car. Additionally, it provides opportunities for cycling tourists to stop and enjoy what Acme Township has to offer.



Land Development Regulations

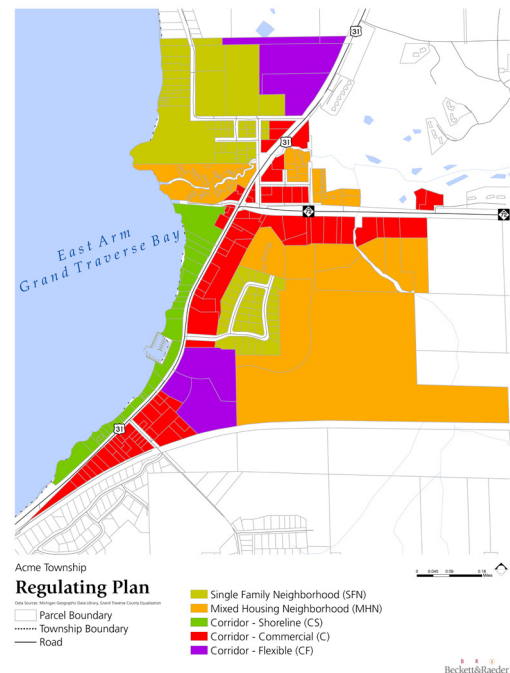
Beckett & Raeder, Inc. was commissioned by Acme Township to assist them with the reorganization and preparation of land development regulations. The former Zoning Ordinance included an Open Space District (OSD) and Mixed-Use District (MUD) which were inconsistent with recent statutory revisions to the Zoning Enabling Act.

Working with the Planning Commission the Open Space and Mixed-Use Districts were replaced with three land development options. These provisions included Cluster Housing, Open Space Subdivision, and Planned Unit Development regulations. Reinforcing the Township's goal to protect and preserve operable farms and orchards special incentives were incorporated in the various land development options to ensure the continuation of these operations at the same time giving property owners the opportunity to develop and integrate housing on their property.

US-31 and M-72 Form Based Code

The US-31 and M-72 Business District zoning is a departure from traditional zoning in that it focuses less on the use of a parcel and more on how to integrate private and public spaces. The US-31 / M-72 Business District zoning intends to merge public infrastructure standards with private development regulations to create a viable business district that is equally shared between cars and pedestrians. Key elements include better land use balance, expanding the uses permitted by right, expediting the review process, and bringing buildings closer to the street to facilitate walkability, increasing density of multiple family dwelling units, and the integration of low impact development stormwater technologies.

The text and diagrams in the US-31 and M-72 Business District address the location and extent of land uses, and the that implement the vision articulated in the Acme Township Placemaking process and also express community intentions regarding urban form and design. These expressions may differentiate neighborhoods, districts, and corridors, provide for a mixture of land uses and housing types within each, and provide specific measures for regulating relationships between buildings, and between buildings and outdoor public areas, including streets.

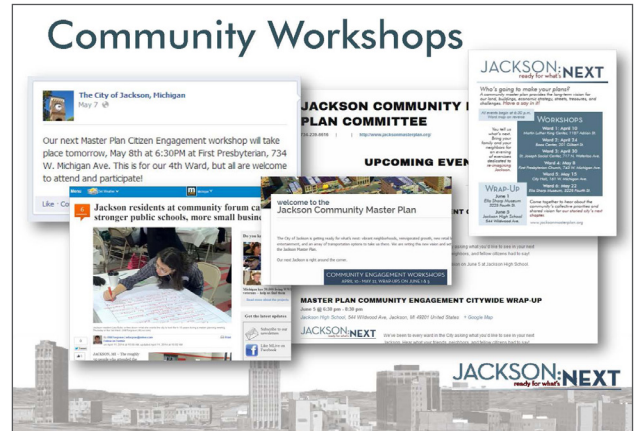


Community Engagement: Jackson Master Plan

When the City of Jackson set out to write a bold new master plan to reflect and guide a series of intense changes within the community, it was important for leaders and citizens alike to connect and be heard. Beckett & Raeder, Inc. developed a community engagement strategy that used the city's electoral wards to increase access by asking each Council member to host a community workshop at a site within the ward, and to provide outreach to support the direct mail invitations via her or his office's regular constituent communication venues.

The geographic specificity of each workshop allowed for the collection of fine-grained data about community assets, concerns, and priorities, while the uniform nature of the program offered easy identification of citywide themes. The process made it possible pay individualized attention to each area of the City within the plan, helping to preserve the detail required for effective recommendations without sacrificing the comprehensive nature of community planning. All documents generated at the workshops were hosted on a project-specific website, where the conversation continued through monitored comments. At the conclusion of the workshop series, B&R made two presentations to the community at large summarizing the preliminary results.

The 81 collective priorities and 290 supporting actions that were generated in the series were then given to the Master Plan Working Group and Advisory Board, respectively. This citizen-generated, advisor-edited, and working-group-crafted document forms the basis for the recommendations and strategies presented in the plan.



What you said:

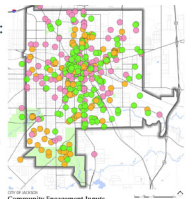
Collective priorities

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6
Vibrant small business	Job growth	Transportation hub	Vibrant, thriving downtown	Thriving, vibrant, arty, populated downtown	Buy, active downtown with people and events
Excellent public schools	Educated workforce	Better communication	Education-business partnerships	Quality schools and education for all	Engaged citizens
Downtown university	Expand public services	Appealing / clean city	Clean	Thriving local businesses	Complete City



What you said: Mapping

- 206 Development Priorities
- 137 PURE JACKSONS
- 123 Transportation Priorities
- 102 Public Safety Concerns



What you said: Citizen Actions



HEY!
THANKS
FOR
COMING!

Theme: Engaged Citizens
Wards 1, 3, 4, 6 — 4 priorities



tell us how you really feel

The City of Jackson put on a terrific community engagement series in the spring of 2014. We held a workshop in each ward and asked residents to tell us their needs and impressions of what Jackson is and where they want it to be. In directly specific terms related to development, transportation, recreation, and public safety, and to talk about their long-term priorities and action strategies. After we gathered and compiled this mass of data, we held two more city-wide meetings to present the results and talk about next steps.

Attendance



It was our goal to make sure that anyone who wanted to talk to us about the future of Jackson knew that there was an opportunity to do so. Residents were invited to more than 11,000 homes and businesses throughout the city to conduct a personal invitation. The workshops were held at a mix of locations including: public art, community centers, libraries, and more.

Links
Community Workshop Information
JACKSON NEXT
Community Workshop Information
After we held an overview of what's off the table, we held...

Conservation Corridors

Grand Traverse Co., Michigan

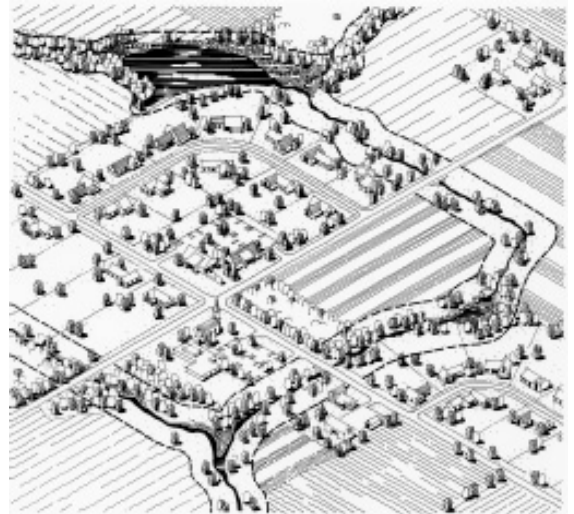
Conservation Corridors are systems of linear open spaces or protected conservation areas. Conservation corridors are quickly becoming a watchword in rapidly urbanizing areas as a method for establishing buffer areas and preserving the natural surroundings.

This concept was applied in the Mitchell Creek Watershed in Grand Traverse County with setbacks in wetlands, stream banks, sensitive development areas, and critical wildlife travel corridors.

Three Conservation Corridor Concepts were proposed, each with increasing jurisdiction over where the conservation corridor would exist and what the setbacks would be.

All options offer trade-offs in terms of development rights in exchange for establishing the buffers for the Conservation Corridors.

The requirements were integrated in an overlay zoning district in Grand Traverse County's Mitchell Creek Watershed. This concept was done as part of the larger scope of the Mitchell Creek Watershed Protection Strategy.



Community & Neighborhood Planning Capabilities

To help you better understand the capabilities of our firm, we have provided you an overview of our expertise in the following areas:



Public Involvement and Consensus Building:

Input from the members of the business community and residents of the community pays substantial dividends and forms the basis for development of the Strategy. Beckett & Raeder, Inc. provides community facilitation and consensus building and through our genuine outreach process, trust is built, and partnerships are formed between all participants throughout the course of the project and beyond. We have community facilitation experience with neighborhood organizations, preservation groups, business interests, other community stakeholders, students, and the general public. Each community facilitation process is structured uniquely to the community or group.



Neighborhood and Housing:

In older communities, we include a Housing Quality Assessment as a means to identify areas within a community which may require opportunities for housing rehabilitation, and neighborhood preservation and conservation strategies. In addition, we have experience designing new neighborhoods and communities including traditional neighborhood developments. This broad range of experience offers the community options to address a variety of housing issues.



Transportation Planning and Improvements:

We provide a balanced approach toward community transportation assessments and planning, which involves both pedestrian and vehicular elements. Some of these services include community walkability assessments, traffic calming studies, traffic and safety planning, and design. We are the authors of the City of Ann Arbor Guide to Neighborhood Traffic Calming and a partner in the Complete Streets program.



Economic Development Strategies:

Our community and neighborhood master plans are fundamentally based on existing and forecasted markets, and have resulted in the redevelopment or development of projects. We also have considerable experience with Downtown Development Authorities, Main Street programs, Brownfields, Grayfields, and various community and economic development corporations. Recently we have worked with a number of communities on brownfield and in-fill redevelopment projects resulting in new commercial and residential projects.



Community Design:

We are the recipient of numerous awards for our excellence in design of municipal projects. Organizations such as the American Society of Consulting Planners, American Institute of Architects, American Society of Landscape Architects, Michigan Association of Planning, Michigan Municipal League, and Michigan Recreation and Parks Association have bestowed awards on a variety of projects. In addition to physical design, we also have considerable experience with the preparation of community design guidelines, pattern books, ordinances, and wayfinding and graphic systems.



School System Relations:

We have provided site design improvement projects for over 30 school districts in the State of Michigan and Ohio, including K-12 buildings and athletics facilities. Developments of these projects and programs have included coordination with school administrative staff and their respective school boards.



Parks and Open Space:

We have prepared park and recreation master plans for a variety of communities including small rural communities such as Chelsea, Michigan to large metropolitan recreation systems such as Wayne County, Michigan. For our efforts we have the recipient of several park and recreation master plan awards from the Michigan Recreation and Parks Association.



Regional Perspective:

We approach municipal planning from a broad perspective, which explores the municipal and political relationships of cities, townships, and the county as it relates to planning. Recently we have worked with the City of Perrysburg, Ohio on the preparation of a new zoning code, and have completed community master plans, neighborhood and corridor studies for the City of Toledo, NorthRiver Development Corporation, Toledo Olde Town Development Corporation, and Springfield Township, Ohio.



Information Management:

Beckett & Raeder Inc. utilizes all of the current software applications for document and web publishing, AutoCAD, geographic information systems, and animation and 3-D renderings. In addition, during the master plan process we develop a separate and accessible web site for the client community where all documents, maps, and status reports are posted.

Placemaking:

Members of the Beckett & Raeder planning department have been closely involved in the Michigan Sense of Place Council's curriculum to support economic development through community development. We teach the curriculum across the state, and our master plans are written to fully support the concrete strategies that make great places.

Representative Planning Experience

Acme Township Master Plan
Acme Shores Placemaking Plan
Land Development Regulations
Parks and Recreation Master Plan
Acme Township, Michigan

Downtown Plan
Adams, Wisconsin

Algonac Economic Development Consultant
Algonac, Michigan

Allen Park Community Planning Consultant
Allen Park, Michigan

Allen Park Community Recreation Plan
Allen Park, Michigan

Allegan Community Master Plan
Downtown Master Plan
Downtown Physical Improvement Plan
Allegan, Michigan

Alpena Market Analysis and Community Master Plan
Alpena, Michigan

Alpine Township Master Plan Update
Alpine Township, Michigan

Catherine McAuley Health System
Ann Arbor, Michigan

Domino's Farms Site Improvements
Ann Arbor, Michigan

Washtenaw Community College
Master Planning and Site Development
Implementation
Ann Arbor, Michigan

Bay City Cass Avenue Overlook and Boat Launch
Bay City, Michigan

Bay County Build-Out Assessment
Bay County, Michigan

Belding, Downtown Master Plan & Market Analysis
Belding, Michigan

Belleville Community Master Plan
Belleville, Michigan

Joint Township and Village Master Plan
Bellevue Township, Michigan
Village of Bellevue, Michigan

Birch Run Downtown Master Plan & Market Analysis
Birch Run, Michigan

Brighton Business District Ordinance
Brighton, Michigan

Community Planning Consultant
Brighton, Michigan

Charter Township of Canton
Leisure Services Master Plan
Downtown Development Master Plan
Canton, Michigan

Chelsea M-52 Corridor Study
Chelsea, Michigan

Chelsea Traffic Circulation Study
Chelsea, Michigan

Durand, Downtown Master Plan & Market Analysis
Durand, Michigan

University of Michigan-Dearborn
Long Range Campus Development Plan
Dearborn, Michigan

DDA Planning Consultant
Downtown Strategic Plan
Development & TIF Plan
Dexter, Michigan

East Bay Township Study
East Bay Township, Michigan

Parks & Recreation Master Plan
East Lansing, Michigan

Bear Creek Development Assessment
Sub-Area Master Plan
Emmet County, Michigan

Comprehensive Master Plan
Northshore Redevelopment Plan
Downtown Development Plan and Tax Increment Plan
Escanaba, Michigan

Essexville Community Master Plan 1996, 2000, 2006
Essexville, Michigan

Essexville Community Planning Consultant
Essexville, Michigan

Essexville Waterfront Redevelopment Program
Essexville, Michigan

Emmet County (US-131) Sub-Area Plan
Emmet County, Michigan

Recreation Plan
Frankfort, Michigan

Downtown Improvement Plan
Grand Haven, Michigan

Conservation Corridors
Grand Traverse County, Michigan

CBD Zoning Ordinance
City of Garden City, Michigan

Planning Consultant
Groveland Township, Michigan

Huron Port Development Study
Huron, Ohio

Inkster Downtown Development Authority
Planning Consultant
Inkster, Michigan

Inkster Downtown Framework Development Plan
Inkster, Michigan

Community Master Plan
Jackson, Michigan

Southfield Road Corridor Improvement Plan
Development Plan and Tax Increment Financing Plan
Lathrup Village, Michigan

Lincoln Park Downtown Strategic Development Plan
Lincoln Park, Michigan

Plymouth Road Corridor Improvements
Livonia, Michigan

Lakes to Land Regional Master Planning
(Involving 16 Communities)
Placemaking in Manistee's North Corridor
M-22 Economic Development Strategy
Manistee County Alliance for Economic Success

Marlette Community Master Plan
Marlette, Michigan
Marlette Zoning Ordinance
Marlette, Michigan

Main Street Marshfield
Demographic and Socio-Economic Profile
Downtown Redevelopment Plan
Marshfield, Wisconsin

Marquette Community Master Plan 1996 and 2004
Marquette Lower Harbor Implementation Plan
Marquette, Michigan

