

# **NORTHFIELD TOWNSHIP BOARD AGENDA**

**January 9, 2018 - 7:00 PM**

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

CALL TO ORDER

INVOCATION/PLEDGE

ROLL CALL

CONSENT AGENDA: Minutes, Bills, Department Head Reports, Zoning Administration Report, Donations Report,  
North Village Expenditure Report

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

CORRESPONDENCE AND ANNOUNCEMENTS

## REPORTS/UPDATE

- ZBA Report +
- Planning Commission Report +
- Parks and Rec Report +
- Land Preservation Committee
- Financial/Treasurer's Report
- Fund Balance Report
- Supervisor's Report
- Manager's Report

## AGENDA ITEMS

1. McKenna Proposal for Master Plan Review and Zoning Ordinance Amendments
2. Resolution 17-577: 2017-18 Budget Amendments
3. Ordinance 18-56: Zoning Ordinance Amendment – Open and Unroofed Terraces, Patios, and Porches
4. Hiring of Firefighter Trainee, Daniel Smith
5. 2<sup>nd</sup> Floor Lease Agreement
6. DDA Proposal: Management of 75 Barker
7. Kiwanis request to use 75 Barker fire bay
8. ZBA Appointments
9. Railroad Easement
10. Lawyers to start drafting contracts for Recording Secretary and Audio-Video Operator

2<sup>nd</sup> CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

ADJOURNMENT

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

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# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

### December 12, 2017

#### CALL TO ORDER

The meeting was called to order at 7:06 P.M. by Supervisor Chockley at 8350 Main Street.

#### PLEDGE

Beliger provided an invocation and Supervisor Chockley led those present in the Pledge of Allegiance.

#### ROLL CALL

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

Also present:

Public Safety Director William Wagner  
Wastewater Treatment Plant Superintendent Dan Willis  
Community Center Director Tammy Averill  
Township Engineer Brian Rubel, Tetra Tech  
Township Manager Steven Aynes  
Township Attorney Brad Maynes  
Recording Secretary Lisa Lemble  
Members of the community

#### ADOPT CONSENT AGENDA

- Minutes
- Bills
- Department Head Report
- Donations Report
- North Village Expenditure Report

At Beliger's request minutes were added to the agenda as item 15. In answer to questions, Averill reported on the Gala, the Portrait Artists Group, and Dinner with Santa at the Community Center. Willis answered a question about flow seasonal rates.

- **Motion:** Otto moved, Manley supported, that the consent agenda be adopted as amended, with minutes removed. **Motion carried 5—0 on a voice vote.**

#### ADOPT BALANCE OF AGENDA

Chockley asked that Termination of MMPW Services for Snow Plowing be added as item 3.1 and Approval of Snow Plowing Contract with J&M be added as item 3.2, and that Item 11 be removed from the agenda as Amy Steffens has withdrawn her application. Otto asked that the Pond Hockey Civic Event Application be moved up on the agenda.

- **Motion:** Chockley moved, Beliger supported, that the balance of the agenda be adopted as amended.  
**Motion carried 5—0 on a voice vote.**

#### FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, commented on Mr. Dockett's pay, land preservation, Land Preservation Committee by-laws, and a report about the health of area residents, and the financial health of the Township,

#### BOARD MEMBER COMMENTS

Beliger said it was fun to participate in putting up decorations downtown. Zelenock answered questions from David Gordon about land preservation and the Land Preservation Committee by-laws.

#### CORRESPONDENCE AND ANNOUNCEMENTS

None.

#### REPORTS/UPDATES

*Zoning Board of Appeals.* There was no meeting in November; there will be a meeting on December 18<sup>th</sup>.

*Planning Commission.* On December 6<sup>th</sup> the Commission discussed zoning amendments, application procedures, updating the Master Plan, and the North Village Request for Proposals as approved by the Board.

*Parks and Recreation.* The next meeting is scheduled for December 21<sup>st</sup>.

*Land Preservation.* The next meeting is scheduled for December 14<sup>th</sup>, and a public information session is being planned for February 8<sup>th</sup>.

*Financial/Treasurer.* Zelenock referred to her written report.

*Fund Balance.* Zelenock answered questions about the fund balance.

*Supervisor.* Chockley referred to her written report and expanded on the remarks about land preservation. She and Wagner commented on the attached 2015 Health Findings report in response to comments during the Call to the Public.

*Manager.* Aynes referred to his written report. He also reported that he met with the potential renter for the second floor of the Public Safety Building and found that they are interested in all of the remaining available space on that floor. The Board agreed he should continue to pursue this.

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 12, 2017**

**AGENDA ITEMS**

**0.**

**Civic Event Application: Pond Hockey**

Sam Iaquinto, representing Michigan Pond Hockey Sport Charities answered questions about parking. Chief Wagner expressed concerns about open consumption of alcohol and provision of alcohol to locations other than the beer tent. Iaquinto confirmed that beer will be provided only in the beer tent.

- ▶ **Motion:** Chockley moved, Otto supported, to approve the Civic Event Application of the Michigan Pond Hockey Sports Charities with reimbursement for parking to be as established for the 2017 event, for February 9-11, 2018, with the condition that no open alcohol be allowed on Township Property, and that the condition of the parking area be restored following the event in the spring.  
**Motion carried 5—0 on a roll call vote.**

**1.**

**Hiring of Wastewater Treatment Plant Operator:  
Hunter Lewis**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the hiring of Hunter Lewis as Wastewater Treatment Plant Operator II at the beginning salary of \$30,000 per year, contingent upon passing all required checks.

In answer to a question, Willis said he interviewed two candidates, and neither has experience in this area, but Lewis has some experience as a machinist.

**Motion carried 5—0 on a roll call vote.**

**2.**

**Hiring of Paid On-Call Firefighter:  
Jessica Burns**

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve the hiring of Jessica Burns as a Paid On-Call Firefighter, contingent on successful completion of background check and physical.  
**Motion carried 5—0 on a voice vote.**

**3.**

**Hiring of Police Department Clerk/Dispatcher:  
Tracy Yurkunas**

- ▶ **Motion:** Chockley moved, Otto supported, to hire Tracy Yurkunas as part-time Police Department Clerk/Dispatcher from January, 2018, to July 1, 2018, at the rate of \$20 per hour. On July 1, 2018, at which time she will become a full time Clerk/Dispatcher, she will be paid at the rate of pay for that position, contingent upon successful background check.

Wagner answered questions about the full-time rate of pay and benefits starting in July.

**Motion carried 5—0 on a voice vote.**

**3.1**

**Termination of MMPW Services for Snow Plowing**

- ▶ **Motion:** Chockley moved, Beliger supported, to terminate the snow removal contract with MMPW Services/Unique LLC pursuant to section 9(2) of the contract, and to direct the attorney to work with Chief Wagner to notify MMPW Services.  
**Motion carried 5—0 on a voice vote.**

**3.2**

**Approval of Snow Plowing Contract with J&M**

- ▶ **Motion:** Chockley moved, Otto supported, to approve the contract with J&M Landscaping for this year's snow removal contract.

Wagner said J&M bid this year, proposed competitive prices, are local, and provide lawn mowing for the Township.

**Motion carried 5—0 on a voice vote.**

**4.**

**Asset Management Plan Contract**

- ▶ **Motion:** Chockley moved, Otto supported, to accept the proposal from Tetra Tech for Stormwater, Asset Management, and Wastewater (SAW) Scope of Services and Fee Proposal provided in the packet, and to authorize the Township Manager to sign the contract.

Brian Rubel of Tetra Tech answered questions, noting that the Wastewater Treatment Plant (WWTP) staff will probably purchase a software package to manage this information. He explained that the grant allows for up to \$85,000 to be spent for software and computers. He noted that even with the required match from the Township, which has already been met, the Township will be able to retain about \$91,000 from the grant which will add to the Township's fund balance. He also explained that the goal will be to train WWTP staff to keep the resulting document updated in future years. Willis, Aynes, and several Board members recommended continuing with Tetra Tech for this project for a variety of reasons.

**Motion carried 5—0 on a roll call vote.**

**5.**

**Resolution: 17-577:  
2017-18 Budget Amendments**

There were questions about whether the North Village RFP expenses were supposed to come out of the McKenna's retainer, and whether the Master Plan funding had been approved. Aynes explained McKenna's proposal for fees for the RFP, the Master Plan, and zoning ordinance amendment work. The Board discussed the scope of the work involved in these items. Zelenock said she would like an explanation from McKenna about the additional proposed expenses.

8Chief Wagner cautioned against moving the \$25,000 contribution to Fire & Medical Fund to the General Fund. He provided background about the history of that fund's

**Northfield Township Board Meeting  
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December 12, 2017**

contributions to pay down the Public Safety Building bonds which has prevented it from building sufficient reserves for equipment replacement.

- ▶ **Motion:** Otto moved, Manley supported, to table Budget Amendment 3 to the Fiscal Year 2017-18 budget the first January Board meeting.  
**Motion carried 5—0 on a voice vote.**

**6.  
McKenna Proposal for Master Plan Review  
and Zoning Ordinance Amendments**

- ▶ **Motion:** Chockley moved, Otto supported, to table the McKenna Proposal for Master Plan Review and Zoning Ordinance Amendments to January, 2018.  
**Motion carried 5—0 on a voice vote.**

**7.  
2018 Board Meeting Schedule**

- ▶ **Motion:** Chockley moved, Beliger supported, to accept the 2018 Board Meeting dates as distributed.  
**Motion carried 5—0 on a voice vote.**

**8.  
2018 Holiday Schedule**

- ▶ **Motion:** Chockley moved, Manley supported, to accept the Holiday Schedule as distributed.  
**Motion carried 5—0 on a voice vote.**

**9.  
Civic Event Application: Pond Hockey**

Moved the beginning of the agenda.

**10.  
Planning Commission Appointments**

- ▶ **Motion:** Chockley moved, Otto supported, that Brad Cousino and John Zarzecki be reappointed to the Planning Commission for terms ending December 31, 2020; and that Eamonn Dwyer be appointed to the Planning Commission to serve the remainder of the two year term vacated by the resignation of Amy Steffens, ending December 31, 2019.  
**Motion carried 5—0 on a voice vote.**

**11.  
ZBA Appointments**

Removed from the agenda.

**12.  
Board of Review Alternate Appointment**

- ▶ **Motion:** Chockley moved, Zelenock supported, that Christopher Salata be appointed to serve as an alternate member of the Board of Review for a term ending December, 2018.  
**Motion carried 5—0 on a voice vote.**

**13.  
Prioritize Goals from Board Retreat**

Chockley referred to the spreadsheet in the packet showing rankings from Board members for each item. Aynes noted that some of the items require allocation of funds and other require engaging consultants. Beliger noted that priority rankings from Dockett were not included in this information. It was agreed he can provide his preferences when he returns in 2018. It was noted that many items listed require the involvement of multiple parties, such as downtown revitalization needing the work of the Planning Commission and the Board in addition to the Downtown Development Authority.

It was agreed this is a good start and it can be revised in the future.

**14.  
Electricity Provider**

Aynes referred to his memo and explained that the Township's attorneys had objections to the contract supplied by Constellation, the current provider. He recommended returning to DTE, although he noted an undetermined penalty will apply for the first year.

In answer to questions, Maynes said the contract had several basic deficiencies, and the inclusion of an indemnification clause was a serious issue. Aynes said another provider was initially considered, but their rates were higher.

- ▶ **Motion:** Otto moved, Chockley supported, that the Township manager be directed to return to DTE for provision of the Township's electric service.
- ▶ **Amendment to motion:** Chockley moved, Otto supported, to amend the motion to include option 1—the 12 month commitment.  
**Motion carried 5—0 on a roll call vote.**
- ▶ **Amended motion:** Otto moved, Chockley supported, that the Township manager be directed to return to DTE for provision of the Township's electric service, choosing option 1—the 12 month commitment.  
**Motion carried 4—1 on a roll call vote, Zelenock opposed.**

**15.  
Minutes**

Several corrections were made to the November minutes.

- ▶ **Motion:** Chockley moved Zelenock supported, to approved the minutes of November 14 and November 28, 2017, as amended, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**



**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 12, 2017**

**SECOND CALL TO THE PUBLIC**

George Brown, 7868 Shady Beach, asked to meet with the Township Manager regarding plans for future park development using property being acquired by the Township near Horseshoe Lake, and he asked whether some Township-owned properties should be sold. He also thanked Chockley and Beliger for the work they did putting up decorations in the Township.

David Gordon commented on the issue of electricity service providers and Board goals and priorities.

**BOARD MEMBER COMMENTS**

Board members reminded residents of upcoming events and meetings, commented on Board goals, noted Kiwanis

still has trees for sale, and wished everyone Happy Holidays, Merry Christmas, and a Happy New Year.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Chockley invited the public to a walk-in Hepatitis A clinic on December 19<sup>th</sup>.

**ADJOURNMENT**

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

The meeting adjourned at 10:14 P.M.

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Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Approved by the Township Board on \_\_\_\_\_, 2017.

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

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

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INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
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**OPEN**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 TOWNSHIP BOARD					
101-101-956.000	MISCELLANEOUS	MCKENNA ASSOCIATES	PLANNER SERVICES OCT 2017	2,428.75	
Total For Dept 101 TOWNSHIP BOARD				2,428.75	
Dept 172 TOWNSHIP MANAGER					
101-172-807.000	MEMBERSHIP DUES	STEVEN AYNES	2018 MICHIGAN MUNICIPAL EXECUTIVES ME	130.00	
Total For Dept 172 TOWNSHIP MANAGER				130.00	
Dept 247 BOARD OF REVIEW					
101-247-956.000	MISCELLANEOUS	MARY BIRD	MILEAGE FOR NOV-DEC 2017 PC MTGS & BO	12.90	
Total For Dept 247 BOARD OF REVIEW				12.90	
Dept 257 ASSESSING					
101-257-818.000	CONTRACTUAL SERVICES	ASSESSMENT ADMIN. SERVIC	ASSESSOR SERVICES MID DEC 2017- MID J	5,833.33	
101-257-851.000	POSTAGE	KENT COMMUNICATIONS INC	PRE-PAY POSTAGE FOR 2018 ASSESMENT NO	1,564.12	
Total For Dept 257 ASSESSING				7,397.45	
Dept 265 HALL AND GROUNDS					
101-265-727.000	REPAIRS & MAINTENANCE	ARBOR SPRINGS WATER CO I	OFFICE 4 - 5 GAL ARTESIAN WATER & REN	26.00	
101-265-930.000		PINCKNEY DOOR SALES	REPAIR TO BAY DOORS AT 75 BARKER	255.00	
101-265-940.000		ARBOR SPRINGS WATER CO I	OFFICE 4 - 5 GAL ARTESIAN WATER & REN	14.00	
Total For Dept 265 HALL AND GROUNDS				295.00	
Dept 270 LEGAL/PROFESSIONAL					
101-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LABOR COUNSEL 10/10/17-11/30/17	262.50	
Total For Dept 270 LEGAL/PROFESSIONAL				262.50	
Dept 412 PLANNING/ZONING DEPT					
101-412-671.000	REIMBURSEMENT/OTHER INCOME	MCKENNA ASSOCIATES	PLANNER SERVICES OCT 2017	465.00	
101-412-801.000	PLANNER FEES	MCKENNA ASSOCIATES	PLANNER SERVICES OCT 2017	2,266.25	
101-412-801.000	PLANNER FEES	OHM ADVISORS	ARVIN SANGO CONSTRUCTION SERVICES	184.25	
101-412-823.000	ZONING ADMINISTRATION	MCKENNA ASSOCIATES	PLANNER SERVICES OCT 2017	925.00	
101-412-860.000	FUEL & MILEAGE	MARY BIRD	MILEAGE FOR NOV-DEC 2017 PC MTGS & BO	29.96	
Total For Dept 412 PLANNING/ZONING DEPT				3,870.46	
Dept 449 ROAD WORK					
101-449-813.000	ROADWORK	WASHTENAW COUNTY ROAD C	DUST CONTROL, DRAINAGE IMPROVEMENTS &	18,766.79	
101-449-814.000	ROAD IMPROVEMENTS	WASHTENAW COUNTY ROAD C	DUST CONTROL, DRAINAGE IMPROVEMENTS &	11,504.49	
101-449-814.000	ROAD IMPROVEMENTS	WASHTENAW COUNTY TREASUR	2017 DRAINS SPECIAL ASSESSMENTS	19,829.52	
Total For Dept 449 ROAD WORK				50,100.80	
Dept 666 COMMUNITY CENTER					
101-666-930.000	REPAIRS & MAINTENANCE	CLI CONCRETE LEVELING, I	RAISE & LEVEL SIDEWALKS AT COM CTR &	400.00	
Total For Dept 666 COMMUNITY CENTER				400.00	
Total For Fund 101 GENERAL FUND				64,897.86	
Fund 207 LAW ENFORCEMENT FUND					
Dept 000					
207-000-214.000	DUE TO OTHERS	STATE OF MICHIGAN	LIVE SCAN NOV 2017	124.75	
Total For Dept 000				124.75	
Dept 270 LEGAL/PROFESSIONAL					
207-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LABOR COUNSEL 10/10/17-11/30/17	250.00	
207-270-803.000	LEGAL	MCGRAW MORRIS P.C.	LABOR COUNSEL 9/8/17-9/25/17	600.00	

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EXP CHECK RUN DATES 01/10/2018 - 01/10/2018

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 LAW ENFORCEMENT FUND					
Dept 270 LEGAL/PROFESSIONAL					
Total For Dept 270 LEGAL/PROFESSIONAL				850.00	
Dept 301 OPERATING COSTS					
207-301-727.000		ARBOR SPRINGS WATER CO I	PD 3 - 5 GAL ARTESIAN WATER & RENTAL	33.50	
207-301-727.000	SUPPLIES	POLLY MKT	3 SHOE POLISH PURCHASES APRIL 2016 -	53.73	
207-301-741.000	UNIFORMS/GEAR & ALLOWANCE	PRIORITY ONE EMERGENCY	TDU SHIRT, EPAULETTE APPLICATION & PA	65.49	
Total For Dept 301 OPERATING COSTS				152.72	
Dept 333 TRANSPORTATION					
207-333-930.000	REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS - PD	FORD INTERCEPTOR BATTERY & CORE RETUR	123.94	
207-333-930.000	REPAIRS & MAINTENANCE	LAFONTAINE CHEVROLET	CHEVY TAHOE - OIL CHANGE, TIRE ROTATI	80.99	
Total For Dept 333 TRANSPORTATION				204.93	
Total For Fund 207 LAW ENFORCEMENT FUND				1,332.40	
Fund 216 MEDICAL RESCUE FUND					
Dept 000					
216-000-635.000	EMERGENCY COST RECOVERY	STATE FARM	FIRE SERVICE CLAIM 17-0328 REFUND	662.87	
Total For Dept 000				662.87	
Dept 226 PERSONNEL					
216-226-730.000	MEDICAL TESTING	OCCUPATIONAL HEALTH CENT	PRE-HIRE PHYSICAL - SIMMER	178.50	
216-226-957.000	TRAINING & DEVELOPMENT	MARC A. VOLGER	CLASS - HYBRID DELIVERY PRE-HOSPITAL	1,000.00	
Total For Dept 226 PERSONNEL				1,178.50	
Dept 301 OPERATING COSTS					
216-301-727.000	SUPPLIES	ARBOR SPRINGS WATER CO I	FD 2 - 5 GAL ARTESIAN WATER	13.00	
216-301-727.000	SUPPLIES	STEVE LOWE	SUPPLIES FOR CHIEFS MEETING	48.00	
216-301-807.000	MEMBERSHIP DUES	MICHIGAN ASSOC. OF FIRE	MEMBERSHIP DUES FOR 2018	85.00	
216-301-930.000	REPAIRS & MAINTENANCE	CHARLES SMITH	LED LIGHTS FOR STATION 2	234.07	
216-301-930.000	REPAIRS & MAINTENANCE	CLI CONCRETE LEVELING, I	RAISE & LEVEL SIDEWALKS AT COM CTR &	400.00	
Total For Dept 301 OPERATING COSTS				780.07	
Dept 333 TRANSPORTATION					
216-333-930.000	REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS - FD	DRIVE U JOINT	9.19	
Total For Dept 333 TRANSPORTATION				9.19	
Total For Fund 216 MEDICAL RESCUE FUND				2,630.63	
Fund 370 PUBLIC SAFETY BLDG DEBT FD					
Dept 301 OPERATING COSTS					
370-301-727.000	SUPPLIES	STEVEN AYNES	EXTENSION CORDS, EXTERNAL LIGHT TIMER	137.58	
370-301-930.000	REPAIRS & MAINTENANCE	ALISON MECHANICAL	REPLACED THERMOCOUPLE	276.50	
370-301-930.000	REPAIRS & MAINTENANCE	OVERHEAD DOOR CO. OF WHI	SERVICE CALL - REPLACED CABLES & HING	337.30	
370-301-930.000	REPAIRS & MAINTENANCE	OVERHEAD DOOR CO. OF WHI	SERVICE CALL - REPAIR TO HANDICAP BUT	90.00	
370-301-930.000	REPAIRS & MAINTENANCE	PURE WINDOW WASHING	PSB ENTRANCEWAY WINDOWS	10.00	
370-301-930.000	REPAIRS & MAINTENANCE	WASHTENAW CNTY ENVIRONME	COLIFORM BACTERIA TESTING	15.00	
Total For Dept 301 OPERATING COSTS				866.38	
Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD				866.38	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS					
571-301-740.000	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	CHLORINE, SULF DIOX, DEPOSITS & DELIV	2,559.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS					
571-301-740.000	OPERATING SUPPLIES	NCL OF WISCONSIN, INC.	GRADUATED CYLINDERS	157.57	
571-301-817.000	LAB & TESTING	BRIGHTON ANALYTICAL LLC	SELENIUM	15.00	
571-301-819.000	COLLECTION SYS ANNUAL MAINT	POWER VAC OF MICHIGAN, I	VACTOR TRUCK - JET AND VAC WET WELLS	1,425.00	
571-301-930.000	REPAIRS & MAINTENANCE	PERSONNEL CONCEPTS	LABOR COMPLIANCE POSTERS	197.95	
571-301-930.000	REPAIRS & MAINTENANCE	PETER'S HARDWARE HAMBURG	ACCT 500026 CHARGES 12/1/17-12/11/17:	82.79	
571-301-930.000	REPAIRS & MAINTENANCE	STATE OF MICHIGAN	ANNUAL BIOSOLIDS LAND APPLICATION FEE	1,475.32	
Total For Dept 301 OPERATING COSTS				5,912.63	
Total For Fund 571 WASTEWATER TREATMENT FUND				5,912.63	

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

Fund 101 GENERAL FUND	64,897.86
Fund 207 LAW ENFORCEME	1,332.40
Fund 216 MEDICAL RESCU	2,630.63
Fund 370 PUBLIC SAFETY	866.38
Fund 571 WASTEWATER TR	5,912.63

Total For All Funds:	<u>75,639.90</u>
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CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
CHECK DATE FROM 12/12/2017 - 01/04/2018  
Banks: MIF

**PAID**

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
12/13/2017	MIF	43088*#	76682	ANTHEM EAP	EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	172	19.08
			76682		EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	215	19.08
			76682		EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	253	19.08
			76682		EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	257	19.08
			76682		EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	666	19.08
				CHECK MIF 43088 TOTAL FOR FU				95.40
12/13/2017	MIF	43089*#	1683244	ARBOR SPRINGS WATER CO INC	OFFICE 4 - 5 GAL ARTESIAN WATER &	727.000	265	26.00
			1683244		OFFICE 4 - 5 GAL ARTESIAN WATER &	940.000	265	14.00
				CHECK MIF 43089 TOTAL FOR FU				40.00
12/13/2017	MIF	43090	1217	ASSESSMENT ADMIN. SERVICES,	ASSESSOR SERVICES MID NOV-MID DEC	818.000	257	5,833.33
12/13/2017	MIF	43093*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	172	1,811.78
			007011521-0001		PREMIUMS FOR JAN 2018	716.000	215	622.23
			007011521-0001		PREMIUMS FOR JAN 2018	716.000	253	885.13
			007011521-0001		PREMIUMS FOR JAN 2018	716.000	666	678.07
				CHECK MIF 43093 TOTAL FOR FU				3,997.21
12/13/2017	MIF	43095	CLASSES	CATHY MYERS	SNOWFLAKE ORNAMENTS FOR KIDS	815.000	666	40.00
			CLASSES		SNOWFLAKE ORNAMENTS FOR KIDS	836.000	666	30.00
				CHECK MIF 43095 TOTAL FOR FU				70.00
12/13/2017	MIF	43096*#	0075124120117	CHARTER COMMUNICATIONS	PEG STATION 12/9/17-1/8/18	850.000	265	9.76
12/13/2017	MIF	43097	MILEAGE	CHRISTINA ROLLISON	PICK UP MAIL AT POST OFFICE 10/2/1	860.000	253	32.75
12/13/2017	MIF	43100	9100 4059 5829	DTE ENERGY	OVERHEADS & ORNAMENTALS 11/01/17-1	920.000	448	3,319.16
12/13/2017	MIF	43102	MILEAGE	GENAL PRATT	MILEAGE 11/13/17 -11/20/17	860.000	412	33.70
12/13/2017	MIF	43104*#	3116	J & M LANDSCAPING	LAWN CARE SEPT 2017	816.000	265	620.00
			3116		LAWN CARE SEPT 2017	816.000	666	50.00
				CHECK MIF 43104 TOTAL FOR FU				670.00
12/13/2017	MIF	43105#	65	JAMES NELSON	VIDEO SERVICES BOT AND PC MEETINGS	723.000	215	170.00
			64		VIDEO SERVICES BOT, PC & ZBA MEETI	723.000	215	170.00
			63		VIDEO SERVICES BOT, PC & ZBA MEETI	723.000	215	170.00

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Fund: 101 GENERAL FUND								
			62		VIDEO SERVICES BOT, PC & ZBA MEETI	723.000	215	170.00
			61		VIDEO SERVICES BOT & PC MEETINGS J	723.000	215	170.00
			65		VIDEO SERVICES BOT AND PC MEETINGS	723.000	412	85.00
			64		VIDEO SERVICES BOT, PC & ZBA MEETI	723.000	412	170.00
			63		VIDEO SERVICES BOT, PC & ZBA MEETI	723.000	412	255.00
			62		VIDEO SERVICES BOT, PC & ZBA MEETI	723.000	412	170.00
			61		VIDEO SERVICES BOT & PC MEETINGS J	723.000	412	85.00
			CHECK MIF 43105 TOTAL FOR FU					1,615.00
12/13/2017	MIF	43106	REIMBURSE	JENNIFER CARLISLE	POSTAGE FOR OVERNIGHT MAIL	851.000	265	23.75
12/13/2017	MIF	43108#	264775	KENT COMMUNICATIONS INC	2017 WINTER TAXES & NEWSLETTER	900.000	101	720.21
			264775		2017 WINTER TAXES & NEWSLETTER	804.000	253	610.59
			264775		2017 WINTER TAXES & NEWSLETTER	851.000	253	7.01
			264775		2017 WINTER TAXES & NEWSLETTER	851.000	265	12.95
			CHECK MIF 43108 TOTAL FOR FU					1,350.76
12/13/2017	MIF	43110*#	31642	MICRO TECH SERVICES INC	OFFICE ANTI-VIRUS MGMT 12/1/17-12/	936.000	228	164.90
			31643		COM CTR ANTI-VIRUS MGMT 12/1/17-12	936.000	666	15.30
			31574		DESIGNATED BANKING COMPUTER	972.000	900	375.00
			CHECK MIF 43110 TOTAL FOR FU					555.20
12/13/2017	MIF	43111	0002125665	MLIVE MEDIA GROUP	ADS FOR NOV 2017	900.000	101	150.73
12/13/2017	MIF	43112*#	17-1630	MMPW SERVICES	SALT APPLICATION 11/12/17	816.000	265	200.00
			17-1630		SALT APPLICATION 11/12/17	816.000	666	110.00
			CHECK MIF 43112 TOTAL FOR FU					310.00
12/13/2017	MIF	43114*#	7900 0440 8028 914	NEOFUNDS BY NEOPOST	POSTAGE 11/14/17-12/12/17	851.000	265	189.30
			7900 0440 8028 914		POSTAGE 11/14/17-12/12/17	851.000	412	8.74
			CHECK MIF 43114 TOTAL FOR FU					198.04
12/13/2017	MIF	43115	B-02-05-380-008	NORTHFIELD TOWNSHIP	2017 WINTER TAXES	959.000	247	331.21
			B-02-05-329-003		2017 WINTER TAXES	959.000	247	48.33
			B-02-08-204-031		2017 WINTER TAXES	959.000	247	9.93
			B-02-08-204-034		2017 WINTER TAXES	959.000	247	44.93
			B-02-08-204-032		2017 WINTER TAXES	959.000	247	50.92
			CHECK MIF 43115 TOTAL FOR FU					485.32

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Fund: 101 GENERAL FUND								
12/13/2017	MIF	43116*#	12/06/17	PAUL E BURNS	LEGAL FEES FOR NOV 2017	803.000	253	500.00
			12/06/17		LEGAL FEES FOR NOV 2017	803.000	270	7,896.45
			12/06/17		LEGAL FEES FOR NOV 2017	927.000	270	(3,800.00)
				CHECK MIF 43116 TOTAL FOR FU				4,596.45
12/13/2017	MIF	43117	102044	PRINTING SYSTEMS INC	PRINTER BAGS	727.000	191	600.00
12/13/2017	MIF	43119*#	0300	PURE WINDOW WASHING	COM CTR WINDOWS 11/20/17	930.000	666	58.00
12/13/2017	MIF	43120	070117	SEMCOG	2017 MEMBERSHIP DUES 7/15/17-7/15/	807.000	101	1,179.00
12/13/2017	MIF	43123	MILEAGE	TAWN BELIGER	MILEAGE TO TRAINING CLASSES	860.000	101	190.46
			REIMBURSE		MTA TRAINING CLASSES 9/11/17	957.000	101	214.00
				CHECK MIF 43123 TOTAL FOR FU				404.46
12/13/2017	MIF	43125*#	345209456	U.S. BANK EQUIPMENT FINANCE	COPIER LEASES DEC 2017	940.000	265	191.02
			345209456		COPIER LEASES DEC 2017	940.000	666	179.57
				CHECK MIF 43125 TOTAL FOR FU				370.59
12/13/2017	MIF	43127	TRAINING	WASHTENAW ASSESSORS ASSOC	MARY BIRD - 2/6/18 TRAINING: 18 TH	957.000	257	5.00
12/13/2017	MIF	43129	8057349-1717-4	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 12/1/17-12/	931.000	753	16.29
12/13/2017	MIF	43130	24470	WEST SHORE SERVICES, INC.	2017 ANNUAL INSPECTION - WARNING S	930.000	265	826.00
12/18/2017	MIF	377(E)*#		PAYROLL	SUPERVISOR WAGES	701.000	171	480.77
					SUPERVISOR FICA	715.000	171	36.77
					TOWNSHIP MANAGER WAGES	701.000	172	2,884.62
					ASST TO TOWNSHIP MANAGER-CLERICAL	704.000	172	992.96
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	457.28
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	2,160.00
					GENERAL CLERK WAGES	701.000	215	480.77
					GENERAL DEPUTY CLERK WAGES	703.000	215	1,611.20
					GENERAL CLERK FICA	715.000	215	160.04
					GENERAL CLERK PENSION	718.000	215	161.12
					GENERAL TREASURER WAGES	701.000	253	480.77
					GENERAL DEPUTY TREASURER WAGES	703.000	253	1,249.74
					GENERAL CLERICAL WAGES	704.000	253	652.50
					GENERAL TREASURER FICA	715.000	253	170.16



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Fund: 101 GENERAL FUND									
					GENERAL TREASURER PENSION	718.000	253	124.98	
					GENERAL ASST ASSESSOR WAGES	709.000	257	1,659.20	
					GENERAL ASSESSOR FICA	715.000	257	126.93	
					GENERAL ASSESSOR PENSION	718.000	257	165.92	
					GENERAL JANITORIAL SALARIES	710.000	265	524.70	
					GENERAL JANITORIAL FICA	715.000	265	40.14	
					GENERAL PAYROLL FEES	727.000	265	28.12	
					GENERAL ZBA/PLANNING FICA	715.000	412	45.90	
					PLANNING COMMISSION WAGES	726.000	412	600.00	
					GENERAL COMMUNITY CENTER DIRECTOR	701.000	666	1,768.93	
					JANITORIAL SALARIES	710.000	666	320.00	
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	155.59	
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	176.88	
				CHECK MIF 377(E) TOTAL FOR F					18,004.45
12/18/2017	MIF	43132	PPT POSTAGE	WHITLOCK BUSINESS SYSTEMS, I	ESTIMATED POSTAGE FOR 2018 PERS PR	851.000	257	104.49	
12/21/2017	MIF	43133*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	257	1,158.64	
12/21/2017	MIF	43135*#	0083763112417	CHARTER COMMUNICATIONS	9101 MAIN ST TV, PHONE & INTERNET	850.000	666	227.78	
12/21/2017	MIF	43136	REIMBURSE	CURTIS WARD	COMMUNITY CENTER SUPPLIES: LIGHT B			** VOIDED **	
12/21/2017	MIF	43138	FINV00005328	FOX HILLS GOLF & BANQUET CEN	SENIOR GALA 2017	676.000	666	120.00	
			FINV00005328		SENIOR GALA 2017	812.000	666	555.00	
			FINV00005328		SENIOR GALA 2017	836.000	666	200.00	
			CHECK MIF 43138 TOTAL FOR FU					875.00	
12/21/2017	MIF	43139	CLASS	JAN RAD	ACRYLIC PAINTING	815.000	666	80.00	
12/21/2017	MIF	43140	N6893739	MAILFINANCE	MAIL MACHINE LEASE 10/12/17-01/11/	940.000	265	420.36	
12/21/2017	MIF	43141	REIMBURSE	MARGE KACK	STORAGE CRATES FOR COMMUNITY CENTE	727.000	666	36.94	
12/21/2017	MIF	43142*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR JAN 2017	717.000	172	76.15	
			TM05946124 0001		PREMIUMS FOR JAN 2017	717.000	215	47.78	
			TM05946124 0001		PREMIUMS FOR JAN 2017	717.000	253	45.87	
			TM05946124 0001		PREMIUMS FOR JAN 2017	717.000	257	48.85	
			TM05946124 0001		PREMIUMS FOR JAN 2017	717.000	666	51.28	
			CHECK MIF 43142 TOTAL FOR FU					269.93	