Whetstone Brook and Orianna Creek Watershed Study
Marquette, Michigan

Downtown Revitalization Plan and Strategy
Mechanicsburg, Ohio

Parks & Recreation Master Plan
Downtown Master Plan
Milan, Michigan

Downtown Parking Study
Milford, Michigan

New Baltimore Parks and Recreation Master Plan
Monroe, Michigan

River Raisin Heritage Corridor East Master Plan
Parks and Recreation Master Plan
Monroe, Michigan

Northville Township
Facilities Master Plan
Northville, Michigan

Northport | Leelanau Township Master Plan
Northport, Michigan

Joint Master Plan*
Joint Zoning Ordinance
Creation of Joint Planning Commission
Village of Onekama, Onekama Township
Onekama, Michigan

Zoning Ordinance Update
Perrysburg, Ohio
Community Master Plan
Perrysburg Township, Ohio

Peshawbestown Master Plan*
Grand Traverse Band of Ottawa and Chippewa Indians
Peshawbestown, Michigan

Parks and Recreation Master Plan
Petoskey, Michigan

Planning Consultant
Pleasant Ridge Community Master Plan
1998, 2009, 2013
Pleasant Ridge Community Zoning Ordinance
Pleasant Ridge Recreation Plan
Pleasant Ridge, Michigan

Rogers City Economic Development Partnership
Rogers City, Michigan

Master Plan and Zoning Ordinance Revisions
Rogers City, Michigan

Visioning Workshop
Rogers City, Michigan

Planning Consultant
Roseville, Michigan

Recreate State Corridor Plan
Saginaw, Michigan

Downtown Market Assessment
Saline, Michigan

Michigan Avenue Corridor Plan
Saline, Michigan

Comprehensive Master Plan
Springfield Township, Ohio

Community Master Plan
Spring Lake Township, Michigan

Tittabawassee Township Village Center
Development Plan
Tittabawassee Township, Michigan

Summit Street Corridor Redevelopment Plan
Monroe Street Corridor Revitalization Plan
Toledo Olde Town Neighborhood Study
Warren Sherman Neighborhood Study
Monroe Street Overlay District Zoning Ordinance
Toledo, Ohio

Mitchell Creek Watershed Protection Strategy
Traverse City, Michigan

Parks and Recreation Master Plan
Wayne County, Michigan

Ypsilanti's Farmer's Market/Freighthouse Master Plan
Ypsilanti, Michigan

Ypsilanti DDA Development & TIF Plan
Ypsilanti, Michigan

Charter Township of Ypsilanti
Parks and Recreation Master Plan
Charter Township of Ypsilanti, Michigan

Project References

Mr. Russell Soyring, AICP, Director
City of Traverse City Planning Department
City of Traverse City
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, MI 49684
231.922.4465
rsoyring@ci.traverse-city.mi.us

Mr. Jay Zollinger, Supervisor
Acme Township
6042 Acme Road
Williamsburg, MI 49690
231.938.1350
jzollinger@acmetownship.org

Mr. Steve Feringa
Corporate Architect
Grand Traverse Band of Chippewa and Ottawa Indians
2332 N West Bay Shore Drive
Peshawbestown, MI 49682-9365
231.534.8410
Steve.Feringa@gtbindians.com

Mr. Tim Ervin
Alliance for Economic Success (services to multiple communities)
1361 US 31 South
Manistee, MI 49660
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timervinassoc@gmail.com

Ms. Becky Ewing
Program Manager
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231. 941.4010 x203
bewing@rotarycharities.org

Dennis M. Stachewicz, Jr., Director – Community Development
City of Marquette
300 Baraga Avenue
Marquette, MI 49855
906.225.8377

A large, solid gray circle occupies the left and center portions of the image. On the right side of the circle, there is a white, italicized lowercase letter 'v'.

v

2015 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

Principal	\$140.00 Hour
Director of Engineering	\$130.00 Hour
Senior Associate	\$120.00 Hour
Senior Associate Scientist	\$120.00 Hour
Senior Professional Engineer	\$120.00 Hour
Associate	\$110.00 Hour
Project Manager	\$110.00 Hour
Senior Landscape Architect	\$110.00 Hour
Senior Planner	\$110.00 Hour
Senior Inspector	\$ 95.00 Hour
Project Engineer	\$ 95.00 Hour
Project Professional	\$ 90.00 Hour
Project Planner	\$ 90.00 Hour
Resident Project Representative	\$ 75.00 Hour
Computer Technician /CAD Technician	\$ 75.00 Hour
Clerical	\$ 60.00 Hour
Interns (non-degreed)	\$ 45.00 Hour

Blueprints	At Cost
Inspector Forms	At Cost
Pager / Cell Phone	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Facsimile	\$.50 Page
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Mileage	Current IRS Rate

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered

PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR



COMMUNITY PLANNING

Northfield Township, Washtenaw County, Michigan

June 24, 2015

June 24, 2015

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

Subject: Proposal to Provide Community Planning Services

Dear Mr. Fink:

As you may know, McKenna Associates is recognized for superior planning and design services as well as its planning and business integrity. Over the last 37 years, McKenna has served scores of Michigan, Ohio, and Indiana communities, including many rural and suburban communities actively working to maintain their rural character and create a sense of place. We're delighted by the prospect of assisting Northfield Township, and look forward to working cooperatively with you, local officials, investors, and the public to realize your goals.

Local Knowledge

McKenna has long been active in U.S. 23 Corridor area townships, providing ongoing planning and zoning services to Hamburg Township (26 years), Lyon Charter Township (28 years), Tyrone Township (21 years), Hartland Township (22 years), and York Charter Township (2 years). The firm's planners and designers are also serving many other rural and suburban communities throughout the Midwest, including those with interchanges at major expressways and experiencing development pressure in the face of the desire to maintain their rural character.

Communities that contend with the stresses of growth vs. no-growth or managed growth, require strong leadership and support from their selected professional planners. Within a township's 36 square miles, we typically find sufficient alternatives (even award-winning) to balance the well-intentioned ambitions of each stakeholder group.

Full –Service Planning Firm

McKenna is a full service planning and design firm – meaning we can control services and are not dependent on subcontractors for GIS, graphics, transportation planning or economic development or physical design. We have all those services in-house. For example, if as Township manager you need to get an idea of how a plan will look, we can quickly draw it up for you.

We propose a multi-disciplinary team of talented planning professionals to give Northfield the needed level of service. This team approach offers the benefit of several specialists' expertise in the areas of agricultural preservation, incentive and form-based zoning techniques, and site design to support public officials in their frequently difficult deliberating.

Project Manager

For your lead professional, we propose Patrick Sloan, AICP as project manager. Patrick brings 12 years of success as a township planner plus an intimate knowledge of your area. Prior to joining McKenna, Mr. Sloan served as Planning and Zoning Director of Dexter Township (Washtenaw County) for more than six years. As your project manager, Mr. Sloan's responsibility is to get the work done; on schedule, on budget and within or beyond Township expectations. He may recommend bringing in other firm specialists, but only with Township approval.

Since joining McKenna, Patrick has applied his considerable township planning experience in towns nearby and across Michigan including York Charter Township (Washtenaw County) and Van Buren Charter Township (Wayne County). Patrick holds a Master's Degree in Urban Planning from the University of Michigan and a bachelor's degree also from Michigan.

Mr. Sloan will be supported (as needed and authorized) by other McKenna specialists; Vice President Sarah Traxler, AICP in economic development; Principal Planner Paul Lippens, AICP in transportation planning; and Jim Allen in landscape architecture and design.

Pricing Options

McKenna offers several options for pricing. A monthly retainer reserves our services at two meetings per month (including preparation time) and unlimited telephone and email consultation with your administration, consultants, officials and applicants.

Also included in this proposal is a Schedule of Plan Review Fees that includes a predictable charge for each type of development review. This schedule is readily accepted by applicants in exchange for McKenna's efficiencies (speed) and quality ("tough but fair," applicants say), giving both the community and the applicant cost certainty. Other services not on the schedule are provided hourly or for a mutually agreed amount.

All options include a no charge "Transition"; Spaces newsletter; an Annual Planning Program; and several other all-inclusive-type benefits.

We are certain that we will provide the best value to you, your elected and appointed leaders, applicants and the township citizens. We encourage you to examine our project examples and to check with our references, as we are confident that our work will speak for itself. We are eager to work with Northfield Township, and we look forward to meeting with you soon to review this proposal. Thank you.

Respectfully submitted,

McKENNA ASSOCIATES

A handwritten signature in black ink, appearing to read 'P. McKenna', written over a light gray circular background.

Phillip C. McKenna, AICP, PCP
President

cc: Patrick Sloan, AICP, Principal Planner

P.S. When surveyed, township clients tell us the main quality they appreciate in McKenna professionals (in addition to the integrity, talent and value) is the care they show for clients and their work.

TABLE OF CONTENTS

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Transmittal Letter

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Team Resumes

EXECUTIVE SUMMARY



APPROACH

McKenna's professional community planners and designers will work with Northfield Township's elected and appointed officials, administration and regional stakeholders to provide **efficient, effective and community-sensitive planning advice** to continue the Township on its path of a high quality of life and progressive and sustainable future development.

PROJECT TEAM

Professionals assigned to provide services to Northfield:

Project Manager	Patrick Sloan, AICP Principal Planner
Transportation Planner	Paul Lippens, AICP Principal Planner
Econ. Development Planner	Sarah Traxler, AICP Vice President

FREE EXTRAS

- Transition Kick-Off Day
- Annual Training Session
- Municipal Coordination
- Spaces Newsletter
- Periodic e-bulletins on "hot topics"
- Annual Reports (required by the Michigan Planning Enabling Act)
- Master Plan Review
- Zoning Ordinance (continuing evaluation)
- Annual Planning Program

MEETINGS

We propose the following five meetings:

- Prepare for and attend at 2 Planning Commission meetings per month (cancelled meetings to be credited for future meeting attendance)
- Prepare for and attend Township Board of Trustees, Zoning Board of Appeals, or other meetings as requested by the Township
- Other meetings or staffing as requested by the Township

PROJECT FEE

1. Monthly Retainer Fee: \$695.00 per month for attendance at 2 meetings plus unlimited telephone advisory assistance.
2. Plan Review Services: Predictable flat fees per schedule, recouped from applicants
3. Hourly Services: Per schedule

PROJECT SCHEDULE

McKenna will commence immediately upon authorization.

FIRM PROFILE



McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our authentic and environmentally conscious office spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna Associates is a corporation formed under the laws of Michigan on May 2, 1978. The firm has its headquarters in Northville and a branch in Kalamazoo, Michigan.

235 East Main Street, Suite 105
Northville, MI 48167
Ph (248) 596-0920
Fax (248) 596-0930
Email: info@mcka.com

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Kalamazoo, MI 49007
Ph (269) 382-4443
Fax (269) 382-4540

McKenna Associates primarily provides community development, planning, zoning, landscape architecture, economic development and design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. The firm also provides building department services and temporary municipal staff augmentation. Our success is measured by the physical improvements to hundreds of McKenna client communities, and by our 37-year record of client satisfaction and on time, on-budget delivery.

McKenna currently provides project services to more than 200 communities and select private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois.

Areas of Service

Community Planning

Master Plans (cities, villages, townships, counties and regions)
Neighborhood Preservation Plans
Redevelopment Plans
Corridor Plans
Downtown Plans
Growth Management Plans
Park and Recreation Plans
Capital Improvements Programs
Community and Fiscal Impact Analysis
Waterfront Planning
Open Space Planning
Historic Preservation Plans
Transportation and Parking Plans
GIS Analysis and Alternative Testing
Access Management

Economic Development

Public/Private Partnerships
Brownfield Redevelopment Planning
Downtown Redevelopment Action Plans
Corridor Redevelopment
Tax Increment Finance Plans
Grant Applications
Redevelopment Project Management
Market Studies: Retail, Commercial, Residential, Industrial, Institutional
Redevelopment Financing Assistance
Land Assembly/Eminent Domain Assistance

Building Department Administration

Zoning Administration
Building Code and Zoning Enforcement
Building Inspection
Electrical, Mechanical and Plumbing Inspections
Property Maintenance and Housing Inspection
Landscape Construction Observation
Code Enforcement
Compliance with State
Department Management Plans

Parks and Recreation

Parks and Recreation Master Plans
Park Design (neighborhood, community, regional)
Ball Field Planning and Design
Park and Recreation Facilities Design
Bikeway and Trail Planning and Design
Grant Applications
Public Participation
ADA Accessibility
Park and Recreation Furnishings
Universal Playgrounds

On-Site Management Services

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

Development Codes

Zoning Ordinance
Zoning Ordinance and Resolution Review and Preparation
Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
Subdivision and Condominium Regulations
Form-Based Codes
Environmental Regulations - Wetlands, Woodlands
Expert Witnessing and Court Testimony on Zoning
Sign Regulations
Annexation Advisory Assistance
Sex-Oriented Business Regulations and GIS Testing
Open Space Regulations
Planning and Zoning Code Training Seminars
On-site Zoning Administration

Complete Streets and Transportation Planning

Complete Streets Policy Development
Complete Streets Design Guidelines
Complete Streets Procedure and Implementation
Corridor Plans
Streetscape Plans
Bicycle & Pedestrian Plans
Bicycle Parking Plans
Bicycle Sign Plans
Bike Share Feasibility Studies
Intersection Design & Crossing Plans
Zoning and Regulatory Review
User Maps & Wayfinding Studies
Transportation Master Plans
Site Plan Review of Transportation Facilities
Circulation Studies Vehicles and Pedestrian
TOD Studies
Education & Training
Transportation and Parking Plans
Access Management
Parking Studies



Public Participation (IAP2 and NCI Certified)

Hands-on Workshops
Focus Groups
Surveys (Telephone, Web, Mail)
Public Hearings
Open Houses
Interactive Citizen Advisory Committees
Youth Outreach
Community Walks and Bike Rides
Storefront Workshops
Consensus Building
Participatory Decision-Making
Interviews (one-on-one)
Community Preference Surveys
Citizen Photo Shoots
Charrettes NCI

Community Development

HUD CDBG Administration
Analysis of Impediments to Fair Housing
Environmental Review Records
Consolidated Plans
Elderly Housing Assistance
Five Year and Annual Action Plans
CDBG Program Planning and Applications
Housing Rehabilitation Administration
Market Studies – Market Rate, Elderly and Assisted Housing
Housing Market Studies (MSHDA approved)

Landscape Architecture

Residential Development Plans
(single family detached/attached; multi-family, elderly, mixed use, townhouses)
Conventional & Cluster
Site Analysis and Design
Site Layout and Planning
Construction Drawings and Construction Observation
Landscape Architecture (MSHDA-approved)
Arborist Services (Tree Surveys and Maintenance Plans)
Greenways and Trail Planning and Design
Native Plant Landscapes
Wayfinding, Signs, and Interpretive Stations
Environmental Performance Standards
Public Art Development
Public Space Design
- Greenways, Bikeways, Streetscapes
Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
Sustainable Landscape Design

Design

Community Design Plans
Placemaking Strategies
Parks, Greens, Commons and Plaza Design
Streetscape Design
Site Planning
Community Character Planning
Historic Park Design
Computer Visualization (before/after)
Design Review
Site Evaluation and Selection
Design Manuals
Neo-Traditional Design (TND)
Urban Form Pattern Books
Mixed Use (Residential, Retail, Office, Public, Institutional) Design
Public Art

Sustainability Plans

Develop Neighborhood Stabilization Plans
Green Infrastructure Plan for Community's Public Property
Walkable/Bikeable Audits and Implementation Plans
Community Master Plan, Strategic Plan, or Capital Improvement Plan
Plan for Low Impact Development (LID) Components
Local Planning and Zoning
Access Management Plans for Transportation Corridors



PROJECT **APPROACH**

ASSETS

Northfield Township is fortunate to have a rich history and accessible natural features for residents and visitors to enjoy, such as Whitmore Lake. The Township is also fortunate to include several passive and active recreational areas, including Northfield Preserve, Jennings Road Athletic Complex, and German Park. And not to be forgotten, the Township has high quality agricultural areas that contribute to the character of the Township. At the same time, Northfield Township and the surrounding region have experienced tremendous development pressure as the economy has improved. With 3 interchanges along US-23 and the Township's close proximity to the City of Ann Arbor, this pressure can be expected to intensify in the coming years. As such, the Township must continually review its plans and ordinances to ensure that they effectively manage growth in a manner that reflects the community's vision.



COLLABORATION

McKenna understands that the Township is seeking a professional planning consulting firm to review development applications, assist at Planning Commission meetings, and capably respond to planning and zoning questions promptly and effectively. While we have the capabilities to provide a comprehensive and highly active level of service to our clients, it is imperative that McKenna professionals match our communities' attitudes and behaviors toward new development or reinvestment projects. In short, ***we “take our clients’ lead”*** while maintaining a high level of service and technical proficiency.

COMMUNICATION

We propose to first focus on incorporating the best of Northfield's existing development practices and recommend best practices so the Township can build on its existing strengths to realize its full potential. Should you desire to take a more proactive approach to development, McKenna professionals will help Northfield Township communicate to potential investors that the Township encourages quality development that contributes to the Township's quality residential neighborhoods and promotes an active and vibrant ***sense of place*** in your Township.

MANAGEMENT

In order to accomplish these goals, McKenna will provide the Township with a Project Manager. The Project Manager will head a team of professionals that will combine a number of traditional services under one position. At the Township Administration's request, McKenna's Economic Development, Planning, Zoning Administration, and Urban Design services will be available to the Township and property owners and investors with one phone call.

COORDINATION

McKenna's Project Manager will be responsible for working closely with Township administration, Boards and Commissions, to develop an annual work plan for maintaining and attracting the best outcomes possible for Northfield. That means swift and consistent review procedures, access to incentive programs, and clear and consistent communication with applicants, the Township administration, and any other identified stakeholders. McKenna will draw upon its extensive experience facilitating quality development in communities throughout Michigan and Ohio.

CUSTOMER SERVICE

McKenna's project manager will work closely with the Township to deliver a consistent and positive message to people looking to do business in the Township. In a nutshell, the McKenna Project Manager could function as the “one-stop” for development in the Township.

SCOPE OF SERVICES

McKenna will provide the following technical and professional planning consulting services at the request of Northfield Township:

TECHNICAL INPUT AND REVIEW

Plan Review

McKenna's professional staff will review submitted development applications for consideration by the Planning Commission, ZBA, Board of Trustees and others, at the request of the Supervisor, Manager, or designee. These may include applications for site plans, subdivisions, special use permits, variances or planned developments, among others. In addition to performing our professional written reviews, McKenna makes ourselves available to shepherd projects through the approval process – all the while negotiating the highest quality site and building design possible.

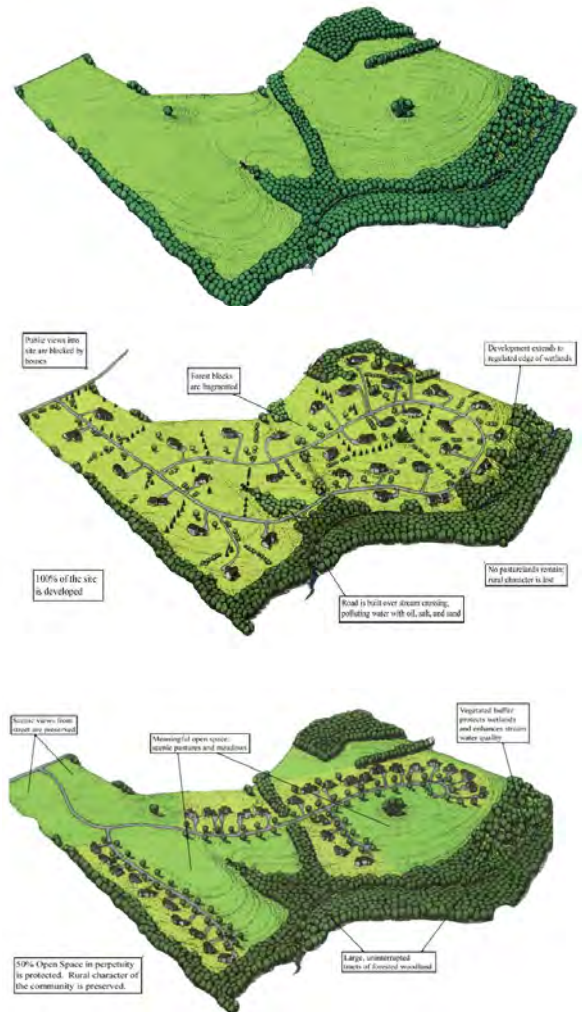
Meeting with Applicants

As necessary, and as authorized by the Township, McKenna will meet with other consultants or Township consultants to resolve issues that may impact a particular application under review in order to facilitate quality development in a timely and efficient manner. McKenna will work to resolve outstanding issues prior to Planning Commission consideration of the application.

Regulation

McKenna planners are experts in preparing and implementing land development regulations consistent with statutory requirements and sound planning and design principles. For example, Hamburg Township was awarded the Michigan Association of Planning's outstanding project award for its open space program. McKenna worked with the Township to draft the zoning and review every open space project that has been developed in the Hamburg Township. We will bring this same commitment to quality development and innovation to Northfield Township.

McKenna has nine nationally or state certified planners (AICP, PCP) on staff. McKenna professionals have successfully testified on zoning and land use regulatory issues in Federal, District and County Circuit Court.



McKenna will review development proposals for compliance with Northfield Township's regulations and provide recommendations to ensure consistency with Township planning objectives.

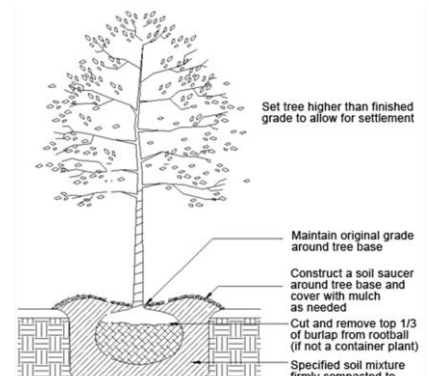
SITE VISITS AND RESEARCH

McKenna is able to perform site visits and remote research on properties that are the subject of development applications or are of particular importance to the sound and rational development of the Township. We are regularly in the Northfield Township area, and will make ourselves available for on-site meetings at the Township's request.

In addition to site visits, McKenna professionals will inspect sites and surrounding areas to ensure compliance with approved site plans. We have found in many of our communities that site inspections are an excellent way to ensure that approved plans are accurately implemented.

Technical Resources

Additionally, with the high-tech and creative online applications available for community planners and designers, we are able to mine aerial photographs, property information, sales history and other current information. In short, our services are tuned to specific place-based applications of sound planning and design principles.



McKenna can review and inspect projects for compliance with approved site and landscape plans.

ASSIST AT PUBLIC MEETINGS

McKenna will attend meetings at the request of the Township to provide professional assistance in real-time. Our planners are skilled facilitators and public communicators, and each McKenna planner and designer is seasoned at performing “under pressure” in public meetings. Prior to meetings, your planner will:

- Confer with the Chairperson or designated representative regarding the agenda prior to the meeting.
- Provide guidance and assistance during the meeting regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- From time-to-time, provide a verbal Planner's Report on planning, zoning and development issues, which may affect the Township.

PREPARE MEETING MATERIALS

To support effective action during public meetings, McKenna will prepare professional reviews, reports, resolutions, motions and other planning documents at the request of the Township. This advance preparation provides for better informed and prepared appointed and elected officials while giving applicants a sense of process and transparency for the project elements under consideration by respective boards.

We will coordinate with the Township on due dates for reports so that our communications are included in packets that go out to the elected and appointed officials in advance of public meetings. We will also work with the Township Clerk to prepare any notices for publication, including public hearing notices.

ANNUAL PLANNING PROGRAM

As part of its professional leadership McKenna Project Planners prepare an ANNUAL PLANNING PROGRAM (APP) for review by each client Planning Commission. McKenna's APP is timed to fit into the township's annual budget process and provides support to the Planning Commission's goal achievement for the next year.

“FREE EXTRAS”

- **Transition Kick-Off Day** – McKenna understands that it will be a transition for Township staff and elected and appointed officials to get to know us and for us to get to know you. Therefore, as part of this proposal, and at no additional fee to Northfield Township, McKenna will spend up to one day with Township staff, electeds and appointeds to get to know one other and set a strategy and process to work collaboratively. During this transition day we anticipate taking a tour of the Township, meeting Department heads and other staff, and generally getting a feel for current processes employed by the Township.
- **Annual Training** – McKenna will conduct up to one training session each year for elected and appointed officials to maintain their knowledge of the best planning and local economic development practices. While McKenna will offer several training topics based on new laws or planning techniques that would benefit Northfield Township, the training topic will be determined by the Township.
- **Municipal Coordination** – McKenna will explore opportunities with the Township to share preservation, recreation, and economic development and planning services with other communities.
- **Spaces Newsletter** – To keep abreast of how McKenna’s diverse range of clients are improving planning and design practices within their communities.
- **Periodic e-bulletins** – McKenna’s newsletter with hot planning topics, best practices and recommendations for improved community development operations.
- **Annual Reports** – The Michigan Planning Enabling Act requires the Planning Commission to make an annual written report to the Township Board concerning the Planning Commission’s operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development. McKenna will prepare the annual report for the Planning Commission’s review and action.
- **Master Plan Free Review** – McKenna will review the Township’s current Master Plan for inclusion of important current planning topics and current Township projects, including complete streets, placemaking, and the preservation of agriculture and natural features. We will develop a list of discussion topics that will help outline an approach to update the Master Plan. The review will be at no cost to the Township, but will help guide reviews and discussion of proposed development and community projects.
- **Zoning Ordinance Review (continuing evaluation)** – In the course of assisting Northfield Township with site plan and special land use reviews, Zoning Ordinance amendments, planning & zoning training, and day-to-day consultation on planning and zoning matters, McKenna will maintain a list of ongoing issues with the Zoning Ordinance and Map, and will review these issues with Northfield Township from time to time. However, where immediate attention is required, McKenna will promptly notify the Township and outline strategies for amending the Zoning Ordinance.

ADDITIONAL CAPABILITIES

McKenna has a comprehensive range of community planning and design capabilities. Of our range of services, Northfield Township may wish to consider the following for future work.

Ordinance Development and Amendments

As requested by the Township, McKenna can prepare new or amended ordinance regulations to meet the needs of today's development environment.

Special Projects

Northfield Township is continuing to experience demand for development. As such, the Township faces new planning challenges with each new development application. In order to prepare for this growth and change the Township must to continue to be proactive and have plans in place. These plans or special projects may include, but are not limited to:

- Gain an understanding of what the citizens and leadership of the Township desire as their future, through surveys, outreach and ample opportunities for participation.
- Review and update the Zoning Ordinance, possibly incorporating more incentive-based standards, form-based code, or transfer of development rights.
- Coordinate with regional partners for special area plans, including neighboring municipalities and Washtenaw County.
- Review and recommend strategic changes, and maintain the Township's Master Plan and, if requested, the Parks and Recreation Master Plan.
- Provide a technical review of the Township's zoning ordinance with strategic recommendations for improvements.
- Develop specific recommendations for review and approval standards for special projects



McKenna can create design plans and regulations that will provide the foundation for future development in the Township.

McKenna is a proven leader in assisting communities to plan for and manage their growth. Prior to commencing preparation of any ordinance, amendment, or special project, McKenna will provide the Township with a proposed scope of work, the name and title of the professionals who will do the work, and estimated cost. This will ensure accountability and a predictable budget.

STAFF EXPERIENCE AND QUALIFICATIONS

In this section, we highlight our team's organization philosophies, strengths and skills. Members of our team are industry leaders in conducting efficient and effective public processes, leading to compelling and comprehensive plans with a strong implementation focus.

Our team of professionals embraces:

- Highly effective public processes.
- Information-rich decision making.
- Making technological information accessible to decision makers.
- Involvement of stakeholders in planning that affects them.
- Land use and resource conservation.
- Environmental preservation.
- Livable communities.
- Placemaking.
- Active living and active transportation.
- Context-sensitive design solutions.
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies – i.e. “walkable urbanism.”

McKenna's Northfield team will customize its approach to the Township to address special concerns and needs.

Patrick J. Sloan, AICP, Principal Planner

Project Manager / Planner

Mr. Sloan holds a Master of Urban Planning degree and a Bachelor of Arts degree in Political Science, both from the University of Michigan. Patrick is AICP-certified with the American Planning Association and certified in Form-Based Code with the Form-Based Codes Institute.

Mr. Sloan will be the Project Manager for Northfield Township. He will be responsible for supervising day-to-day planning services and special projects. Patrick is experienced in providing planning and zoning services for Michigan and Ohio communities. He has managed the planning and zoning services for several Michigan communities, including Lyon Charter Township, Dexter Township, Van Buren Charter Township, Livingston County, Tawas City, Williamston and the Village of Pinckney, among others. Patrick has also managed planning and zoning projects in several Ohio communities, including Springboro, Brunswick, and Lawrence Township (Tuscarawas Co.).

Patrick has worked as a professional planner for over a decade, leading projects ranging from master plans for urban and rural communities to drafting and implementing zoning regulations that address topics such as parking, landscaping, PUD, Low Impact Development (LID), agricultural preservation and agri-tourism, and wireless communication facilities.

Patrick also has over 12 years of success with Geographic Information Systems (GIS). He directed GIS services with the Livingston County Department of Planning and for Dexter Township. His GIS skills have resulted in better decision-making with respect to natural features preservation, land use, and public safety.

Paul Lippens, AICP, Principal Planner

Transportation Planner

Mr. Lippens has 10 years of success in planning for non-motorized trails facilities. His success has included recreational system planning and design, bicycle and pedestrian planning, including North Lakeshore Drive & Lakefront Trail Access Study (Chicago); Des Plaines River Trail Corridor Study (Northern Cook County, Illinois); Illinois Prairie Path - Complete Trails; Complete Crossings Study (DuPage County); Parks and Boulevard System Historic District Nomination (recognizing the works of masters - Jens Jenson, George Kessler - Fort Wayne).

He managed the planning, and implementation of the award winning "Complete Streets, Complete Networks Design Manual" for the City of Chicago, and co-authored the "Complete Streets Chicago: Design Guide – Chicago's Complete Streets v.2.0."

Paul has also completed plans for mature Midwest cities and developing communities. He has directed the preparation of business district plans including stakeholder participation including the current Bicycle Master Plan for the Detroit suburb of Livonia, Michigan.

Mr. Lippens has recently been recognized for his successful work on planning and implementing complete streets policies, receiving the 2012 Illinois Chapter of American Planning Association "Best Practices Award" and the 2013 Illinois Chapter of the American Planning Association "Implementation Award".

Paul holds a Master of Urban Planning from the University of Michigan, a Bachelor of Arts from Hampshire College and is a frequent speaker on transportation/urban design issues at national planning conferences. He recently spoke on "Decoding Complete Streets" before the Michigan Association of Planning and Michigan Association of Township Supervisors.

Sarah Traxler, AICP, Vice President

Economic Development Planner

Ms. Traxler has practiced as a professional planner for 10 years on projects ranging from neighborhood plans for older industrial communities facing decline to suburban township planning and zoning services in Michigan. She currently advises two charter townships in Saginaw County, Michigan and the high quality residential community of Franklin, Michigan.

Sarah is currently managing a Township DDA redevelopment of a 33-acre blighted shopping mall site from project inception, taking it through planning, acquisition, grants, demolition, installation of infrastructure and marketing redevelopment of the property and the surrounding district. The project won the 2009 Michigan Association of Planning award for Implementation Excellence.