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Fund: 101 GENERAL FUND								
12/21/2017	MIF	43143	MMTA WINTER WORKSH	MMTA	ZELENOCK & SAMFILIPPO: MMTA WINTER	957.000	253	98.00
12/21/2017	MIF	43144	389990	MTA	MANAGING THE MODERN MI TWP CD & UP	957.000	172	34.50
12/21/2017	MIF	43146	REFUND	PEGGY FRISCIA	REFUND FOR CANCELLED CASINO TRIP	815.000	666	35.00
12/21/2017	MIF	43147	XXXX XXXX XXXX 133	PNC BANK	AVERILL CHARGES 10/20/17-11/17/17	727.000	666	8.24
			XXXX XXXX XXXX 133		AVERILL CHARGES 10/20/17-11/17/17	812.000	666	177.18
			XXXX XXXX XXXX 133		AVERILL CHARGES 10/20/17-11/17/17	815.000	666	198.59
			XXXX XXXX XXXX 133		AVERILL CHARGES 10/20/17-11/17/17	822.000	666	129.85
			XXXX XXXX XXXX 133		AVERILL CHARGES 10/20/17-11/17/17	836.000	666	111.57
			XXXX XXXX XXXX 133		AVERILL CHARGES 10/20/17-11/17/17	920.000	666	40.00
			XXXX XXXX XXXX 133		AVERILL CHARGES 10/20/17-11/17/17	922.000	666	71.35
			CHECK MIF 43147 TOTAL FOR FU					
12/21/2017	MIF	43148	3170542	QUILL CORP	2 SPACE HEATERS	727.000	265	45.98
			3173048		OFFICE SUPPLIES	727.000	265	152.64
CHECK MIF 43148 TOTAL FOR FU								198.62
12/21/2017	MIF	43149	NFTWP1217	RED CARPET TRAVEL CLUB	TRIPS: ROCKIN AROUND THE CHRISTMAS	812.000	666	640.32
12/21/2017	MIF	43152*#	XXXX XXXX XXXX 354	STAPLES CREDIT PLAN	CHARGES 11/15/17-12/07/17: PD & O	727.000	265	182.26
12/21/2017	MIF	43154	TRAINING	WASHTENAW ASSESSORS ASSOC	CHOCKLEY, WEBB, SALATA: KEY TOPICS	957.000	257	15.00
12/21/2017	MIF	43158	REIMBURSE	CURTIS WARD	COMMUNITY CENTER SUPPLIES: LIGHT B	727.000	666	20.52
01/04/2018	MIF	43159*#	1044818	APPLIED IMAGING	OFFICE & PD COPIER MAINT. AGREEMEN	727.000	265	79.66
			1044819		WWTP & COM CTR COPIER MAINT AGREEM	727.000	666	34.75
CHECK MIF 43159 TOTAL FOR FU								114.41
01/04/2018	MIF	43161*#	0083771122717	CHARTER COMMUNICATIONS	TWP OFFICE PHONES & PSB INTERNET 1	850.000	265	159.96
			0083763122417		9101 MAIN ST TV, PHONE & INTERNET	850.000	666	227.78
CHECK MIF 43161 TOTAL FOR FU								387.74
01/04/2018	MIF	43162*#	1000 0973 9812	CONSUMERS ENERGY	9101 MAIN ST. 11/18/17-12/20/17	920.000	666	99.14
01/04/2018	MIF	43165*#	9100 116 2986 2	DTE ENERGY	9101 MAIN ST. 11/22/17-12/21/17	920.000	666	78.59

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Fund: 101 GENERAL FUND								
01/04/2018	MIF	43171*#	XXXX XXXX XXXX 589	PNC BANK	WILSON CHARGES 12/6/17-12/14/17: W	957.000	253	146.50
			XXXX XXXX XXXX 589		WILSON CHARGES 12/6/17-12/14/17: W	727.000	265	91.94
			CHECK MIF 43171 TOTAL FOR FU					238.44
01/04/2018	MIF	43172*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER CHARGES 11/28/17-12/18/17:	850.000	265	45.00
01/04/2018	MIF	43173	REIMBURSE	TAMI AVERILL	COM CTR SUPPLIES, PROGRAM SUPPLIES,	727.000	666	35.58
			REIMBURSE		COM CTR SUPPLIES, PROGRAM SUPPLIES,	812.000	666	252.97
			REIMBURSE		COM CTR SUPPLIES, PROGRAM SUPPLIES,	822.000	666	76.95
			CHECK MIF 43173 TOTAL FOR FU					365.50
01/04/2018	MIF	43174	346680549	U.S. BANK EQUIPMENT FINANCE	OFFICE SMALL COPIER LEASE JAN 2018	940.000	265	65.23
01/04/2018	MIF	43175	9798614016	VERIZON WIRELESS MESSAGING S	AYNES CELL SERVICE 11/24/17-12/23/	850.000	172	50.70
			Total for fund 101 GENERAL FUND					51,429.24

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Fund: 207 LAW ENFORCEMENT FUND								
12/13/2017	MIF	43085	2716-260569	ADVANCE AUTO PARTS - PD	MINI BULB	930.000	333	20.99
			2716-260909		MINI-BULB	930.000	333	3.49
				CHECK MIF 43085 TOTAL FOR FU				24.48
12/13/2017	MIF	43088*#	76682	ANTHEM EAP	EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	226	133.56
12/13/2017	MIF	43089*#	1683242	ARBOR SPRINGS WATER CO INC	PD 3 - 5 GAL ARTESIAN WATER & RENT	727.000	301	33.50
12/13/2017	MIF	43093*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	226	1,811.78
12/13/2017	MIF	43096*#	0075124120117	CHARTER COMMUNICATIONS	PEG STATION 12/9/17-1/8/18	850.000	301	28.00
12/13/2017	MIF	43098	23928	CREATIVE CARS INC	2012 EXPLORER - OIL CHANGE	930.000	333	34.34
			23925		2013 TAURUS - OIL CHANGE	930.000	333	34.34
				CHECK MIF 43098 TOTAL FOR FU				68.68
12/13/2017	MIF	43107	REIMBURSE	JOSH HOWE	AMMO FOR SHOTGUN CLASS	727.000	301	92.17
12/13/2017	MIF	43110*#	31592	MICRO TECH SERVICES INC	PD ANTI-VIRUS MGMT 11/1/17-11/30/1	972.000	301	55.70
			31644		PD ANIT-VIRUS MGMT 12/1/17-12/31/1	972.000	301	55.70
				CHECK MIF 43110 TOTAL FOR FU				111.40
12/13/2017	MIF	43114*#	7900 0440 8028 914	NEOFUNDS BY NEOPOST	POSTAGE 11/14/17-12/12/17	851.000	301	8.03
12/13/2017	MIF	43116*#	12/06/17	PAUL E BURNS	LEGAL FEES FOR NOV 2017	803.000	270	3,300.00
12/13/2017	MIF	43118	70036010	PRIORITY ONE EMERGENCY	5.11 TACLITE PANT BLACK	741.000	301	99.98
			70036119		5.11 PERFORMANCE POLO, PATCH APPLI	741.000	301	65.49
			70036100		JOHNSTON 5 POLOS, PATCH APPLICATIO	741.000	301	342.45
				CHECK MIF 43118 TOTAL FOR FU				507.92
12/13/2017	MIF	43122	551-499245	STATE OF MICHIGAN	LIVE SCAN - OCTOBER 2017	214.000	000	126.00
12/13/2017	MIF	43124	CLAIM 181379	TOKIO MARINE HCC-PUBLIC RISK	DEDUCTIBLE: POLICY # HMTP-271686RW	803.000	270	5,000.00
12/13/2017	MIF	43125*#	345209456	U.S. BANK EQUIPMENT FINANCE	COPIER LEASES DEC 2017	940.000	301	217.38

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Fund: 207 LAW ENFORCEMENT FUND								
12/13/2017	MIF	43126	33929	VAL'S SERVICE STATION	TAURUS REPLACE FRONT TIRES & BALAN	930.000	333	549.98
12/13/2017	MIF	43128	MUNIS INVOICE 1209	WASHTENAW COUNTY TREASURER	DISPATCH SERVICES DECEMBER 2017	820.000	301	5,437.25
12/18/2017	MIF	377(E)*#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	5,607.13
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	18,322.40
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	2,561.49
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	1,691.26
					LAW ENFORCEMENT JANITOR WAGES	710.000	226	765.00
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	495.65
					LAW ENFORCEMENT FICA	715.000	226	2,240.60
					LAW ENFORCEMENT PENSION	718.000	226	2,466.32
					LAW ENFORCEMENT SUPPLIES PAYROLL F	727.000	301	31.71
				CHECK MIF 377(E) TOTAL FOR F				34,181.56
12/18/2017	MIF	378(E)*#		PAYROLL	LAW ENFORCEMENT CLERICAL WAGES	704.000	226	853.20
					SOCIAL SECURITY	715.000	226	65.28
					SUPPLIES - LAW ENFORCEMENT PAYROLL	727.000	301	9.11
				CHECK MIF 378(E) TOTAL FOR F				927.59
12/21/2017	MIF	43133*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	226	6,963.44
12/21/2017	MIF	43137*	79288517	DELL FINANCIAL SERVICES	PD & FD COMPUTER LEASES	972.000	301	318.63
12/21/2017	MIF	43142*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR JAN 2017	717.000	226	749.00
12/21/2017	MIF	43145*	ARR0013034	NEXTIVA INC.	PD & FD PHONES 1/1/18-1/31/18	850.000	301	702.64
12/21/2017	MIF	43152*#	XXXX XXXX XXXX 354	STAPLES CREDIT PLAN	CHARGES 11/15/17-12/07/17: PD & O	727.000	301	275.25
12/21/2017	MIF	43153*	9797510234	VERIZON WIRELESS MESSAGING S	PD CELL SERVICE 11/05/17-12/04/17	850.000	301	187.20
12/21/2017	MIF	43155	5004451701	WELLS FARGO FINANCIAL LEASIN	PD PRINTER LEASES 12/8/17-1/7/18	972.000	301	196.30
01/04/2018	MIF	43159*#	1044818	APPLIED IMAGING	OFFICE & PD COPIER MAINT. AGREEMEN	727.000	301	20.45
01/04/2018	MIF	43172*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER CHARGES 11/28/17-12/18/17:	850.000	301	420.87

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Fund: 207 LAW ENFORCEMENT FUND								
			XXXX XXXX XXXX 327		WAGNER CHARGES 11/28/17-12/18/17:	851.000	301	105.11
				CHECK MIF 43172 TOTAL FOR FU				<u>525.98</u>
01/04/2018	MIF	43176	52486831	WEX BANK	PD FUEL CHARGES DEC 2017	860.000	333	1,595.57
					Total for fund 207 LAW ENFORCEMENT FUND			64,093.74

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Fund: 216 MEDICAL RESCUE FUND								
12/13/2017	MIF	43088*#	76682	ANTHEM EAP	EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	226	19.08
12/13/2017	MIF	43089*#	1683241	ARBOR SPRINGS WATER CO INC	FD 2 - 5 GAL ARTESIAN WATER	727.000	301	13.00
12/13/2017	MIF	43091	389-376052	BATTERIES PLUS BULBS #389	3V & C BATTERIES	727.000	301	45.39
12/13/2017	MIF	43093*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	226	1,432.35
12/13/2017	MIF	43096*#	0075124120117	CHARTER COMMUNICATIONS	PEG STATION 12/9/17-1/8/18	850.000	301	14.00
12/13/2017	MIF	43101	INV05938	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES DEC2017	820.000	301	900.82
12/13/2017	MIF	43109	17599	MFE, INC.	FIRE HOSES AND COUPLINGS	970.000	900	7,243.80
12/13/2017	MIF	43110*#	31593	MICRO TECH SERVICES INC	FD ANTI-VIRUS MGMT 11/1/17-11/30/1	972.000	301	20.40
			31645		FD ANTI-VIRUS MGMT 12/1/17-12/31/1	972.000	301	20.40
				CHECK MIF 43110 TOTAL FOR FU				40.80
12/13/2017	MIF	43112*#	17-1630	MMPW SERVICES	SALT APPLICATION 11/12/17	816.000	265	100.00
12/18/2017	MIF	377(E)*#		PAYROLL	FIRE CHIEF WAGES	701.000	226	3,346.77
					FIRE PART-TIME WAGES	702.000	226	5,878.66
					FIRE ADMIN WAGES	705.000	226	74.66
					FIRE PAID ON CALL WAGES	708.000	226	1,617.27
					FIRE FICA	715.000	226	838.30
					FIRE PENSION	718.000	226	334.64
					FIRE TRAINING WAGES	958.000	226	192.00
					PAYROLL FEE	727.000	301	47.27
				CHECK MIF 377(E) TOTAL FOR F				12,329.57
12/18/2017	MIF	378(E)*#		PAYROLL	ADMINISTRATIVE ASSISTANT	705.000	226	234.63
					SOCIAL SECURITY	715.000	226	17.95
					SUPPLIES - FIRE PAYROLL FEE	727.000	301	9.11
				CHECK MIF 378(E) TOTAL FOR F				261.69
12/21/2017	MIF	43134	REIMBURSE	BRANDON BLANCHARD	EMERGENCY SERVICES CLASSES	957.000	226	742.50
12/21/2017	MIF	43135*#	0080645121317	CHARTER COMMUNICATIONS	2727 E NORTH TERRITORIAL INTERNET	850.000	301	89.98

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
12/21/2017	MIF	43137*	79288517	DELL FINANCIAL SERVICES	PD & FD COMPUTER LEASES	972.000	301	318.63
12/21/2017	MIF	43142*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR JAN 2017	717.000	226	83.13
12/21/2017	MIF	43145*	ARR0013034	NEXTIVA INC.	PD & FD PHONES 1/1/18-1/31/18	850.000	301	300.00
12/21/2017	MIF	43150	05009	SCHOOLCRAFT COLLEGE	CES PUBLIC SAFETY IN SERVICE	957.000	226	325.00
12/21/2017	MIF	43151	8238	SOUTHEASTERN MI. FIRE CHIEFS	MEMBERSHIP DUES 2018	807.000	301	80.00
12/21/2017	MIF	43153*	9797639798	VERIZON WIRELESS MESSAGING S	FD CELL SERVICE 11/08/17-12/07/17	850.000	301	169.10
12/21/2017	MIF	43156	52361977	WEX BANK	FD FUEL CHARGES NOV 2017	860.000	333	734.05
01/04/2018	MIF	43160	REIMBURSE	CHARLES SMITH	UNIFORMS & GEAR FOR TECH RESCUE	741.000	301	781.95
01/04/2018	MIF	43165*#	9100 142 3069 2	DTE ENERGY	2727 E NORTH TERRITORIAL RD 1/18/1	920.000	301	68.52
01/04/2018	MIF	43172*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER CHARGES 11/28/17-12/18/17:	957.000	226	175.00
			XXXX XXXX XXXX 327		WAGNER CHARGES 11/28/17-12/18/17:	727.000	301	50.21
				CHECK MIF 43172 TOTAL FOR FU				225.21
					Total for fund 216 MEDICAL RESCUE FUND			26,318.57



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Fund: 287 BUILDING DEPARTMENT FUND								
12/13/2017	MIF	43096*#	0083748120117	CHARTER COMMUNICATIONS	BLDG DEPT & PSB PHONES & INTERNET	850.000	301	39.99
12/18/2017	MIF	377(E)*#		PAYROLL	CODE ENFORCEMENT SALARY	703.000	226	500.00
					SOCIAL SECURITY	715.000	226	38.25
				CHECK MIF 377(E) TOTAL FOR F				538.25
01/04/2018	MIF	43164	INSPECTIONS	DINO BONA	ELECTRICAL INSPECTIONS FOR DEC 201	725.000	301	630.00
01/04/2018	MIF	43169	INSPECTIONS	LEONARD DONALD CZINSKI	HEATING & PLUMBING INSPECTIONS DEC	725.000	301	1,710.00
				Total for fund 287 BUILDING DEPARTMENT FUND				2,918.24

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 370 PUBLIC SAFETY BLDG DEBT FD								
12/13/2017	MIF	43096*#	0083748120117	CHARTER COMMUNICATIONS	BLDG DEPT & PSB PHONES & INTERNET	850.000	301	224.94
12/13/2017	MIF	43104*#	3116	J & M LANDSCAPING	LAWN CARE SEPT 2017	816.000	301	100.00
12/13/2017	MIF	43112*#	17-1630	MMPW SERVICES	SALT APPLICATION 11/12/17	816.000	301	110.00
12/13/2017	MIF	43119*#	0298	PURE WINDOW WASHING	PSB ENTRANCEWAY 11/20/17	930.000	301	10.00
			0331		PSB ENTRANCEWAY 12/7/17	930.000	301	10.00
				CHECK MIF 43119 TOTAL FOR FU				20.00
12/13/2017	MIF	43131	REIMBURSE	WILLIAM WAGNER	BOWL CLEANER	727.000	301	15.23
01/04/2018	MIF	43161*#	0083771122717	CHARTER COMMUNICATIONS	TWP OFFICE PHONES & PSB INTERNET 1	850.000	301	119.97
			0049525122217		PSB PHONE & INTERNET 1/1/18-1/31/1	850.000	301	159.97
				CHECK MIF 43161 TOTAL FOR FU				279.94
01/04/2018	MIF	43162*#	1000 0012 0517	CONSUMERS ENERGY	8350 MAIN ST 11/21/17-12/20/17	920.000	301	1,741.44
01/04/2018	MIF	43165*#	9100 212 3306 9	DTE ENERGY	8350 MAIN ST. 11/22/17-12/21/17	920.000	301	1,280.38
				Total for fund 370 PUBLIC SAFETY BLDG DEBT FD				3,771.93

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
12/13/2017	MIF	43086	2716-259880	ADVANCE AUTO PARTS - WWTP	ANTI-FREEZE	930.000	301	15.19
			2716-260104		BATTERIES & CORE RETURN	930.000	301	191.60
				CHECK MIF 43086 TOTAL FOR FU				206.79
12/13/2017	MIF	43087	SLS 10066148	ALEXANDER CHEMICAL CORP	FERRIC CHLORIDE	740.000	301	7,211.71
12/13/2017	MIF	43088*#	76682	ANTHEM EAP	EMPLOYEE ASSISTANCE PROGRAM DEC 20	716.000	226	95.40
12/13/2017	MIF	43089*#	1683236	ARBOR SPRINGS WATER CO INC	10 - 5 GAL ARTESIAN WATER	920.000	301	62.50
12/13/2017	MIF	43092	0270918-IN	BEAVER RESEARCH CO	LS-210 HOT WATER/NITRATE/49#	930.000	301	501.00
12/13/2017	MIF	43093*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	226	1,324.88
12/13/2017	MIF	43094	1117-100425	BRIGHTON ANALYTICAL LLC	SELENIUM	817.000	301	15.00
12/13/2017	MIF	43099	006-54229	CUMMINS BRIDGEWAY LLC	PAC, TANKR	819.000	301	136.58
12/13/2017	MIF	43103	9627338214	GRAINGER, INC.	MOTOR	930.000	301	168.67
12/13/2017	MIF	43113	398628	NCL OF WISCONSIN, INC.	GLASS FIBER FILTERS, GRID FILTERS,	740.000	301	846.43
12/13/2017	MIF	43114*#	7900 0440 8028 914	NEOFUNDS BY NEOPOST	POSTAGE 11/14/17-12/12/17	851.000	301	159.80
12/13/2017	MIF	43121	761-10086916	STATE OF MICHIGAN	NPDES ANNUAL PERMIT 2018	740.000	301	3,000.00
12/13/2017	MIF	43125*#	345209456	U.S. BANK EQUIPMENT FINANCE	COPIER LEASES DEC 2017	940.000	301	131.23
12/18/2017	MIF	377(E)*#		PAYROLL	SEWER SUPERINTENDENT WAGES	701.000	226	2,495.77
					SEWER FULL-TIME WAGES	702.000	226	7,126.22
					SEWER OVERTIME WAGES	711.000	226	3,142.78
					SEWER FICA	715.000	226	986.08
					SEWER PENSION	718.000	226	920.16
					SEWER PAYROLL FEE	727.000	301	12.57
					SEWER COMMUNICATION PAY	850.000	301	175.00
				CHECK MIF 377(E) TOTAL FOR F				14,858.58
12/21/2017	MIF	43133*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	PREMIUMS FOR JAN 2018	716.000	226	4,216.09
12/21/2017	MIF	43142*#	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR JAN 2017	717.000	226	264.35

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
12/21/2017	MIF	43157	10517706301	CONSTELLATION NEW ENERGY, IN	ENERGY SUPPLY 10/24/17-11/21/17	920.000	301	1,142.44
01/04/2018	MIF	43159*#	1044819	APPLIED IMAGING	WWTP & COM CTR COPIER MAINT AGREEM	727.000	301	13.30
01/04/2018	MIF	43161*#	0077545122617	CHARTER COMMUNICATIONS	WWTP PHONES & INTERNET 1/6/18-2/5/	850.000	301	264.93
01/04/2018	MIF	43162*#	1000 0950 4588	CONSUMERS ENERGY	7647 EDMUND ST. 10/24/17-12/21/17	920.000	301	(4.82)
			1000 0950 4588		7647 EDMUND ST. 10/24/17-12/21/17	920.000	301	109.78
			1000 0950 4273		8076 WHITMORE LAKE RD 11/22/17-12/	920.000	301	55.42
			1000 0950 4356		601 RAYMOND DR #GEN	920.000	301	55.42
			1000 1171 7061		11500 LEMEN RD #C 11/21/17-12/21/1	920.000	301	93.09
			1000 1171 6543		1500 LEMEN RD # B 11/21/17-12/21/1	920.000	301	206.98
			1000 0012 4642		11500 LEMEN RD #A 11/21/17-12/21/1	920.000	301	1,177.56
			1000 6159 0814		11615 E SHORE DR 11/21/17-12/20/17	920.000	301	19.01
			1000 0950 4497		427 E NORTH TERRITORIAL 11/18/17-1	920.000	301	18.52
				CHECK MIF 43162 TOTAL FOR FU				1,730.96
01/04/2018	MIF	43165*#	9100 141 5936 2	DTE ENERGY	10597 9 MILE RD 11/21/17-12/20/17	920.000	301	16.24
			9100 116 7798 6		427 E. NORTH TERRITORIAL RD 11/18/	920.000	301	84.67
			9100 116 3078 7		9081 LAKE PINE DR. 11/18/17-12/19/	920.000	301	30.20
			9100 116 3105 8		9225 LAKE PINE DR 11/18/17-12/19/1	920.000	301	209.82
			9100 116 3039 9		11615 E SHORE DR. 11/21/17-12/20/1	920.000	301	90.48
			9100 116 2958 1		10201 ELMCREST RD 11/22/17-12/21/1	920.000	301	31.09
			9100 116 2973 0		8076 MAIN ST 11/22/17-12/21/17	920.000	301	57.57
			9100 116 7814 1		9457 LAKEPOINTE DR. 11/22/17-12/21	920.000	301	14.08
			9100 116 2944 1		7647 EDMUND ST. 11/22/17-12/21/17	920.000	301	37.55
			9100 113 1398 8		11502 LEMEN RD 11/22/17-12/21/17	920.000	301	14.26
			9100 116 2999 5		601 RAYMOND 11/22/17-12/21/17	920.000	301	32.28
			9100 116 3014 2		11380 N SHORE DR 11/22/17-12/21/17	920.000	301	51.17
			9100 116 3026 6		11591 N SHORE DR 11/22/17-12/21/17	920.000	301	21.70
			9100 116 3052 2		11800 N MAIN ST 11/22/17-12/21/17	920.000	301	40.42
			9100 116 3093 6		7941 TURNBERRY 11/22/17-12/21/17	920.000	301	30.68
			9100 116 3062 1		925 8 MILE RD. 11/22/17-12/21/17	920.000	301	491.07
				CHECK MIF 43165 TOTAL FOR FU				1,253.28
01/04/2018	MIF	43168	9100 4000 5506	DTE ENERGY	EC-PRIMARY SUPPLY RATE 11/20/17-12	920.000	301	1,489.73
01/04/2018	MIF	43170	XXXX XXXX XXXX 588	PNC BANK	WILLIS CHARGES 11/27/17-12/14/17:	727.000	301	39.21

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Fund: 571 WASTEWATER TREATMENT FUND								
			XXXX XXXX XXXX 588		WILLIS CHARGES 11/27/17-12/14/17:	819.000	301	58.42
			XXXX XXXX XXXX 588		WILLIS CHARGES 11/27/17-12/14/17:	930.000	301	145.73
				CHECK MIF 43170 TOTAL FOR FU				243.36

01/04/2018	MIF	43171*#	XXXX XXXX XXXX 589	PNC BANK	WILSON CHARGES 12/6/17-12/14/17: W	956.000	301	10.00
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TOTAL - ALL FUNDS

Total for fund 571 WASTEWATER TREATMENT FUND	39,347.01
	187,878.73

'\*'-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](http://www.twp.northfield.mi.us)



Timothy Greene  
Lieutenant  
Police Operations

# December 2017

## Northfield Township Fire Department

### Statistical Report

Responses December 2017:	66
Responses December 2016:	77
 Total Calls for service 2017:	 685
Total Calls for service 2016:	685
 Fire Calls: 7	
Structure Fires	3
Vehicle Fire	0
Fire Alarms	3
Outside fire	0
Smoke investigation	1
 Emergency Medical Calls: 22	
Chest Pain	13
Difficulty Breathing	0
Unconscious/Cardiac Arrest	2
 Diabetic/ Seizure	 0
Trauma	2
CVA	0
Abdominal pain	0
Other	5

Motor Vehicle Accidents: 33

Injury Crashes

5

Unknown

28

Pin In

1

Public Service calls: 4

Electrical issues

2

Fuel Spill

0

Carbon Monoxide Alarm

2

Trees down

0

Water rescue

0

Gas leak

0

Other

0

Mutual Aid Given: 2

Salem Twp.

Structure Fire (Barn)

1

Scio Twp.

Structure Fire

1

Mutual Aid Received: 1

Green Oak Twp.

Chimney Fire

1

Responses in hamlet area:

30

Responses in rural area:

8

Responses on Highway

28

Responses outside the township:

0

Average response time for the month:

6:29



William Wagner



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

# Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

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Timothy Greene  
Lieutenant  
Police Operations

## January 2018 Director of Public Safety Board Communication

1. **Fire department activity for December 2017:** December was a normal month for activity in the fire department. The only incidents of significance were 2 mutual aid structure fires (Salem and Scio) and we had a chimney fire in Northfield. We also had a dramatic increase in motor vehicle crashes with 35. Most of the crashes were on the highway and related to snow and ice.
2. **Fire Department training for December:** Fire Department training activity for December consisted of: Hazardous materials refresher and a class on fire behavior. We also have ongoing new fire fighter orientation.
3. **Street Lights:** With the exception of one light on East Shore all street lights reported have been repaired. If any additional street lights are noticed to be out, please sent me a text or email with nearest address or intersection. Additionally all of the parking lot lights have been repaired with the exception of the three bollards in front. electrician is suggesting replacing those bollards at around \$2,800.
4. **Fire Prevention:** Attached is a list of fire prevention activities for December. Fire inspections seem to going very well and accepted by the residents and businesses.
5. **Hepatitis A Clinic:** We did host a Hepatitis A vaccination clinic at the public safety building. I have not been given the results but would guess there were around 30 people that took advantage of the clinic. The majority of those were the township fire fighters.
6. **Fire Truck Pump testing:** All Fire Department apparatus were able to pass pump testing for this year. We also tested all department hose and ladders. We had to fail a large amount of hose. We replaced some through the budget and are hoping to get the rest replaced through a grant.
7. **Self Contained breathing apparatus:** Most of the bottles on our SCBA's are expired or about to expire. The cost to replace is around \$30,000. We are hoping to replace these with upcoming grant too.



# Northfield Township Fire Department

8350 Main Street  
Phone (734) 449-2385

Whitmore Lake, MI 48189  
Fax (734) 449-2521

Fire Chief  
William E. Wagner, Jr.

## Fire Prevention Activity

*For the month of:* December 2017

<b><u>Date</u></b>	<b><u>Activity Type</u></b>	<b><u>Address</u></b>	<b><u>Business</u></b>
12/1	Fire Inspection	156 Barker	Sterner Family Dental
12/1	Fire Inspection	200 Barker	Living Water Church
12/1	Fire Inspection	7527 Whitmore Lake	Calvary Baptist Church
12/1	Fire Inspection	2420 E N Territorial	Doghouse
12/1	Follow-up Inspection	9567 Main	Kiwanis
12/4	NFPA Inspector II class	Schoolcraft	
12/4	Fire Inspection	240 Jennings	Griffith Veterinary
12/5	NFPA Inspector II class	Schoolcraft	
12/6	NFPA Inspector II class	Schoolcraft	
12/7	NFPA Inspector II class	Schoolcraft	
12/11	Follow-up Inspection	240 Jennings	Griffith Veterinary
12/11	Fire Inspection	1500 E N Territorial	Rheteck
12/15	Fire Inspection	328 Six Mile	Ann Arbor Roofing
12/15	Fire Inspection	1477 E N Territorial	Advanced Disposal
12/15	Fire Inspection	284 Six Mile	Aeschliman Equipment
12/15	Fire Inspection	5795 Pontiac Trail	AA Christadelphian Hall
12/15	Plan Review	Jomar Drive	Jomar Park Phase 2
12/21	Fire Inspection	1575 E N Territorial	AA Dog Training Club
12/21	Fire Inspection/ Acceptance	1222 E N Territorial	Wash Co Road Commission

*Fire Prevention Division*

# **NORTHFIELD TOWNSHIP POLICE DEPARTMENT**

## **MONTHLY OPERATIONS REPORT**



## **DECEMBER 2017**

## DECEMBER 2017 MONTHLY REPORT

<b>Calls For Service</b>	<b>384</b>
<b>Arrests</b>	<b>9</b>
<b>Mutual Aid Assistance To Other Departments Inside the Township</b>	<b>5</b>
<b>Mutual Aid Assistance To Other Departments Outside the Township</b>	<b>6</b>
<b>Average Response Time</b>	<b>5.84</b>

### 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.
- **TRAINING**  
IN-SERVICE    Ofc. M. Jensen – Firearms Training
- **EVENTS OF SIGNIFICANCE**

#### RESIST & OBSTRUCT

On December 30, officers responded to southbound US23 and Six Mile to assist HVA with a patient. EMT's had been transporting a patient for psychological evaluation when he broke free of his restraints, was being combative and jumped out of the ambulance. Officers approached the subject and he was yelling profanities at them and took a fighting stance. Officers were forced to deploy a taser to attempt to control the subject, but it was ineffective. Officers finally took the subject to the ground. He continued to be combative with officers and threw taser prongs at an officer. He was finally able to be handcuffed and taken into custody. Charges are pending for Resist and Obstruct.

#### POSSESSION OF MARIJUANA

On December 17, officers conducted a traffic stop on Six Mile near Coyle Rd for a traffic offense. Upon making contact with the driver, officers could smell an odor of fresh marijuana. The driver admitted to having 2 oz. of marijuana in his pocket. He advised he had a medical marijuana card but was not carrying within the legal boundaries of the law. He also admitted that he did not have his driver's license on him, nor was it valid. He was arrested and charged with Possession of Marijuana and Driving While License Suspended (DWLS).

#### POSSESSION OF MARIJUANA

On December 17, officers conducted a traffic stop for a civil infraction on East Shore near Lakeview Dr. Officers could smell an odor of marijuana coming from inside the vehicle. When asked, the driver advised that he had a medical marijuana card and retrieved a marijuana blunt from the door panel, handing it to the officer. He was advised that he was transporting in contradiction with state law. The driver was arrested for Possession of Marijuana and was issued a citation for DWLS, as his license was also suspended.

#### FELONIOUS ASSAULT

On December 10, officers responded to a residence on Spencer Rd. The caller stated that he and a friend were on their property when the neighbor (whom the caller has had a history of confrontations with) pointed a rifle at them. Both men took cover and called 911, as the neighbor has a history of firing his weapon recklessly. Officers arrived on scene and interviewed all parties. The neighbor denied any wrong doing and lied about what guns he had, claiming he only had one when three could be seen in plain sight hanging in the garage. Charges are pending at this time for Felonious Assault.

#### OPERATE WHILE INTOXICATED

On December 9, officers responded to a crash near Eight Mile Rd and Rushton Rd. The driver was wheelchair bound and appeared to be intoxicated, and had urinated on himself. There were three additional passengers in the vehicle, including a small child. The driver was extremely uncooperative with officers, swearing at them and refusing to exit the vehicle. He was eventually removed from the vehicle and transported to the hospital for a blood draw. The driver was charged with OWI, Child Endangerment, DWLS/expired license, and also had a warrant.