Throughout this broad range of projects, Sarah brings an enthusiasm for diverse places and people, and a keen understanding of effective communication and public facilitation. Sarah holds public engagement certifications from the National Charrette Institute. Also, she is certified by Michigan State Housing Development Authority (MSHDA) as a Placemaker.

Ms. Traxler has a Bachelor of Arts from the University of California at Santa Cruz and a Master of Urban Planning from the A. Alfred Taubman College of Architecture and Urban Planning at the University of Michigan. She is a frequent speaker on planning, community development and redevelopment topics, recently addressing professional meetings in Detroit, Grand Rapids, Traverse City and Kalamazoo, Michigan.

Sarah is a former member of the Board for the Michigan Community Development Association and the Northville Planning Commission and Board of Zoning Appeals.

James Allen, RLA, Director of Design

Landscape and Urban Design Specialist

A Registered Landscape Architect for McKenna Associates, Mr. Allen's design expertise can be seen throughout Michigan where it has enhanced a wide array of municipal and DDA projects, streetscapes and bike paths for MDOT (and others), parks, new urbanist and hybrid, mixed-use redevelopments, and 'lifestyle' centers. Jim also has considerable experience in sustainable site planning and design, including LEED-compliant sites.

His landscape architectural portfolio includes urban plazas, pocket parks, trails, streetscapes, institutional sites, athletic facilities and architectural features as well as urban and suburban redevelopment site planning. Mr. Allen's experience in both design and construction makes him especially valuable to communities looking to incorporate innovative and buildable community design elements, streetscapes, and urban civic spaces.

Mr. Allen holds a Bachelor of Landscape Architecture from Michigan State University.

Carrie Wakulat, Senior Graphic Designer

Graphics Specialist

Carrie Wakulat will function as Graphic Design specialist for Northfield Township. Carrie's graphic design expertise will ensure the graphic communication from websites to reports and other documents are polished and exceed standard expectations.

Carrie has 12 years of experience specializing in brand identity, advertising, brochures, direct mail, annual reports, book layouts, packaging and display art, such as banners, trade show booths, signage, vehicle graphics, and packaging. She has formal web development training and has handled numerous web projects from start to finish, including planning, designing and implementing.

Carrie is also a fine artist with an excellent understanding of composition, balance, and color, and has a trained eye for detail. Carrie holds a Bachelor of Fine Arts from The University of Michigan, is an accomplished sketch artist, and has also completed a series of web development and usability courses through Washtenaw Community College.

Sabah Aboody-Keer, Senior Urban Designer

GIS Specialist

Ms. Keer provides mapping services to projects and has prepared maps and graphics for numerous Midwest community master plans.

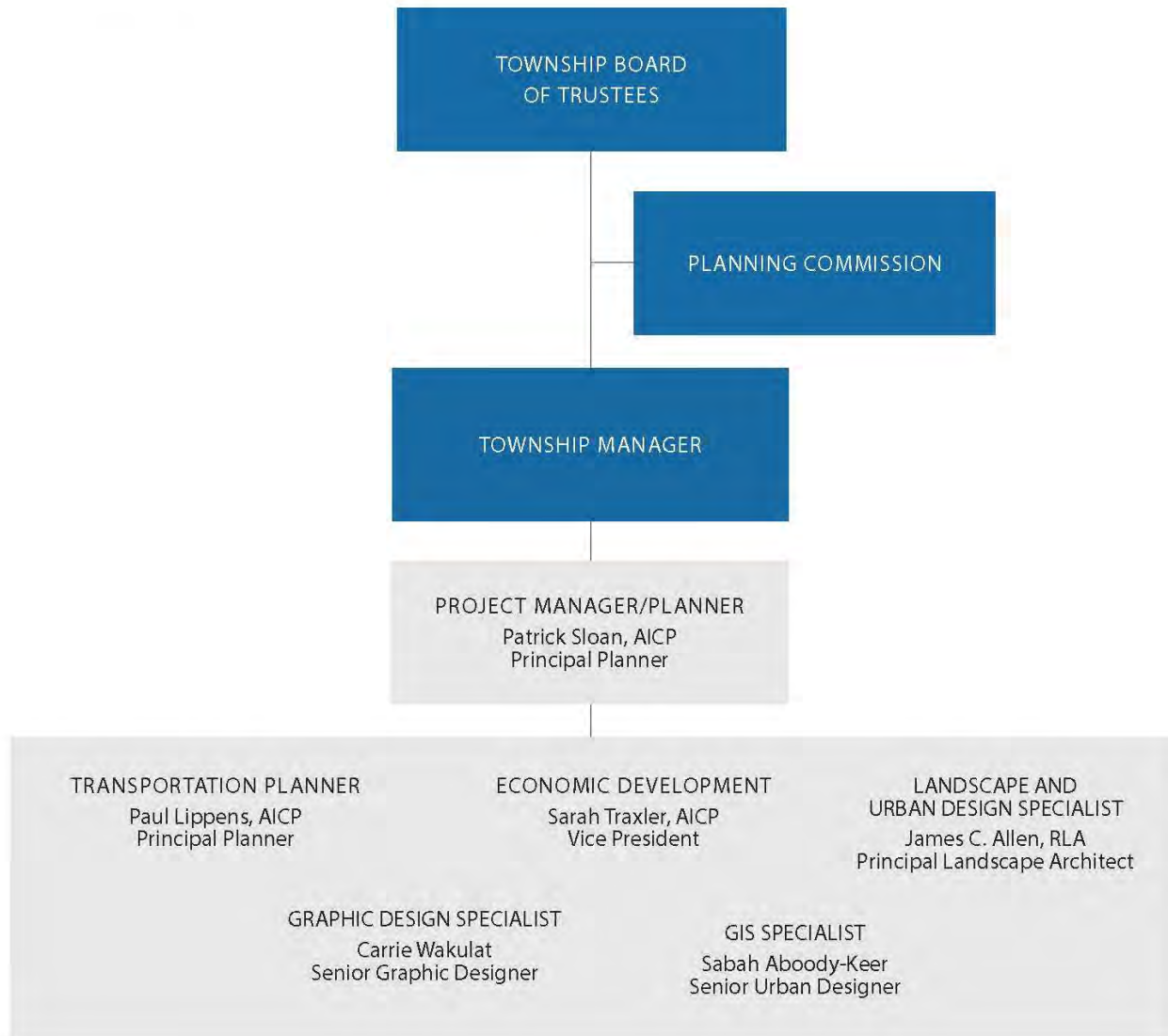
Ms. Aboody-Keer has more than 20 years of experience as a map designer with significant involvement in numerous urban design, downtown, corridor and streetscape projects. Ms. Aboody-Keer is a graduate of the University of Baghdad. She is an effective CAD and GIS technician and planner.

Project Management Community Planning

Northfield Township, Washtenaw County, Michigan

■ Northfield Team

■ McKenna Team



As your professional partner for implementing Northfield Township's vision, you will have access to not only the expertise of the professionals above, but to our entire 30-person team that is available to provide the highest quality of planning and design services.

McKenna has professionals available to serve Northfield Township with the following certifications:

- American Institute of Certified Planners (AICP)
- Michigan Professional Community Planner (PCP)
- Registered Landscape Architect (RLA)
- MDOT Access Management Certified
- LEED-AP
- International Association for Public Participation (IAP2)
- Congress of New Urbanism
- Form Based Code Institute (FBCI)
- National Charrette Institute (NCI)
- MSHDA Placemaking Certified

Our planners are active members of professional organizations, including the following, to highlight a few:

- American Planning Association
- Michigan Association of Planning
- Ohio Planning Conference
- American Society of Landscape Architects
- Congress of New Urbanism
- Michigan Municipal League
- Michigan Townships Association
- Michigan Association of Township Supervisors
- Michigan Community Development Association



Figure 1. Graphic illustration of front-parking design standards.

McKenna team members have published the following articles in professional journals:

- "Downtown Grosse Pointe Proves When Once Store Closes, a Window Can Open," by Christina McKenna, *The Review* (Michigan Municipal League), May/June 2011.
- "Expertise the Key to Protecting Municipalities," by Phillip C. McKenna, AICP and Richard Comi, *The Review* (Michigan Municipal League); March/April 2011.
- "Protecting Your Community in the Age of Wireless," by Phillip C. McKenna, AICP; *Michigan Planner*; September/October 2010.
- "Township Considerations in the Wireless Revolution," by Sara Hodges, AICP and Gregory Milliken, AICP; *Michigan Township News*; November 2010.
- "Preparing and Economic Development Strategy in Ten Easy Steps," By Chuck Eckenstahler, AICP and Craig Hullinger; *Illinois Municipal Review*; May 2009.
- "Economic Development Planning and the Role of County Government" by Chuck Eckenstahler, AICP; *Michigan Counties Legislative Update*; February 2009.
- "Get Read, Get Set, Go: Let's Do Economic Development," by Chuck Eckenstahler, AICP; *Planning and Zoning News*; January 2009.

McKenna Standards, Quality Assurance and Management

Quality assurance is accomplished around 10 core quality management elements, or critical success factors. Under the direction of a Project Director, McKenna's Project Manager will accomplish these elements of managing projects.

QUALITY STANDARDS

1. Client Service – Building partnerships and satisfying client expectations.
2. Client/Project Team – Project manager-led teams with project role, and allocating resources.
3. Scope/Deliverables – Identifying and tracking fulfillment of project scope and deliverables.
4. Work Tasks – Identifying and monitoring work tasks and work flow.
5. Schedule – Identifying time frames and milestones, and progress reports with client.
6. Cost Accounting – Project Manager establishes budgets, invoicing and monitoring plan with Project Director.
7. Contracts/Negotiations – Preparing contracts, subcontracts and any amendments.
8. Technical/Production/Communication – Meeting technical and document production and communication requirements.
9. Quality Management – Project Director manages the quality of our services including sub-consultants.
10. Communications/Meetings – Ensuring ongoing formal communication with client and team.

McKenna carries out our quality management in three primary areas:

- Quality through project performance
- Quality through individual performance
- Project-specific quality management

PROJECT DIRECTOR AND MANAGER

Each Project Manager tailors the program for each project individually, to ensure the standard of quality established by each client is achieved. The program is flexible, and can be adapted to meet the needs of large or small projects, and cross discipline lines.

ACCOUNTABILITY

Communication is a most effective element in producing a successful project. Project teams hold regular work plan reviews with the project manager, task assignees, the department heads and others with a role in the project. Accountabilities are clearly identified and communicated, so that each project team member knows what is expected and is held accountable.

TARGETS

McKenna targets individual performance improvements using clearly defined roles and accountabilities for each professional involved in the project. Targets are available as a reference for setting goals and monitoring performance against standards and measurements.

EFFECTIVENESS

The effectiveness of our overall Quality Management Program as demonstrated by previous work has shown that all personnel are aware of the professional, technical and ethical requirements of each project. Responsibility for implementation of the plan is team-wide under the direction of the Project Director. The Project Manager addresses the short- and long-term issues underlying the project. Project Managers also develop technical standards for the specific project, and procedures for implementing quality management, including a plan for timely completion of the project, while maintaining professional performance levels.

SCHEDULE ASSURANCE

If we do not meet the schedule milestones agreed upon at the project initiation for completing a project (unless an extension of the schedule is requested or required by the client) McKenna will reimburse up to 5% of the project fee at the end of the project.

CLIENT SATISFACTION

A client satisfaction form is provided at significant milestones as a continuing quality control measure. Our level of performance is graded and we make necessary adjustments.

CHANGE MANAGEMENT

McKenna project managers anticipate change into all projects and factor change into project plans and budgets.

AMERICAN PLANNING ASSOCIATION CODE

McKenna project managers apply the following “Technical Standards of Professional Practice” of the American Planning Association.

1. Meet standards of care
2. Maintain adequate documentation
3. Be responsible for technical competence
4. Possess, maintain and upgrade qualifications specific to project.
5. Avoid errors of commission and omission
6. Practice with due diligence
7. Present reliable information and disclose substantial deficiencies
8. Perform required investigation
9. Explain cause and effect relationships
10. Consider rational alternatives
11. Avoid misleading communication
12. Substantiate findings and recommendations

ETHICS AND PROFESSIONAL CONDUCT

McKenna project managers follow the Code of Ethics and Professional Conduct of the American Institute of Certified Planners.

PROPOSED FEE

McKenna Associates proposes the following fee structure for serving as Northfield Township's professional planning consultant. We can work with the Township to further refine pricing to best suit your needs.

PLAN REVIEW SERVICES

McKenna – at the Township's request – will provide written recommendations on site plans, special approvals, rezoning, variances, land divisions, and other development proposals in accordance with the Township's Zoning Ordinance and other applicable ordinances, laws, and regulations. All such work shall be paid by the Township in accordance with the following schedule of fees. (Please note that many of our client communities publish this review fee schedule on their website and on application forms, and pass on these predictable review fees to the applicant).

- 1. Subdivision (plat) Review** (for conventional subdivision and cluster subdivision):
 - a. Sketch Plan Review (not required, but desirable) – \$30.00 per lot with \$300.00 minimum charge.
 - b. Preliminary Plat Review for Tentative Approval – \$700.00 plus \$20.00 per lot.
 - c. Final Plat Review - \$300.00 plus \$10.00 per lot, \$350.00 minimum charge.
 - d. Review of Covenants and Restrictions: Consultant shall be paid at hourly rates.
- 2. Site Plan Review (Each Review)** - The fees specified below are for review for the initial plan or proposal. The Consultant shall be paid one half (1/2) of the fee specified for review of each revision of a site plan and/or for each final review phase, except where the review fee is based on an hourly rate. In the case of fees which are based on acreage, the fee shall be based on the portion of the parcel to be developed. If the Consultant determines that the revisions are significant enough to warrant a second full review, a full review fee shall be charged.
 - a. Site Condominium Developments - \$400.00 plus \$5.00 per site condominium lot or unit; plus the fee for review of the condominium Master Deed and Bylaws and other documents (subsection 7. below).
 - b. Multiple-Family Uses or Attached Condominium Developments - \$600.00 plus \$10.00 per unit; plus the fee for review of the condominium Master Deed and Bylaws and other documents.
 - c. Rural Residential Open Space Developments or Cluster Housing - \$650.00 plus \$10.00 per unit.
 - d. Manufactured Housing Parks - \$600.00 plus \$10.00 per manufactured home site.
 - e. Commercial Uses - \$650.00 plus \$75.00 per acre or fraction thereof.
 - f. Industrial, Research or Office Uses - \$650.00 plus \$75.00 per acre or fraction thereof.
 - g. Public, Institutional or Semi-Public Uses - \$600.00 plus \$50.00 per acre or fraction thereof.
 - h. Private Roads - \$485.00 plus \$5.00 per abutting lot.
 - i. Planned Unit Development (PUD):
 - 1) Initial Review of PUD Plans and PUD Rezoning Application – Same as the Rezoning Review fee described in item 3. below, plus the applicable Subdivision Plat, Condominium or Site Plan Review fee described in subsection 1. or 2.
 - 2) Review of Revised PUD Site Plans – Same as the applicable Subdivision Plat, Condominium or Site Plan Review fee described in subsection 1. or 2. above.
- 3. Zoning Amendment Review (Map or Text)** - \$700.00 plus \$50.00 per acre or fraction thereof.
- 4. Special Use** - \$600.00, plus \$25.00 per acre in addition to applicable site plan review fee (2., above).
- 5. Land Division, Transfer, or Combination** - \$350.00 plus \$50.00 for each lot resulting or included in the combination, whichever is greater.
- 6. Appeals, Interpretations, and Variances** – \$300.00 per variance.
- 7. Condominium Developments** - Consultant shall be paid an additional fee of \$275.00 for review of master deed and other condominium documents, in addition to applicable rates for review services above.
- 8. Alley or ROW Vacations** - \$400 plus \$25.00 for each abutting lot.
- 9. Landscape Review** – plan not included on or with a site plan:
 - a. Plan - \$300.00 plus \$30.00 per acre or fraction thereof.
 - b. Compliance Inspection – Hourly, not to exceed 3% of approved landscape cost estimate without prior Township authorization.