#### BREAKING & ENTERING

On December 5, officers responded to a residence on E North Territorial for a B&E complaint. The homeowner arrived at his residence to find the rear door had been kicked in. Some electronics had been taken, including a flat screen TV and a sound bar. Evidence Technicians processed the scene for evidence and the case is under investigation at this time.

#### BREAKING & ENTERING, MDOP

On December 4, officers responded to a residence on Pontiac Trail for a B&E / MDOP. The homeowner reported that a cub cadet mower had been taken from an open garage sometime during the night. A window on one of the homeowner's vehicles had also been broken. The case is under investigation at this time.

#### STATISTICAL SNAPSHOT

- Officers investigated ⑤ drug cases in December.
- Officers responded to ⑦ reports of Assault & Battery.
- Officers responded to ⑤ vehicle lockouts.
- Officers took ②⑦ crash reports in December.
- Officers issued ②⑧ citations in December.

# CLEAR-1018 Verified Offense By Date

Agency: NR

12/1/2017 12:00:00 AM - 12/31/2017 12:00:00 AM

Offense Code	Description	Incident Count
1305	Agg/Fel Assault - Non-Family - Other Weapon	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	5
2103	Extortion - Threat to Injure Reputation	1
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	1
2204	B&E - Burglary - No Forced Entry - Residence- Home Invasion	2
2309	Larceny - From Yards (Grounds Surrounding a Building)	2
2602	Fraud - Swindle	1
2605	Fraud - Illegal Use of Credit Card	1
2695	Obtaining Money Under False Pretenses	1
3562	Marijuana -Possess	4
4801	Resisting Officer	1
5309	Harassing Communications	1
80412	Operating Under the Influence of Alcohol / Liquor OWI 2nd Offense	1
C2931	DWLS OPS License Suspended / Revoked	2
C2932	OPS Violate Restricted License	1
C2934	Vehicle Insurance - None / Expired	2
C3010	Felony Arrest Warrant (Originating Agency)	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	1
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	2
C3101	Acc, Single Motor Vehicle	3
C3145	Property Damage Traffic Crash PDA	23
C3150	Property Damage H&R Traffic Crash	1
C3235	Injured Person	1
C3250	Mental Health Call	2
C3299	Welfare Check	5
C3310	Family Trouble	3
C3312	Neighborhood Trouble	1
C3324	Suspicious Circumstances	16
C3326	Suspicious Vehicles	8
C3328	Suspicious Persons	4
C3330	Assist Other Law Enforcement Agency	1
C3331	Assist Medical	7
C3332	Assist Fire Department	6
C3333	Assist Motorist	16
C3334	Assist Other Govt Agency	1
C3336	Assist Citizen	19
C3337	Assist Citizen - Vehicle Lockout	7
C3355	Civil Matter - Other	5
C3702	Traffic Complaint / Road Hazard	6
C3704	Traffic Complaint / Abandoned Auto	2
C3706	Traffic Complaint / Vehicle Impound	1
C3708	Traffic Complaint / Private Impound	1
C3728	Traffic Complaint / Parking Complaint	1
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	1
C3740	Traffic Offense / Property Damage Accident / No UD10	1

# CLEAR-1018 Verified Offense By Date

Agency: NR

12/1/2017 12:00:00 AM - 12/31/2017 12:00:00 AM

Offense Code	Description	Incident Count
C3799	Miscellaneous Traffic Complaint	1
C3804	Animal Complaint	4
C3999	Alarms All Other	1
C4036	Fail to Stop and ID	1
C4040	Hazardous Traffic Citation	1
C4041	Speeding Citation	17
C4099	Other Hazardous Citations	1
C4105	Equipment Citation	1
C4222	Parking - Aband Motor Vehicle	2
C4313	Veh Reg Impr/Expired Citation	2
L3503	Opened in Error - NR	2
L3506	Shots Fired - NR	1
L3507	Fingerprints - NR	2
L3521	Open Door / Window - NR	1
L3526	False Alarm - NR	12
L3527	Weather Related False Alarm - NR	2
L3535	GUN Permit, Applications, CCW Permits - NR	21
L3537	Other / Unknown / Misc - NR	1
L3538	Property/Vacation Check - NR	1
L3542	BOL - NR	9
L3551	Sex Offender Registration/Verification - NR	6
L3552	Traffic Stop - NR	60
L3568	Local Records Check - NR	3
L3569	Assist Other Police Agency - Inside Northfield - NR	5
L3570	Assist Other Police Agency - Outside Northfield - NR	6
L3571	Disorderly Person - NR	1
L3597	Non Terminal - NR	35
L4598	Information - NR	1
L4599	Misc Non-Criminal - NR	3
L6501	Property Check/Directed Patrol/Vac Watch - NR	8
Sum:		384

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

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Dec/2017	Dec/2016	% Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
09005 DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT	0	0	-
09006 IN-CUSTODY DEATH	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	1	-100.0%
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	5	3	66.7%
13002 AGGRAVATED/FELONIOUS ASSAULT	2	0	-
13003 INTIMIDATION/STALKING	0	1	-100.0%
20000 ARSON	0	0	-
21000 EXTORTION	1	0	-
22001 BURGLARY -FORCED ENTRY	1	2	-50.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	2	1	100.0%
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSES/NATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	0	3	-100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	0	1	-100.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
23007 LARCENY -OTHER	2	3	-33.3%
24001 MOTOR VEHICLE THEFT	0	0	-
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	1	-100.0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	2	1	100.0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	1	2	-50.0%
26003 FRAUD -IMPERSONATION	0	0	-
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
26007 FRAUD - IDENTITY THEFT	0	3	-100.0%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	-
27000 EMBEZZLEMENT	0	0	-

Agency: Northfield Township Police Department  
ORI: MI8196400

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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 December**

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Dec/2017	Dec/2016	% Change
28000 STOLEN PROPERTY	0	1	-100.0%
29000 DAMAGE TO PROPERTY	1	2	-50.0%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	0	0	-
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	5	2	150.0%
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	3	-100.0%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
72000 ANIMAL CRUELTY	0	0	-
<b>Total for Group A</b>	<b>22</b>	<b>30</b>	<b>-26.7%</b>
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	1	-100.0%
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	0	-
42000 DRUNKENNESS	0	0	-

Agency: Northfield Township Police Department  
ORI: MI8196400

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

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Dec/2017	Dec/2016	% Change
48000 OBSTRUCTING POLICE	1	0	-
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	0	-
53001 DISORDERLY CONDUCT	0	1	-100.0%
53002 PUBLIC PEACE -OTHER	1	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	0	0	-
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	1	2	-50.0%
55000 HEALTH AND SAFETY	0	0	-
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	0	1	-100.0%
57002 INVASION OF PRIVACY -OTHER	0	0	-
58000 SMUGGLING	0	0	-
59000 ELECTION LAWS	0	0	-
60000 ANTITRUST	0	0	-
61000 TAX/REVENUE	0	0	-
62000 CONSERVATION	0	0	-
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	0	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	0	2	-100.0%
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>3</b>	<b>7</b>	<b>-57.1%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	0	0	-
2900 TRAFFIC OFFENSES	10	11	-9.1%
3000 WARRANTS	5	3	66.7%
3100 TRAFFIC CRASHES	28	32	-12.5%
3200 SICK / INJURY COMPLAINT	8	17	-52.9%
3300 MISCELLANEOUS COMPLAINTS	94	81	16.0%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	168	184	-8.7%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	13	23	-43.5%
3800 ANIMAL COMPLAINTS	4	3	33.3%
3900 ALARMS	1	3	-66.7%
<b>Total for Group C</b>	<b>331</b>	<b>357</b>	<b>-7.3%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	20	16	25.0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	2	-50.0%
4200 PARKING CITATIONS	2	0	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	2	2	0%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	4	0	-

Agency: Northfield Township Police Department  
ORI: MI8196400

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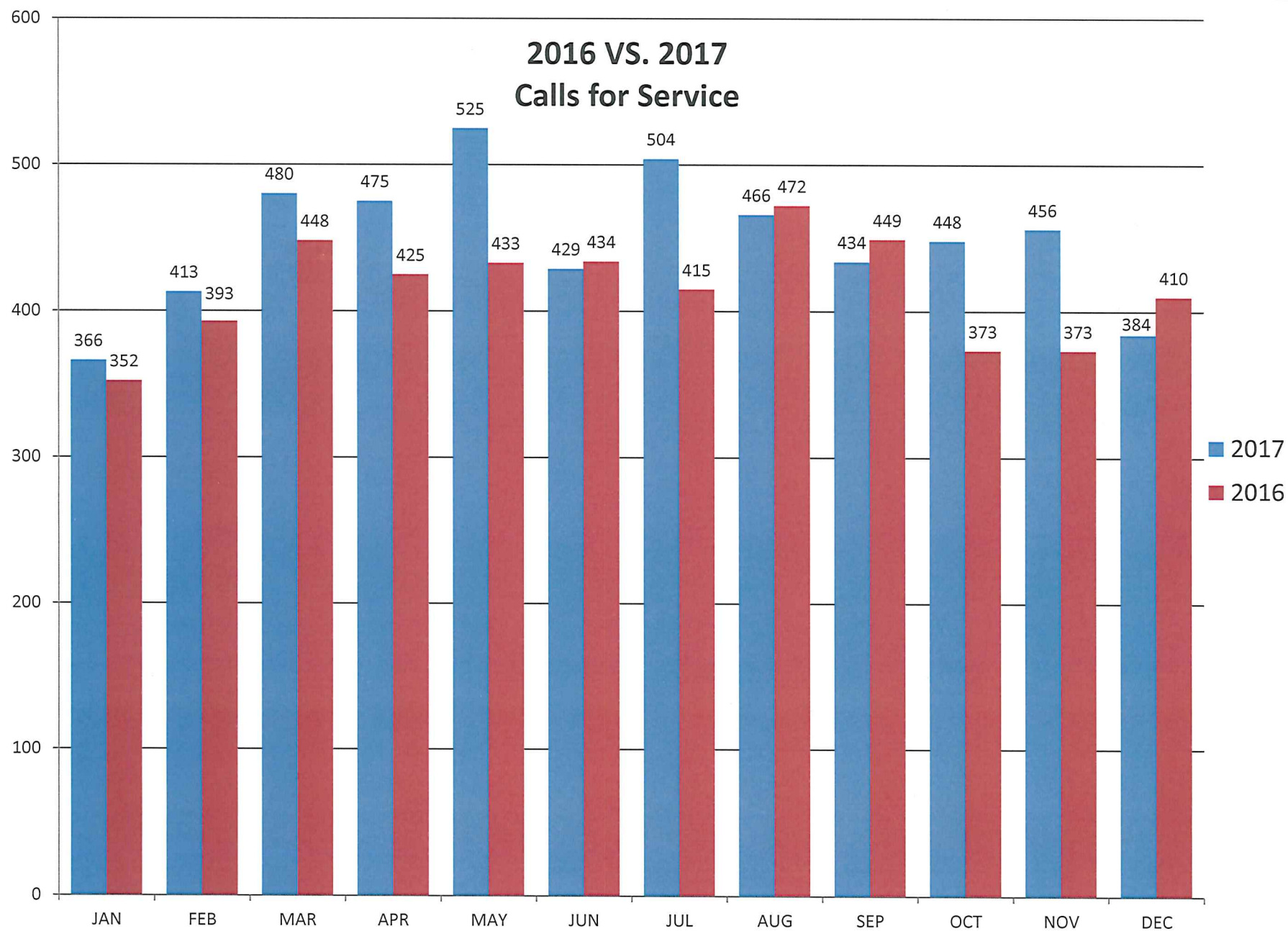
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**Report CLEAR-008 Summary of Offenses**  
**All Offenses that were Attempted or Completed**  
**For the Month of December**

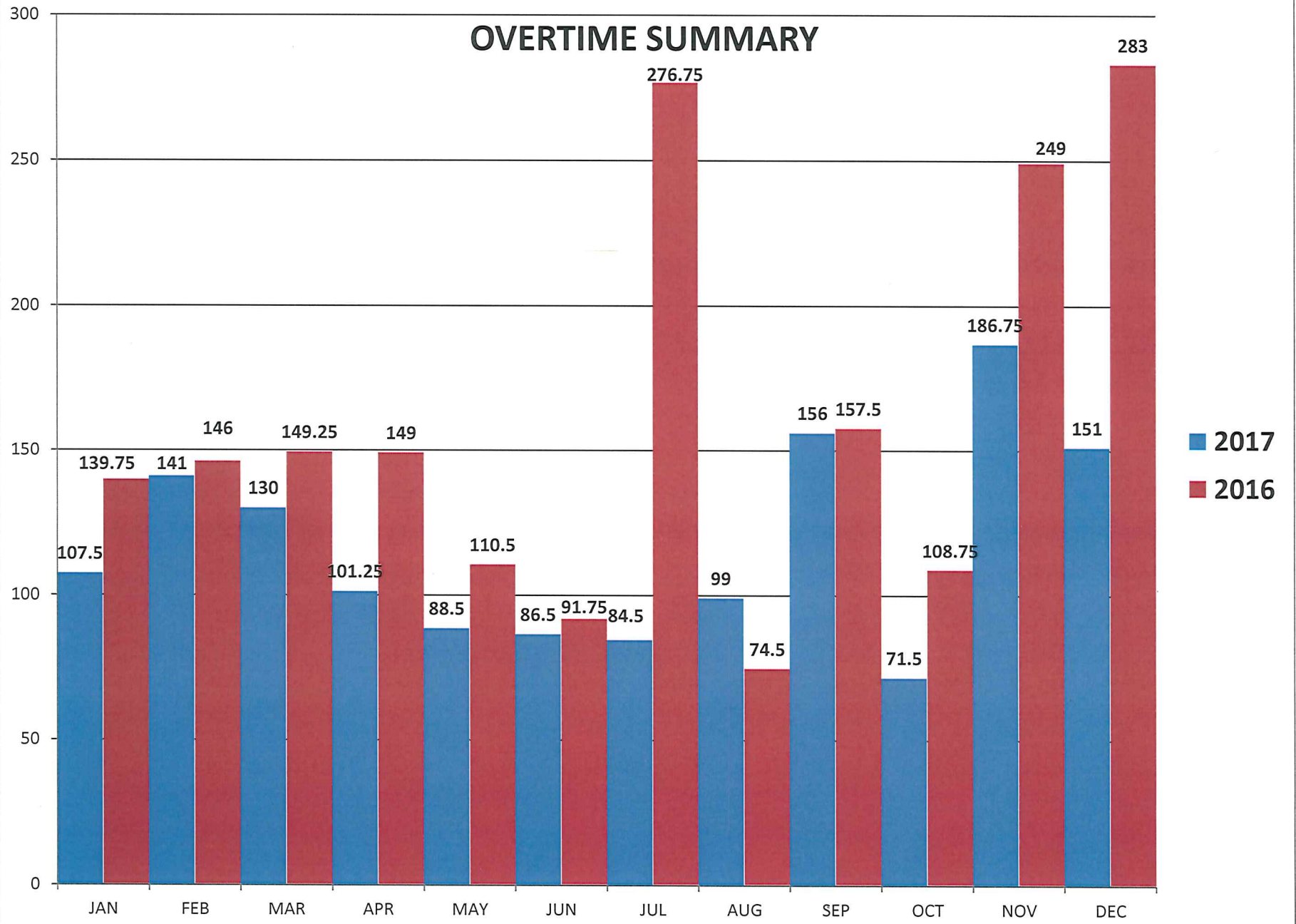
Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Dec/2017	Dec/2016	% Change
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	0	0	-
<b>Total for Group D</b>	<b>29</b>	<b>20</b>	<b>45.0%</b>
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
<b>Total for Group E</b>			-
6000 MISCELLANEOUS ACTIVITIES (6000)	0	4	-100.0%
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200 ARREST ASSIST	0	0	-
6300 CANINE ACTIVITIES	0	0	-
6500 CRIME PREVENTION ACTIVITIES	8	1	700.0%
6600 COURT / WARRANT ACTIVITIES	0	0	-
6700 INVESTIGATIVE ACTIVITIES	0	0	-
<b>Total for Group F</b>	<b>8</b>	<b>5</b>	<b>60.0%</b>
<b>Total for All Groups</b>	<b>393</b>	<b>419</b>	<b>-6.2%</b>

## 2016 VS. 2017 Calls for Service



## OVERTIME SUMMARY



## OVERTIME SUMMARY

OVERTIME BY TYPE													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Court	26	12	3	6	0	1	15	9	9	9	12.5	6	108.5
Complaint Investigation	14	0	1	6	14.5	26.25	12.5	15.5	6.5	10.75	1.25	5	113.25
Report Writing	1.5	5	0	1	0	0	0	0	4	0	0	0	11.5
Training	24	0	57	0	0	0	0	24	30	15.75	0	9	159.75
Short Shift	40	57	69	59.25	20	26.25	21.5	45.5	44	36	32	55	505.5
Administrative	0	0	0	0	0	0	0	0	0	0	3	0	3
Special Detail	0	0	0	1	0	33	35.5	5	3.5	0	2	0	80
Holiday	2	67	0	28	54	0	0	0	59	0	136	76	422
<b>TOTAL</b>	107.5	141	130	101.25	88.5	86.5	84.5	99	156	71.5	186.75	151	1403.5

	2016 VS. 2017												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>2017 - TOTAL</b>	107.5	141	130	101.25	88.5	86.5	84.5	99	156	71.5	186.75	151	1403.5
<b>2016 - TOTAL</b>	139.75	146	149.25	149	110.5	91.75	276.75	74.5	157.5	108.75	249	283	1935.75

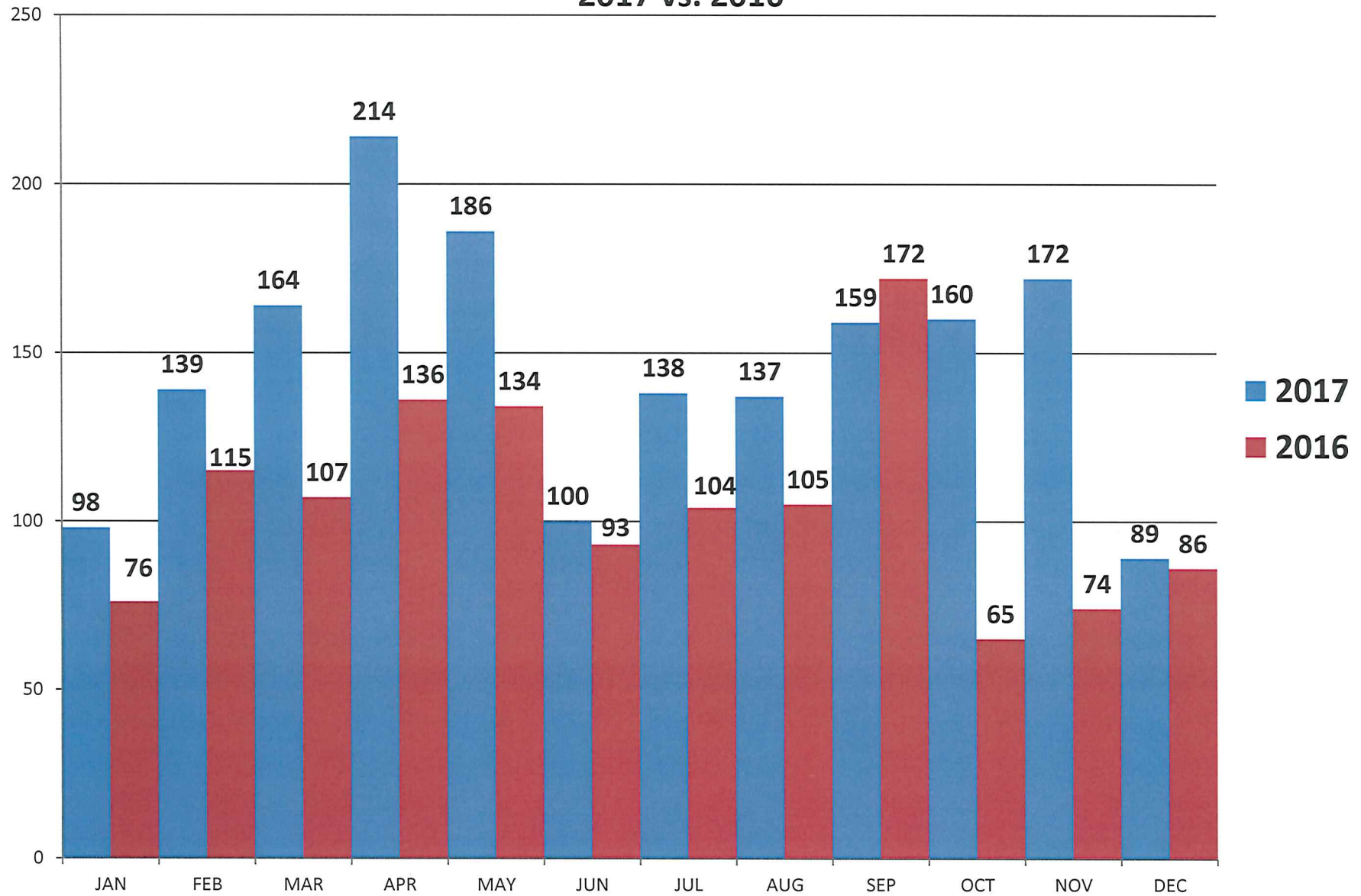
## EMPLOYEE TIME OFF

2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Sick	8	8	28	58	0	0	0	22	20	2	24	32	202
Comp	4.75	23	42.5	44.75	71.25	21	66.25	21.5	87.5	66	22	41.5	512
Vacation	36	24	24	10	0	0	97.25	24	0	44	0	0	259.25
Holiday	20	0	0	0	10	0	0	0	10	0	30	20	90
PTO	73.5	105.5	37	153	212.5	175.25	176	147	263.5	76.75	186	195	1801
Other	176	200	184	160	184	176	172	184	0	0	0	0	1436
<b>TOTAL</b>	318.25	360.5	315.5	425.75	477.75	372.25	511.5	398.5	381	188.75	262	288.5	4300.25

**\*\*PTO - Includes PTO/Admin Leave during this Month**



## NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2017 vs. 2016



## TRAFFIC VIOLATIONS SUMMARY

JANUARY 1, 2017 THROUGH DECEMBER 31, 2017													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	25	25	31	65	42	16	33	39	30	27	39	17	389
Hazardous	11	10	10	8	17	5	2	5	14	6	5	2	95
Non-Hazardous	30	14	25	37	30	24	30	23	10	25	22	8	278
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
Warning	32	87	94	99	97	54	67	66	90	94	102	60	942
Waiveable Viol. Issued	0	3	4	5	0	1	6	4	15	8	4	2	52
<b>TOTAL</b>	98	139	164	214	186	100	138	137	159	160	172	89	1756

JANUARY 1, 2016 THROUGH DECEMBER 31, 2016													
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	12	33	34	41	22	23	25	11	19	15	26	18	279
Hazardous	8	7	11	7	9	5	8	4	18	1	4	4	86
Non-Hazardous	11	8	15	11	18	9	10	13	16	5	10	32	158
Parking	0	0	0	0	0	0	0	0	1	0	0	0	1
Warning	37	59	31	64	70	52	52	68	105	39	31	30	638
Waiveable	8	8	16	13	15	4	9	9	13	5	3	2	105
<b>TOTAL</b>	76	115	107	136	134	93	104	105	172	65	74	86	1267

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2017	98	139	164	214	186	100	138	137	159	160	172	89	1756
2016	76	115	107	136	134	93	104	105	172	65	74	86	1267

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

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**To: Northfield Township Board of Trustees**

**From: Dan Willis -Wastewater Treatment Plant Superintendent**

**Date: December 2017**

**Subject: Monthly Report**

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- 12/1** Raked and reseeded on Barker Rd. where a tree was removed for the non-motorized path.
- 12/1** Pulled rags from pump #2 at the Elmcrest pump station.
- 12/1** Tom Beert finished his last day of employment.
- 12/5** Fixed the floats at the Shadow Woods pump station the was running the pumps on the lag float.
- 12/7** An inspection of 3 of our pump station for cathodic rust protection was performed by Corpro and revealed problems at 2 of them.
- 12/8** The intermediate sludge pump plugged and had to be torn apart 5 times to remove gravel that had accumulated over the years.
- 12/9** Call back for an emergency MissDig for an electric pole that had snapped.
- 12/11** The intermediate pump continues to plug with gravel but we are making progress .
- 12/18** MAS has moved in to haul sludge.
- 12/18** Pulled rags from pump # 2 at Elmcrest my have to replace impellers.
- 12/18** Pulled rags from float at N. Shore # 2
- 12/20** Repaired check valve at N. Shore # 2
- 12/22** Met with Brian Rubel to go over the asset management program
- 12/20** MAS finished hauling our sludge with 429,000 gals hauled.
- 12/26** Pulled rags out of Elmcrest # 2 pump.



<b>December 2016 Daily Average Flow</b>	<b>.678 MGD</b>
<b>December 2017 Daily Average Flow</b>	<b>.668 MGD</b>
<b>Maximum December Daily Flow 2016</b>	<b>.867 MGD</b>
<b>Maximum December Daily Flow 2017</b>	<b>.756 MGD</b>
<b>Minimum December Daily Flow 2016</b>	<b>.616 MGD</b>
<b>Minimum December Daily Flow 2017</b>	<b>.607 MGD</b>
<b>6 – Month Average Flow</b>	<b>.644 MGD</b>
<b>12 – Month Average Flow</b>	<b>.765 MGD</b>
<b>Total Gallons Treated December 2016</b>	<b>19.78 MG</b>
<b>Total Gallons Treated December 2017</b>	<b>20.71 MG</b>
<b>Rainfall (inches) December 2016</b>	
<b>Rainfall (inches) December 2017</b>	<b>1.07</b>
<b>Connections / Tap-ins' to system</b>	<b>0</b>
<b>Miss Dig Staking's</b>	<b>4</b>
<b>Overtime hours for the month</b>	<b>42 hrs</b>

**ZONING COMPLIANCE  
MONTH OF DEC 2017**

<b>Property Address</b>	<b>Name</b>	<b>Parcel ID</b>	<b>Description</b>	<b>Status</b>
205 W. Joy Rd	Stockbridge, Christopher	B-02-32-300-015	15 x 20 Shed	Approved
4645 Five Mile Rd	Murray, David	B-02-13-400-006	Demo & Re-build	Approved

## Donation Report

As of December 31, 2017

### General Fund

Parks and Recreation	100.00
Non-Motorized Path*	2,140.84
Senior Center	832.65

<b>Total General Fund Donations</b>	<b><u>2,240.84</u></b>
-------------------------------------	------------------------

### Donation Fund

Dog Park	330.00
Land Preservation Donation	100.00
<b>Total Donation Fund Donations</b>	<b><u>430.00</u></b>

### Fire Fund

Donation for faulty alarm call	50.00
	<b><u>50.00</u></b>

<b>Total YTD Donations</b>	<b><u>2,720.84</u></b>
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\*\$6,500 has been collected for the Non-Motorized Path. \$4,360 was collected in the previous fiscal year.

## North Village Expenditures

Company	Description	Date	Amount
Whitmore Lake Properties, LLC	Deposit	5/4/2016	\$ 20,000.00
OHM Advisors	Prep of Parcel maps for property purchase	6/30/2016	\$ 387.00
OHM Advisors	Geotechnical Investigation	8/11/2016	\$ 14,400.00
Atwell, Inc.	ALTA Survey	8/31/2016	\$ 2,700.00
Whitmore Lake Properties, LLC	Purchase cost-Cashier's Check (minus deposit)	9/20/2016	\$ 316,940.37
McKenna Associates	Attend DDA meeting	Sept. 2016	\$ 220.00
OHM Advisors	MDOT easement & ALTA review	10/12/2016	\$ 1,108.50
McKenna Associates	Strategic Development Planning Contract	Multiple	\$ 16,500.00
SignsToYou	No Swimming Signs	10/5/2016	\$ 49.37
Paul Burns	Legal Fees - Property Closing	9/20/2016	\$ 1,200.00
OHM Advisors	Prop. Desc., sketch review, board mtg attendance	10/21/2016	\$ 1,289.50

Downtown Planning Group	Ribbon Cutting Ceremony*		
Dollar Bill Copying	Flyers	10/5/2016	\$ 300.54
Tim Saville (reimburse)	Ribbon Cutting Supplies	10/12/2016	\$ 40.49
Ann Arbor Portable Toilets	Porta-Potties	10/20/2016	\$ 160.00
A1 Engraving & Signs	Vinyl-Signs for Community Park	10/12/2016	\$ 254.40
Tami Menzel (reimburse)	Ribbon Cutting Supplies	10/19/2016	\$ 42.49
Alexander's Farm Market	Pumpkins	10/30/2016	\$ 50.00
Tim Saville (reimburse)	Straw Bales	10/22/2016	\$ 90.00
Rock Connection	limestone to fill holes in drive	10/22/2016	\$ 153.17
J&M Landscaping	Lawn mowing 10/21/16	11/16/2016	\$ 300.00

Northfield Township	Property Taxes	2/27/2017	\$ 20,080.14
Benchmark Outdoor Services	Tree Removal - down payment	2/27/2017	\$ 500.00
Benchmark Outdoor Services	Tree Removal - payment 2	4/6/2017	\$ 500.00
Benchmark Outdoor Services	Tree Removal - final payment	4/27/2017	\$ 150.00
McKenna Associates	RFP Discussion with Supervisor	May 2017	\$ 27.50
J&M Landscaping	Lawn Care 2017	Apr-Aug 2017	\$ 2,400.00
AJ's Maintenance Services	Sidewalk Snow Removal and Salt Application	Jan-Mar 2017	\$ 1,132.48
Northfield Township	2017 Summer Taxes	8/16/2017	\$ 15.47
McKenna Associates	Call w/ Trustee Beliger reg. site visit	July 2017	\$ 165.00
McKenna Associates	site visit to inspect trail locations	July 2017	\$ 330.00
McKenna Associates	North Village RFP - draft documents	10/31/2017	\$ 605.00
MMPW Services	Salt Application to sidewalks 11/12/17	12/13/2017	\$ 40.00
J&M Landscaping	lawn mowing Sept-Oct	Sept-Oct 2017	\$ 750.00
McKenna Associates	North Village RFP Prep - Oct 2017	1/10/2018	\$ 2,428.75
McKenna Associates	North Village RFP Prep - Nov 2017	1/10/2018	\$ 770.00

\$ 406,080.17

# MEMO

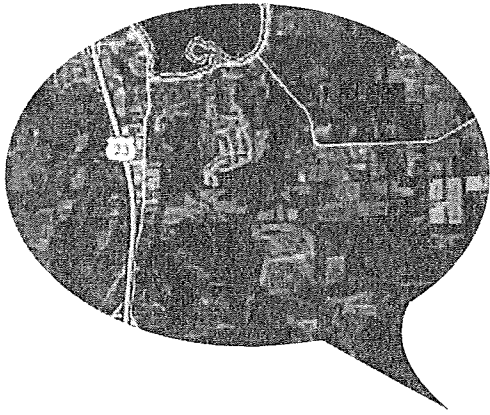
To: Northfield Township Board  
From: Lenore Zelenock, LPC Township Board Representative  
  
Date: 01/04/18  
Re: Land Preservation Committee (LPC) Update

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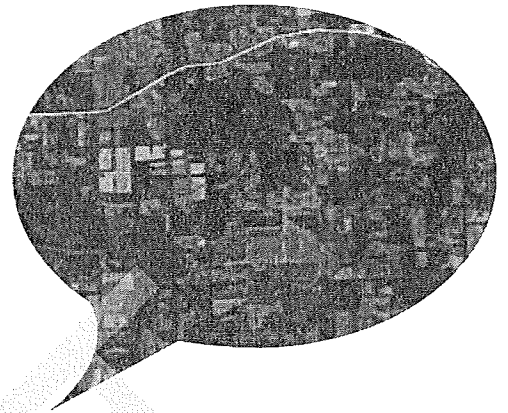
The next Land Preservation Committee (LPC) meeting is Thursday, January 11, 2018.

The LPC is working on having “a conversation on land preservation” at our February 8<sup>th</sup> meeting. The purpose is to have our residents and local experts join together to have “conversations” on the benefits of land preservation. We are working on a poster to advertise the meeting. Also, like us on Facebook at Northfield Township Land Preservation Committee.

In addition, Ms. Otto and I are in the process of reviewing changes to the bylaws.



**I live here!**



**I live here!**

## **Conversations about land in Northfield Township**

*Sponsored by the  
Northfield Township  
Land Preservation  
Committee (LPC)*

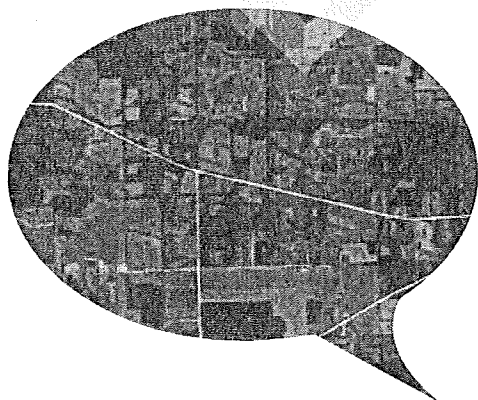
Join your neighbors and  
local environmental experts  
for conversations about  
the many benefits of farmland  
and natural area preservation.

**Thursday, February 8, 2018  
7:00 – 9:00 pm**  
(free refreshments and maps)

Northfield Township Office  
(Public Safety Building)  
8350 Main Street  
Whitmore Lake, MI 48189

For more information, contact  
Lenore Zelenock at  
743-449-2880 ext. 21

Like us on Facebook at  
Northfield Township Land  
Preservation Committee



**I live here!**

**Northfield Township**  
**Financial Report**  
**Month Ending, December 31, 2017**

This report is a summary of the Township's investments and checking at the end of December 31, 2017. We had a CD maturity at 1<sup>st</sup> National Bank on 12/3/17 for the amount of \$35,586.73 and it was deposited in the MIF account. The total interested earned at .75% from 12/3/15 to 12/3/17 was \$530.28. I will be reinvesting the \$35,586.73 (and probably a little more depending on our cash flow) in another CD with Morgan Stanley as its rates are more favorable than 1<sup>st</sup> National Bank and all the required documents with Morgan Stanley are established and approved by the Township Board.

Type	Fund/Account	Issuer	Value	Interest Rate	Purchase Date	Maturity Date	Accrued Interest	Interest Income
CD	WWTP	Morgan Stanley*	28,056.20	Zero Coupon	6/16/2009	5/20/2019	9,790.65	
CD	WWTP	Morgan Stanley*	250,000.00	1.15%	9/29/2017	1/8/2018	433.21	
CD	WWTP	Morgan Stanley*	250,000.00	1.10%	9/28/2017	1/11/2018	145.03	\$245.23
CD	WWTP	Morgan Stanley*	22,000.00	1.25%	9/28/2017	4/4/2018	42.94	
<b>Total WWTP</b>			<b>\$550,056.20</b>				<b>\$10,411.83</b>	<b>\$245.23</b>
CD	MIF (Fire Truck)	Morgan Stanley*	\$250,000.00	1.25%	9/28/2017	4/4/2018	488.01	
CD	MIF (Fire Truck)	Morgan Stanley*	<u>\$228,000.00</u>	1.25%	9/28/2017	4/4/2017	<u>445.06</u>	
<b>Total MIF</b>			<b><u>\$478,000.00</u></b>				<b><u>933.07</u></b>	<b><u>0.00</u></b>
<b>Total Investments</b>			<b>\$1,028,056.20</b>				<b>\$11,344.90</b>	<b>\$245.23</b>
							<b>2017</b>	<b>Month</b>
							<b>Interest Paid</b>	<b>Interest Earned</b>
Checking	MIF	1st National Bank	\$2,415,908.67	0.15%			<u>\$2,871.38</u>	<u>\$295.91</u>
Checking	Federal Drug Forfeiture	1st National Bank	168,577.19					
Checking	Police Narcotics	1st National Bank	147,222.42					
Checking	Trust & Agency	1st National Bank	61,873.71					
Checking	Health Account	1st National Bank	10,481.69					
Checking	Payroll	1st National Bank	34,819.82					
Checking	Tax Account	1st National Bank	<u>2,025,562.16</u>					
<b>Total Checking</b>			<b><u>\$4,864,445.66</u></b>				<b><u>\$2,871.38</u></b>	<b><u>\$295.91</u></b>
<b>Total Investments and Checking</b>			<b><u>\$5,892,501.86</u></b>				<b><u>\$14,216.28</u></b>	<b><u>\$541.14</u></b>

\* Please note the Morgan Stanley Numbers are from November 2017. At the time of the report, the December numbers were not available.

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

1/4/2018  
Submitted by: Lenore Zelenock, Treasurer

User: YVETTE  
DB: Northfield

PERIOD ENDING 12/31/2017  
% Fiscal Year Completed: 50.41

		END BALANCE	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR		
GL NUMBER	DESCRIPTION	06/30/2017	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2017	MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-426.000	PRIOR YEAR TAX INTEREST	1,763.70	500.00	500.00	87.03	0.00	412.97	17.41
101-000-452.000	PEDDLER'S LICENSES	2.00	350.00	350.00	90.00	0.00	260.00	25.71
101-000-453.000	CABLEVISION FRANCHISE FEES	97,248.97	98,000.00	98,000.00	47,917.93	0.00	50,082.07	48.90
101-000-455.000	FIBER FOOTAGE FEES	10,370.86	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000-573.000	STATE REVENUE SHARING - LCSA	4,573.49	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00
101-000-574.000	STATE SHARED REVENUE	685,603.00	690,000.00	690,000.00	365,788.00	121,754.00	324,212.00	53.01
101-000-590.000	GRANT INCOME	0.00	221,633.00	221,633.00	225,766.05	0.00	(4,133.05)	101.86
101-000-626.000	COPY & FOIA INCOME	26.23	100.00	100.00	122.70	0.00	(22.70)	122.70
101-000-655.000	ORDINANCE FINES	2,407.45	0.00	0.00	2,331.15	0.00	(2,331.15)	100.00
101-000-665.000	INTEREST INCOME	2,376.86	1,000.00	1,000.00	2,557.75	530.28	(1,557.75)	255.78
101-000-666.000	DIVIDENDS	7,577.31	0.00	0.00	0.00	0.00	0.00	0.00
101-000-671.000	REIMBURSEMENT/OTHER INCOME	6,947.17	150.00	150.00	2,130.67	2,018.00	(1,980.67)	1,420.45
101-000-673.000	SALE OF FIXED ASSET	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-675.000	CONTRIBUTION-PRIVATE SOURCES	0.00	0.00	0.00	350.00	0.00	(350.00)	100.00
101-000-684.000	CELL TOWER INCOME	2,800.00	4,284.00	4,284.00	357.00	357.00	3,927.00	8.33
101-000-688.000	RENTAL INCOME - BARKER RD	9,960.00	9,960.00	9,960.00	830.00	830.00	9,130.00	8.33
Total Dept 000		843,657.04	1,080,977.00	1,080,977.00	648,328.28	125,489.28	432,648.72	59.98
Dept 191 - ELECTIONS								
101-191-671.000	REIMBURSEMENT/OTHER INCOME	10,355.81	6,500.00	6,500.00	767.00	0.00	5,733.00	11.80
Total Dept 191 - ELECTIONS		10,355.81	6,500.00	6,500.00	767.00	0.00	5,733.00	11.80
Dept 253 - TREASURER								
101-253-402.000	CURRENT PROPERTY TAX	263,055.07	268,000.00	268,000.00	10,019.68	10,019.68	257,980.32	3.74
101-253-404.000	MOBILE HOME LICENSE FEES	2,874.00	2,850.00	2,850.00	1,197.50	0.00	1,652.50	42.02
101-253-445.000	PENALTY & INTEREST ON TAXES	6,103.58	3,500.00	3,500.00	2.95	0.00	3,497.05	0.08
101-253-627.000	SUMMER TAX PREPARATION	13,665.00	14,000.00	14,000.00	13,740.00	0.00	260.00	98.14
101-253-680.000	TAX ADMINISTRATION FEES	150,103.75	150,000.00	150,000.00	50,394.72	3,844.50	99,605.28	33.60
Total Dept 253 - TREASURER		435,801.40	438,350.00	438,350.00	75,354.85	13,864.18	362,995.15	17.19
Dept 336 - CONTRIBUTIONS								
101-336-625.000	SEWER ADMINISTRATION	48,560.00	48,560.00	48,560.00	0.00	0.00	48,560.00	0.00
101-336-694.000	NON-MOTORIZED PATH	4,360.00	0.00	0.00	2,140.84	0.00	(2,140.84)	100.00
Total Dept 336 - CONTRIBUTIONS		52,920.00	48,560.00	48,560.00	2,140.84	0.00	46,419.16	4.41
Dept 412 - PLANNING/ZONING DEPT								
101-412-477.000	ZONING COMPLIANCE PERMITS	12,505.00	9,500.00	9,500.00	5,250.00	500.00	4,250.00	55.26
101-412-608.000	VARIANCES/APPEALS	1,430.00	2,000.00	2,000.00	3,050.00	0.00	(1,050.00)	152.50
101-412-614.000	PLANNING FEES	5,750.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-412-629.000	ZONING COPIES	55.60	25.00	25.00	0.00	0.00	25.00	0.00
101-412-637.000	SPLIT APPLICATIONS	2,240.00	2,400.00	2,400.00	(165.00)	0.00	2,565.00	(6.88)
101-412-671.000	REIMBURSEMENT/OTHER INCOME	0.00	0.00	0.00	680.00	(165.00)	(680.00)	100.00
Total Dept 412 - PLANNING/ZONING DEPT		21,980.60	17,925.00	17,925.00	8,815.00	335.00	9,110.00	49.18
Dept 666 - COMMUNITY CENTER								



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User: YVETTE

DB: Northfield

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 2/33

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 101 - GENERAL FUND								
Revenues								
101-666-590.000	GRANT INCOME	0.00	0.00	0.00	8,000.00	0.00	(8,000.00)	100.00
101-666-643.000	CC TRIPS	6,311.00	5,000.00	5,000.00	2,809.00	2,344.00	2,191.00	56.18
101-666-644.000	CC PROGRAMS	4,842.75	4,000.00	4,000.00	4,673.50	3,046.75	(673.50)	116.84
101-666-671.000	REIMBURSEMENT/OTHER INCOME	8,500.00	8,500.00	8,500.00	92.26	92.26	8,407.74	1.09
101-666-676.000	CONTRIBUTIONS - SCC	2,699.15	1,750.00	1,750.00	832.65	320.00	917.35	47.58
Total Dept 666 - COMMUNITY CENTER		22,352.90	19,250.00	19,250.00	16,407.41	5,803.01	2,842.59	85.23
TOTAL REVENUES		1,387,067.75	1,611,562.00	1,611,562.00	751,813.38	145,491.47	859,748.62	46.65
Expenditures								
Dept 101 - TOWNSHIP BOARD								
101-101-701.000	SALARIES	9,999.86	10,000.00	10,000.00	6,249.96	2,611.47	3,750.04	62.50
101-101-715.000	SOCIAL SECURITY	765.01	765.00	765.00	430.32	286.87	334.68	56.25
101-101-807.000	MEMBERSHIP DUES	10,349.81	10,500.00	10,500.00	2,594.00	0.00	7,906.00	24.70
101-101-836.000	WELFARE COSTS	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00
101-101-860.000	FUEL & MILEAGE	0.00	0.00	0.00	190.46	190.46	(190.46)	100.00
101-101-900.000	PRINTING & PUBLICATIONS	6,511.35	7,500.00	7,500.00	2,823.37	870.94	4,676.63	37.64
101-101-956.000	MISCELLANEOUS	1,050.06	0.00	0.00	5,810.31	3,198.75	(5,810.31)	100.00
101-101-957.000	TRAINING & DEVELOPMENT	149.00	500.00	500.00	214.00	0.00	286.00	42.80
Total Dept 101 - TOWNSHIP BOARD		38,825.09	39,265.00	29,265.00	18,312.42	7,158.49	10,952.58	62.57
Dept 171 - SUPERVISOR								
101-171-701.000	SALARIES	12,499.90	12,500.00	12,500.00	5,769.24	1,442.31	6,730.76	46.15
101-171-715.000	SOCIAL SECURITY	993.02	957.00	957.00	441.34	110.33	515.66	46.12
101-171-807.000	MEMBERSHIP DUES	0.00	120.00	120.00	0.00	0.00	120.00	0.00
101-171-860.000	FUEL & MILEAGE	483.64	400.00	400.00	0.00	0.00	400.00	0.00
101-171-956.000	MISCELLANEOUS	61.03	0.00	0.00	0.00	0.00	0.00	0.00
101-171-957.000	TRAINING & DEVELOPMENT	764.30	750.00	750.00	496.63	0.00	253.37	66.22
Total Dept 171 - SUPERVISOR		14,801.89	14,727.00	14,727.00	6,707.21	1,552.64	8,019.79	45.54
Dept 172 - TOWNSHIP MANAGER								
101-172-701.000	SALARIES	64,939.21	55,000.00	55,000.00	25,961.58	8,653.86	29,038.42	47.20
101-172-704.000	CLERICAL/DEP /SUPER/ELECTION	29,043.94	29,640.00	29,640.00	13,319.02	3,308.32	16,320.98	44.94
101-172-715.000	SOCIAL SECURITY	11,359.68	10,055.00	10,055.00	4,674.29	1,426.05	5,380.71	46.49
101-172-716.000	HOSPITALIZATION	1,500.00	15,000.00	15,000.00	9,293.77	1,830.86	5,706.23	61.96
101-172-717.000	LIFE/DISB. INSURANCE	569.03	780.00	780.00	456.90	76.15	323.10	58.58
101-172-718.000	PENSION	5,061.40	5,500.00	5,500.00	1,153.84	865.38	4,346.16	20.98
101-172-722.000	CONTROLLER	52,709.45	46,800.00	46,800.00	21,881.25	6,738.75	24,918.75	46.75
101-172-734.000	BONUS	300.00	0.00	0.00	0.00	0.00	0.00	0.00
101-172-807.000	MEMBERSHIP DUES	0.00	0.00	0.00	130.00	130.00	(130.00)	100.00
101-172-818.000	CONTRACTUAL SERVICES	7,076.11	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-172-850.000	COMMUNICATION	306.10	0.00	0.00	134.20	1.40	(134.20)	100.00
101-172-860.000	FUEL & MILEAGE	186.39	500.00	500.00	0.00	0.00	500.00	0.00
101-172-927.000	ALLOCATE TO DEPARTMENTS	(41,964.16)	(32,748.00)	(32,748.00)	(1,930.50)	0.00	(30,817.50)	5.90
101-172-957.000	TRAINING & DEVELOPMENT	410.00	500.00	500.00	165.50	34.50	334.50	33.10
Total Dept 172 - TOWNSHIP MANAGER		131,497.15	135,027.00	135,027.00	75,239.85	23,065.27	59,787.15	55.72

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 191 - ELECTIONS								
101-191-702.000	SALARIES	0.00	8,000.00	8,000.00	3,705.00	1,756.00	4,295.00	46.31
101-191-704.000	CLERICAL/DEP /SUPER/ELECTION	10,550.34	0.00	0.00	0.00	0.00	0.00	0.00
101-191-715.000	SOCIAL SECURITY	58.67	615.00	615.00	263.40	134.32	351.60	42.83
101-191-727.000	SUPPLIES	7,288.55	5,000.00	5,000.00	1,221.41	134.65	3,778.59	24.43
101-191-818.000	CONTRACTUAL SERVICES	675.00	1,000.00	1,000.00	600.00	0.00	400.00	60.00
101-191-851.000	POSTAGE	1,809.27	1,000.00	1,000.00	798.90	0.00	201.10	79.89
101-191-900.000	PRINTING & PUBLICATIONS	1,181.63	1,200.00	1,200.00	2,057.01	0.00	(857.01)	171.42
Total Dept 191 - ELECTIONS		21,563.46	16,815.00	16,815.00	8,645.72	2,024.97	8,169.28	51.42
Dept 215 - CLERK								
101-215-701.000	SALARIES	12,499.90	12,500.00	12,500.00	5,769.24	1,442.31	6,730.76	46.15
101-215-703.000	DEPUTY SALARIES	40,600.00	41,892.00	41,892.00	19,243.20	4,833.60	22,648.80	45.94
101-215-715.000	SOCIAL SECURITY	4,236.62	4,161.00	4,161.00	1,913.45	480.10	2,247.55	45.99
101-215-716.000	HOSPITALIZATION	6,863.47	8,650.00	8,650.00	3,574.62	641.31	5,075.38	41.33
101-215-717.000	LIFE/DISB. INSURANCE	494.28	605.00	605.00	286.68	47.78	318.32	47.39
101-215-718.000	PENSION	4,060.00	4,189.00	4,189.00	1,924.32	483.36	2,264.68	45.94
101-215-723.000	RECORD SEC	12,855.00	7,720.00	7,720.00	2,590.00	0.00	5,130.00	33.55
101-215-734.000	BONUS	300.00	0.00	0.00	0.00	0.00	0.00	0.00
101-215-807.000	MEMBERSHIP DUES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
101-215-860.000	FUEL & MILEAGE	273.92	150.00	150.00	108.60	0.00	41.40	72.40
101-215-922.000	LATE FEES AND PENALTIES	0.00	0.00	0.00	5.00	0.00	(5.00)	100.00
101-215-957.000	TRAINING & DEVELOPMENT	248.23	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		82,431.42	80,467.00	80,467.00	35,415.11	7,928.46	45,051.89	44.01
Dept 228 - INFORMATION TECHNOLOGY								
101-228-936.000	SOFTWARE	0.00	14,220.00	14,220.00	6,721.50	164.90	7,498.50	47.27
101-228-948.000	COMPUTER SERVICES	0.00	15,060.00	15,060.00	0.00	0.00	15,060.00	0.00
Total Dept 228 - INFORMATION TECHNOLOGY		0.00	29,280.00	29,280.00	6,721.50	164.90	22,558.50	22.96
Dept 247 - BOARD OF REVIEW								
101-247-706.000	BOARD OF REVIEW FEE	825.00	2,000.00	2,000.00	27.00	0.00	1,973.00	1.35
101-247-715.000	SOCIAL SECURITY	63.13	153.00	153.00	2.07	0.00	150.93	1.35
101-247-723.000	RECORD SEC	1,280.00	1,500.00	1,500.00	195.00	0.00	1,305.00	13.00
101-247-900.000	PRINTING & PUBLICATIONS	682.00	800.00	800.00	0.00	0.00	800.00	0.00
101-247-956.000	MISCELLANEOUS	0.00	125.00	125.00	12.90	12.90	112.10	10.32
101-247-959.000	TRIBUNALS AND DRAINS	16,114.18	10,000.00	10,000.00	558.40	485.32	9,441.60	5.58
Total Dept 247 - BOARD OF REVIEW		18,964.31	14,578.00	14,578.00	795.37	498.22	13,782.63	5.46
Dept 253 - TREASURER								
101-253-701.000	SALARIES	12,499.90	12,500.00	12,500.00	5,769.24	1,442.31	6,730.76	46.15
101-253-703.000	DEPUTY SALARIES	33,587.54	39,686.00	39,686.00	17,118.99	3,987.72	22,567.01	43.14
101-253-704.000	CLERICAL/DEP /SUPER/ELECTION	22,543.14	23,400.00	23,400.00	9,243.75	1,575.00	14,156.25	39.50
101-253-715.000	SOCIAL SECURITY	5,220.58	5,954.00	5,954.00	2,312.44	499.48	3,641.56	38.84
101-253-716.000	HOSPITALIZATION	11,153.61	13,200.00	13,200.00	4,772.28	904.21	8,427.72	36.15
101-253-717.000	LIFE/DISB. INSURANCE	311.04	668.00	668.00	275.22	45.87	392.78	41.20
101-253-718.000	PENSION	1,684.94	3,969.00	3,969.00	1,727.13	414.04	2,241.87	43.52
101-253-734.000	BONUS	300.00	0.00	0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 101 - GENERAL FUND								
Expenditures								
101-253-803.000	LEGAL	6,000.00	6,000.00	6,000.00	3,000.00	500.00	3,000.00	50.00
101-253-804.000	TAX STATEMENT PREPARATION	2,355.39	1,700.00	1,700.00	610.59	610.59	1,089.41	35.92
101-253-807.000	MEMBERSHIP DUES	10.00	120.00	120.00	0.00	0.00	120.00	0.00
101-253-818.000	CONTRACTUAL SERVICES	11,025.33	0.00	0.00	0.00	0.00	0.00	0.00
101-253-851.000	POSTAGE	4,469.06	3,800.00	3,800.00	1,597.69	7.01	2,202.31	42.04
101-253-860.000	FUEL & MILEAGE	682.19	325.00	325.00	161.37	32.75	163.63	49.65
101-253-927.000	ALLOCATE TO DEPARTMENTS	(25,309.00)	(17,103.00)	(17,103.00)	(2,235.00)	0.00	(14,868.00)	13.07
101-253-956.000	MISCELLANEOUS	510.94	750.00	750.00	125.68	0.00	624.32	16.76
101-253-957.000	TRAINING & DEVELOPMENT	1,480.50	750.00	750.00	98.00	98.00	652.00	13.07
Total Dept 253 - TREASURER		88,525.16	95,719.00	95,719.00	44,577.38	10,116.98	51,141.62	46.57
Dept 257 - ASSESSING								
101-257-709.000	ASST ASSESSOR	42,180.00	43,140.00	43,140.00	19,816.81	4,977.61	23,323.19	45.94
101-257-715.000	SOCIAL SECURITY	3,249.72	3,301.00	3,301.00	1,515.99	380.80	1,785.01	45.93
101-257-716.000	HOSPITALIZATION	18,386.54	17,830.00	17,830.00	6,297.76	1,177.72	11,532.24	35.32
101-257-717.000	LIFE/DISB. INSURANCE	545.28	668.00	668.00	293.10	48.85	374.90	43.88
101-257-718.000	PENSION	4,218.00	4,314.00	4,314.00	1,981.68	497.76	2,332.32	45.94
101-257-727.000	SUPPLIES	777.95	1,000.00	1,000.00	10.39	0.00	989.61	1.04
101-257-734.000	BONUS	300.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-807.000	MEMBERSHIP DUES	13.00	250.00	250.00	13.00	0.00	237.00	5.20
101-257-818.000	CONTRACTUAL SERVICES	63,704.96	64,640.00	64,640.00	29,166.65	5,833.33	35,473.35	45.12
101-257-851.000	POSTAGE	1,870.38	2,500.00	2,500.00	1,783.92	1,668.61	716.08	71.36
101-257-860.000	FUEL & MILEAGE	154.16	200.00	200.00	31.03	0.00	168.97	15.52
101-257-900.000	PRINTING & PUBLICATIONS	1,250.70	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-257-927.000	ALLOCATE TO DEPARTMENTS	(34,280.00)	(37,933.00)	(37,933.00)	(2,436.00)	0.00	(35,497.00)	6.42
101-257-957.000	TRAINING & DEVELOPMENT	25.00	500.00	500.00	20.00	15.00	480.00	4.00
Total Dept 257 - ASSESSING		102,395.69	101,910.00	101,910.00	58,494.33	14,599.68	43,415.67	57.40
Dept 265 - HALL AND GROUNDS								
101-265-710.000	JANITORIAL SALARIES	5,895.00	6,435.00	6,435.00	3,073.50	524.70	3,361.50	47.76
101-265-715.000	SOCIAL SECURITY	450.99	493.00	493.00	235.14	40.14	257.86	47.70
101-265-727.000	SUPPLIES	10,251.12	11,000.00	11,000.00	4,849.44	710.49	6,150.56	44.09
101-265-731.000	WORKERS COMP INSURANCE	2,379.70	3,178.00	3,178.00	0.00	0.00	3,178.00	0.00
101-265-816.000	GROUNDS/CLEANG/JANITORL SERVIC	12,825.02	12,500.00	12,500.00	2,780.00	1,440.00	9,720.00	22.24
101-265-821.000	PSB MAINT & OPS ALLOCATION	33,403.16	46,667.00	46,667.00	2,828.00	0.00	43,839.00	6.06
101-265-850.000	COMMUNICATION	6,463.58	2,700.00	2,700.00	1,198.32	214.72	1,501.68	44.38
101-265-851.000	POSTAGE	2,673.20	5,000.00	5,000.00	950.50	202.25	4,049.50	19.01
101-265-910.000	INSURANCE & BONDS	23,875.00	24,068.00	24,068.00	0.00	0.00	24,068.00	0.00
101-265-920.000	UTILITIES	197.50	205.00	205.00	61.46	0.00	143.54	29.98
101-265-927.000	ALLOCATE TO DEPARTMENTS	(3,690.00)	(4,000.00)	(4,000.00)	(118.00)	0.00	(3,882.00)	2.95
101-265-929.000	GRANT EXPENSE	0.00	0.00	0.00	439.85	0.00	(439.85)	100.00
101-265-930.000	REPAIRS & MAINTENANCE	20,065.80	4,800.00	4,800.00	4,750.90	1,081.00	49.10	98.98
101-265-938.000	CHARGEBACKS - PRIOR TAX YEARS	1,049.80	1,000.00	1,000.00	1,700.49	(100.17)	(700.49)	170.05
101-265-940.000	RENTAL EQUIPMENT	5,756.39	5,400.00	5,400.00	2,396.95	625.38	3,003.05	44.39
101-265-956.000	MISCELLANEOUS	10.00	300.00	300.00	0.00	0.00	300.00	0.00
Total Dept 265 - HALL AND GROUNDS		121,606.26	119,746.00	119,746.00	25,146.55	4,738.51	94,599.45	21.00
Dept 270 - LEGAL/PROFESSIONAL								
101-270-800.000	OTHER PROFESSIONAL FEES	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
101-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	6,300.00	0.00	0.00	100.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 101 - GENERAL FUND								
Expenditures								
101-270-803.000	LEGAL	123,494.64	96,000.00	96,000.00	40,464.66	8,158.95	55,535.34	42.15
101-270-806.000	ENGINEER	32,943.78	10,000.00	10,000.00	30.00	0.00	9,970.00	0.30
101-270-927.000	ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(45,600.00)	(22,800.00)	(3,800.00)	(22,800.00)	50.00
Total Dept 270 - LEGAL/PROFESSIONAL		122,138.42	66,700.00	66,700.00	23,994.66	4,358.95	42,705.34	35.97
Dept 336 - CONTRIBUTIONS								
101-336-933.000	CONTRIBUTION - INDEPENDENCE DA	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-336-964.000	CONTRIBUTION-FIRE & MED RES	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 336 - CONTRIBUTIONS		27,500.00	27,500.00	27,500.00	0.00	0.00	27,500.00	0.00
Dept 412 - PLANNING/ZONING DEPT								
101-412-707.000	ZBA SALARIES	6,306.25	3,000.00	3,000.00	1,400.00	0.00	1,600.00	46.67
101-412-715.000	SOCIAL SECURITY	1,308.63	1,148.00	1,148.00	476.21	147.26	671.79	41.48
101-412-723.000	RECORD SEC	9,620.00	7,020.00	7,020.00	1,935.00	0.00	5,085.00	27.56
101-412-726.000	PLANN COMM	10,800.00	12,000.00	12,000.00	4,200.00	1,300.00	7,800.00	35.00
101-412-727.000	SUPPLIES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
101-412-800.000	OTHER PROFESSIONAL FEES	10.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-412-801.000	PLANNER FEES	35,050.50	42,640.00	40,000.00	13,632.50	4,193.00	26,367.50	34.08
101-412-809.000	CODE ENFORCEMENT	4,100.00	0.00	0.00	0.00	0.00	0.00	0.00
101-412-823.000	ZONING ADMINISTRATION	10,937.50	12,000.00	12,000.00	4,549.75	1,467.25	7,450.25	37.91
101-412-851.000	POSTAGE	189.75	250.00	250.00	177.89	8.74	72.11	71.16
101-412-860.000	FUEL & MILEAGE	570.29	500.00	500.00	452.28	63.66	47.72	90.46
101-412-900.000	PRINTING & PUBLICATIONS	2,753.29	2,500.00	2,500.00	705.69	0.00	1,794.31	28.23
101-412-927.000	ALLOCATE TO DEPARTMENTS	23,467.00	29,974.00	29,974.00	1,777.00	0.00	28,197.00	5.93
101-412-957.000	TRAINING & DEVELOPMENT	1,530.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 412 - PLANNING/ZONING DEPT		106,643.21	113,732.00	111,092.00	29,306.32	7,179.91	81,785.68	26.38
Dept 448 - STREET LIGHTS								
101-448-920.000	UTILITIES	38,072.30	36,000.00	36,000.00	15,743.84	3,319.16	20,256.16	43.73
Total Dept 448 - STREET LIGHTS		38,072.30	36,000.00	36,000.00	15,743.84	3,319.16	20,256.16	43.73
Dept 449 - ROAD WORK								
101-449-805.000	PATHWAYS AND SIDEWALKS	259,691.07	125,000.00	125,000.00	0.00	0.00	125,000.00	0.00
101-449-813.000	ROADWORK	28,460.25	37,000.00	37,000.00	28,761.86	18,766.79	8,238.14	77.73
101-449-814.000	ROAD IMPROVEMENTS	93,465.05	122,530.00	122,530.00	96,610.43	31,334.01	25,919.57	78.85
101-449-929.000	GRANT EXPENSE	76,510.62	221,633.00	221,633.00	75,896.55	0.00	145,736.45	34.24
Total Dept 449 - ROAD WORK		458,126.99	506,163.00	506,163.00	201,268.84	50,100.80	304,894.16	39.76
Dept 666 - COMMUNITY CENTER								
101-666-701.000	SALARIES	44,960.00	45,989.00	45,989.00	21,127.03	5,306.79	24,861.97	45.94
101-666-702.000	SALARIES	1,253.44	4,830.00	4,830.00	0.00	0.00	4,830.00	0.00
101-666-710.000	JANITORIAL SALARIES	4,160.00	4,420.00	4,420.00	2,080.00	320.00	2,340.00	47.06
101-666-715.000	SOCIAL SECURITY	4,014.98	4,226.00	4,226.00	2,329.85	417.82	1,896.15	55.13
101-666-716.000	HOSPITALIZATION	9,126.39	9,300.00	9,300.00	2,980.91	697.15	6,319.09	32.05
101-666-717.000	LIFE/DISB. INSURANCE	524.16	642.00	642.00	307.68	51.28	334.32	47.93
101-666-718.000	PENSION	4,496.00	4,599.00	4,599.00	2,112.56	530.64	2,486.44	45.94

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			ORIGINAL BUDGET	AMENDED BUDGET		MONTH 12/31/17		
Fund 101 - GENERAL FUND								
Expenditures								
101-666-727.000	SUPPLIES	1,723.27	2,000.00	2,000.00	526.37	164.08	1,473.63	26.32
101-666-731.000	WORKERS COMP INSURANCE	468.82	549.00	549.00	0.00	0.00	549.00	0.00
101-666-807.000	MEMBERSHIP DUES	110.00	125.00	125.00	0.00	0.00	125.00	0.00
101-666-812.000	CC TRIPS	4,460.98	3,600.00	3,600.00	3,599.91	1,625.47	0.09	100.00
101-666-815.000	CC PROGRAMS	9,311.41	10,000.00	10,000.00	5,468.77	313.59	4,531.23	54.69
101-666-816.000	GROUPS/CLEANG/JANITORL SERVIC	2,141.92	3,425.00	3,425.00	335.00	210.00	3,090.00	9.78
101-666-822.000	SENIOR NUTRITION	2,415.12	2,000.00	2,000.00	846.72	206.80	1,153.28	42.34
101-666-836.000	COMMUNITY EXPENSE	1,004.30	1,750.00	1,750.00	491.57	311.57	1,258.43	28.09
101-666-850.000	COMMUNICATION	2,491.64	2,760.00	2,760.00	1,363.62	227.78	1,396.38	49.41
101-666-851.000	POSTAGE	857.80	800.00	800.00	0.00	0.00	800.00	0.00
101-666-860.000	FUEL & MILEAGE	0.00	200.00	200.00	0.00	0.00	200.00	0.00
101-666-900.000	PRINTING & PUBLICATIONS	630.00	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
101-666-910.000	INSURANCE & BONDS	1,083.00	1,131.00	1,131.00	0.00	0.00	1,131.00	0.00
101-666-920.000	UTILITIES	2,874.21	3,036.00	3,036.00	933.55	139.14	2,102.45	30.75
101-666-922.000	LATE FEES AND PENALTIES	0.00	0.00	0.00	164.54	71.35	(164.54)	100.00
101-666-929.000	GRANT EXPENSE	0.00	0.00	0.00	3,718.30	550.00	(3,718.30)	100.00
101-666-930.000	REPAIRS & MAINTENANCE	7,960.75	3,500.00	3,500.00	1,301.02	400.00	2,198.98	37.17
101-666-936.000	SOFTWARE	0.00	0.00	0.00	15.30	15.30	(15.30)	100.00
101-666-940.000	RENTAL EQUIPMENT	831.65	2,400.00	2,400.00	1,077.46	179.57	1,322.54	44.89
101-666-970.000	EQUIPMENT	219.00	0.00	0.00	19.97	0.00	(19.97)	100.00
Total Dept 666 - COMMUNITY CENTER		107,118.84	112,582.00	112,582.00	50,800.13	11,738.33	61,781.87	45.12
Dept 753 - RECREATION BOARD								
101-753-727.000	SUPPLIES	4,058.83	4,500.00	0.00	193.09	0.00	(193.09)	100.00
101-753-931.000	PARK MAINITENANCE	0.00	500.00	0.00	94.62	16.29	(94.62)	100.00
Total Dept 753 - RECREATION BOARD		4,058.83	5,000.00	0.00	287.71	16.29	(287.71)	100.00
Dept 754 - LAND PRESERVATION								
101-754-810.000	CONSULTANTS	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
101-754-851.000	POSTAGE	0.00	500.00	0.00	0.00	0.00	0.00	0.00
101-754-900.000	PRINTING & PUBLICATIONS	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00
Total Dept 754 - LAND PRESERVATION		0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
Dept 757 - PARKS								
101-757-801.000	PLANNER FEES	16,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 757 - PARKS		16,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 850 - TOWNSHIP CONTINGENCY								
101-850-905.000	CONTINGENCY FUNDS	3,041.03	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 850 - TOWNSHIP CONTINGENCY		3,041.03	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Dept 900 - CAPITAL OUTLAY								
101-900-972.000	COMPUTER	1,984.81	2,000.00	2,000.00	375.00	0.00	1,625.00	18.75
101-900-978.000	LAND ACQUISITION	360,728.48	0.00	0.00	15.47	0.00	(15.47)	100.00