- 10. Expedited Reviews** - If the Township requests a review to be completed within five (5) days (120 hours) after receipt by the Consultant, the Consultant shall be paid a fee equal to one hundred fifty percent (150%) of the above fees for written reports sent via facsimile or electronic mail to the Township within 120 hours.
- 11. Court Witnessing** – For preparation for and sitting as expert witness in court cases involving the Township, the Consultant shall be compensated at an hourly rate of one hundred forty percent (140%) of the normal hourly rates below.
- 12. Other** – Other services will be invoiced hourly or as mutually agreed upon between the Township and Consultant.

HOURLY SERVICES

This category of pricing applies to any services outside of Review Services pricing categories, based on our Hourly Rate Schedule with a prior estimate. To provide cost predictability to the Township, we place a limit on the number of hours without prior approval. For special projects, such as extensive revisions to the Zoning Ordinance or a new Master Plan, we can propose a separate “not to exceed” contract beforehand in order to clearly define the deliverables and control costs.

<u>Professional Classification</u>	<u>Rate Per Hour</u>
President	\$135.00
Executive or Senior Vice President	\$130.00
Vice President	\$125.00
Director	\$120.00
Senior Principal or Manager	\$110.00
Principal	\$97.00
Senior	\$78.00
Associate	\$68.00
Assistant	\$55.00
Aide	\$44.00
Administrative Assistant	\$42.00

* Rates include the following overhead:

Accounting	Legal
Advertising and Promotion	Licenses
Books, Publications and Maps	Meals
Business Entertainment	Memberships and Subscriptions
Computers	Office Space and Parking
Charitable Contributions	Office Equipment
Professional Dues	Office Supplies
Furniture and Fixtures	Postage (Except Overnight)
Graphics Supplies and General	Software
Insurance	Taxes
Interest	Telephone

RETAINER SERVICES (OPTIONAL) – \$695/MONTH

This is a fixed amount each month that reserves our attendance at two (2) meetings per month (including preparation and travel time) and includes unlimited telephone consultation with your Project Manager, whose cell phone number you will have and who will always be accessible to assist Northfield Township. The Township will assign the meetings to which you would like this retainer applied (i.e. Planning Commission, Zoning Board of Appeals or Board of Trustees). For months where McKenna attends one or no meetings, cancelled meetings will be credited for future meeting attendance.

REIMBURSABLE ITEMS

McKenna will provide the Township with documented cost of printing and copying, photography, purchased maps, agency materials, and other materials for review and approval prior to incurring any costs.

CLIENT REFERENCES

The following is a list of select McKenna client references for whom McKenna has provided the identified services.

Charter Township of York, Washtenaw Co., MI (2013 – Present)

Hon. John Stanowski
Township Supervisor
York Charter Township
11560 Stony Creek Road
Milan, MI 48160
734.439.8842

- Ongoing Planning and Zoning Consultation
- Development Reviews
- Zoning Amendments

Lyon Charter Township, Oakland Co., MI (1987 – Present)

Hon. Lannie Young
Supervisor
Lyon Charter Township
58000 Grand River Avenue
New Hudson, MI 48165
734.437.2240

- Ongoing Planning and Zoning Consultation
- Master Plan
- Zoning Ordinance
- Lyon Center Vision and Design Plan
- Downtown Form-Based Coding
- Grant Administration
- Economic Development

Hamburg Township, Livingston County, MI (1992 – Present)

Hon. Pat Hohl
Supervisor
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139
810.231-1000

- On-going Planning Advisory Services
- Master Plan
- Zoning Ordinance
- Parks and Recreation Master Plan
- Open Space Zoning Ordinance and Reviews
- Contract Zoning Review
- Grant Applications

Dexter Township, Washtenaw Co., MI (2012 – 2013)

Mr. Harley B. Rider
Supervisor
Dexter Township
6880 Dexter-Pinckney Road
Dexter, MI 48130
734.426.3767

- On-site office Hours (Zoning and Planning)

Tyrone Township, Livingston Co., MI (1994 – Present)

Mr. Mark Meisel
Planning Commission Chairman
Tyrone Township
10408 Center Road
Fenton, MI 48430-9439
810.629.8631

- Ongoing Planning and Zoning Consultation
- Master Plan
- Zoning Ordinance

Oceola Township, Livingston Co., MI (1995 – Present)

Hon. Bill Bamber
Supervisor
Oceola Township
1577 N. Latson Road
Howell, MI 48844
517.546.3259

- Ongoing Planning and Zoning Consultation
- Master Plan
- Zoning Ordinance Amendments
- Park Plan
- Grant Applications

Van Buren Charter Township, Wayne Co., MI (1998 – Present)

Hon. Linda Combs
Supervisor
Van Buren Charter Township
46425 Tyler Road
Belleville, MI 48111
734.699.8913

- Ongoing Planning and Zoning Consultation
- Master Plan
- Zoning Ordinance
- Economic Development/DDA/LDFA
- Park and Recreation Plan
- Community Facilities Plan
- Corridor Plan
- Residential Areas Plan
- Lake Ordinance

Williamstown Township, Ingham County, MI (1991 – Present)

Hon. Mickey Martin
Supervisor
Williamstown Township
4990 N. Zimmer Road
Williamston, MI 48895
517.655-3193

- On-going Planning and Zoning Consultation
- On-site Office Hours
- Master Plan
- Zoning Ordinance
- Parks and Recreation Master Plan

Monitor Township, Bay Co., MI (1991 – Present)

Hon. Gary Brandt
Supervisor
Monitor Township
2483 Midland Road
Bay City, MI 48706
989.684.7203

- Ongoing Planning and Zoning Consultation
- Master Plan
- Zoning Ordinance

Buena Vista Charter Township, Saginaw, Co., MI (2004 – Present)

Hon. Dwayne Parker
Supervisor
Buena Vista Charter Township
1160 S. Outer Drive
Saginaw, MI 48601
989.754.6536

- Ongoing Planning and Zoning Assistance
- Ongoing Economic Development Assistance
- On-site Office Hours
- Downtown Marketing and Strategic Plan
- Redevelopment Project Management
- Master Plan
- Zoning Ordinance
- Downtown Development Authority Assistance

Tecumseh, MI (2005 – Present)

Mr. Brad Raymond
Director of Development Services
City of Tecumseh
309 E. Chicago Blvd.
Tecumseh, MI 49286
517.423.2107

- Ongoing Planning and Zoning Consultation
- Zoning Ordinance (Mixed Use-Form Based Regulations)

LaSalle Township, Monroe Co., MI (1980 – Present)

Hon. Tim DeSloover
Supervisor
LaSalle Township
4111 LaPlaisance Road
P.O. Box 46
LaSalle, MI 48145
734.241.4344

- Ongoing Planning and Zoning Consultation
- Master Plan
- Zoning Ordinance
- Mobile Home Park Regulations
- Parks and Recreation Plan
- Sign Regulations

Almena Township, Van Buren Co., MI (1990 – Present)

Hon. Doug Stiles
Supervisor
Almena Township
27625 CR 375
Paw, MI 49079
269.668.6910

- Ongoing Planning and Zoning Consultation
- Wireless Services

PROJECT EXAMPLES

As requested, we have included examples of our work in three (3) communities. While we have many more examples we can share with you, the examples in the following three (3) communities highlight our ability to provide effective planning and zoning services in rural and suburban townships that have experienced similar development pressures.

Hamburg Township

- Hamburg Township Village Master Plan
- Parks and Recreation Master Plan

Lyon Charter Township

- Zoning Administration Services
- Lyon Center Vision Plan and Design Charrette
- Wayfinding Analysis

Van Buren Charter Township

- South Side Master Plan
- Design of Quirk Park
- Design of Riggs Heritage Farmstead
- Visteon World Headquarters



McKenna Associates has been honored by its peers and public with planning and design awards. We take pride in consistently delivering exceptional planning and personal service to public officials across the Midwest.

Outstanding Implementation Project, Michigan Association of Planning.
City of Grosse Pointe, Michigan – Downtown Revitalization Program.

Site Design Award, Michigan Recreation and Park Association.
Van Buren Charter Township (Wayne County), MI – Riggs Heritage Park Design and Sustainability Elements.

Outstanding Implementation Project, Michigan Association of Planning.
Buena Vista Charter Township (Saginaw County), MI – Town Center Project.

Merit Award, Outstanding Design, American Society of Landscape Architects, Michigan Chapter.
Brighton, MI – Green Oak Village Plan.

Planner of Year Award, Michigan Association of Planning.
Phillip C. McKenna, AICP, PCP.

Interactive Mapping Tool GIS for Everyone Award, Improving Michigan's Access to Geographic Information Networks (IMAGIN). River Rouge, MI.

CAM Magazine Year End Special Issue, Construction Association of Michigan in recognition of outstanding facility planning and design. Flat Rock, MI – Community Center Site Design and Boardwalk.

Innovative Park Resource Award, Michigan Recreation and Park Association.
Downriver (Southeast MI) Linked Greenways – Wayside Companion Trail Signage and Wayfinding Manual.

Outstanding Small Business Award, Crain's Detroit Business.
McKenna Associates

MRPA Master Plan Award, Michigan Recreation and Park Association.
Oakland County, MI, Orion Oaks County – Park Site (1,000 acre) Master Plan.

Merit Award for Landscape Architectural Design, Michigan Society of Landscape Architects
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

Outstanding Facility Design Award, Michigan Recreation and Park Association.
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

Award for Excellence in Comprehensive Planning- Large Jurisdiction, Ohio Planning Conference.
Dayton, OH – West View Development Opportunity Redevelopment Plan.

Outstanding Planning Project Award, Michigan Association of Planning & Michigan Society of Planning Officials.
Hamburg Township (Livingston County), MI – Open Space Development.

Outstanding Planning Project Award Michigan Association of Planning & Michigan Society of Planning Officials.
Plymouth Charter Township (Wayne County), MI – Ann Arbor Corridor Plan Commercial Corridor.

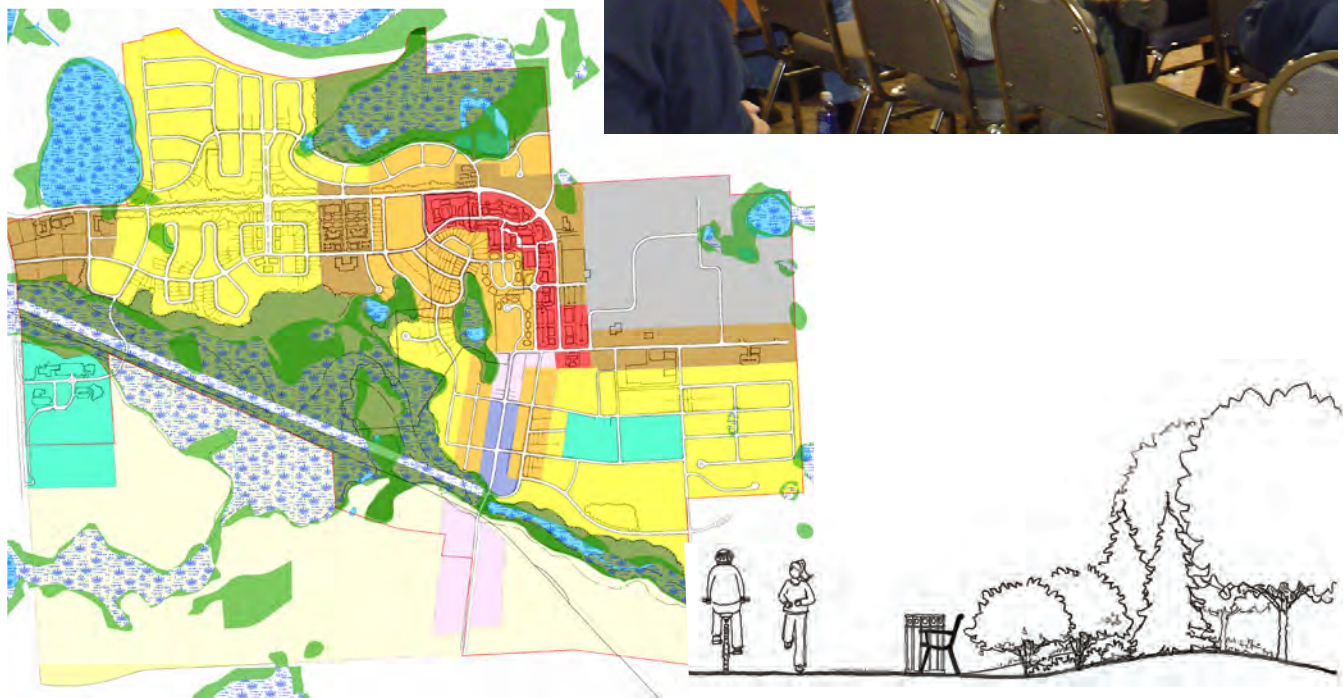
McKenna and its planners and designers have also been selected for other awards including Crain's Detroit Business **20-in-their-20's**; Crain's Detroit Business **"Coolest Places to Work"**; and the Michigan Business and Professional Association's **The 101 Best and Brightest Places to Work in Southeast and West Michigan**.

Village Master Plan

HAMBURG TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

Hamburg Township is a rural community located in the center of a regional river system. It faced the difficult challenge of accommodating ever-increasing development pressures while maintaining its special natural and rural characteristics. Township officials wanted to preserve the natural features from suburban sprawl and deterioration. To focus growth and preserve these features, McKenna planners guided a master plan process to which concentrates the community's growth within a core area called "The Village."

The Village Master Plan was designed to create a viable, compact core for the Township with a range of uses. The Master Plan detailed both economic development tools and design guidelines for the Village. With a road map for controlled development in hand, Hamburg Township leaders were able to focus growth, protect the regional water system, and provide residents with a town center that defines the character of the community. The Plan has resulted in an up-and-coming vibrant community core and protection of their natural resources.



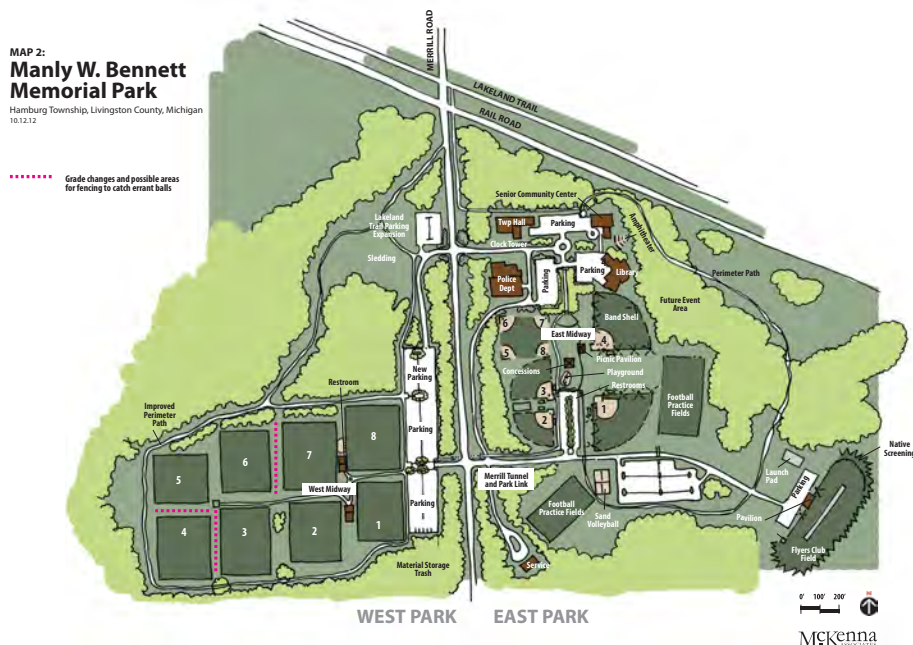
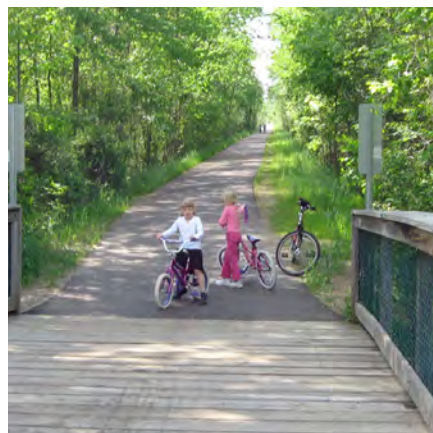
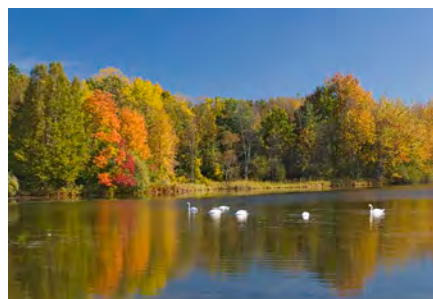
Parks and Recreation Master Plan

HAMBURG TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

Located in southeast Livingston County, MI, the community of Hamburg Township has seen growing demand for year-round parks and recreation services as it has transitioned from a summer cottage community to a bedroom community of Ann Arbor and Brighton. Township officials looked to the upcoming update of the parks and recreation master plan and concept plans for upgrading Hamburg's main community park property, Manly W. Bennett Memorial Park, as well as continuing to improve the 6.8 mile long section of the Lakelands Trail State Park that passes through Hamburg Township.