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		06/30/2017	ORIGINAL			AMENDED BUDGET		
			BUDGET		12/31/2017	12/31/17		
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 900 - CAPITAL OUTLAY		362,713.29	2,000.00	2,000.00	390.47	0.00	1,609.53	19.52
Dept 905 - DEBT SERVICE								
101-905-985.000	PSB SHARE OF BOND PMT	84,695.26	83,334.00	83,334.00	0.00	0.00	83,334.00	0.00
Total Dept 905 - DEBT SERVICE		84,695.26	83,334.00	83,334.00	0.00	0.00	83,334.00	0.00
Dept 999 - TRANSFERS OUT								
101-999-999.000	TRANSFER OUT	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - TRANSFERS OUT		250,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		2,201,218.60	1,610,545.00	1,587,905.00	601,847.41	148,561.56	986,057.59	37.90
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,387,067.75	1,611,562.00	1,611,562.00	751,813.38	145,491.47	859,748.62	46.65
TOTAL EXPENDITURES		2,201,218.60	1,610,545.00	1,587,905.00	601,847.41	148,561.56	986,057.59	37.90
NET OF REVENUES & EXPENDITURES		(814,150.85)	1,017.00	23,657.00	149,965.97	(3,070.09)	(126,308.97)	633.92
BEG. FUND BALANCE		1,603,498.65	789,347.80	789,347.80	789,347.80			
END FUND BALANCE		789,347.80	790,364.80	813,004.80	939,313.77			

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 207 - LAW ENFORCEMENT FUND								
Revenues								
Dept 000								
207-000-402.000	CURRENT PROPERTY TAX	1,480,665.64	1,514,980.00	1,514,980.00	56,406.05	56,406.05	1,458,573.95	3.72
207-000-441.000	STATE REVENUE SHARING - LCSA	25,227.87	0.00	0.00	0.00	0.00	0.00	0.00
207-000-445.000	PENALTY & INTEREST ON TAXES	473.32	500.00	500.00	15.78	0.00	484.22	3.16
207-000-570.000	LIQUOR LICENSE & PERMITS	3,386.35	3,000.00	3,000.00	3,436.95	0.00	(436.95)	114.57
207-000-626.000	COPY & FOIA INCOME	1,224.80	1,300.00	1,300.00	1,636.53	213.69	(336.53)	125.89
207-000-635.000	EMERGENCY COST RECOVERY	7,594.50	1,000.00	1,000.00	1,412.25	345.75	(412.25)	141.23
207-000-656.000	FINES & COURT FEES	17,730.03	22,000.00	22,000.00	9,480.60	2,085.95	12,519.40	43.09
207-000-658.000	IMPOUND FEES	4,240.00	3,000.00	3,000.00	2,200.00	840.00	800.00	73.33
207-000-664.000	FEES PAID FOR OFFICER WAGES	3,909.15	6,500.00	6,500.00	7,452.94	0.00	(952.94)	114.66
207-000-671.000	REIMBURSEMENT/OTHER INCOME	4,651.52	3,000.00	3,000.00	1,651.08	901.08	1,348.92	55.04
207-000-673.000	SALE OF FIXED ASSET	0.00	9,000.00	9,000.00	1,710.00	0.00	7,290.00	19.00
207-000-681.000	OT REIMBURSEMENT	12,356.23	17,000.00	17,000.00	6,071.75	1,806.52	10,928.25	35.72
207-000-684.000	CELL TOWER INCOME	0.00	0.00	0.00	1,071.00	1,071.00	(1,071.00)	100.00
Total Dept 000		1,561,459.41	1,581,280.00	1,581,280.00	92,544.93	63,670.04	1,488,735.07	5.85
Dept 336 - CONTRIBUTIONS								
207-336-588.000	CONTRIBUTION OTHER FUND(S)	35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
207-336-683.000	CONTRIBUTION - INDEPENDENCE DA	1,500.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 336 - CONTRIBUTIONS		36,500.00	36,500.00	36,500.00	0.00	0.00	36,500.00	0.00
TOTAL REVENUES		1,597,959.41	1,617,780.00	1,617,780.00	92,544.93	63,670.04	1,525,235.07	5.72
Expenditures								
Dept 226 - PERSONNEL								
207-226-701.000	SALARIES	192,938.72	207,984.00	207,984.00	89,840.45	19,971.38	118,143.55	43.20
207-226-702.000	SALARIES	454,604.82	436,916.00	436,916.00	216,149.79	54,210.41	220,766.21	49.47
207-226-704.000	CLERICAL/DEP /SUPER/ELECTION	69,203.77	73,653.00	73,653.00	32,061.33	7,983.09	41,591.67	43.53
207-226-708.000	SALARIES-PART TIME	42,107.13	40,000.00	40,000.00	14,077.25	3,239.06	25,922.75	35.19
207-226-710.000	JANITORIAL SALARIES	8,925.00	9,061.00	9,061.00	4,420.00	765.00	4,641.00	48.78
207-226-711.000	SALARIES-OVERTIME	48,070.54	40,000.00	40,000.00	20,183.81	3,906.12	19,816.19	50.46
207-226-714.000	HOLIDAY	36,305.94	39,654.00	39,654.00	34,205.05	34,205.05	5,448.95	86.26
207-226-715.000	SOCIAL SECURITY	67,007.12	68,000.00	68,000.00	33,989.64	12,166.60	34,010.36	49.98
207-226-716.000	HOSPITALIZATION	139,023.19	114,915.00	114,915.00	63,333.64	31,242.05	51,581.36	55.11
207-226-717.000	LIFE/DISB. INSURANCE	7,878.63	9,605.00	9,605.00	4,494.00	749.00	5,111.00	46.79
207-226-718.000	PENSION	67,587.24	70,000.00	70,000.00	31,855.82	7,398.96	38,144.18	45.51
207-226-719.000	EMPLOYEE FRINGE-LONGEVITY	6,000.00	6,000.00	6,000.00	6,750.00	6,750.00	(750.00)	112.50
207-226-730.000	MEDICAL TESTING	0.00	500.00	500.00	117.50	0.00	382.50	23.50
207-226-731.000	WORKERS COMP INSURANCE	22,215.92	25,640.00	25,640.00	0.00	0.00	25,640.00	0.00
207-226-741.000	UNIFORMS/GEAR & ALLOWANCE	5,991.49	7,000.00	7,000.00	6,156.00	6,150.00	844.00	87.94
207-226-927.000	ALLOCATE TO DEPARTMENTS	64,949.00	64,000.00	64,000.00	4,826.00	0.00	59,174.00	7.54
207-226-957.000	TRAINING & DEVELOPMENT	225.00	1,000.00	1,000.00	224.00	149.00	776.00	22.40
Total Dept 226 - PERSONNEL		1,233,033.51	1,213,928.00	1,213,928.00	562,684.28	188,885.72	651,243.72	46.35
Dept 265 - HALL AND GROUNDS								
207-265-721.000	UNEMPLOYMENT BENEFITS	0.00	0.00	0.00	1,121.37	0.00	(1,121.37)	100.00
207-265-821.000	PSB MAINT & OPS ALLOCATION	33,310.50	46,667.00	46,667.00	2,829.00	0.00	43,838.00	6.06
Total Dept 265 - HALL AND GROUNDS		33,310.50	46,667.00	46,667.00	3,950.37	0.00	42,716.63	8.47

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			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 207 - LAW ENFORCEMENT FUND								
Expenditures								
Dept 270 - LEGAL/PROFESSIONAL								
207-270-722.000	CONTROLLER	6,588.69	6,298.00	6,298.00	371.25	0.00	5,926.75	5.89
207-270-802.000	AUDIT FEES	2,250.00	2,250.00	2,250.00	2,250.00	0.00	0.00	100.00
207-270-803.000	LEGAL	42,000.10	40,000.00	40,000.00	28,712.00	4,150.00	11,288.00	71.78
Total Dept 270 - LEGAL/PROFESSIONAL		50,838.79	48,548.00	48,548.00	31,333.25	4,150.00	17,214.75	64.54
Dept 301 - OPERATING COSTS								
207-301-727.000	SUPPLIES	5,983.41	7,000.00	7,000.00	2,574.03	540.27	4,425.97	36.77
207-301-741.000	UNIFORMS/GEAR & ALLOWANCE	0.00	1,000.00	1,000.00	1,419.32	573.41	(419.32)	141.93
207-301-807.000	MEMBERSHIP DUES	635.75	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
207-301-818.000	CONTRACTUAL SERVICES	13,646.00	20,000.00	20,000.00	7,620.68	0.00	12,379.32	38.10
207-301-820.000	DISPATCH SERVICES	63,346.92	70,040.00	70,040.00	37,902.41	5,437.25	32,137.59	54.12
207-301-850.000	COMMUNICATION	16,152.54	20,000.00	20,000.00	8,179.41	917.84	11,820.59	40.90
207-301-851.000	POSTAGE	227.12	250.00	250.00	76.26	8.03	173.74	30.50
207-301-900.000	PRINTING & PUBLICATIONS	100.88	500.00	500.00	396.67	0.00	103.33	79.33
207-301-910.000	INSURANCE & BONDS	32,882.00	34,222.00	34,222.00	0.00	0.00	34,222.00	0.00
207-301-922.000	LATE FEES AND PENALTIES	0.00	0.00	0.00	32.97	32.97	(32.97)	100.00
207-301-930.000	REPAIRS & MAINTENANCE	2,407.87	7,000.00	7,000.00	309.60	0.00	6,690.40	4.42
207-301-932.000	RADIO REPAIR	0.00	1,100.00	1,100.00	880.00	0.00	220.00	80.00
207-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	1,096.88	0.00	0.00	681.21	0.00	(681.21)	100.00
207-301-940.000	RENTAL EQUIPMENT	2,608.35	3,000.00	3,000.00	1,304.32	217.38	1,695.68	43.48
207-301-972.000	COMPUTER	450.00	15,000.00	15,000.00	7,279.78	626.33	7,720.22	48.53
Total Dept 301 - OPERATING COSTS		139,537.72	180,112.00	180,112.00	68,656.66	8,353.48	111,455.34	38.12
Dept 333 - TRANSPORTATION								
207-333-860.000	FUEL & MILEAGE	20,028.55	18,000.00	18,000.00	8,311.30	0.00	9,688.70	46.17
207-333-930.000	REPAIRS & MAINTENANCE	10,425.36	11,000.00	11,000.00	8,908.63	643.14	2,091.37	80.99
Total Dept 333 - TRANSPORTATION		30,453.91	29,000.00	29,000.00	17,219.93	643.14	11,780.07	59.38
Dept 905 - DEBT SERVICE								
207-905-985.000	PSB SHARE OF BOND PMT	84,695.26	83,334.00	83,334.00	0.00	0.00	83,334.00	0.00
Total Dept 905 - DEBT SERVICE		84,695.26	83,334.00	83,334.00	0.00	0.00	83,334.00	0.00
TOTAL EXPENDITURES		1,571,869.69	1,601,589.00	1,601,589.00	683,844.49	202,032.34	917,744.51	42.70
Fund 207 - LAW ENFORCEMENT FUND:								
TOTAL REVENUES		1,597,959.41	1,617,780.00	1,617,780.00	92,544.93	63,670.04	1,525,235.07	5.72
TOTAL EXPENDITURES		1,571,869.69	1,601,589.00	1,601,589.00	683,844.49	202,032.34	917,744.51	42.70
NET OF REVENUES & EXPENDITURES		26,089.72	16,191.00	16,191.00	(591,299.56)	(138,362.30)	607,490.56	3,652.03
BEG. FUND BALANCE		500,125.87	526,215.59	526,215.59	526,215.59			
END FUND BALANCE		526,215.59	542,406.59	542,406.59	(65,083.97)			



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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 211 - Fire Station # 2 Fund								
Revenues								
Dept 000								
211-000-684.000	CELL TOWER INCOME	0.00	0.00	0.00	7,028.00	0.00	(7,028.00)	100.00
Total Dept 000		0.00	0.00	0.00	7,028.00	0.00	(7,028.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	7,028.00	0.00	(7,028.00)	100.00
Fund 211 - Fire Station # 2 Fund:								
TOTAL REVENUES		0.00	0.00	0.00	7,028.00	0.00	(7,028.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	7,028.00	0.00	(7,028.00)	100.00
BEG. FUND BALANCE								
END FUND BALANCE								

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 214 - Rental Property Fund								
Revenues								
Dept 000								
214-000-688.000	RENTAL INCOME - BARKER RD	0.00	0.00	0.00	4,150.00	0.00	(4,150.00)	100.00
Total Dept 000		0.00	0.00	0.00	4,150.00	0.00	(4,150.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	4,150.00	0.00	(4,150.00)	100.00
Fund 214 - Rental Property Fund:								
TOTAL REVENUES		0.00	0.00	0.00	4,150.00	0.00	(4,150.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	4,150.00	0.00	(4,150.00)	100.00
BEG. FUND BALANCE								
END FUND BALANCE								

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			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17	AVAILABLE BALANCE	
Fund 216 - MEDICAL RESCUE FUND								
Revenues								
Dept 000								
216-000-402.000	CURRENT PROPERTY TAX	632,986.79	682,654.00	682,654.00	25,416.58	25,416.58	657,237.42	3.72
216-000-441.000	STATE REVENUE SHARING - LCSA	11,282.37	0.00	0.00	0.00	0.00	0.00	0.00
216-000-445.000	PENALTY & INTEREST ON TAXES	203.12	200.00	200.00	6.98	0.00	193.02	3.49
216-000-482.000	HOUSE NUMBERS	560.00	500.00	500.00	400.00	40.00	100.00	80.00
216-000-588.000	CONTRIBUTION OTHER FUND(S)	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
216-000-590.000	GRANT INCOME	284,357.00	0.00	0.00	8,780.53	0.00	(8,780.53)	100.00
216-000-626.000	COPY & FOIA INCOME	29.00	50.00	50.00	5.00	0.00	45.00	10.00
216-000-635.000	EMERGENCY COST RECOVERY	19,249.20	20,000.00	20,000.00	12,320.71	3,620.45	7,679.29	61.60
216-000-639.000	DRIVEWAY INSPECTIONS	590.00	600.00	600.00	50.00	0.00	550.00	8.33
216-000-671.000	REIMBURSEMENT/OTHER INCOME	1,282.00	2,000.00	2,000.00	163.46	61.50	1,836.54	8.17
216-000-673.000	SALE OF FIXED ASSET	0.00	90,000.00	90,000.00	344.00	0.00	89,656.00	0.38
216-000-675.000	CONTRIBUTION-PRIVATE SOURCES	200.00	0.00	0.00	50.00	0.00	(50.00)	100.00
216-000-684.000	CELL TOWER INCOME	8,400.00	12,852.00	12,852.00	0.00	0.00	12,852.00	0.00
Total Dept 000		984,139.48	833,856.00	833,856.00	47,537.26	29,138.53	786,318.74	5.70
Dept 336 - CONTRIBUTIONS								
216-336-683.000	CONTRIBUTION - INDEPENDENCE DA	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 336 - CONTRIBUTIONS		1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Dept 960 - TRANSFERS IN								
216-960-935.000	TRANSFER IN	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 960 - TRANSFERS IN		250,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,235,139.48	834,856.00	834,856.00	47,537.26	29,138.53	787,318.74	5.69
Expenditures								
Dept 226 - PERSONNEL								
216-226-701.000	SALARIES	88,129.51	87,016.00	87,016.00	40,095.62	10,040.31	46,920.38	46.08
216-226-702.000	SALARIES	146,460.52	160,000.00	160,000.00	67,744.66	17,383.66	92,255.34	42.34
216-226-705.000	ADMINISTRATIVE ASSISTANT	2,340.23	5,000.00	5,000.00	1,304.84	437.27	3,695.16	26.10
216-226-708.000	SALARIES-PART TIME	43,823.75	55,000.00	55,000.00	23,910.52	4,298.53	31,089.48	43.47
216-226-712.000	SALARIES - OFFICERS	7,175.00	11,000.00	11,000.00	2,750.00	0.00	8,250.00	25.00
216-226-715.000	SOCIAL SECURITY	22,796.55	24,328.00	24,328.00	10,638.52	2,466.17	13,689.48	43.73
216-226-716.000	HOSPITALIZATION	25,369.30	24,755.00	24,755.00	7,806.17	1,451.43	16,948.83	31.53
216-226-717.000	LIFE/DISB. INSURANCE	844.92	1,041.00	1,041.00	407.58	83.13	633.42	39.15
216-226-718.000	PENSION	8,812.58	8,701.00	8,701.00	4,009.16	1,003.92	4,691.84	46.08
216-226-730.000	MEDICAL TESTING	885.32	8,000.00	8,000.00	291.50	178.50	7,708.50	3.64
216-226-731.000	WORKERS COMP INSURANCE	14,226.86	16,943.00	16,943.00	0.00	0.00	16,943.00	0.00
216-226-927.000	ALLOCATE TO DEPARTMENTS	(64,949.00)	(64,000.00)	(64,000.00)	(4,826.00)	0.00	(59,174.00)	7.54
216-226-957.000	TRAINING & DEVELOPMENT	6,649.49	12,000.00	12,000.00	2,761.31	2,761.31	9,238.69	23.01
216-226-958.000	TRAINING WAGES	12,864.00	12,000.00	12,000.00	4,596.00	444.00	7,404.00	38.30
Total Dept 226 - PERSONNEL		315,429.03	361,784.00	361,784.00	161,489.88	40,548.23	200,294.12	44.64
Dept 265 - HALL AND GROUNDS								
216-265-816.000	GROUNDS/CLEANG/JANITORL SERVIC	814.24	2,000.00	2,000.00	100.00	100.00	1,900.00	5.00
216-265-821.000	PSB MAINT & OPS ALLOCATION	33,310.51	47,000.00	47,000.00	2,829.00	0.00	44,171.00	6.02

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			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 216 - MEDICAL RESCUE FUND								
Expenditures								
Total Dept 265 - HALL AND GROUNDS		34,124.75	49,000.00	49,000.00	2,929.00	100.00	46,071.00	5.98
Dept 270 - LEGAL/PROFESSIONAL								
216-270-722.000	CONTROLLER	6,588.69	6,298.00	6,298.00	371.25	0.00	5,926.75	5.89
216-270-802.000	AUDIT FEES	2,250.00	2,250.00	2,250.00	2,250.00	0.00	0.00	100.00
216-270-803.000	LEGAL	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		8,838.69	10,548.00	10,548.00	2,621.25	0.00	7,926.75	24.85
Dept 301 - OPERATING COSTS								
216-301-727.000	SUPPLIES	7,364.12	10,000.00	10,000.00	2,517.31	(5,308.33)	7,482.69	25.17
216-301-741.000	UNIFORMS/GEAR & ALLOWANCE	3,993.77	10,000.00	10,000.00	1,821.87	781.95	8,178.13	18.22
216-301-807.000	MEMBERSHIP DUES	1,655.00	2,500.00	2,500.00	240.00	165.00	2,260.00	9.60
216-301-818.000	CONTRACTUAL SERVICES	1,762.33	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
216-301-820.000	DISPATCH SERVICES	12,026.04	10,810.00	10,810.00	5,404.92	900.82	5,405.08	50.00
216-301-850.000	COMMUNICATION	6,773.16	8,000.00	8,000.00	4,448.88	573.08	3,551.12	55.61
216-301-851.000	POSTAGE	1.40	50.00	50.00	0.46	0.00	49.54	0.92
216-301-900.000	PRINTING & PUBLICATIONS	145.79	500.00	500.00	224.64	224.64	275.36	44.93
216-301-910.000	INSURANCE & BONDS	35,649.00	36,990.00	36,990.00	0.00	0.00	36,990.00	0.00
216-301-920.000	UTILITIES	5,185.13	6,000.00	6,000.00	402.20	68.52	5,597.80	6.70
216-301-922.000	LATE FEES AND PENALTIES	0.00	0.00	0.00	32.97	32.97	(32.97)	100.00
216-301-929.000	GRANT EXPENSE	296,374.20	0.00	0.00	5,632.00	5,632.00	(5,632.00)	100.00
216-301-930.000	REPAIRS & MAINTENANCE	6,368.16	7,000.00	7,000.00	1,798.87	505.97	5,201.13	25.70
216-301-932.000	RADIO REPAIR	141.00	2,500.00	2,500.00	1,760.00	0.00	740.00	70.40
216-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	490.55	0.00	0.00	297.60	0.00	(297.60)	100.00
216-301-972.000	COMPUTER	3,828.34	6,000.00	6,000.00	1,972.98	359.43	4,027.02	32.88
Total Dept 301 - OPERATING COSTS		381,757.99	102,350.00	102,350.00	26,554.70	3,936.05	75,795.30	25.94
Dept 333 - TRANSPORTATION								
216-333-860.000	FUEL & MILEAGE	9,254.07	11,000.00	11,000.00	3,616.54	734.05	7,383.46	32.88
216-333-930.000	REPAIRS & MAINTENANCE	28,629.47	30,000.00	30,000.00	14,590.08	9.19	15,409.92	48.63
Total Dept 333 - TRANSPORTATION		37,883.54	41,000.00	41,000.00	18,206.62	743.24	22,793.38	44.41
Dept 900 - CAPITAL OUTLAY								
216-900-970.000	EQUIPMENT	10,483.61	12,000.00	12,000.00	10,331.18	7,243.80	1,668.82	86.09
216-900-974.000	VEHICLE	64,730.30	470,000.00	470,000.00	0.00	0.00	470,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		75,213.91	482,000.00	482,000.00	10,331.18	7,243.80	471,668.82	2.14
Dept 905 - DEBT SERVICE								
216-905-985.000	PSB SHARE OF BOND PMT	84,695.24	90,045.00	90,045.00	0.00	0.00	90,045.00	0.00
Total Dept 905 - DEBT SERVICE		84,695.24	90,045.00	90,045.00	0.00	0.00	90,045.00	0.00
TOTAL EXPENDITURES		937,943.15	1,136,727.00	1,136,727.00	222,132.63	52,571.32	914,594.37	19.54

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Fund 216 - MEDICAL RESCUE FUND								
Fund 216 - MEDICAL RESCUE FUND:								
TOTAL REVENUES		1,235,139.48	834,856.00	834,856.00	47,537.26	29,138.53	787,318.74	5.69
TOTAL EXPENDITURES		937,943.15	1,136,727.00	1,136,727.00	222,132.63	52,571.32	914,594.37	19.54
NET OF REVENUES & EXPENDITURES		297,196.33	(301,871.00)	(301,871.00)	(174,595.37)	(23,432.79)	(127,275.63)	57.84
BEG. FUND BALANCE		535,761.80	832,958.13	832,958.13	832,958.13			
END FUND BALANCE		832,958.13	531,087.13	531,087.13	658,362.76			

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Fund 230 - DONATION FUND								
Revenues								
Dept 000								
230-000-698.000	DONATIONS - OTHER	0.00	0.00	0.00	180.00	150.00	(180.00)	100.00
Total Dept 000		0.00	0.00	0.00	180.00	150.00	(180.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	180.00	150.00	(180.00)	100.00
Expenditures								
Dept 301 - OPERATING COSTS								
230-301-904.000	EVENTS/COMMUNITY PROJECTS	(474.56)	0.00	0.00	0.00	0.00	0.00	0.00
230-301-905.000	BARK PARK	327.02	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - OPERATING COSTS		(147.54)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		(147.54)	0.00	0.00	0.00	0.00	0.00	0.00
Fund 230 - DONATION FUND:								
TOTAL REVENUES		0.00	0.00	0.00	180.00	150.00	(180.00)	100.00
TOTAL EXPENDITURES		(147.54)	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		147.54	0.00	0.00	180.00	150.00	(180.00)	100.00
BEG. FUND BALANCE		351.07	498.61	498.61	498.61			
END FUND BALANCE		498.61	498.61	498.61	678.61			

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Fund 248 - DOWNTOWN DEVELOPMENT AUTH								
Expenditures								
Dept 301 - OPERATING COSTS								
248-301-800.000	OTHER PROFESSIONAL FEES	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-301-801.000	PLANNER FEES	11,205.00	15,000.00	15,000.00	13,695.00	0.00	1,305.00	91.30
248-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 301 - OPERATING COSTS		11,205.00	21,000.00	21,000.00	13,695.00	0.00	7,305.00	65.21
Dept 449 - ROAD WORK								
248-449-814.000	ROAD IMPROVEMENTS	2,269.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 449 - ROAD WORK		2,269.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 900 - CAPITAL OUTLAY								
248-900-925.000	STREETSCAPING	3,317.11	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 900 - CAPITAL OUTLAY		3,317.11	500.00	500.00	0.00	0.00	500.00	0.00
TOTAL EXPENDITURES		16,791.11	21,500.00	21,500.00	13,695.00	0.00	7,805.00	63.70
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:								
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		16,791.11	21,500.00	21,500.00	13,695.00	0.00	7,805.00	63.70
NET OF REVENUES & EXPENDITURES		(16,791.11)	(21,500.00)	(21,500.00)	(13,695.00)	0.00	(7,805.00)	63.70
BEG. FUND BALANCE		65,723.61	48,932.50	48,932.50	48,932.50			
END FUND BALANCE		48,932.50	27,432.50	27,432.50	35,237.50			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 265 - NARCOTICS FUND								
Revenues								
Dept 000								
265-000-661.000	FORFEITURES	66,661.00	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00
265-000-673.000	SALE OF FIXED ASSET	0.00	0.00	0.00	15,075.00	0.00	(15,075.00)	100.00
Total Dept 000		66,661.00	58,000.00	58,000.00	15,075.00	0.00	42,925.00	25.99
TOTAL REVENUES		66,661.00	58,000.00	58,000.00	15,075.00	0.00	42,925.00	25.99
Expenditures								
Dept 301 - OPERATING COSTS								
265-301-727.000	SUPPLIES	2,016.56	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
265-301-899.000	FORFEITURE SHARING	7,965.00	30,000.00	30,000.00	8,050.00	0.00	21,950.00	26.83
265-301-956.000	MISCELLANEOUS	2,229.33	5,000.00	5,000.00	4,848.45	0.00	151.55	96.97
265-301-972.000	COMPUTER	2,371.75	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 301 - OPERATING COSTS		14,582.64	43,000.00	43,000.00	12,898.45	0.00	30,101.55	30.00
Dept 900 - CAPITAL OUTLAY								
265-900-970.000	EQUIPMENT	858.00	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		858.00	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES		15,440.64	58,000.00	58,000.00	12,898.45	0.00	45,101.55	22.24
Fund 265 - NARCOTICS FUND:								
TOTAL REVENUES		66,661.00	58,000.00	58,000.00	15,075.00	0.00	42,925.00	25.99
TOTAL EXPENDITURES		15,440.64	58,000.00	58,000.00	12,898.45	0.00	45,101.55	22.24
NET OF REVENUES & EXPENDITURES		51,220.36	0.00	0.00	2,176.55	0.00	(2,176.55)	100.00
BEG. FUND BALANCE		94,144.14	145,364.50	145,364.50	145,364.50			
END FUND BALANCE		145,364.50	145,364.50	145,364.50	147,541.05			



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Fund 266 - FEDERAL NARCOTICS FUND								
Revenues								
Dept 000								
266-000-661.000	FORFEITURES	45,690.47	100,000.00	100,000.00	81,419.47	0.00	18,580.53	81.42
Total Dept 000		45,690.47	100,000.00	100,000.00	81,419.47	0.00	18,580.53	81.42
TOTAL REVENUES		45,690.47	100,000.00	100,000.00	81,419.47	0.00	18,580.53	81.42
Expenditures								
Dept 301 - OPERATING COSTS								
266-301-727.000	SUPPLIES	5,389.96	12,000.00	12,000.00	281.75	281.75	11,718.25	2.35
266-301-956.000	MISCELLANEOUS	4,655.50	12,000.00	12,000.00	7,271.97	249.97	4,728.03	60.60
Total Dept 301 - OPERATING COSTS		10,045.46	24,000.00	24,000.00	7,553.72	531.72	16,446.28	31.47
Dept 336 - CONTRIBUTIONS								
266-336-967.000	CONTRIBUTION-LAW ENFORCEMENT	35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 336 - CONTRIBUTIONS		35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Dept 900 - CAPITAL OUTLAY								
266-900-970.000	EQUIPMENT	33,574.87	48,000.00	48,000.00	18,822.00	5,887.00	29,178.00	39.21
266-900-974.000	VEHICLE	101,672.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 900 - CAPITAL OUTLAY		135,246.87	48,000.00	48,000.00	18,822.00	5,887.00	29,178.00	39.21
TOTAL EXPENDITURES		180,292.33	107,000.00	107,000.00	26,375.72	6,418.72	80,624.28	24.65
Fund 266 - FEDERAL NARCOTICS FUND:								
TOTAL REVENUES		45,690.47	100,000.00	100,000.00	81,419.47	0.00	18,580.53	81.42
TOTAL EXPENDITURES		180,292.33	107,000.00	107,000.00	26,375.72	6,418.72	80,624.28	24.65
NET OF REVENUES & EXPENDITURES		(134,601.86)	(7,000.00)	(7,000.00)	55,043.75	(6,418.72)	(62,043.75)	786.34
BEG. FUND BALANCE		247,753.55	113,151.69	113,151.69	113,151.69			
END FUND BALANCE		113,151.69	106,151.69	106,151.69	168,195.44			

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			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 271 - LIBRARY FUND								
Revenues								
Dept 000								
271-000-402.000	CURRENT PROPERTY TAX	419,470.99	428,741.00	428,741.00	0.00	0.00	428,741.00	0.00
271-000-407.000	TAX REVENUE -BRIGHTON DIST LIE	78,298.99	77,000.00	77,000.00	163.70	0.00	76,836.30	0.21
271-000-445.000	PENALTY & INTEREST ON TAXES	128.91	100.00	100.00	4.67	0.00	95.33	4.67
271-000-573.000	STATE REVENUE SHARING - LCSA	15,912.63	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
271-000-575.000	STATE LIBRARY AID	6,020.13	3,500.00	3,500.00	3,859.74	0.00	(359.74)	110.28
271-000-590.000	GRANT INCOME	0.00	0.00	0.00	2,923.90	2,923.90	(2,923.90)	100.00
271-000-626.000	COPY & FOIA INCOME	3,335.50	3,500.00	3,500.00	1,164.45	737.26	2,335.55	33.27
271-000-630.000	BOOK SALE	2,157.47	1,000.00	1,000.00	865.49	203.00	134.51	86.55
271-000-652.000	PENAL FINES-WASHTENAW COUNTY	14,184.75	13,000.00	13,000.00	12,505.17	0.00	494.83	96.19
271-000-653.000	PENAL FINES-LIVINGSTON COUNTY	6,366.67	6,000.00	6,000.00	4,872.28	0.00	1,127.72	81.20
271-000-671.000	REIMBURSEMENT/OTHER INCOME	7,490.38	1,500.00	1,500.00	855.01	568.59	644.99	57.00
271-000-675.000	CONTRIBUTION-PRIVATE SOURCES	13,911.43	2,500.00	2,500.00	3,668.69	345.59	(1,168.69)	146.75
Total Dept 000		567,277.85	549,841.00	549,841.00	30,883.10	4,778.34	518,957.90	5.62
TOTAL REVENUES		567,277.85	549,841.00	549,841.00	30,883.10	4,778.34	518,957.90	5.62
Expenditures								
Dept 226 - PERSONNEL								
271-226-701.000	SALARIES	61,553.98	63,196.00	63,196.00	25,520.56	6,635.98	37,675.44	40.38
271-226-705.000	ADMINISTRATIVE ASSISTANT	91,444.61	132,000.00	132,000.00	37,841.32	9,659.43	94,158.68	28.67
271-226-708.000	SALARIES-PART TIME	69,013.09	50,000.00	50,000.00	40,383.17	11,675.14	9,616.83	80.77
271-226-715.000	SOCIAL SECURITY	17,634.13	18,900.00	18,900.00	8,318.99	2,227.72	10,581.01	44.02
271-226-716.000	HOSPITALIZATION	12,840.52	16,400.00	16,400.00	7,315.77	1,274.47	9,084.23	44.61
271-226-717.000	LIFE/DISB. INSURANCE	3,180.11	4,200.00	4,200.00	1,923.70	384.74	2,276.30	45.80
271-226-718.000	PENSION	13,237.82	16,600.00	16,600.00	7,049.48	1,975.14	9,550.52	42.47
271-226-731.000	WORKERS COMP INSURANCE	829.00	900.00	900.00	0.00	0.00	900.00	0.00
271-226-734.000	BONUS	4,500.00	1,000.00	1,000.00	1,150.00	1,150.00	(150.00)	115.00
271-226-735.000	SFA & HRA	5,644.81	7,250.00	7,250.00	2,331.88	0.00	4,918.12	32.16
271-226-736.000	WELLNESS PLAN	4,000.00	4,000.00	4,000.00	3,850.00	0.00	150.00	96.25
271-226-860.000	FUEL & MILEAGE	531.52	750.00	750.00	88.23	0.00	661.77	11.76
271-226-957.000	TRAINING & DEVELOPMENT	1,115.17	2,500.00	2,500.00	13.73	0.00	2,486.27	0.55
Total Dept 226 - PERSONNEL		285,524.76	317,696.00	317,696.00	135,786.83	34,982.62	181,909.17	42.74
Dept 270 - LEGAL/PROFESSIONAL								
271-270-802.000	AUDIT FEES	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
271-270-803.000	LEGAL	8,201.99	3,000.00	3,000.00	1,563.14	60.00	1,436.86	52.10
Total Dept 270 - LEGAL/PROFESSIONAL		13,201.99	8,000.00	8,000.00	6,563.14	60.00	1,436.86	82.04
Dept 301 - OPERATING COSTS								
271-301-727.000	SUPPLIES	12,363.27	13,500.00	13,500.00	10,885.56	3,375.39	2,614.44	80.63
271-301-742.000	CIRCULATING,REF MATERIALS&PROC	27,057.22	29,500.00	29,500.00	20,185.56	1,340.09	9,314.44	68.43
271-301-743.000	SERVICE/PROGRAM SUPPLIES	12,470.34	12,000.00	12,000.00	3,699.04	360.32	8,300.96	30.83
271-301-745.000	MeL Delivery	1,398.00	1,600.00	1,600.00	1,398.00	0.00	202.00	87.38
271-301-807.000	MEMBERSHIP DUES	219.00	400.00	400.00	348.99	0.00	51.01	87.25
271-301-826.000	ADMINISTRATION FEE	11,060.00	11,500.00	11,500.00	0.00	0.00	11,500.00	0.00
271-301-850.000	COMMUNICATION	6,365.62	6,500.00	6,500.00	3,619.50	194.12	2,880.50	55.68
271-301-851.000	POSTAGE	244.35	800.00	800.00	23.75	0.00	776.25	2.97
271-301-900.000	PRINTING & PUBLICATIONS	1,435.76	3,200.00	3,200.00	579.34	252.93	2,620.66	18.10

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			ORIGINAL BUDGET			MONTH 12/31/17		
Fund 271 - LIBRARY FUND								
Expenditures								
271-301-910.000	INSURANCE & BONDS	12,619.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
271-301-920.000	UTILITIES	6,079.96	8,000.00	8,000.00	2,492.19	519.98	5,507.81	31.15
271-301-930.000	REPAIRS & MAINTENANCE	12,350.08	18,000.00	18,000.00	15,779.92	1,564.92	2,220.08	87.67
271-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	324.83	1,500.00	1,500.00	382.03	0.00	1,117.97	25.47
271-301-940.000	RENTAL EQUIPMENT	3,095.99	3,600.00	3,600.00	1,559.05	260.68	2,040.95	43.31
271-301-956.000	MISCELLANEOUS	283.58	4,000.00	4,000.00	731.15	196.49	3,268.85	18.28
Total Dept 301 - OPERATING COSTS		107,367.00	126,100.00	126,100.00	61,684.08	8,064.92	64,415.92	48.92
Dept 900 - CAPITAL OUTLAY								
271-900-913.000	CONSTRUCTION COSTS	969.83	0.00	0.00	0.00	0.00	0.00	0.00
271-900-915.000	TECH COSTS	2,130.25	0.00	0.00	92.00	0.00	(92.00)	100.00
271-900-972.000	COMPUTER	4,170.69	11,000.00	11,000.00	2,073.12	635.12	8,926.88	18.85
Total Dept 900 - CAPITAL OUTLAY		7,270.77	11,000.00	11,000.00	2,165.12	635.12	8,834.88	19.68
Dept 905 - DEBT SERVICE								
271-905-991.000	DEBT SERVICE - PRINCIPAL	3,214.00	3,214.00	3,214.00	0.00	0.00	3,214.00	0.00
Total Dept 905 - DEBT SERVICE		3,214.00	3,214.00	3,214.00	0.00	0.00	3,214.00	0.00
Dept 999 - TRANSFERS OUT								
271-999-999.000	TRANSFERS OUT	150,000.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 999 - TRANSFERS OUT		150,000.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES		566,578.52	526,010.00	526,010.00	206,199.17	43,742.66	319,810.83	39.20
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES		567,277.85	549,841.00	549,841.00	30,883.10	4,778.34	518,957.90	5.62
TOTAL EXPENDITURES		566,578.52	526,010.00	526,010.00	206,199.17	43,742.66	319,810.83	39.20
NET OF REVENUES & EXPENDITURES		699.33	23,831.00	23,831.00	(175,316.07)	(38,964.32)	199,147.07	735.66
BEG. FUND BALANCE		371,852.11	372,551.44	372,551.44	372,551.44			
END FUND BALANCE		372,551.44	396,382.44	396,382.44	197,235.37			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 287 - BUILDING DEPARTMENT FUND								
Revenues								
Dept 000								
287-000-484.000	BUILDING PLAN REVIEW FEES	8,149.00	6,960.00	6,960.00	1,818.00	60.00	5,142.00	26.12
287-000-485.000	BUILDING PERMIT FEES	118,052.00	72,870.00	72,870.00	19,679.00	357.00	53,191.00	27.01
287-000-486.000	CONTRACTOR'S REGISTRATION	2,700.00	2,500.00	2,500.00	1,275.00	135.00	1,225.00	51.00
287-000-488.000	TRADE PERMIT FEES	42,480.00	45,730.00	45,730.00	22,332.50	2,375.00	23,397.50	48.84
287-000-626.000	COPY & FOIA INCOME	130.09	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		171,511.09	128,060.00	128,060.00	45,104.50	2,927.00	82,955.50	35.22
TOTAL REVENUES		171,511.09	128,060.00	128,060.00	45,104.50	2,927.00	82,955.50	35.22
Expenditures								
Dept 226 - PERSONNEL								
287-226-703.000	SALARIES	0.00	20,800.00	20,800.00	5,812.50	1,100.00	14,987.50	27.94
287-226-715.000	SOCIAL SECURITY	0.00	1,591.00	1,591.00	444.65	84.15	1,146.35	27.95
287-226-731.000	WORKERS COMP INSURANCE	480.00	491.00	491.00	0.00	0.00	491.00	0.00
287-226-927.000	ALLOCATE TO DEPARTMENTS	43,825.00	38,519.00	38,519.00	2,894.00	0.00	35,625.00	7.51
Total Dept 226 - PERSONNEL		44,305.00	61,401.00	61,401.00	9,151.15	1,184.15	52,249.85	14.90
Dept 261 - GOVERNMENT SHARED SERVICES								
287-261-725.000	BUILDING INSPECTIONS	24,134.91	27,163.00	27,163.00	6,679.16	1,060.00	20,483.84	24.59
287-261-737.000	PLAN REVIEW	0.00	5,800.00	5,800.00	763.00	763.00	5,037.00	13.16
287-261-738.000	MISC BUILDING ADMINISTRATION	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 261 - GOVERNMENT SHARED SERVICES		24,134.91	35,963.00	35,963.00	7,442.16	1,823.00	28,520.84	20.69
Dept 270 - LEGAL/PROFESSIONAL								
287-270-722.000	CONTROLLER	2,635.47	2,519.00	2,519.00	148.50	0.00	2,370.50	5.90
287-270-802.000	AUDIT FEES	900.00	900.00	900.00	900.00	0.00	0.00	100.00
287-270-823.000	ZONING ADMINISTRATION	778.50	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		4,313.97	4,419.00	4,419.00	1,048.50	0.00	3,370.50	23.73
Dept 301 - OPERATING COSTS								
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECT	22,005.00	23,994.00	23,994.00	13,545.00	2,115.00	10,449.00	56.45
287-301-727.000	SUPPLIES	41.71	500.00	500.00	419.98	280.00	80.02	84.00
287-301-850.000	COMMUNICATION	439.88	450.00	450.00	246.59	39.99	203.41	54.80
287-301-910.000	INSURANCE & BONDS	600.00	900.00	900.00	0.00	0.00	900.00	0.00
287-301-927.000	ALLOCATE TO DEPARTMENTS	3,690.00	4,200.00	4,200.00	118.00	0.00	4,082.00	2.81
Total Dept 301 - OPERATING COSTS		26,776.59	30,044.00	30,044.00	14,329.57	2,434.99	15,714.43	47.70
TOTAL EXPENDITURES		99,530.47	131,827.00	131,827.00	31,971.38	5,442.14	99,855.62	24.25
Fund 287 - BUILDING DEPARTMENT FUND:								
TOTAL REVENUES		171,511.09	128,060.00	128,060.00	45,104.50	2,927.00	82,955.50	35.22
TOTAL EXPENDITURES		99,530.47	131,827.00	131,827.00	31,971.38	5,442.14	99,855.62	24.25

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND								
NET OF REVENUES & EXPENDITURES		71,980.62	(3,767.00)	(3,767.00)	13,133.12	(2,515.14)	(16,900.12)	348.64
BEG. FUND BALANCE		99,345.51	171,326.13	171,326.13	171,326.13			
END FUND BALANCE		171,326.13	167,559.13	167,559.13	184,459.25			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 369 - BLDG AUTH DEBT FUND								
Revenues								
Dept 000								
369-000-685.000	FUNDS XFER FOR 3.5 BOND PMT	254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
Total Dept 000		254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
TOTAL REVENUES		254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
Expenditures								
Dept 905 - DEBT SERVICE								
369-905-942.000	3 M BOND BLDG AUTH	215,296.50	236,404.00	236,404.00	0.00	0.00	236,404.00	0.00
369-905-987.000	INTEREST 3 M BOND	38,789.26	39,950.00	39,950.00	0.00	0.00	39,950.00	0.00
Total Dept 905 - DEBT SERVICE		254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
TOTAL EXPENDITURES		254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
Fund 369 - BLDG AUTH DEBT FUND:								
TOTAL REVENUES		254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
TOTAL EXPENDITURES		254,085.76	276,354.00	276,354.00	0.00	0.00	276,354.00	0.00
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 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 370 - PUBLIC SAFETY BLDG DEBT FD								
Revenues								
Dept 000								
370-000-402.000	CURRENT PROPERTY TAX	264,676.69	279,728.00	279,728.00	10,413.68	10,413.68	269,314.32	3.72
370-000-441.000	STATE REVENUE SHARING - LCSA	4,887.87	0.00	0.00	0.00	0.00	0.00	0.00
370-000-445.000	PENALTY & INTEREST ON TAXES	88.51	100.00	100.00	3.14	0.00	96.86	3.14
370-000-588.000	CONTRIBUTION OTHER FUND(S)	99,930.18	140,000.00	140,000.00	8,486.00	0.00	131,514.00	6.06
Total Dept 000		369,583.25	419,828.00	419,828.00	18,902.82	10,413.68	400,925.18	4.50
TOTAL REVENUES		369,583.25	419,828.00	419,828.00	18,902.82	10,413.68	400,925.18	4.50
Expenditures								
Dept 301 - OPERATING COSTS								
370-301-727.000	SUPPLIES	1,057.18	1,500.00	1,500.00	729.10	152.81	770.90	48.61
370-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	9,941.87	12,000.00	12,000.00	560.00	310.00	11,440.00	4.67
370-301-818.000	CONTRACTUAL SERVICES	6,727.90	10,000.00	10,000.00	5,140.74	0.00	4,859.26	51.41
370-301-850.000	COMMUNICATION	5,814.48	7,000.00	7,000.00	3,272.34	423.93	3,727.66	46.75
370-301-910.000	INSURANCE & BONDS	7,462.00	7,795.00	7,795.00	0.00	0.00	7,795.00	0.00
370-301-920.000	UTILITIES	63,207.39	68,000.00	68,000.00	14,502.17	1,741.44	53,497.83	21.33
370-301-930.000	REPAIRS & MAINTENANCE	15,175.98	30,000.00	30,000.00	9,838.06	1,507.20	20,161.94	32.79
370-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	213.12	2,000.00	2,000.00	128.18	0.00	1,871.82	6.41
Total Dept 301 - OPERATING COSTS		109,599.92	138,295.00	138,295.00	34,170.59	4,135.38	104,124.41	24.71
Dept 905 - DEBT SERVICE								
370-905-945.000	3.8 M PSB BOND	230,000.00	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
370-905-994.000	INTEREST 3.8 BOND PSB	35,164.15	29,728.00	29,728.00	14,863.75	0.00	14,864.25	50.00
Total Dept 905 - DEBT SERVICE		265,164.15	279,728.00	279,728.00	14,863.75	0.00	264,864.25	5.31
TOTAL EXPENDITURES		374,764.07	418,023.00	418,023.00	49,034.34	4,135.38	368,988.66	11.73
Fund 370 - PUBLIC SAFETY BLDG DEBT FD:								
TOTAL REVENUES		369,583.25	419,828.00	419,828.00	18,902.82	10,413.68	400,925.18	4.50
TOTAL EXPENDITURES		374,764.07	418,023.00	418,023.00	49,034.34	4,135.38	368,988.66	11.73
NET OF REVENUES & EXPENDITURES		(5,180.82)	1,805.00	1,805.00	(30,131.52)	6,278.30	31,936.52	1,669.34
BEG. FUND BALANCE		6,922.34	1,741.52	1,741.52	1,741.52			
END FUND BALANCE		1,741.52	3,546.52	3,546.52	(28,390.00)			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 405 - LIBRARY CAPITAL OUTLAY FUND								
Revenues								
405-960-935.000	TRANSFER IN	150,000.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 960 - TRANSFERS IN		150,000.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL REVENUES		150,000.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
Expenditures								
Dept 900 - CAPITAL OUTLAY								
405-900-913.000	CONSTRUCTION COSTS	3,594.46	3,000.00	3,000.00	9,584.00	6,800.00	(6,584.00)	319.47
405-900-915.000	TECH COSTS	0.00	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
405-900-918.000	OTHER LIBRARY COSTS	25,195.69	0.00	0.00	0.00	0.00	0.00	0.00
405-900-972.000	COMPUTER	37.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 900 - CAPITAL OUTLAY		28,827.65	18,000.00	18,000.00	9,584.00	6,800.00	8,416.00	53.24
TOTAL EXPENDITURES		28,827.65	18,000.00	18,000.00	9,584.00	6,800.00	8,416.00	53.24
Fund 405 - LIBRARY CAPITAL OUTLAY FUND:								
TOTAL REVENUES		150,000.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES		28,827.65	18,000.00	18,000.00	9,584.00	6,800.00	8,416.00	53.24
NET OF REVENUES & EXPENDITURES		121,172.35	42,000.00	42,000.00	(9,584.00)	(6,800.00)	51,584.00	22.82
BEG. FUND BALANCE		89,375.68	210,548.03	210,548.03	210,548.03			
END FUND BALANCE		210,548.03	252,548.03	252,548.03	200,964.03			



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GL NUMBER	DESCRIPTION	END BALANCE	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2017	ORIGINAL			BUDGET		
Fund 571 - WASTEWATER TREATMENT FUND								
Revenues								
Dept 000								
571-000-445.000	PENALTY & INTEREST ON TAXES	5.06	0.00	0.00	0.00	0.00	0.00	0.00
571-000-500.000	TAP-IN FEES	28,400.00	0.00	0.00	19,046.00	0.00	(19,046.00)	100.00
571-000-651.000	USAGE FEES	1,356,181.43	1,365,000.00	1,365,000.00	677,550.94	6,375.09	687,449.06	49.64
571-000-665.000	INTEREST INCOME	1,472.93	1,500.00	1,500.00	74.00	0.00	1,426.00	4.93
571-000-671.000	REIMBURSEMENT/OTHER INCOME	5,584.29	1,800.00	1,800.00	3,884.51	1,732.08	(2,084.51)	215.81
571-000-672.000	SAD INTEREST	54.68	45.00	45.00	0.00	0.00	45.00	0.00
571-000-673.000	SALE OF FIXED ASSET	0.00	0.00	0.00	2,565.00	0.00	(2,565.00)	100.00
Total Dept 000		1,391,698.39	1,368,345.00	1,368,345.00	703,120.45	8,107.17	665,224.55	51.38
TOTAL REVENUES		1,391,698.39	1,368,345.00	1,368,345.00	703,120.45	8,107.17	665,224.55	51.38
Expenditures								
Dept 226 - PERSONNEL								
571-226-701.000	SALARIES	75,252.33	64,890.00	64,890.00	29,875.98	7,487.31	35,014.02	46.04
571-226-702.000	SALARIES	201,352.80	197,501.00	197,501.00	85,619.11	21,378.66	111,881.89	43.35
571-226-711.000	SALARIES-OVERTIME	5,578.67	18,540.00	18,540.00	6,708.13	3,375.88	11,831.87	36.18
571-226-715.000	SOCIAL SECURITY	21,444.66	22,310.00	22,310.00	9,383.73	2,481.04	12,926.27	42.06
571-226-716.000	HOSPITALIZATION	97,286.80	100,055.00	100,055.00	34,705.95	4,336.48	65,349.05	34.69
571-226-717.000	LIFE/DISB. INSURANCE	2,929.05	3,447.00	3,447.00	1,586.10	264.35	1,860.90	46.01
571-226-718.000	PENSION	25,198.50	28,093.00	28,093.00	10,638.10	2,760.24	17,454.90	37.87
571-226-720.000	BANKED PTO	14,441.21	0.00	0.00	0.00	0.00	0.00	0.00
571-226-731.000	WORKERS COMP INSURANCE	5,898.70	6,616.00	6,616.00	0.00	0.00	6,616.00	0.00
571-226-957.000	TRAINING & DEVELOPMENT	630.00	3,500.00	3,500.00	2,060.00	0.00	1,440.00	58.86
Total Dept 226 - PERSONNEL		450,012.72	444,952.00	444,952.00	180,577.10	42,083.96	264,374.90	40.58
Dept 270 - LEGAL/PROFESSIONAL								
571-270-722.000	CONTROLLER	18,448.30	17,633.00	17,633.00	1,039.50	0.00	16,593.50	5.90
571-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	6,300.00	0.00	0.00	100.00
571-270-803.000	LEGAL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
571-270-806.000	ENGINEER	24,323.67	30,000.00	30,000.00	7,308.56	0.00	22,691.44	24.36
Total Dept 270 - LEGAL/PROFESSIONAL		49,071.97	54,433.00	54,433.00	14,648.06	0.00	39,784.94	26.91
Dept 301 - OPERATING COSTS								
571-301-727.000	SUPPLIES	1,562.79	2,500.00	2,500.00	661.21	65.02	1,838.79	26.45
571-301-740.000	OPERATING SUPPLIES	49,132.16	55,000.00	55,000.00	24,476.82	13,165.58	30,523.18	44.50
571-301-741.000	UNIFORMS/GEAR & ALLOWANCE	2,413.26	3,000.00	3,000.00	462.41	0.00	2,537.59	15.41
571-301-807.000	MEMBERSHIP DUES	0.00	1,000.00	1,000.00	880.00	0.00	120.00	88.00
571-301-817.000	LAB & TESTING	3,874.00	7,000.00	7,000.00	3,025.00	15.00	3,975.00	43.21
571-301-819.000	COLLECTION SYS ANNUAL MAINT	42,160.17	55,000.00	55,000.00	11,192.87	1,425.00	43,807.13	20.35
571-301-825.000	SEWER ADMINISTRATION FEES	37,500.00	37,500.00	37,500.00	0.00	0.00	37,500.00	0.00
571-301-850.000	COMMUNICATION	4,945.81	6,000.00	6,000.00	2,639.58	614.93	3,360.42	43.99
571-301-851.000	POSTAGE	3,570.32	3,000.00	3,000.00	1,755.08	159.80	1,244.92	58.50
571-301-900.000	PRINTING & PUBLICATIONS	15.00	200.00	200.00	0.00	0.00	200.00	0.00
571-301-910.000	INSURANCE & BONDS	24,272.00	25,350.00	25,350.00	0.00	0.00	25,350.00	0.00
571-301-920.000	UTILITIES	118,764.23	100,000.00	100,000.00	16,997.52	4,794.54	83,002.48	17.00
571-301-930.000	REPAIRS & MAINTENANCE	72,566.53	110,000.00	110,000.00	16,358.44	2,246.04	93,641.56	14.87
571-301-940.000	RENTAL EQUIPMENT	1,246.80	1,000.00	1,000.00	787.34	131.23	212.66	78.73
571-301-950.000	LAND LEASING	0.00	260.00	260.00	0.00	0.00	260.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 571 - WASTEWATER TREATMENT FUND								
Expenditures								
571-301-968.000	DEPRECIATION EXPENSE	256,704.00	245,652.00	245,652.00	0.00	0.00	245,652.00	0.00
Total Dept 301 - OPERATING COSTS		618,727.07	652,462.00	652,462.00	79,236.27	22,617.14	573,225.73	12.14
Dept 333 - TRANSPORTATION								
571-333-860.000	FUEL & MILEAGE	4,022.38	7,000.00	7,000.00	1,046.45	0.00	5,953.55	14.95
571-333-930.000	REPAIRS & MAINTENANCE	198.84	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 333 - TRANSPORTATION		4,221.22	8,500.00	8,500.00	1,046.45	0.00	7,453.55	12.31
Dept 528 - O & M - BOND & INTEREST								
571-528-954.000	AGENT FEES	648.13	700.00	700.00	99.12	0.00	600.88	14.16
571-528-989.000	INTEREST 1992 BOND	12,238.76	10,520.00	10,520.00	5,259.38	0.00	5,260.62	49.99
571-528-995.000	DEBT SERVICE - INTEREST	9,805.12	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 528 - O & M - BOND & INTEREST		22,692.01	11,220.00	11,220.00	5,358.50	0.00	5,861.50	47.76
Dept 900 - CAPITAL OUTLAY								
571-900-970.000	EQUIPMENT	59,654.00	110,000.00	110,000.00	20,500.00	0.00	89,500.00	18.64
Total Dept 900 - CAPITAL OUTLAY		59,654.00	110,000.00	110,000.00	20,500.00	0.00	89,500.00	18.64
TOTAL EXPENDITURES		1,204,378.99	1,281,567.00	1,281,567.00	301,366.38	64,701.10	980,200.62	23.52
Fund 571 - WASTEWATER TREATMENT FUND:								
TOTAL REVENUES		1,391,698.39	1,368,345.00	1,368,345.00	703,120.45	8,107.17	665,224.55	51.38
TOTAL EXPENDITURES		1,204,378.99	1,281,567.00	1,281,567.00	301,366.38	64,701.10	980,200.62	23.52
NET OF REVENUES & EXPENDITURES		187,319.40	86,778.00	86,778.00	401,754.07	(56,593.93)	(314,976.07)	462.97
BEG. FUND BALANCE		6,552,701.71	6,740,021.11	6,740,021.11	6,740,021.11			
END FUND BALANCE		6,740,021.11	6,826,799.11	6,826,799.11	7,141,775.18			

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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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PERIOD ENDING 12/31/2017  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 701 - TRUST AND AGENCY								
Expenditures								
Dept 301 - OPERATING COSTS								
701-301-922.000	LATE FEES AND PENALTIES	0.00	0.00	0.00	35.00	0.00	(35.00)	100.00
Total Dept 301 - OPERATING COSTS		0.00	0.00	0.00	35.00	0.00	(35.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	35.00	0.00	(35.00)	100.00
Fund 701 - TRUST AND AGENCY:								
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	35.00	0.00	(35.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(35.00)	0.00	35.00	100.00
BEG. FUND BALANCE								
END FUND BALANCE					(35.00)			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 12/31/17		
Fund 703 - TAX FUND								
Revenues								
Dept 000								
703-000-671.000	REIMBURSEMENT/OTHER INCOME	0.00	0.00	0.00	62.48	0.00	(62.48)	100.00
Total Dept 000		0.00	0.00	0.00	62.48	0.00	(62.48)	100.00
Dept 253 - TREASURER								
703-253-402.000	CURRENT PROPERTY TAX	0.00	0.00	0.00	9,866,311.78	5,136,695.70	(9,866,311.78)	100.00
703-253-445.000	PENALTY & INTEREST ON TAXES	0.00	0.00	0.00	3,001.07	805.80	(3,001.07)	100.00
Total Dept 253 - TREASURER		0.00	0.00	0.00	9,869,312.85	5,137,501.50	(9,869,312.85)	100.00
TOTAL REVENUES		0.00	0.00	0.00	9,869,375.33	5,137,501.50	(9,869,375.33)	100.00
Expenditures								
Dept 000								
703-000-922.000	LATE FEES AND PENALTIES	0.00	0.00	0.00	10.00	10.00	(10.00)	100.00
Total Dept 000		0.00	0.00	0.00	10.00	10.00	(10.00)	100.00
Dept 253 - TREASURER								
703-253-962.000	TAX DISBURSEMENTS	0.00	0.00	0.00	5,093,265.62	370,934.04	(5,093,265.62)	100.00
703-253-981.000	TAX INTEREST PMTS	0.00	0.00	0.00	2,384.02	405.14	(2,384.02)	100.00
Total Dept 253 - TREASURER		0.00	0.00	0.00	5,095,649.64	371,339.18	(5,095,649.64)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	5,095,659.64	371,349.18	(5,095,659.64)	100.00
Fund 703 - TAX FUND:								
TOTAL REVENUES		0.00	0.00	0.00	9,869,375.33	5,137,501.50	(9,869,375.33)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	5,095,659.64	371,349.18	(5,095,659.64)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	4,773,715.69	4,766,152.32	(4,773,715.69)	100.00
BEG. FUND BALANCE								
END FUND BALANCE					4,773,715.69			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 815 - DIST # 5 SEVEN MILE SEWER								
Revenues								
Dept 000								
815-000-665.000	INTEREST INCOME	185.31	150.00	150.00	9.22	0.00	140.78	6.15
815-000-672.000	SAD INTEREST	7,254.80	6,218.00	6,218.00	169.49	0.00	6,048.51	2.73
Total Dept 000		7,440.11	6,368.00	6,368.00	178.71	0.00	6,189.29	2.81
TOTAL REVENUES		7,440.11	6,368.00	6,368.00	178.71	0.00	6,189.29	2.81
Expenditures								
Dept 301 - OPERATING COSTS								
815-301-968.000	DEPRECIATION EXPENSE	17,519.00	17,519.00	17,519.00	0.00	0.00	17,519.00	0.00
Total Dept 301 - OPERATING COSTS		17,519.00	17,519.00	17,519.00	0.00	0.00	17,519.00	0.00
Dept 905 - DEBT SERVICE								
815-905-995.000	DEBT SERVICE - INTEREST	7,153.24	6,220.00	6,220.00	0.00	0.00	6,220.00	0.00
Total Dept 905 - DEBT SERVICE		7,153.24	6,220.00	6,220.00	0.00	0.00	6,220.00	0.00
TOTAL EXPENDITURES		24,672.24	23,739.00	23,739.00	0.00	0.00	23,739.00	0.00
Fund 815 - DIST # 5 SEVEN MILE SEWER:								
TOTAL REVENUES		7,440.11	6,368.00	6,368.00	178.71	0.00	6,189.29	2.81
TOTAL EXPENDITURES		24,672.24	23,739.00	23,739.00	0.00	0.00	23,739.00	0.00
NET OF REVENUES & EXPENDITURES		(17,232.13)	(17,371.00)	(17,371.00)	178.71	0.00	(17,549.71)	1.03
BEG. FUND BALANCE		581,988.33	564,756.20	564,756.20	564,756.20			
END FUND BALANCE		564,756.20	547,385.20	547,385.20	564,934.91			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 825 - WHITMORE LAKE SEWER DISTRICT								
Revenues								
Dept 000								
825-000-445.000	PENALTY & INTEREST ON TAXES	55.90	0.00	0.00	0.00	0.00	0.00	0.00
825-000-672.000	SAD INTEREST	38,000.02	36,000.00	36,000.00	495.21	495.21	35,504.79	1.38
Total Dept 000		38,055.92	36,000.00	36,000.00	495.21	495.21	35,504.79	1.38
TOTAL REVENUES		38,055.92	36,000.00	36,000.00	495.21	495.21	35,504.79	1.38
Expenditures								
Dept 301 - OPERATING COSTS								
825-301-968.000	DEPRECIATION EXPENSE	1,328.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 301 - OPERATING COSTS		1,328.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Dept 905 - DEBT SERVICE								
825-905-954.000	AGENT FEES	500.00	500.00	500.00	0.00	0.00	500.00	0.00
825-905-986.000	INTEREST EXPENSE - WL SAD BONC	26,137.03	22,394.00	22,394.00	11,196.89	0.00	11,197.11	50.00
Total Dept 905 - DEBT SERVICE		26,637.03	22,894.00	22,894.00	11,196.89	0.00	11,697.11	48.91
TOTAL EXPENDITURES		27,965.03	34,894.00	34,894.00	11,196.89	0.00	23,697.11	32.09
Fund 825 - WHITMORE LAKE SEWER DISTRICT:								
TOTAL REVENUES		38,055.92	36,000.00	36,000.00	495.21	495.21	35,504.79	1.38
TOTAL EXPENDITURES		27,965.03	34,894.00	34,894.00	11,196.89	0.00	23,697.11	32.09
NET OF REVENUES & EXPENDITURES		10,090.89	1,106.00	1,106.00	(10,701.68)	495.21	11,807.68	967.60
BEG. FUND BALANCE		756,488.03	766,578.92	766,578.92	766,578.92			
END FUND BALANCE		766,578.92	767,684.92	767,684.92	755,877.24			

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT								
Revenues								
Dept 000								
890-000-665.000	INTEREST INCOME	916.61	750.00	750.00	45.94	0.00	704.06	6.13
890-000-672.000	SAD INTEREST	27,259.06	17,902.00	17,902.00	333.02	333.02	17,568.98	1.86
Total Dept 000		28,175.67	18,652.00	18,652.00	378.96	333.02	18,273.04	2.03
TOTAL REVENUES		28,175.67	18,652.00	18,652.00	378.96	333.02	18,273.04	2.03
Expenditures								
Dept 301 - OPERATING COSTS								
890-301-968.000	DEPRECIATION EXPENSE	74,187.00	74,187.00	74,187.00	0.00	0.00	74,187.00	0.00
Total Dept 301 - OPERATING COSTS		74,187.00	74,187.00	74,187.00	0.00	0.00	74,187.00	0.00
Dept 905 - DEBT SERVICE								
890-905-954.000	AGENT FEES	414.37	0.00	0.00	63.38	0.00	(63.38)	100.00
890-905-998.000	INTEREST NT BOND	7,194.88	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		7,609.25	0.00	0.00	63.38	0.00	(63.38)	100.00
TOTAL EXPENDITURES		81,796.25	74,187.00	74,187.00	63.38	0.00	74,123.62	0.09
Fund 890 - N.T. SEWER DISTRICT:								
TOTAL REVENUES		28,175.67	18,652.00	18,652.00	378.96	333.02	18,273.04	2.03
TOTAL EXPENDITURES		81,796.25	74,187.00	74,187.00	63.38	0.00	74,123.62	0.09
NET OF REVENUES & EXPENDITURES		(53,620.58)	(55,535.00)	(55,535.00)	315.58	333.02	(55,850.58)	0.57
BEG. FUND BALANCE		2,931,759.44	2,878,138.86	2,878,138.86	2,878,138.86			
END FUND BALANCE		2,878,138.86	2,822,603.86	2,822,603.86	2,878,454.44			

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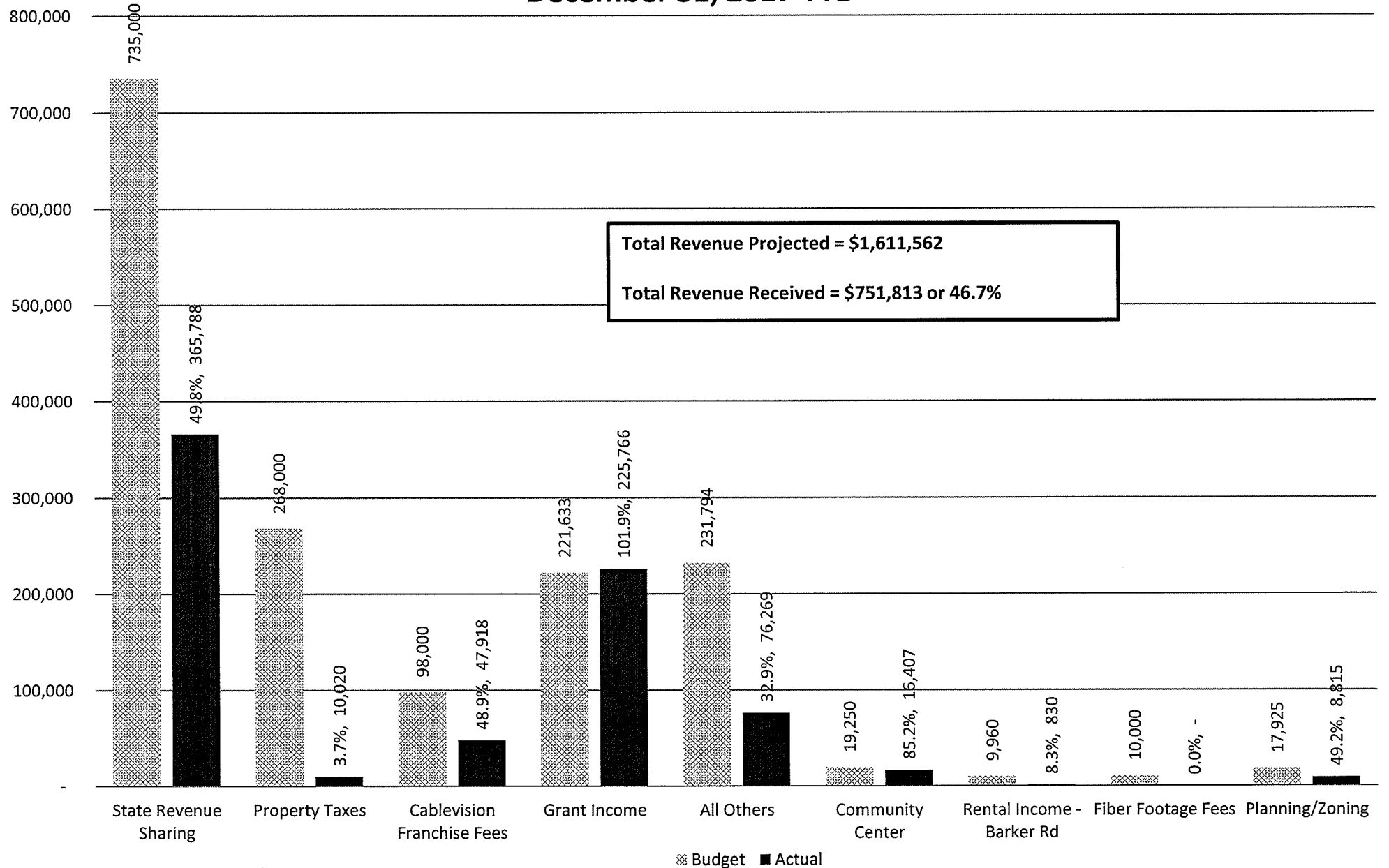
PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