Identifying the Township's need for input from a wide range of active and passive park users, McKenna planners and designers organized a series of focus group interviews with stakeholders, a public visioning open house, and a parks and recreation survey aimed at students. These diverse techniques revealed that the community's pressing desires include upgraded lighting, fencing, and other safety elements at sports field facilities and the Hamburg Flyers Airfield, development of soccer field scheduling software, and improving the Lakelands trailheads with secondary connections, benches, respite areas, picnic pavilions, paved parking, and interpretive and informational signage.

Consequently, the update to the Parks and Recreation Master Plan and the concept plan for Manly W. Bennett Memorial Park reflected these new community goals, and prepared Hamburg Township to develop a parks and recreation system that balances the needs of active and passive recreation while continuing to set high precedents for park quality within the region.



Zoning Administration Services

LYON TOWNSHIP



Lyon Charter Township is a fast growing semi-rural community in southwest Oakland County, Michigan. Between 2000 and 2010, the population grew from 10,036 to 14,545 residents. In this fast-paced environment, the Township needed professional planning and zoning services immediately available to guide growth consistent with the Master Plan's goals and objectives.

The Township turned to McKenna Associates, which had the professional qualifications and flexibility to provide the desired zoning services, which included: 1) Re-drafting of the zoning ordinance, 2) Drafting amendments to the zoning ordinance to update it on a periodic basis, 3) On-site office hours to assist applicants and staff, 4) Completing site plan, rezoning and other reviews, 5) Phone calls to assist applicants and staff, and 6) Attendance at Planning Commission and Township Board meetings. In addition, McKenna has shepherded several planned unit developments through the approval process and implemented overlay zoning in the downtown.

The Planning Commission and Township Board appreciate the thoroughness of McKenna's approach to providing planning and zoning services, and are particularly pleased with the cooperative attitude and willingness to go the extra mile to achieve a positive outcome.

Lyon Center Vision Plan and Design Charrette

LYON TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

As Lyon Township underwent significant growth, the big-box, mid-box and outlet retail establishments came to replace its traditional downtown as the defining feature in the area. While this was an economic development win for the Township, it came at the expense of the character of its traditional downtown area known as New Hudson. New Hudson was dying, residential density in the historic district was low and any sign of a walkable, ‘hometown’ community was disappearing.

Consistent with its long tradition of sound planning, the Township's Downtown Development Authority realized the need to comprehensively plan for the future of the downtown district. The DDA also knew any plan needed community and stakeholder feedback and support to stand the test of time. The plan needed to be driven by a vision and a comprehensive implementation plan that identified each 'step to success' for the Township to be comfortable adopting such a grand plan.

McKenna proposed using a charrette as the main means of obtaining input, developing ideas, and reaching consensus. McKenna's team designed and facilitated a highly successful, collaborative, intense multi-day planning workshop that included affected stakeholders at critical decision-making points. It was a democratic process in which all voices and viewpoints were aired and considered and ultimately yielded the changes made to the final Vision Plan.



CD/CMC

Wayfinding Analysis

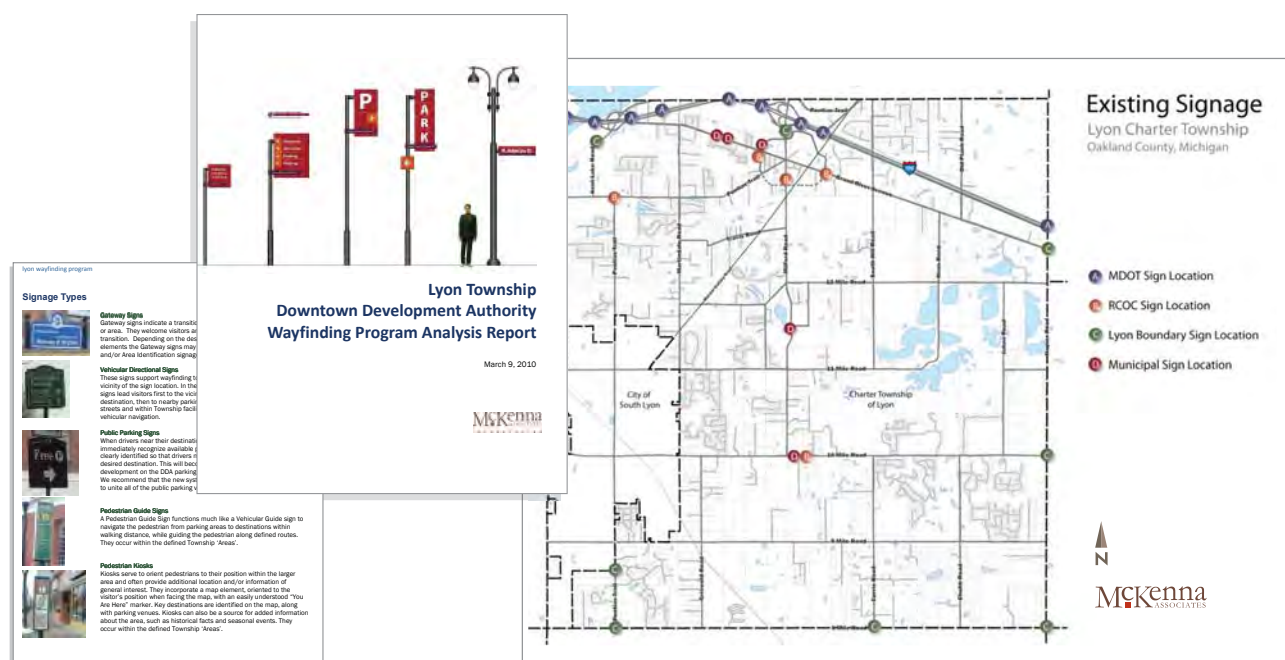
LYON TOWNSHIP DDA, LYON TOWNSHIP, OAKLAND COUNTY, MI

When Lyon Township was ready to implement a new branding campaign one of their first steps was to develop the theory for a comprehensive wayfinding plan and it turned McKenna to lead the way. McKenna helped leaders establish a set of guidelines that have consistently proven helpful in developing thoughtfully designed and highly effective wayfinding systems. Those guidelines included:

- Design it for the First-Time Visitor;
- Support Intuition;
- Structure Information in an Intuitive Fashion;
- Control Circulation;
- Thoughtfully Define Destinations; and
- Test the System.

McKenna began the process by taking the DDA Design Committee on a driving tour through the Township and contiguous boundaries to identify the current location and nomenclature of existing Township signs. In addition, McKenna mapped areas, destinations and circulation routes of major entry points and decision-making locations.

At the conclusion of the driving tour McKenna planners and designers developed a comprehensive plan for locating future signage, including a Township Circulation Map, existing Signage Map and a Key Locations Plan. A McKenna developed a hierarchical organization of destinations to guide the design process and set guidelines for signage development. This planning effort prepared the Township to move their signage program forward and closer to implementation.



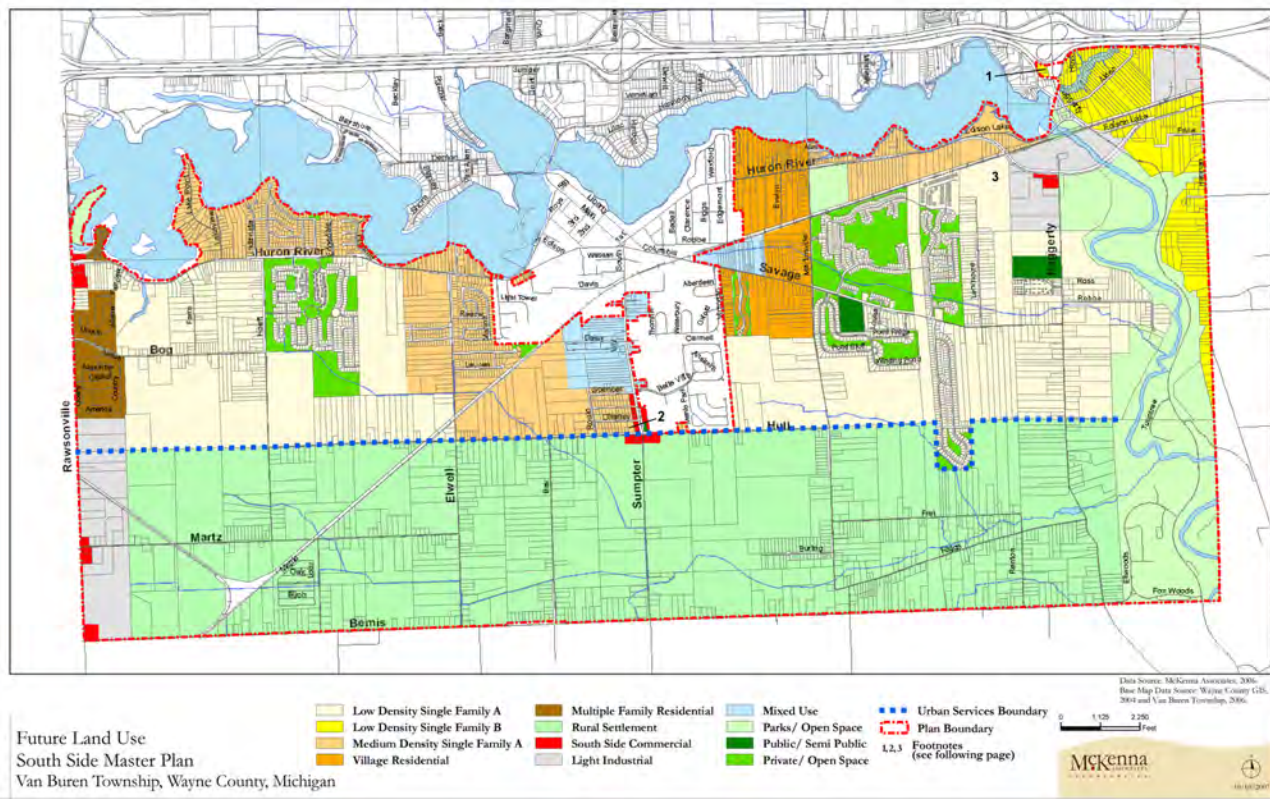
South Side Master Plan

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN

The Charter Township of Van Buren, located in western Wayne County, is bisected by Belleville Lake, effectively separating the Township into two halves. The south side of the Township retained its historic agricultural character essentially unchanged until the middle of the 1990's, when residential development activity accelerated. This growth threatened to destroy the South Side's large lot rural character, and created considerable public controversy. Township officials needed an effective response to the citizen's concerns.

McKenna designed a public participation process to consult and involve the public, using public meetings, web surveying, design and visioning workshops and consensus building techniques. With extensive citizen input, McKenna developed a Master Plan that included techniques and solutions for accommodating new residential growth without sacrificing the rural character of the south side of the Township so treasured by residents and visitors alike. The plan identified the City of Belleville as the focal point of the south side, and encouraged new non-residential development to locate there. An urban services boundary was delineated to limit utility extensions that promote higher density land use.

Most important, the new Master Plan provided a widely supported roadmap to preserving the south side's rural character while still accommodating reasonable growth and development.



Quirk Park

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN

McKenna Associates provided professional recreational design assistance in the redevelopment of an existing underutilized park adjacent to the Township Hall. Improvements included four soccer fields, a fitness course, walking paths, concession area, restrooms, picnic pavilion, ball diamond, landscaping and a senior activity garden.

Site landscaping and various gardens provide separation from the active and passive uses and create a beautiful public open space for the entire community to enjoy.



Riggs Heritage Farmstead

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN

McKenna Associates prepared the plans for Riggs Heritage Park (30 acres), located at a historic homestead and farm (Est. 1836) to be enhanced and used as a passive park, cultural center, agricultural preserve, historical village, trailhead with train depot replica respite station, amphitheater, pathways, pond, picnic and community events area. The park land was donated and the initial development is made possible through the use of a portion of a \$2,000,000 Wayne County Parks Grant.

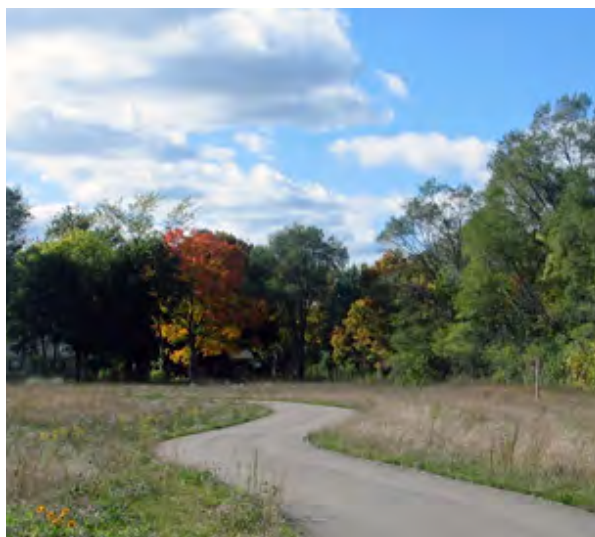
“The Depot”: The universal access picnic shelter/rest room was being modeled after the original train depot in Belleville. It is located adjacent to the same rail line approximately one mile from its original location that helped to settle the area. Some green friendly elements incorporated into the design include the use of natural lighting in the restrooms, and LED site lighting.

Short Grass Prairie: A short grass prairie was being planted to return the land to its environmentally sustainable, pre-settlement conditions. This area contains a network of walking-biking trails to allow movement through this rich ecosystem.

Additional benefits of including the natural planting include better drainage due to the deeper roots that native prairie grass provides over turf grass. The prairie provides a natural ecosystem for many birds and small animals. This natural area provides for many interpretive opportunities for both environmental and historical education and is graphically highlighted with interpretive kiosks.

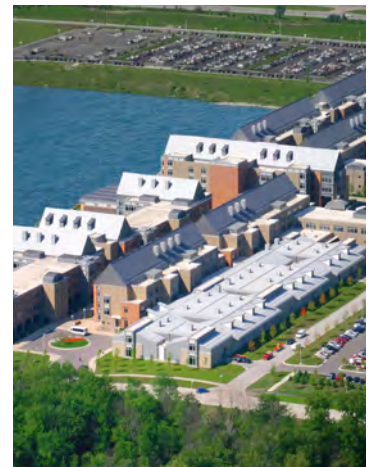
Sustainable Storm Water Management: The storm water management system utilizes several Best Management Practices (BMP's) to minimize the impact of the site development and use patterns. This project has modern conveniences like rest rooms, permeable and conventional paving and low impact parking, but the design strives to minimize the impact on the site and environment. The BMP's include permeable pavement, surface runoff, bio-swales and wet meadow plantings. Interpretive kiosks highlight the environmental processes taking place and the rationale behind constructing these elements in this manner.