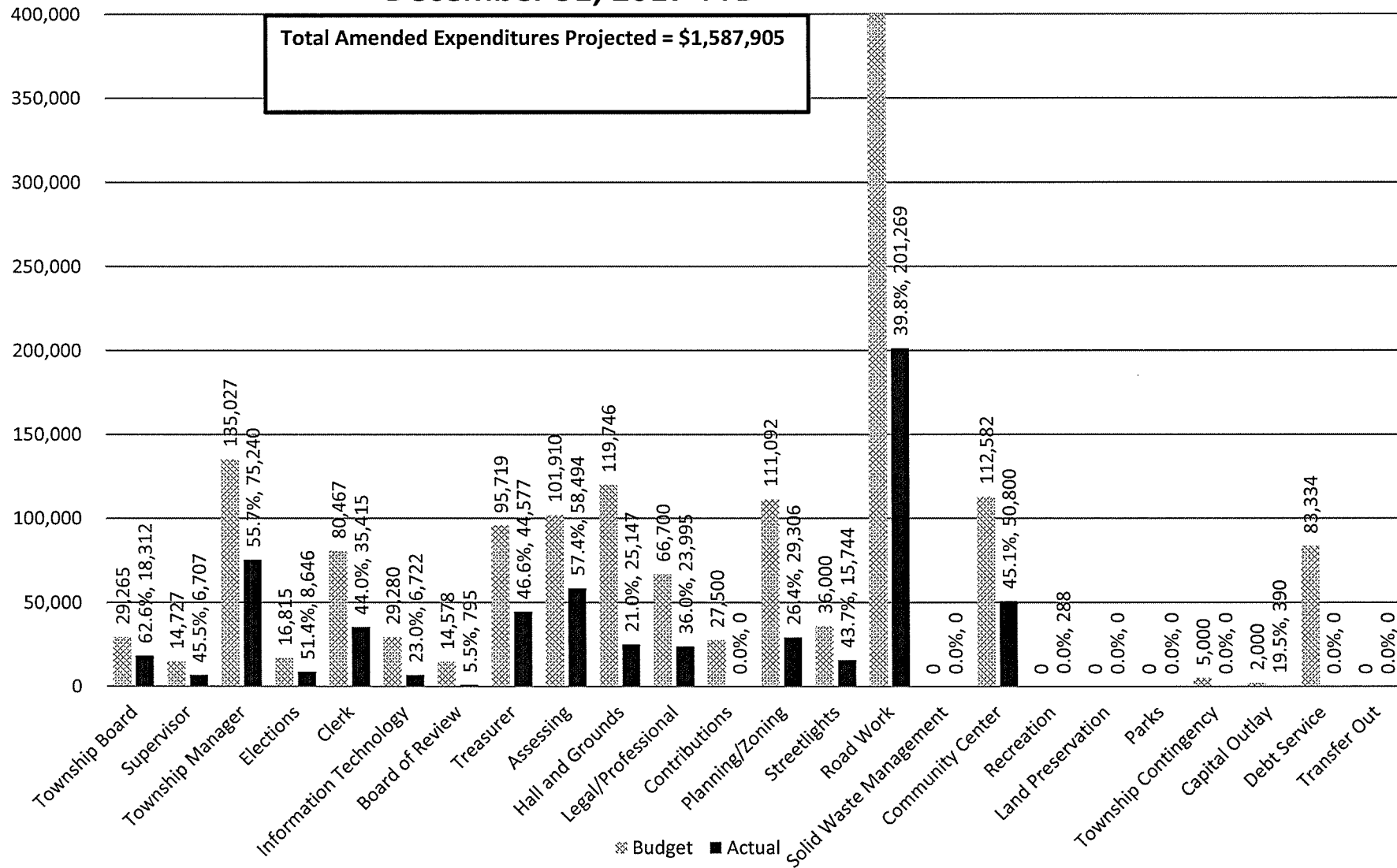
GL NUMBER	DESCRIPTION	END BALANCE	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2017	ORIGINAL	AMENDED BUDGET	12/31/2017	MONTH	BALANCE	USED
Fund 955 - FIRE TRUCK BOND MILLAGE								
Revenues								
Dept 000								
955-000-445.000	PENALTY & INTEREST ON TAXES	580.44	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		580.44	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		580.44	0.00	0.00	0.00	0.00	0.00	0.00
Fund 955 - FIRE TRUCK BOND MILLAGE:								
TOTAL REVENUES		580.44	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		580.44	0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE		(580.44)						
END FUND BALANCE								
TOTAL REVENUES - ALL FUNDS		7,310,926.59	7,085,646.00	7,085,646.00	11,668,187.12	5,403,005.96	(4,582,541.12)	164.67
TOTAL EXPENDITURES - ALL FUNDS		7,586,006.96	7,319,962.00	7,297,322.00	7,265,903.88	905,754.40	31,418.12	99.57
NET OF REVENUES & EXPENDITURES		(275,080.37)	(234,316.00)	(211,676.00)	4,402,283.24	4,497,251.56	(4,613,959.24)	2,079.73
BEG. FUND BALANCE - ALL FUNDS		14,437,211.40	14,162,131.03	14,162,131.03	14,162,131.03			
END FUND BALANCE - ALL FUNDS		14,162,131.03	13,927,815.03	13,950,455.03	18,553,236.27			



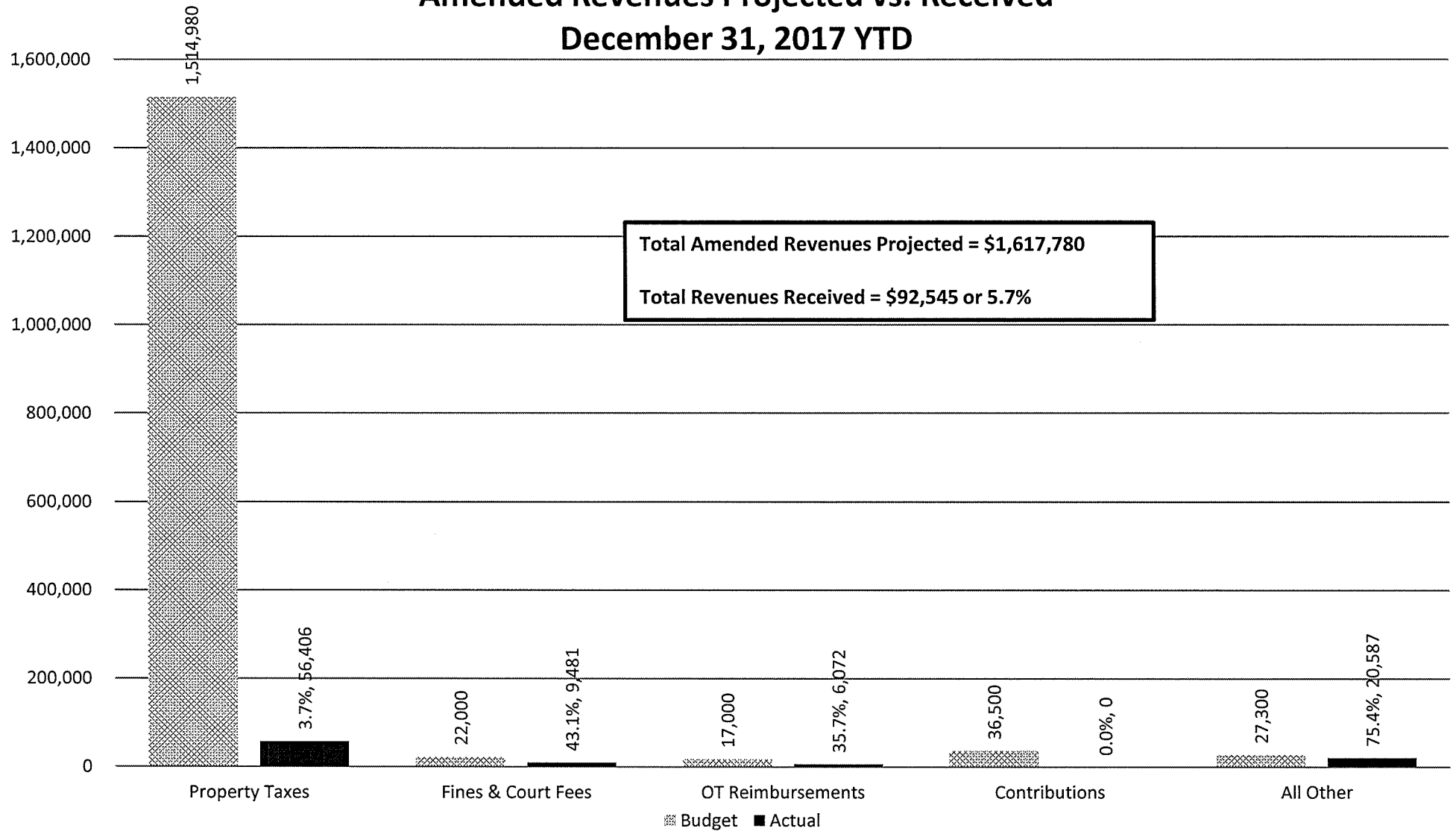
# NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Received December 31, 2017 YTD



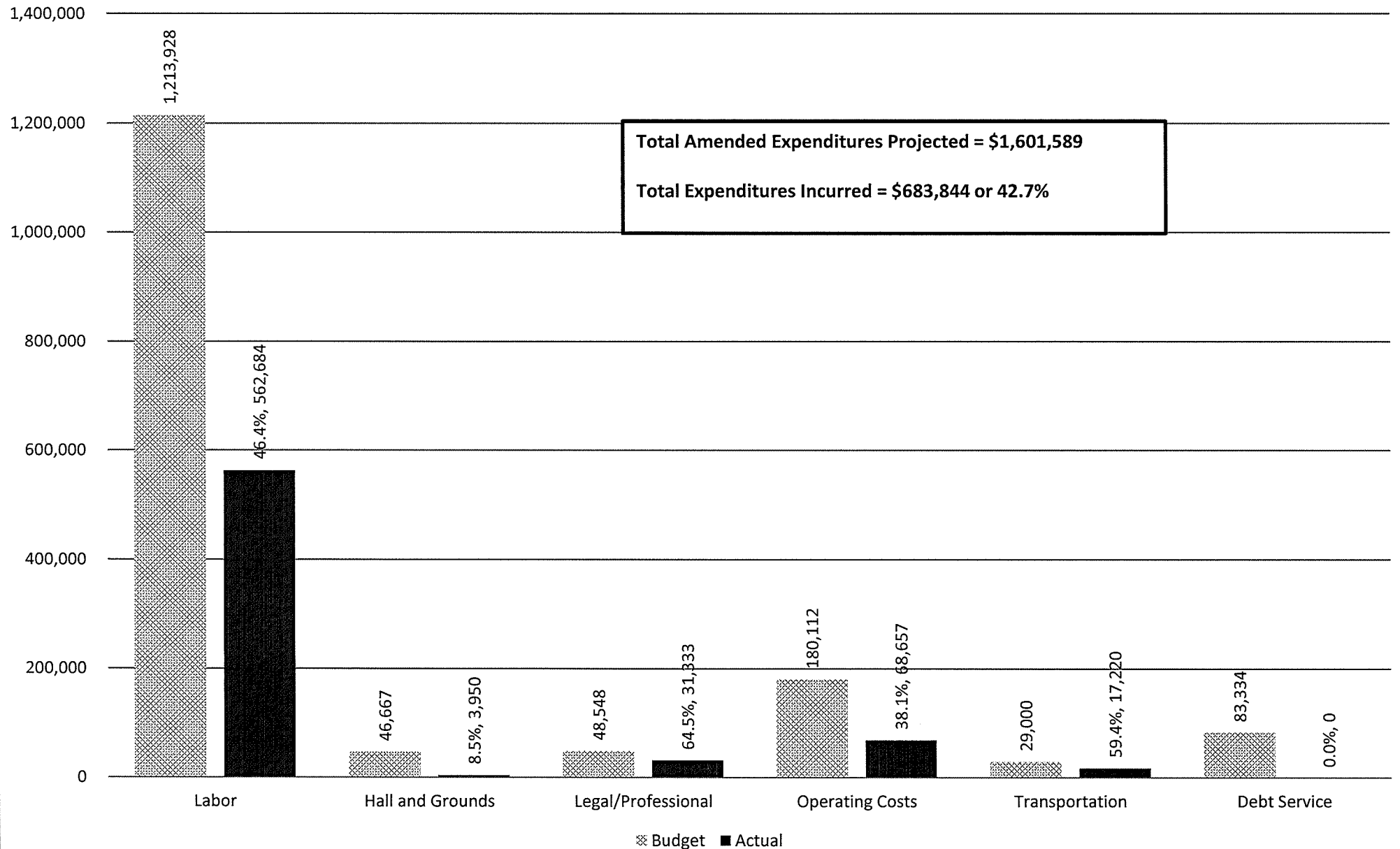
# NORTHFIELD TOWNSHIP GENERAL FUND Amended Expenditures Projected vs. Incurred December 31, 2017 YTD



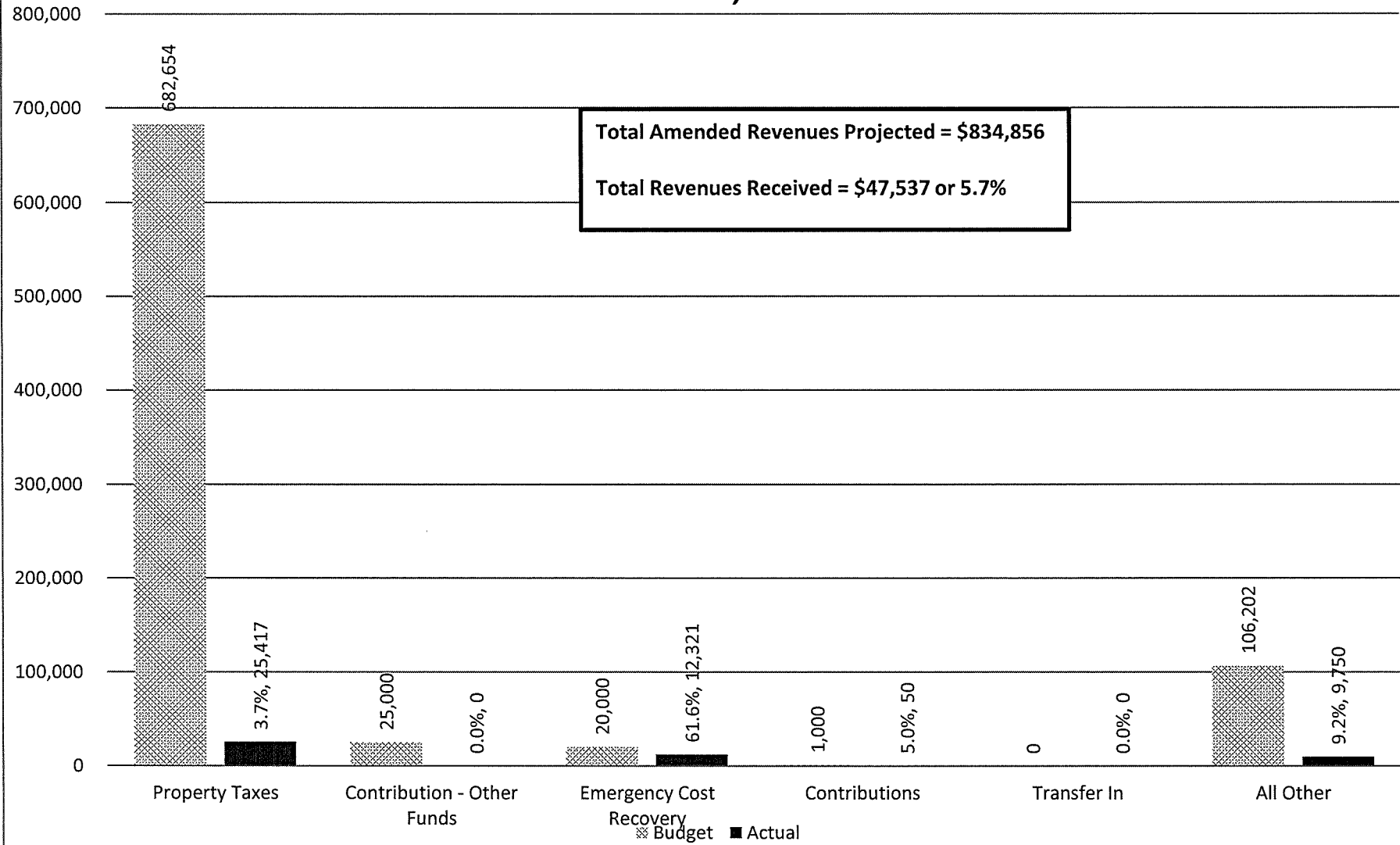
# **NORTHFIELD TOWNSHIP POLICE FUND Amended Revenues Projected vs. Received December 31, 2017 YTD**



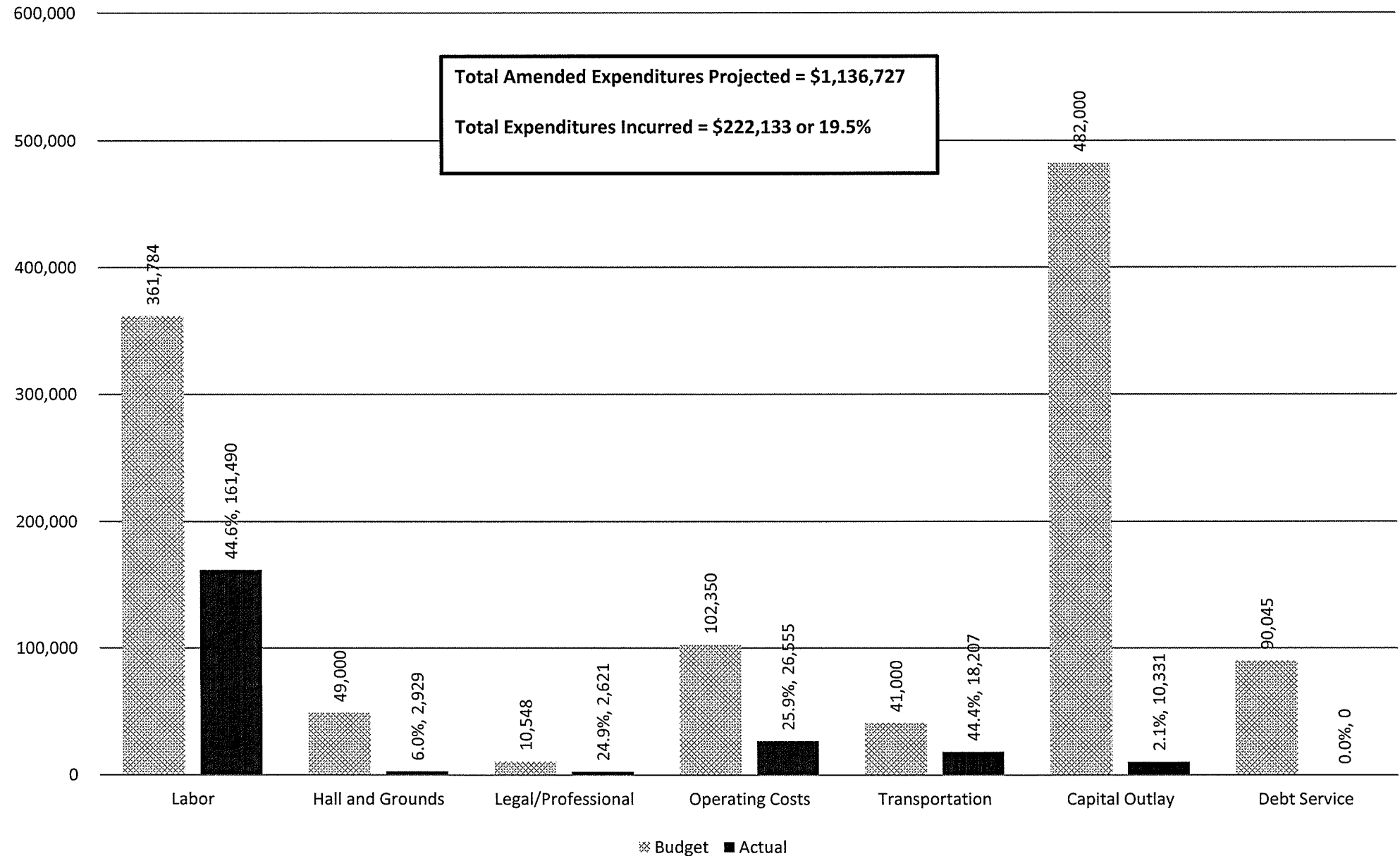
# NORTHFIELD TOWNSHIP POLICE FUND Amended Expenditures Projected vs. Incurred December 31, 2017 YTD



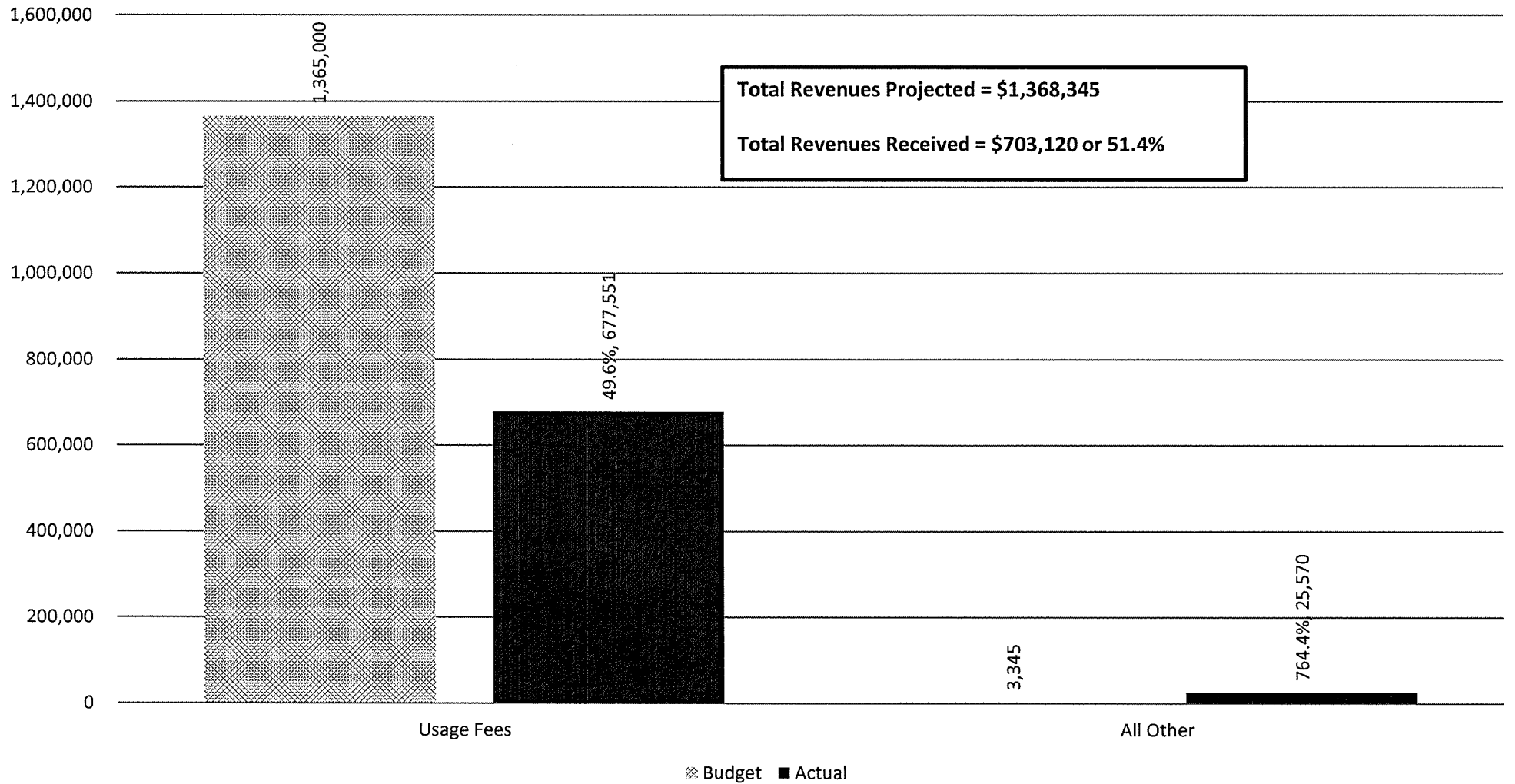
# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Amended Revenues Projected vs. Received December 31, 2017 YTD



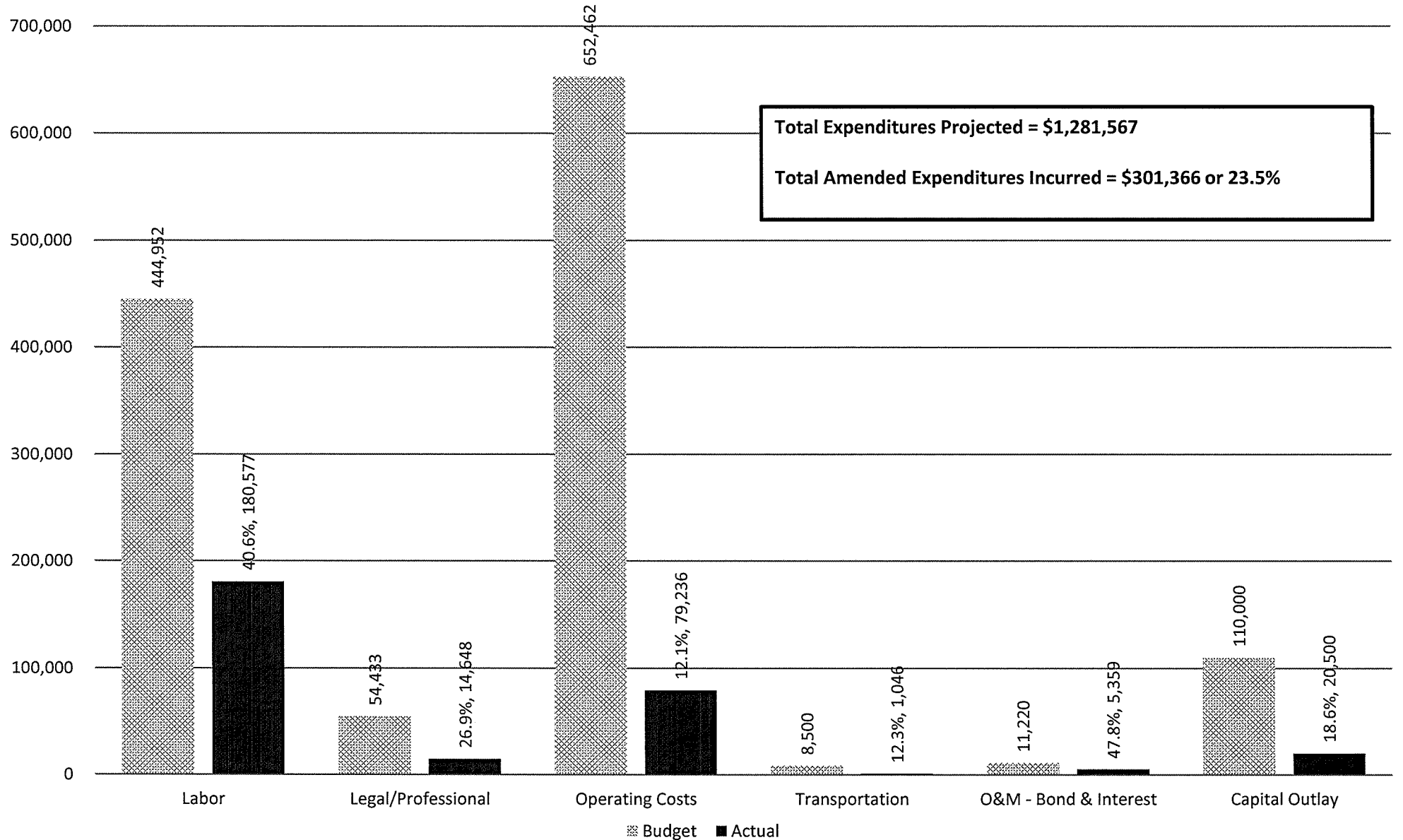
# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Amended Expenditures Projected vs. Incurred December 31, 2017 YTD



# **NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Received December 31, 2017 YTD**



# NORTHFIELD TOWNSHIP WWTP FUND Amended Expenditures Projected vs. Incurred December 31, 2017 YTD





**GENERAL FUND**

December, 2017

**Revenues**

	Budget	Actual	% of Budget Used
State Revenue Sharing	735,000	365,788	49.8%
Property Taxes	268,000	10,020	3.7%
Cablevision Franchise Fees	98,000	47,918	48.9%
Grant Income	221,633	225,766	101.9%
All Others	231,794	76,269	32.9%
Community Center	19,250	16,407	85.2%
Rental Income - Barker Rd	9,960	830	8.3%
Fiber Footage Fees	10,000	-	0.0%
Planning/Zoning	17,925	8,815	49.2%
	<u>1,611,562</u>	<u>751,813</u>	<u>46.7%</u>

**Expenditures**

	Budget	Actual	
Township Board	29,265	18,312	62.6%
Supervisor	14,727	6,707	45.5%
Township Manager	135,027	75,240	55.7%
Elections	16,815	8,646	51.4%
Clerk	80,467	35,415	44.0%
Information Technology	29,280	6,722	23.0%
Board of Review	14,578	795	5.5%
Treasurer	95,719	44,577	46.6%
Assessing	101,910	58,494	57.4%
Hall and Grounds	119,746	25,147	21.0%
Legal/Professional	66,700	23,995	36.0%
Contributions	27,500	0	0.0%
Planning/Zoning	111,092	29,306	26.4%
Streetlights	36,000	15,744	43.7%
Road Work	506,163	201,269	39.8%
Solid Waste Management	0	0	0.0%
Community Center	112,582	50,800	45.1%
Recreation	0	288	0.0%
Land Preservation	0	0	0.0%
Parks	0	0	0.0%
Township Contingency	5,000	0	0.0%
Capital Outlay	2,000	390	19.5%
Debt Service	83,334	0	0.0%
Transfer Out	0	0	0.0%
	<u>1,587,905</u>	<u>601,847</u>	<u>37.9%</u>

**LAW FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	1,514,980	56,406	3.7%
Fines & Court Fees	22,000	9,481	43.1%
OT Reimbursements	17,000	6,072	35.7%
Contributions	36,500	0	0.0%
All Other	27,300	20,587	75.4%
	<u>1,617,780</u>	<u>92,545</u>	<u>5.7%</u>

**Expenditures**

	Budget	Actual	
Labor	1,213,928	562,684	46.4%
Hall and Grounds	46,667	3,950	8.5%
Legal/Professional	48,548	31,333	64.5%
Operating Costs	180,112	68,657	38.1%
Transportation	29,000	17,220	59.4%
Debt Service	83,334	0	0.0%
	<u>1,601,589</u>	<u>683,844</u>	<u>42.7%</u>

**FIRE FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	682,654	25,417	3.7%
Contribution - Other Funds	25,000	0	0.0%
Emergency Cost Recovery	20,000	12,321	61.6%
Contributions	1,000	50	5.0%
Transfer In	0	0	0.0%
All Other	106,202	9,750	9.2%
	<u>834,856</u>	<u>47,537</u>	<u>5.7%</u>

**Expenditures**

	Budget	Actual	
Labor	361,784	161,490	44.6%
Hall and Grounds	49,000	2,929	6.0%
Legal/Professional	10,548	2,621	24.9%
Operating Costs	102,350	26,555	25.9%
Transportation	41,000	18,207	44.4%
Capital Outlay	482,000	10,331	2.1%
Debt Service	90,045	0	0.0%
	<u>1,136,727</u>	<u>222,133</u>	<u>19.5%</u>

**WWTP FUND****Revenues**

	Budget	Actual	% of Budget Used
Usage Fees	1,365,000	677,551	49.6%
All Other	3,345	25,570	764.4%
	<u>1,368,345</u>	<u>703,120</u>	<u>51.4%</u>

**Expenditures**

	Budget	Actual	
Labor	444,952	180,577	40.6%
Legal/Professional	54,433	14,648	26.9%
Operating Costs	652,462	79,236	12.1%
Transportation	8,500	1,046	12.3%
O&M - Bond & Interest	11,220	5,359	47.8%
Capital Outlay	110,000	20,500	18.6%
	<u>1,281,567</u>	<u>301,366</u>	<u>23.5%</u>

**FUND BALANCE REPORT**  
**Fund 101: GENERAL FUND**  
**2017-2018 FISCAL YEAR**  
**AS OF 12/31/17**

DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2017-18 AMENDED BUDGET	2017-18 ACTIVITY THRU 12/31/17
TOTAL ESTIMATED REVENUES	1,298,501	1,289,475	1,387,068	1,611,562	751,813
TOTAL APPROPRIATIONS	1,245,166	2,026,556	2,201,219	1,587,905	601,847
NET OF REVENUES/APPROPRIATIONS - FUND 101	53,335	(737,081)	(814,151)	23,657	149,966
BEGINNING FUND BALANCE	1,550,163	1,603,499	1,603,499	789,348	789,348
ENDING FUND BALANCE	1,603,498	866,418	789,348	813,005	939,314
	Fund Bal % 129%	Fund Bal % 43%	Fund Bal % 36%	Fund Bal % 51%	Fund Bal % 156%

\*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations

# Supervisor's Report

From: Marlene Chockley

Date: January 4, 2017

---

Dear Board of Trustees,

The past month has been devoid of outside meetings because of the holidays so I have no updates to share in that regard.