Bike Path Trail Head: The planned trail head will connect to Lower Huron Metro Park to the east, and become part of the regional bike path network. The trail system ties into the Township's Greenway Corridor Master Plan.



Visteon World Headquarters

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN



The Charter Township of Van Buren, home of Willow Run, Michigan's largest cargo airport, is strategically located 30 miles west of Detroit at the intersection of I-275 and I-94. Visteon, a tier 1 auto-supplier, wished to relocate and consolidate its administrative and research offices on a single 120-acre site that included a 40-acre former sand and gravel pit, 40 acres of wooded wetlands, exposure to I-275 and access to a major thoroughfare with a freeway interchange.

McKenna Associates assisted with the Township in implementing a multi-faceted development strategy to proactively work with Visteon to achieve site plan approval, obtain funding for public road, water and sewer improvements, receive state and county agency approvals, and enhance the natural features (the lake, woodlands and wetlands) on the site.

McKenna helped the Township create an LDFA (Local Development Finance Authority) and use tax increment financing for project funding. The completed Visteon site became award winning, LEED certified, environmentally sensitive, and the world headquarters of a major corporation.

SJH

Patrick J. Sloan, AICP, FBCI

Principal Planner



Professional Experience

MASTER PLANNING: Project manager for a comprehensive master plan including data collection and analysis, public participation, plan alternatives and implementation. Created plan tables and GIS maps; compiled social, physical, economic, and land use data. Conducted comprehensive community survey and facilitated public information workshops. Guided Planning Commission with formulating community development policies. Drafted and directed review and adoption.

ZONING: Provided ongoing planning and zoning advisory services, including reviews for site plans, special land uses, zoning amendments, and variance applications. Successfully drafted and directed adoption of hundreds of zoning ordinance amendments based on the emergence of more efficient and effective zoning standards. Certified by the Form-Based Codes Institute.

CAPITAL IMPROVEMENT PLANNING: Prepared capital improvement plans, fiscal impact analyses, and public opinion, population, and housing surveys. Coordinated capital improvement planning activities with Planning Commissions and elected officials. Prepared annual budgets to the governing body for the Planning Commission and ZBA.

ZONING ADMINISTRATION: Prepared and revised zoning ordinances, sign ordinances, and planned unit development regulations. Prepared detailed planned development agreements based on Planning Commission and developer input as well as zoning ordinance criteria. Inspected sites for compliance with approved agreement and plans.

LEGAL SUPPORT: Prepared court exhibits and required documentation for court cases involving code enforcement and zoning litigation, which have been critical to successful outcomes.

RECREATION: Completed Michigan Department of Natural Resources certified five year recreation plan; evaluated recreation-related economic development opportunities including survey and analysis, savings formulations and a capital 5-year plan.

TRANSPORTATION: Prepared private road and shared driveway ordinance. Managed long-range planning projects including County gravel road capacity analysis and County airport planning. Inventoried and analyzed municipal street and sidewalk system to be used for the Capital Improvement Program.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Built and managed municipal GIS mapping databases. Created customized maps used for zoning, natural features protection, and public safety.

CODE ENFORCEMENT: Reviewed permit applications; guided applicants through the review process; issued permits and conducted inspections. Educated the public about related codes and ordinances. Enforced municipal ordinances, including issuance of municipal civil citations and testifying in court. Supervised ordinance enforcement officers.

GRANT WRITING: Prepared grant applications to the Michigan Department of Natural Resources Trust Fund and Recreation Passport.

FORM-BASED CODE: Certified in Form-Based Code through the Form-Based Code Institute. Written code and administers it regularly.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION: Administers a CDBG Program, including making annual applications for CDBG funds, drafting and reviewing contracts with service providers, and administration of a Minor Home Repair Program for low income homeowners.

Education

Master in Urban Planning
University of Michigan

Bachelor of Arts, Political Science
University of Michigan

Certified

Form-Based Codes Institute

Trainer Certification

MPlace Partnership Initiative
Placemaking Curriculum –

Module 1:
People, Places and Placemaking

Module 4:
Form Planning and Regulations

Module 6:
Applied Placemaking

Memberships

American Institute of Certified Planners (AICP)

American Planning Association

Michigan Association of Planning

Ohio Planning Conference

M. Paul Lippens, AICP

Principal Planner



Professional Experience

COMPLETE STREETS POLICY AND IMPLEMENTATION: Award winning author of the *Complete Streets, Complete Networks Design Manual*, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also co-authored the *Complete Streets Chicago: Design Guide - Chicago's, Complete Streets v2.0*.

BICYCLE AND PEDESTRIAN PLANS AND SAFETY: Led bicycle and pedestrian planning in Evanston, Midlothian, Palos Heights and Winfield, Illinois, and Lowell Indiana, as well as sub regional bike plans in Chicago suburbs. Studied sidewalk gaps, and recommended bike lanes, sharrows, trails, and cycle tracks. Also crossing safety and intersection design for people walking, biking, and taking transit. Made network recommendations which considered traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

TRAIL PLANNING AND ACCESS STUDIES: Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to the regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods and with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago's world famous Lakefront Trail..

MULTI-MODAL TRANSPORTATION SYSTEM PLANNING AND DESIGN: Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

SIGNS AND WAYFINDING SYSTEMS: Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana, managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

COMPREHENSIVE AND SUBAREA PLANNING: Developed a Downtown Vision Plan for Terre Haute in partnership with the Office of the Mayor and DTH Inc. Used a steering committee and stakeholders to involve residents, local businesses, and City representatives in series of field inventories, focus groups and charrettes. Identified four goal areas by the public process to guide the downtown economy, place, sustainability, and transportation. Additional Illinois planning examples include the Oak Park, Comprehensive Plan and Evanston, Main Street Station Area TOD study.

HOUSING AND ENERGY EFFICIENCY: Created development visions for energy efficient affordable housing projects for the City County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an

Education

Master of Urban Planning
Taubman College of
Architecture + Urban Planning
University of Michigan

Bachelor of Arts
Hampshire College

Memberships

American Planning Association
American Institute of Certified Planners
Michigan Association of Planning
Association of Pedestrian and
Bicycle Professionals
Congress for New Urbanism

Honors and Service

Recipient,
2013 Implementation Award,
Illinois Chapter of American Planning
Association

Adjunct Professor of
Urban Planning and Policy,
University of Illinois Chicago, 2013

Recipient,
2012 Best Practices Award,
Illinois Chapter of
American Planning Association

Planning Commissioner,
City of Ypsilanti, MI, 2006-2007

economic analysis of feasibility of utilizing underperforming public land holdings to more create affordable housing.

ENVIRONMENTAL PLANNING: For Ann Arbor's "State of the Environment Report," created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

URBAN DESIGN: Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

COMMUNITY DEVELOPMENT: Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD's Integrated Disbursement and Information System (IDIS).

ORDINANCE AND REGULATORY REVIEW: Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.

Selected Presentations

"Decoding Complete Streets"

MAP Annual Conference, Mackinac Island, 2014

"Removing the Silos: Integrating Land Use & Transportation in Local Plans"

APA-CMA Conference, Chicago, 2013

"Complete Streets Implementation"

APA National Conference Session, Chicago, 2013

"The Boulevards and Beyond"

APA National Conference Session, Chicago, 2013

"Complete Streets: Tools to Move from Idea to Practice"

Tuesdays at APA/Chicago, Chicago, 2012

"Lessons in Completing Streets"

Complete Streets Forum, Toronto, 2012

"Complete Streets Implementation in Chicagoland"

APA National Conference Session, Los Angeles, 2012

"Creating Effective Bicycle Signage Systems"

The Change Institute, Rosemont, Illinois, 2010

Sarah E. Traxler, AICP, NCI

Vice President



Professional Experience

REDEVELOPMENT PLANNING AND MANAGEMENT: Managed urban and suburban redevelopment projects including project planning, land acquisition, relocation, citizen participation, budgeting and finance, grantsmanship, public improvements, site design, zoning, strategic planning, land disposition, and scheduling.

Successfully functions as project manager for municipality acquiring vacant, blighted 380,000 sq. ft. shopping mall using eminent domain. Prepared a brownfield reuse strategy for a Brownfield Redevelopment Authority. Created an inventory of probable brownfields; crafted reuse goals; developed criteria to target areas where brownfield redevelopment could best fulfill reuse goals; and created frameworks for reuse in areas with the highest redevelopment potential. Reuse strategy recipient of a state planning award.

REAL ESTATE DEVELOPMENT: Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

NEIGHBORHOOD PLANNING: Managed and prepared Neighborhood Plans for Michigan and Indiana communities. Plan elements include housing and commercial market analyses, placemaking strategies, capital improvement prioritization, funding recommendations and implementation matrices.

COMPREHENSIVE AND MASTER PLANNING: Conducted analysis on future land use designations for rapid growth townships. Crafted recommendations for those areas to change incompatible existing uses to future land use designations. Researched and updated a parks and recreation plan for a suburban community. Collected and analyzed data to update an inner-ring suburb's master plan housing component.

ZONING: Researched and drafted zoning ordinance amendments for Michigan cities and townships. Advised planning commissions and elected officials on land use regulation of development and redevelopment in mature cities. Provided on-site administration of zoning and other land use and building regulations for a city of 30,000.

BUILDING DEPARTMENT ADMINISTRATION: Manages Building Department operations for two Midwest cities including reporting to City Manager and supervising clerical staff. Supervises inspection and compliance staff issuing permits for building, electrical, plumbing, mechanical, rental and code enforcement and business licensure processes.

AGRICULTURE AND OPEN SPACE PRESERVATION: Conducted a policy analysis, emphasizing equity and efficiency, of a Michigan city's open space and parkland preservation ordinance.

COMMUNITY DEVELOPMENT: Managed annual Community Development Block Grant programs for three inner-ring suburbs (two entitlement communities and one Urban County program sub-recipient). Responsibilities included preparation of annual Action Plans, Environmental Review Records (ERRs), Consolidated Action Plan Evaluation Reports (CAPERs), applications to County for funding, and administration of projects, including Housing Rehabilitation. Administered Neighborhood Stabilization Program with \$1.65 M budget, including preparation of ERR, program and policy design, managing other consultants and project implementation.

Education

Master of Urban Planning
University of Michigan

Bachelor of Arts (with honors)
University of California at Santa Cruz

Training Certification

MIplace Partnership Initiative
Placemaking Curriculum –

Module 1: People, Places and Placemaking

Module 3: Neighborhoods, Streets
and Connections

Module 5: Collaborative Involvement

Module 6: Applied Placemaking

Honors

Recipient,
2009 Excellence Award for Implementation
of the Buena Vista Charter Township
“Downtown Marketing and Strategic Plan”,
Michigan Association of Planning.

Recipient,
2005 Outstanding Student Project Award,
“New Directions for Vehicle City: a Framework
for Brownfield Reuse”,
Michigan Association of Planning.

Recipient,
Raoul K. Wallenberg Scholarship.
University of Michigan,
A. Alfred Taubman College
of Architecture and Urban Planning.

Professional Associations

Member, American Institute of Certified Planners (AICP)

Juror, Georgia Planning Association, Annual Excellence Awards, 2011

Past Board Member, Michigan Community Development Association, 2010-2013

Member, American Planning Association

Member, Michigan Association of Planning

Member, International Council of Shopping Centers

Member, Northville Planning Commission

Member, Northville Board of Zoning Appeals

Certification, National Charrette Institute – Charrette Systems and Management and Facilitation

Speaking

“Neighborhood Planning for Michigan’s Sustainable Communities” Michigan Municipal League Annual Conference, Detroit, Michigan, 2013

“Ethics for Community Planners” Michigan Association of Planning Annual Conference, Kalamazoo, Michigan, 2013

“Analysis of Impediments to Fair Housing Choice Panel” Michigan Community Development Association Annual Conference, Kalamazoo, Michigan, 2013

“How to Foster Entrepreneurship and Employ Tactical Urbanism” Michigan Association of Planning Annual Conference, Traverse City, Michigan, 2012

“Making Sense of the Census” Michigan Association of Planning Annual Conference, Grand Rapids, Michigan, 2011

“Take Back Your Neighborhoods - Turning Foreclosures Around” Michigan Townships Association, Grand Rapids, Michigan, 2010

“Using Eminent Domain to Spur Redevelopment” Michigan Townships Association, Grand Rapids, Michigan, 2010

“NSP Collaborative Service Delivery” Michigan Community Development Association, Lansing, Michigan, 2009

“Road Map to Redevelopment” Michigan Association of Planning Annual Conference, Kalamazoo, Michigan, 2008

“Give and Take: The Eminent Domain Debate” Brownfields 2008, Detroit, Michigan

“Eminent Domain and Blight Rehabilitation” Michigan Association of Planning Annual Conference, Traverse City, Michigan, 2007

“Eminent Domain in Michigan” Michigan Association of Planning Annual Conference, Detroit, Michigan, 2006

“Conditional Rezoning: Is Your Community Ready?” Lapeer County (MI) Planning Conference, Lapeer, Michigan, 2006

James Allen, RLA

Director of Design



Professional Experience

LANDSCAPE DESIGN: Provides consultation on effective landscape standards for all districts in zoning ordinances and also site plan approval, athletic field, parks, special land use subdivision and redevelopment landscape plans.

MASTER PLANNING: Provides design services to developers for single family residential, multi-family residential, urban infill, elderly housing, mixed-use, commercial, institutional, HUD, MSHDA and resort projects. Projects range from 1 acre to 2,500 acres throughout the upper Mid-west USA and Hawaii. Designed plans for conventional developments, neo-traditional, marinas and mining reclamation projects. Worked with community planners and planning commissions to develop new ordinances allowing for contextual development.

RECREATION PLANNING: Prepares park master plans for private and public clients. Prepared facility plans for water-related campgrounds, RV parks, and playgrounds, among others. Worked with community planners facilitating public input on parks and recreation plans and through workshops and focus groups. Developed long and short term park and recreation facility development goals, cost estimates and construction details used to acquire grant funding. Designed amenities include gathering places, playgrounds, pocket parks, detailed landscaping, gardens, passive activities and natural features.

SUSTAINABLE SITE PLANNING / ENVIRONMENTAL DESIGN: Creates environmentally sensitive designs for public and private clients. Extensive experience working with the MDEQ, EPA and the Army Corps of Engineers to obtain environmental permits. Design projects include rain gardens, LEED compliant landscape and irrigation plans, interpretive programs, nature centers, large wetland mitigation and habitat restoration plans throughout southern Michigan.

PUBLIC IMPROVEMENTS / DESIGN: Project manager for streetscape design and construction management projects. Guided design development throughout the process including public workshops with public officials and stakeholders to identify project goals and opportunities and constraints. Successful projects include "blueprints" for long term corridor improvement implementation, detailed streetscape designs and pedestrian amenity improvements for a variety of local and county roads and State highways.

LANDSCAPE DESIGN: Provides landscape architectural services for public and private clients including, designs using native plants, indigenous materials and both formal and naturalistic appearances. Projects include gateways, entryways, greenways, streets, streetscapes, open spaces, rain gardens, landscape restorations, natural features enhancement and parks.

Education

Bachelors of Landscape Architecture
Michigan State University

Licenses and Certificates

Registered Landscape Architect
State of Michigan; #1166

Affiliations and Public Service

Mayor Pro-tem, 2007 to present
Northville, MI

Member, City Council 2005 to present
Northville, MI

Vice Chair
Parks and Recreation Commission
Northville, MI

Chair
Planning Commission
(1998 - 2000) Northville, MI

Member
Michigan Historic Preservation Network

SEMCOG Representative
Northville, MI

Carrie Wakulat

Senior Graphic Designer



Professional Experience

PLANNING DOCUMENT DESIGN AND LAYOUT: Designed and produced the layouts for documents including community master plans, zoning ordinances, and urban design plans.

Performed lead and collaborative roles for all aspects of print design projects including, branding, book layout, publication design, poster series, photo retouching, project and print management. Produced mock-ups with a superior level of craftsmanship and detail.

WEB DEVELOPMENT FOR PUBLIC ENGAGEMENT: Planned the site architecture to successfully organize understandable content for stakeholder use under simplified navigation for 50+ page web sites. Designed web graphics for optimal screen display, and coded sites to perform on multiple platforms for draft and adopted municipal master plans.

Coded business web sites with an emphasis on user experience and usability standards for public engagement on master plans, neighborhood plans, and CDBG projects.

DOWNTOWN AND RETAIL CORRIDOR BRANDING: Created brands and identities for private firms and Michigan downtowns and corridors. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, banners, brochures, and wayfinding signage.

HAND RENDERINGS AND ART WORK: Created privately-commissioned portraits in pencil and charcoal. Created the first annual Charlevoix (MI) Venetian Festival poster in oil pastel. Appeared in the Charlevoix Waterfront Art Fair exhibiting pen and watercolor paintings of local street scenes and building sketches. Rendered several site and landscape concept plans with pen and marker.

ILLUSTRATION AND VISUALIZATION: Produced graphic ideas quickly and successfully conveyed the clients' vision. Rendered detailed zoning graphics, facade improvements, and corridor and neighborhood visualization using Adobe Photoshop.

IMAGE EDITING AND PRODUCTION: Edited complex photographic and illustration graphics using Photoshop and Illustrator for zoning ordinances and master plans. Managed elaborate projects including color correction, recreation plan renderings, and branding for municipal electrical energy use education.

ART DIRECTOR: Created initial design and messaging concepts for a multitude of high profile municipal clients, capital campaigns and annual giving initiatives.

Education

Bachelor of Fine Arts in Graphic Design;
University of Michigan.

Web Coding, Internet Professional
Curriculum Courses;
Washtenaw Community College

Software Expertise

Adobe Indesign

Adobe Illustrator

Adobe Photoshop

Microsoft Office

HTML/CSS

Sabah Aboody Keer

Senior GIS Specialist



Professional Experience

GIS MAPPING: Compiled, designed and produced maps, including those produced with GIS (geographic information systems), AutoCAD (computer aided design software), ArcView 9.1, and Adobe Illustrator and Photoshop CS.

DESIGN PREPARATION: Prepared conceptual plans and maps, renderings and other graphics for broadest range of master plans, parks and recreation plans, and other project graphics.

REPORT DESIGN: Designed and prepared report graphics, including charts, tables, covers and incorporation of photography.

PARK DESIGN: Prepared park site designs, utilizing color rendering.

PRESENTATION GRAPHICS: Prepared presentation boards for master plans community development and other planning projects.

ADMINISTRATION GRAPHIC RESOURCES: Organized and administered firm graphic resources and maps library and graphic archives.

Education

Certificates in CAD/CAM, AutoCAD, ASG CORE, Oakland Community College.

Diploma (Bachelor of Science), Technical High Institute, Baghdad

Memberships

Michigan Association of Planning

American Association of Planning

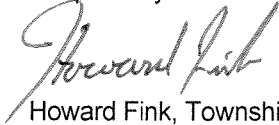
Memo

To: Northfield Township Board
From: Howard Fink
Date: 7/9/2015
Re: Van Curler Property

Dear Township Board,

At the previous planning commission meeting, the future of the Van Curler property was discussed. A request was made to the Board of Trustees to debate the merits of the property and potential acquisition. Time permitting, I thought this would be a great meeting for the conversation to begin, as the Planning Commission members would be present.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink".

Howard Fink, Township Manager

Whitmore Lake Vacant

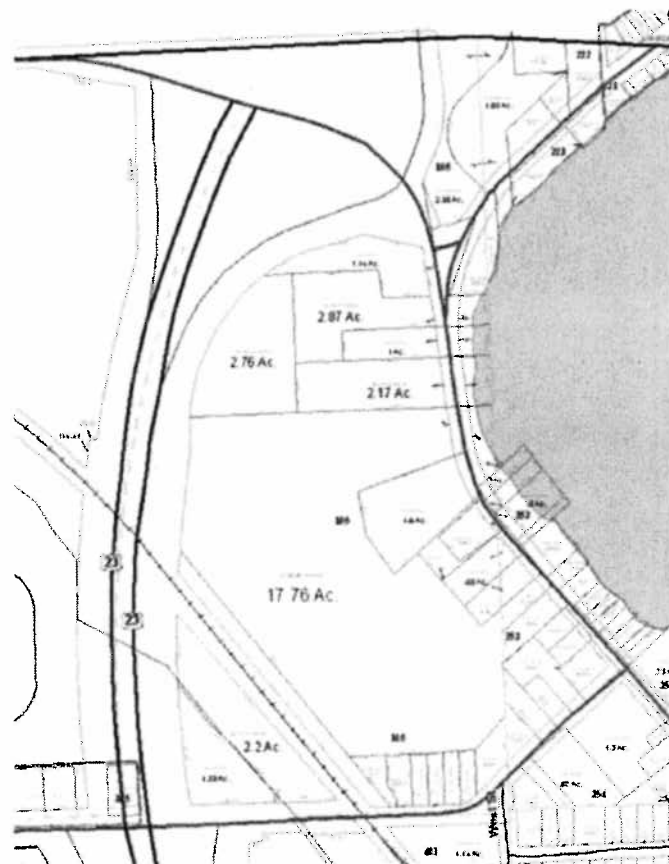
9665 Main St, Whitmore Lake, MI 48189



Listing ID: 10618902
Status: Active
Property Type: Vacant Land For Sale
Possible Uses: Retail
Gross Land Area: 27.71 Acres
Sale Price: \$3,300,000
Unit Price: \$119,090 Per Acre
Sale Terms: Cash to Seller

Property Overview

Great highway visibility, some of the property runs to the lake. Great for retail or retirement community. Combination of several parcels of land with some frontage on US-23 between Barker, Main St & Eight Mile Road Exit. Sewer available. Newly rezoned to the Whitmore Lake District to encourage a dynamic mix of uses.



More Information Online

<http://www.cpix.net/listing/10618902>

QR Code

Scan this image with your mobile device:



Listing Details

General Information

Listing Name: Whitmore Lake Vacant
Tax ID Number/APN: B-02-06-105-009
Possible Uses: Retail

Zoning: SR2, GC, PSC, HC
Land Splits Available: Yes
Sale Terms: Cash to Seller

Area & Location

Market Type: Medium
Property Visibility: Excellent
Largest Nearby Street: Barker & Main Street

Transportation: Highway
Highway Access: US-23

Legal Description Combination of several parcels: B-02-05-252-003, B-02-05-252-004, B-02-05-253-001, B-02-05-253-002, B-02-05-253-003, B-02-06-105-004, B-02-06-105-005, B-02-06-105-009, B-02-06-105-013, B-02-06-105-017, B-02-06-105-018, B-02-06-105-019, B-02-06-105-022

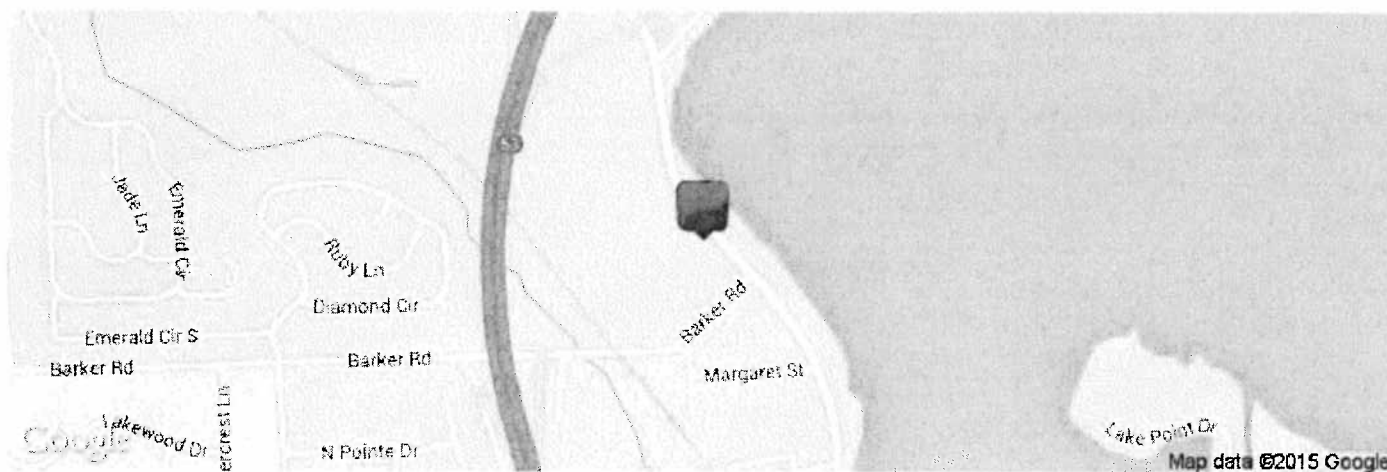
Land Related

Zoning Description: Several parcels with zoning of SR2, GC, PSC & HC

Location

Address: 9665 Main St, Whitmore Lake, MI 48189
County: Washtenaw

MSA: Ann Arbor
Submarket: Washtenaw E of 23



Property Contacts



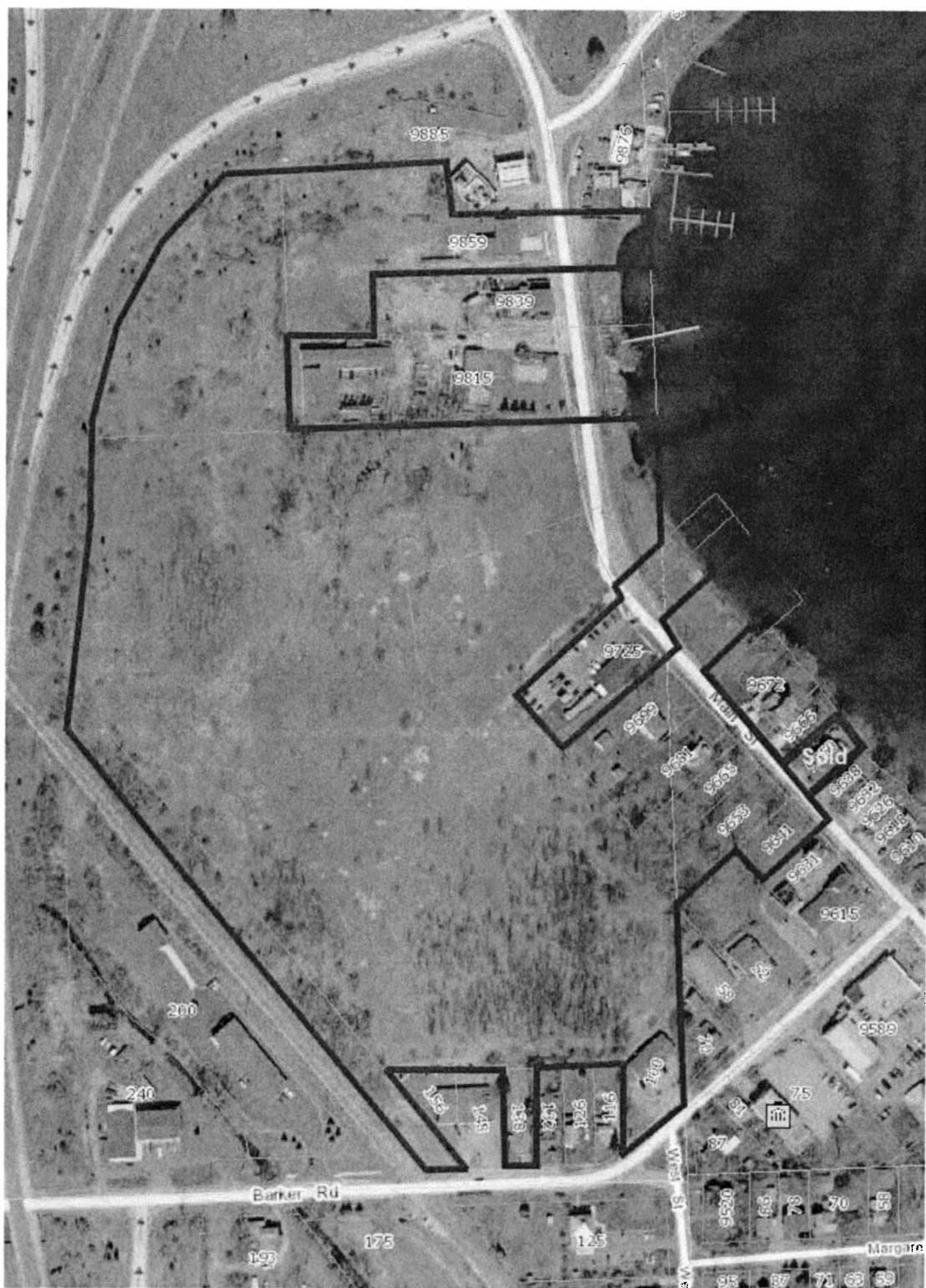
James H. Chaconas

Colliers International
734-769-5004 [0]
jchaconas@ccim.net



Richard Timmons

Colliers International
734-769-5006 [0]
richard.timmons@colliers.com



Van Curler Parcels - Northfield Township

Parcel	Address	Acreage	SEV	Tax Value	Winter Tax	Summer Tax	Status	Zoning
B-02-05-252-003	Main St	0.50	\$12,900.00	\$12,900.00	\$595.72	\$137.44	Vacant	SR2
B-02-05-252-004	Main St Lakefront	0.12	\$5,600.00	\$5,600.00				SR2
B-02-05-253-001	9665 Main St	0.26	\$38,300.00	\$19,958.00	\$884.89	\$212.63	Vacant	GC
B-02-05-253-002	9653 Main St.	0.36	\$38,000.00	\$28,244.00	\$1,231.36	\$295.89	Vacant	GC
B-02-05-253-003	9641 Main St	0.20	\$40,300.00	\$40,300.00	\$1,786.88	\$429.38	Vacant	GC
B-02-06-105-004	Main St	2.76	\$75,100.00	\$17,054.00	\$756.12	\$181.69	Vacant	HC
B-02-06-105-005	9859 Main St	2.87	\$250,300.00	\$117,575.00	\$5,256.22	\$1,252.73	3,921 SF clubhouse	HC
B-02-06-105-009	Main St	16.90	\$933,600.00	\$197,360.00	\$8,806.95	\$2,102.82	Vacant	PSC
B-02-06-105-013	138 Barker Rd	0.20	\$92,700.00	\$92,700.00	\$4,110.40	\$987.69	Vacant	PSC
B-02-06-105-017	100 Barker Rd	0.42	\$98,500.00	\$84,456.00	\$3,744.84	\$899.84	2,250 SF office building	PSC
B-02-06-105-018	9681 Main St.	0.40	\$134,400.00	\$70,182.00	\$2,961.90	\$711.71	1,808 SF residence	PSC
B-02-06-105-019	9699 Main St	0.65	\$118,400.00	\$118,400.00	\$5,250.00	\$1,261.52	1,620 SF residence	PSC
B-02-06-105-022	Main St	1.60	\$87,100.00	\$39,896.00	\$1,768.98	\$425.06	Vacant	PSC
TOTAL		27.24	\$1,925,200.00	\$844,625.00	\$37,154.26	\$8,898.40		