## **Improving our Business Climate**

I recently had the opportunity to sit in on a couple of meetings with business owners who were experiencing difficulty in either selling their property or navigating the complexities of the zoning ordinance. These were valuable in that I was able to both provide some insight and understand their challenges and how we might alleviate them. Some of the actions we need to take are administrative, but others are in the purview of the Planning Commission—ultimately it is the Board's responsibility to provide direction.

As we move forward in 2018, it is imperative that we put a priority on helping businesses get established and help them find appropriately zoned properties. To that end, I am thankful that the Board saw fit to fund office hours for our zoning administrator. She is making good use of that time.

In addition, we have an opportunity to improve the underlying zoning in a few concise places that would help general or limited industrial businesses locate here. This could be accomplished within the current master plan and would be a boon to the Township's tax base and ability to provide services to our residents and businesses. I would like the Planning Commission to look at that in the near future and proceed if they agree.

Another important improvement for businesses and developers would be to eliminate the fee for an initial concept meeting. At one of the next few meetings, I would like to have us evaluate the township's fee schedule to make sure it is in line with other municipalities and accomplish changes as needed.

I am also aware that the Planning Commission has received a compilation of zoning ordinance amendments that are needed. As we look at budget amendments, additional funding may be required. It would be wise in my opinion to anticipate that.

Lastly, I'm excited about what 2018 holds for this community as we work together. Many efforts are in the works and we have engaged boards and committees. I am confident that together we will see Northfield flourish.

Respectfully submitted,

Marlene Chockley

### **Agenda Items**

Budget Amendments are presented to the Board now that the FY 2016/17 Audit has been completed. The Adjustments to the Budget are to bring it in line with the initial objectives outlined for the Township during the adoption process. No matter how the money is allocated, someone is likely to disagree with the decision when major changes are made in the budget. This is especially true if substantial changes occur when the Budget year is partially complete. The following are what I consider to be major changes at this time.

- Auditors adjusted state shared revenue LCSA to reflect split in millage. This \$40,427 decreases the final Fund Balance by this amount.
- Non-motorized Path Project. Expenses occurred in the last Fiscal Year, but grant funding was received in the current Fiscal Year. This caused a decrease in the past year's Fund Balance, but an increase in FY 17/18 projected Fund Balance.
- Fire Truck order delayed so the expenditure of money transferred from the General Fund to the Fire Fund will result in a substantial increase in Fund Balance in the Fire Fund.
- Transfer of \$ 25,000 from the General Fund to the Fire Fund is reversed. This would add to the General Fund final fund balance, but reduces the Fire Fund balance.
- The adopted FY 17/18 Budget includes \$ 40,000 for McKenna's services. As a result of the various meetings, discussions, etc. with the Township Board, Planning Commission, and other interested parties McKenna is recommending the budget be amended to include updating the Master Plan , review and update the Zoning Ordinances, and to oversee the RFP's and follow up on the North Village Development. The proposed amendments include \$ 12,250 for the Master Plan, \$ 7,250 for the update of the Zoning Ordinances, and \$ 10,000 for the North Village Development. This proposal is spreading the cost over two years. The amount shown is the first year cost.

The Board has identified increasing the fund balance as one of the objectives for FY 17/18. With the amended budget, the projected fund balance for the current ending General Fund balance is 74% of the amount budgeted for expenditures. This is an increase from the prior year's percentage which is 36 %.

### **Other Items for Information**

#### **Employee Staff Meetings**

I have now held two meetings with the office employees, the Community Center Director, and the WWTP superintendant to meet with the staff to review actions of the Board and other matters of concern following each Board Meeting. I believe this is a positive step in improving communication between me and the employees. This will also make it easier to pass along information about decisions by the Board or requested information.

### Goal Setting By The Township Board

The Board has been working on goal setting at several Board meetings following the discussion at the Board Retreat. The last version I have is the chart prepared by the Supervisor which took the top ten goals for each board members and showed a priority list based on this. The result was 27 potential goals which received at least one vote and 14 potential goals which received zero votes.

The chart showed the proposed primary responsibility for coordination of efforts to reach the accomplishment of each goals. The Board was listed as having primary responsibility for two goals, DDA one goal, Planning Commission one goal, and the Township Manager assigned 5 goals.

Is this the final ranking of potential goals and the assignment of responsibility by the Board or is further discussion/work needed on this?

### Code Enforcement and Zoning efforts

The Township in an effort to better serve our citizens has had McKenna start having the Zoning Administrator in our office 4 hours per week. This is currently Wednesday morning although this can be adjusted as needed. Appointments in advance are encouraged to best use her time and not having citizens waiting very long. This week I arranged a meeting with a potential developer during this time. It worked out very well having the zoning officer already coming so I was able to suggest to the developer meeting that time. A special trip by the Zoning Administrator would have cost more money.

The new Code Enforcement Officer has been working an average of 12 hours per week. The amount provided for by the budget is 16 hours per week. She soon will be working 8 hours on Mondays and 8 hours on Wednesday. This will overlap with the Zoning Administrator on Wednesday. Both have already demonstrated the effectiveness of them working together on the some concerns. This also gives the Code Enforcement Officer more time in the office and more availability for both handling walk in traffic and appointments.

I believe this is a substantial improvement in public service. It demonstrates the Board and staff's listening to the public's concerns and putting in place a positive response to these concerns.

### SAW grant documents returned signed by the State of Michigan

Along with the return of this signed agreement, there was a cover letter authorizing the Township to seek reimbursement in excess of the required local match going back to 2013. I expect that the amount previously paid to the engineer and the equivalent cost of using the Township's own manpower and equipment will allow us to submit our first request for reimbursement before the end of February. When the Township has demonstrated that we have met the required match, all subsequent submittals of requests for reimbursement should be fully refunded. The work outlined in the letter requires the Township to finish the project by December 2020.

My summary of the grant's purpose is to evaluate the existing sewer lines and Wastewater Treatment Plant to determine when repairs would be needed and how well the system is currently working.

October 11, 2017

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

**MEMORANDUM: 2017 ZONING AMENDMENTS AND PROJECT APPROVAL PROCEDURES**

Dear Commissioners:

Per direction of the Board and Township Manager we have prepared a list of Zoning Amendments that could help to improve business relationships, resident service, and flexibility with site development. We recommend pursuing amendments that are consistent with the currently adopted Master Plan. We recommend that substantial Zoning procedural or district changes are only pursued following a Master Plan update.

Below we have summarized changes that could be pursued at this time. This memo is for Planning Commission discussion purposes. Following a discussion at Planning Commission we can work to formalize priority projects with Planning Commission and the Township Manager.

**Zoning Ordinance Flexibility:**

1. Clarify change of use requirements.
  - a. Clarify change of use determination procedures in a matrix or table. Change of use is triggered by substantive changes in site uses that result in parking and loading modifications, access modifications, waste disposal, noise, and other impacts on neighboring properties.
  - b. Make change of use an administrative sign off for properties that conform to current Zoning Ordinance requirements
    - i. Create a checklist that considers site inspection, recently approved site plans, evidence of compliance.
  - c. Adopt minimum development requirements for properties that do not conform to site design, access, and safety standards.
2. Refine Administrative review procedures. Administrative review is already permitted by Zoning Administrator and the Zoning Administrator can waive or require planner, engineering review as needed by site constraints and uses. Potential revisions include:
  - a. Permit a sketch plan for sites that do not require architectural or engineering level details.
  - b. Develop a "required site plan information" check list to permit administration to waive items that are not essential for project review.
3. Planning Commission waivers.
  - a. Establish formalized waivers with standards for Planning Commission to consider alternative development proposals for:
    - i. Parking and loading requirements.
    - ii. Landscaping and screening requirements.
4. Revise non-conforming use and non-conforming site standards to encourage blighted and violating sites owners to take steps toward compliance with the Zoning Ordinance and make needed site improvements.
  - a. Establish Class A and Class B non-conforming use status with standards and procedures.

**Zoning Ordinance Amendments from the annual work plan**

1. Amendments to encourage more development activity downtown.
  - a. Review the land uses of the WLD and try to include more uses as Permitted Uses.
  - b. Codify and update design guidelines with accompanying graphics based Downtown Strategic Action Plan
  - c. Consider “pop-up” retail and pre-approval provisions for tenant ready spaces.
2. Amendments to encourage more agricultural tourism uses.
  - a. Review these regulations to ensure they are consistent with the Right to Farm Act.
  - b. The Township may want to obtain comment from the Farmland & Natural Areas Preservation Committee.
3. Adopt a land use table to simplify uses and fix discrepancies between similar uses.
  - a. McKenna prepared a Non-Residential District Use Matrix, which is an administrative tool, we recommend adopting a similar table into the Zoning Ordinance that also includes the residential zoning districts.
  - b. Resolve conflicts between similar uses as part of the adoption process of the land use table.
  - c. Clarify definitions of uses to be consistent with the Master Plan and purpose of the Zoning Districts.

**Zoning Ordinance Housekeeping Issues:**

1. Develop temporary uses and standards in the Zoning Ordinance.
2. Clarify discrepancy in SR-1 and SR-2 districts regarding setbacks for detached accessory structures. Specifically, Section 36-218 and 36-248 footnote (4), and Section 36-98(d)(2)(b).
3. Addition issues as identified.

**Non-Zoning Ordinance Procedural Improvements:**

1. Create a “7 Steps to Project Approval” brochure for residential, administrative approval, and planning commission approval.
2. Formalize and simplify basic checklists, fees, and requirements to streamline process for Administrative and Planning Commission approval.
3. Update Planning and Building development packets and Township website information to simplify procedures and make the process more user friendly.

This preliminary list of Zoning Amendments and procedural updates is not intended to be all inclusive. We look forward to discussing these ideas with Planning Commission.

McKenna is committed to providing excellence in customer service and personally connecting with residents, business owners, and prospective business owners. We understand that every project is unique.

Respectfully submitted,  
**McKenna Associates**



Paul Lippens  
Director of Transportation and Urban Design





# MCKENNA

December 11, 2017

Steven Aynes  
Township Manager  
Northfield Township  
8350 Main Street – P.O. Box 576  
Whitmore Lake, MI 48189

**Subject: Authorization to Update the Northfield Township Master Plan and Zoning Ordinance:**

Mr. Aynes,

At your request, we have outlined a process to work with Township stakeholders to update the Township Master Plan and Zoning Ordinance. This authorization is consistent with the Planning Commission workplan and the current priorities of the Board of Trustees, as communicated and discussed at recent Planning Commission and Board meetings.

## A. SCOPE OF WORK FOR MASTER PLAN UPDATE

1. **General Updates.** The general updates to the Master Plan would include the following, as well assistance with noticing requirements, including preparing the required "Notice of Intent to Plan" letters and public notices:
  - **Data.** Much of the data in the Plan is prior to the 2010 Census and should be updated. Also, SEMCOG has updated population forecasts to 2040.
  - **Maps.** The maps in the Plan should be updated to include new information and other important map features. The most important update will be the Future Land Use map and to ensure its consistency with Township policies as expressed in the Master Plan.
  - **New Policies.** This includes new policies based on activities in the Township over the last 5+ years.
  - **Removal of Outdated Policies.** This includes removal of recommendations where action has already been taken or policies may be outdated.
  - **Area Plan Changes.** Currently, the Master Plan has five (5) large subareas, the smallest of which is roughly 4 square miles. We recommend consolidating Subareas that share similar characteristics while shrinking other Subareas to address a unique characteristic of the area. For example, current Subareas 1, 2, and 3 are predominantly rural residential and agricultural and could be consolidated into a single Subarea. On the other hand, current Subarea 5 includes both lakes, downtown Whitmore Lake, and 3 expressway interchanges and could be broken up into a Lakes Subarea, a Downtown Subarea, and Interchange Subarea(s). While the adopted Whitmore Lake Downtown Strategic Action Plan and Design Framework can serve as a Subarea to address downtown, nearby interchanges at Barker Road and Eight Mile Road, and part of Whitmore Lake, additional Subareas can address other lakes areas and the interchanges at N. Territorial Rd. and Six Mile Road.

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

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F 248.596.0930  
MCKA.COM

Communities for real life.

- **Zoning Plan.** The Michigan Planning Enabling Act requires that a zoning plan be included in a master plan that explains how the land use categories of the future land use map relate to the districts on the Zoning Map. The Master Plan currently has a Zoning Plan; however, with the recent repeal of the Enterprise Service (ES) District and Highway Commercial (HC) District, the Township should eliminate references to these districts in the Zoning Plan. Additionally, there are some inconsistencies between the Future Land Use Map and the Zoning Plan that must be corrected. For example, while the Zoning Plan includes a "C, Commercial" future land use classification, this category is not on the Future Land Use Map. Because the "C, Commercial" future land use classification is the only classification that recommended the General Commercial (GC) zoning district, this discrepancy must be corrected. Finally, the Future Land Use Map should be reviewed for consistency with the Zoning Map.
  - **Implementation Matrix.** The implementation matrix will be at the end of the document and will list each of the projects necessary to implement the Plan, as well as a timeframe, priority, and responsible body. For example, the commercial development section may include certain Zoning Ordinance updates to be initiated by the Planning Commission within the next 1-2 years.
2. **Non-Motorized Plan.** With the adoption of Complete Streets legislation in Michigan, it is important for Northfield Township to plan for the appropriate interconnectivity of its current and future non-motorized and motorized transportation systems. While the Master Plan supports a non-motorized (e.g., pedestrian and bicycle) transportation system in the township and includes a map from the 2006 Non-Motorized Plan for Washtenaw County developed by the Washtenaw Area Transportation Study (WATS), the Master Plan should include a non-motorized inventory (including sidewalks) and include specific policies for how that non-motorized network will be developed. There are major considerations for a non-motorized system, which include the following:
- Update the WATS information, which should include any recommendations from WATS' proposed 2040 Long Range Transportation Plan for Washtenaw County where appropriate.
  - Locations of opportunities to link to existing systems in adjacent communities (e.g., Lyon Township, Hamburg Township, Ann Arbor Township, etc.).
  - Locations of high priority corridors within Northfield Township, including context sensitive conceptual designs.
  - Potential outside funding sources.

A new map will be included in the Master Plan showing priorities for future non-motorized transportation and the design recommendations. Please note that the Master Plan is a document that plans for 20-30 years, so much of the development of a non-motorized system would not be imminent.

3. **Open Space Preservation Plan.** The Master Plan includes goals for preserving farmland and natural areas, but can be improved to have a stronger implementation plan. Additionally, we recommend including more policies that promote open space, such as Transfer of Development Rights (TDR), the Ann Arbor Greenbelt Program and other Purchase of Development Rights

(PDR) programs, and available grants. TDR is where the development rights of a “sending zone” (e.g., a high quality agricultural or natural area) are transferred to a “receiving zone” (e.g., a targeted development area that is planned for higher densities where infrastructure is available). Receiving zones would be carefully identified areas where limited higher densities would not compromise the character of the area or the community’s ability to provide services.

For TDR and cluster development that considers potential density bonuses for preserving open space, we will include realistic illustrations (a layout plan and graphics) that show how these policies can be successfully implemented. We find that providing graphic illustrations whenever possible makes it much easier to communicate to developers and amend the Zoning Ordinance, if necessary.

If a TDR program is considered, we will identify criteria for receiving zones (e.g., areas with infrastructure that can support a fixed amount of additional density) and sending zones (e.g., agricultural land with high quality soils and sensitive environmental areas).

**4. Whitmore Lake Downtown Strategic Action Plan and Design Framework and the North Village Plan.** With the recently completion of the Downtown Strategic Action Plan and Design Framework and the North Village Master Plan, this is an excellent opportunity to incorporate these plans into a 2018 Township Master Plan. The Strategic Action Plan and Design Framework and the North Village Plan continues the Township’s work in downtown and creates vision for future development. Both projects included relevant public collaboration, consideration of real-life design scenarios, a design and connectivity framework, downtown design guidelines, and implementation activities. Incorporating these plans into the 2018 Master Plan will immediately increase the value of the Master Plan and reinforce the Township policies for Downtown by formally incorporating them into the Master Plan.

**5. Public Participation.** Much of the public input in the current Master Plan was obtained in 2010, which include a survey and two (2) planning fairs. Although the public input yielded excellent feedback, we recommend updating the public participation in the Master Plan with new data. Methods of public participation include surveys (online and paper), visioning sessions, and focus groups. We propose the following:

- **Workshops.** One (1) or more public workshops can be held to solicit feedback on specific planning objectives as well as on the proposed subareas of the Township. McKenna will give an introductory presentation to inform attendees and give them all a shared base of knowledge about the process and findings to date (including the survey results). The McKenna facilitators will introduce the purpose and desired outcomes of the planning process, and will continue with a summary of the analysis of existing conditions of each Subarea. Possible focus areas include: expressway interchange areas, lakes areas, agricultural and natural features preservation, and non-motorized transportation.

McKenna will lead several exercises to encourage participation by all attendees, which could include one or more of the following: small group discussions, visual preference survey to stimulate ideas and illustrate potentials for consideration, “One Big Idea” or inspiration boards.

Next there will be discussion and prioritization of the issues, assets and visions identified during the small group sessions. Information gathered during the small group discussions will be shared with the larger audience to build consensus around planning

## **B. SCOPE OF WORK FOR ZONING ORDINANCE UPDATE**

1. **Technical Review.** Review of the current Zoning Ordinance an article-by-article summary of potential and known problems with the Ordinance in terms of format, consistency with enabling legislation and case law, and our experience in other communities. We will review the following topics for compliance with federal and state law, as well as sound planning and zoning practices:
  - Permitted and Conditional Uses by District
  - Standards for Specific Land Uses
  - Administrative Procedures and Standards
  - Development Standards
2. **Submit Zoning Technical and Minor Amendments to Review with Planning Commission.** Currently, Planning Commission, with the advice of the Township Board, Planner, and Zoning Administrator have already identified several Zoning Amendments that are consistent with the 2014 Township Master Plan. We anticipate that the Technical Review will identify additional amendments that are consistent with the 2014 Master Plan. McKenna will prepare technical and minor amendments for approval following the Technical Review.
3. **Definitions, Inconsistencies and Conflicts and Other Township Codes and Standards.** Recommend new or revised definitions for contemporary uses and issues. Consult with Administration for procedures and enforcement issues and problems. Review other codes and regulations provided by the Township, such as fire or engineering design standards, and identify drainage, pavement, road widths, and parking standards that need to be referenced or which may subtract from the Township's character.
4. **Zoning Board Appeals (ZBA) Decisions.** Review with Township Manager and Planning Commission recent ZBA variance applications that identify recurring problems (accessory building size, lot areas, setbacks, etc.) from ZBA minutes provided by Township Administration.
5. **Current Legal Issues.** Review with the Township Attorney potential revisions generated by any relevant zoning litigation involving the Township that might be beneficial, plus revisions resulting from recent Michigan state law and new case law.
6. **Goals of the 2018 Master Plan Update.** Incorporate any new recommendations for regulations to facilitate implementing the Township's 2018 Master Plan update, including identification of priority items for implementing the Township's Future Land Use plan and Zoning Plan.
7. **Submit Zoning Ordinance Draft and Review with Planning Commission.** Draft and review recommendations for Definitions, Off-Street Parking, District articles, General Provisions and Schedule of Regulations to facilitate implementing the Township's 2018 Master Plan, including identification of existing provisions that may conflict with the Plan.

8. **Review / Revise Draft with Planning Commission.** Review the draft Zoning Ordinance with the Planning Commission at one regularly scheduled meeting and make one revision based on consolidated comments and / or comments noted in the meeting minutes.
9. **Planning Commission Public Hearing and Board Review.** For efficiency, we recommend considering adoption of the Zoning Ordinance revisions during the adoption of the 2018 Master Plan. The fee is based on review being conducted at regularly scheduled PC and Board meetings.

**C. END PRODUCTS**

Upon adoption of the Master Plan, McKenna will deliver 10 copies of the bound Master Plan document along with 1 electronic copy (PDF) for your use. McKenna will deliver 1 electronic copy of the revised Zoning Ordinance for codification.

**D. SCHEDULE**

If approved, we propose to complete the Master Plan and Zoning Ordinance Updates within 9-14 months depending on the scope and the participation schedule of stakeholder groups.

**E. FEES**

McKenna's fee for the complete Master Plan Work Plan, as outlined above, is \$24,500 (see table below), which includes (1) public workshop. The fee for the Zoning Ordinance Update Workplan is \$14,500. We recommend completing the Master Plan and Zoning Ordinance update in 2018 over two fiscal cycles budgeted at \$19,500 per fiscal year.

The fees are based on completing Planning Commission and Board collaboration at regularly scheduled meetings and includes one substantive review and revision of the final draft documents. Additional revision and meetings will be billed according to McKenna's contract with the Township.

**MASTER PLAN FEE SUMMARY**

ITEM	TASK	FEE
1	<b>General Updates:</b> Update all formatting, data, and maps, Subarea Plans, policies, and include an implementation matrix.	\$19,000.00
2	<b>Non-Motorized Plan:</b> Including specific policies and a non-motorized plan map.	\$2,500.00
3	<b>Open Space Preservation Plan:</b> Including a conceptual residential development layout and graphics for TDR and cluster developments.	\$2,000.00
4	<b>Whitmore Lake Downtown Strategic Action Plan and Design Framework:</b> Incorporate into Master Plan.	Included
5	<b>Public Participation:</b>	\$1,000.00
	• <b>1 Workshop:</b> Including preparation, materials, staffing, and production of finished products.	
	<b>PROFESSIONAL FEE</b>	<b>\$24,500.00</b>
		<i>plus \$1,000 per workshop for additional workshops</i>

**ZONING ORDINANCE FEE SUMMARY**

ITEM	TASK	FEE
1	<b>Technical Review:</b> Conduct a comprehensive review of the Zoning Ordinance to identify issues and inconsistencies.	\$2,750.00
2	<b>Minor Amendments:</b> Prepare minor amendments and technical revisions for immediate consideration.	\$2,000.00
3	<b>Definitions:</b> Revise and update definitions to be consistent with current development processes and activities.	\$500.00
4	<b>ZBA Cases:</b> Review and address ZBA decisions.	\$1,200.00
5	<b>Current Legal Issues:</b> Work with the Township Attorney to incorporate and current legal issues.	\$1,300.00
6	<b>Goals of the 2018 Master Plan:</b> Incorporate substantive changes from the Master Plan update, including Downtown and North Village plans, into the Zoning Ordinance.	\$3,500.00
7	<b>Submit Draft to PC:</b> Prepare Draft Zoning Ordinance Amendments.	\$2,000.00
8	<b>Revise Draft:</b> Incorporate one round of revisions and additional revisions as requested.	\$1,250.00
9	<b>PC Public Hearing and Board Review:</b> Review will be consistent with Township policy and the State Zoning Enabling Act.	Regular Meeting Schedule
	<b>PROFESSIONAL FEE</b>	<b>\$14,500.00</b>

If you are satisfied with the Work Plan described, then please return one signed copy of this letter for our files and initial the scope of work to authorize McKenna to proceed. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**



Paul Lippens, AICP  
 Director of Transportation and Urban Design

**NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN**

\_\_\_\_\_  
 Signature Title Date

\_\_\_\_\_  
 Name (printed)

**AUTHORIZATION FOR MASTER PLAN SCOPE OF WORK:** \_\_\_\_\_ Initial

**AUTHORIZATION FOR ZONING ORDINANCE SCOPE OF WORK:** \_\_\_\_\_ Initial

# **NORTHFIELD TOWNSHIP**

**8350 Main St.**

**734-449-2880**

---

To: Township Board

From: Yvette Patrick

RE: Amendment #3 - Revision

Attached please find a revision of the Amendment Schedule. The fund balance totals were updated after a formula error in the excel spreadsheet was discovered.

Thank You,

Yvette Patrick  
Controller – Northfield Township





# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## GENERAL FUND - #101

### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

AMENDMENT #3	
Increases	Decreases
0	0

### REGULAR AMENDMENT

#### REVENUE

Adjust budgeted state shared revenue LCSA to reflect split by millage		40,427
Move Cell Tower Income from General Fund to Fire Station #2 Fund (211)		4,284
Move Barker Road Rental Income from General Fund to Rental Property Fund (214)		9,960
Addition of Senior Café Grant to Community Center Grant Income	8,000	
Adjust budget to reflect contributions for the Non-Motorized Path	2,141	
Adjust Budget to reflect Reimbursement/Other Income for Planning/Zoning	845	
Total Revenue Amendments	10,986	54,671

#### EXPENDITURES

Add People's Express Expense to Welfare Costs as approved by Board of Trustees	10,000	
Increase Miscellaneous Township Board Expenses for Twp Mgr Background Check	800	
Add \$500 to Township Board Fuel and Mileage.	500	
Adjust Twp Mgr Salary based on employment agreement	13,750	
Adjust Twp Mgr Social Security to reflect salary approved by Board of Trustees	1,052	
Adjust Twp Mgr Pension to reflect salary approved by Board of Trustees	1,375	
Add \$550 to Township Manager Communication Expenses to cover cell phone expenses.	550	
Increase Late Fees and Penalties in Clerk and Community Center Departments	130	
Increase Hall and Ground Grant Expense to reflect purchase of picnic tables	440	
Increase Chargebacks - Prior Tax Years to reflect unbudgetable expenses	801	
Remove Contribution to Fire & Medical Rescue		25,000
Add 10k to Planner Fees for North Village RFP and 12,500 for half of Master Plan	22,500	
Add \$7,250 for half the cost of the review of zoning ordinances by McKenna. Half will be paid in 2018.	7,250	
Remove additional expenses budgeted for Completed Nonmotorized Path		270,736
Add Grant Expense to Community Center for Senior Café Grant	7,560	
Increase Recreation Board Budget by \$5,000 as approved by Board of Trustees	5,000	
Increase land acquisition to reflect property taxes from prior year purchase of land	15	
Increase Street Lights budget by \$2,000 to reflect split costs with Green Oak for 8 mile Bridge	2,000	
Total Expenditure Amendments	73,723	295,736

Total Recommended Amendments

FYE 2018 Amended Contribution to Fund Balance

FYE 2018 Ending Contribution to Fund Balance

Beginning Fund Balance

Ending Fund Balance

178,328
23,656
201,984
789,348
991,332

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### Law Enforcement Fund - #207

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Reallocation of LCSA State Revenue Sharing, split by millage rates

25,228

Total Revenue Amendments

25,228

0

#### EXPENDITURES

Increase Unemployment Benefits to reflect Benefits for Officer Burnett

1,121

Chargebacks - Prior Tax Years' exceeded estimated budget. Increase to reflect actual expenditure YTD.

681

Total Expenditure Amendments

1,121

0

Total Recommended Amendments

24,107

FYE 2018 Amended Contribution to Fund Balance

16,191

FYE 2018 Ending Contribution to Fund Balance

40,298

Beginning Fund Balance

526,216

Ending Fund Balance

566,513

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### Fire Station # 2 Fund - #211

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Move Cell Tower Income from Medical Rescue to Fire Station #2 Fund

17,136

Total Revenue Amendments

17,136

0

#### EXPENDITURES

Move Fire Station #2 Expenditures from Medical Rescue Fund to Fire Station # 2 Fund  
Repairs and Maintenance (7000) and Propane (6000)

15,000

Total Expenditure Amendments

15,000

0

Total Recommended Amendments

2,136

FYE 2018 Amended Contribution to Fund Balance

0

FYE 2018 Ending Contribution to Fund Balance

2,136

Beginning Fund Balance

0

Ending Fund Balance

2,136

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### Rental Property Fund - #214

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Move Barker Road Rental Income from General Fund (101) to Rental Property Fund (214)

9,960

Total Revenue Amendments

9,960

0

#### EXPENDITURES

Total Expenditure Amendments

0

0

Total Recommended Amendments

9,960

FYE 2018 Amended Contribution to Fund Balance

0

FYE 2018 Ending Contribution to Fund Balance

9,960

Beginning Fund Balance

0

Ending Fund Balance

9,960

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### Medical Rescue Fund - #216

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Remove \$25,000 Contribution from General Fund

25,000

Move Cell Tower Income from Medical Rescue to Fire Station #2 Fund

12,852

Reallocation of LCSA State Revenue Sharing, split by millage rates

11,282

Total Revenue Amendments

11,282

37,852

#### EXPENDITURES

Move Fire Station #2 Expenditures from Medical Rescue Fund to Fire Station #2 Fund

15,000

Increases Chargebacks - Prior Tax Years to reflect unbudgetable expenses

298

Total Expenditure Amendments

0

15,000

Total Recommended Amendments

(11,570)

FYE 2018 Amended Contribution to Fund Balance

(301,871)

FYE 2018 Ending Contribution to Fund Balance

(313,441)

Beginning Fund Balance

832,958

Ending Fund Balance

519,518

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases	Decreases
-----------	-----------

## AMENDMENT #3

Increases	Decreases
-----------	-----------

### State Narcotics Fund - #265

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Increase revenue for the sale of fixed assets

15,075

Total Revenue Amendments

15,075

0

#### EXPENDITURES

Total Expenditure Amendments

0

0

Total Recommended Amendments

15,075

FYE 2018 Amended Contribution to Fund Balance

0

FYE 2018 Ending Contribution to Fund Balance

15,075

Beginning Fund Balance

145,365

Ending Fund Balance

160,440

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### Wastewater Treatment Plant - #571

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Increase Tap - In Fees

19,046

Increase Revenue for the sale of fixed assets

2,565

Total Revenue Amendments

21,611

0

#### EXPENDITURES

Total Expenditure Amendments

0

0

Total Recommended Amendments

21,611

FYE 2018 Amended Contribution to Fund Balance

86,778

FYE 2018 Ending Contribution to Fund Balance

108,389

Beginning Fund Balance

6,740,021

Ending Fund Balance

6,848,410

# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### NT Sewer Special Assessment District - #890

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Total Revenue Amendments

0

0

#### EXPENDITURES

Increase Agent Fees for Debt Service

63

Total Expenditure Amendments

63

0

Total Recommended Amendments

(63)

FYE 2018 Amended Contribution to Fund Balance

(55,535)

FYE 2018 Ending Contribution to Fund Balance

(55,598)

Beginning Fund Balance

2,878,139

Ending Fund Balance

2,822,540



# NORTHFIELD TOWNSHIP

Amendment #3

FYE 2018

## AMENDMENT #3

Increases

Decreases

## AMENDMENT #3

Increases

Decreases

### Public Safety Bldg Debt Fund - #370

#### TRANSFER AMENDMENT

- None

Total Transfer Increases/Decreases

0

0

#### REGULAR AMENDMENT

#### REVENUE

Reallocation of LCSA State Revenue Sharing, split by millage rates

4,888

Total Revenue Amendments

4,888

0

#### EXPENDITURES

Total Expenditure Amendments

0

0

Total Recommended Amendments

4,888

FYE 2018 Amended Contribution to Fund Balance

1,805

FYE 2018 Ending Contribution to Fund Balance

6,693

Beginning Fund Balance

1,742

Ending Fund Balance

8,434



# MCKENNA

January 4, 2018

Steven Aynes  
Township Manager  
Northfield Township  
8350 Main Street – P.O. Box 576  
Whitmore Lake, MI 48189

**Subject: Status of General Planning Budget and Request for North Village RFP Budget Amendment.**

Mr. Aynes,

At your request, we have prepared the following analysis of the 2017 – 2018 Planning Budget Expenditures to support the request for a \$10,000 Budget amendment to continue work on the North Village RFP Process.

## **A. 2017 – 2018 Planning Budget Summary Through 11/30/17.**

1. **Budget Allocation.** The 2017 – 2018 Planning budget allocation to funds general planning and some engineering's services not coverage by specific fees is \$40,000.
2. **Budget Expenditures.** The expenditure through 11/30/17 was \$21,090.75
3. **Expenditure Summary.** In five months 53% of the Annual budget was spent with an average monthly expenditure of \$4,218.15. If the average monthly expenditure is maintained for the remaining seven months of the fiscal year the total anticipated expenditure will be \$50,617.80. This leaves a calculated budget deficit of \$10,617.80
4. **Budget Amendment Request:** This analysis justifies a budget amendment of \$10,000 for general planning services, which could be a separate line item of \$10,000 for the North Village RFP process.

## **B. North Village RFP Budget Expenditure Through 11/30/17.**

1. **Budget Expenditures.** The expenditure through 11/30/17 was \$3,083.50
2. **Scope Summary:** Staff recommended taking the initial steps to draft the RFP within the allocated planning budget with the understanding that an amendment could be made if necessary. Upon review of the RFP by the Attorney and the Board, the Board made a decision to proceed with the RFP process.

### **North Village RFP Scope Tasks:**

- Task 1. Develop Solicitation Request and Supporting Materials
  - i. 90% Complete – Taking final steps to distribute and post request. Currently coordinating with Township Manager and support staff.
- Task 2. Accept, Evaluate, and Manage Response Process
- Task 3. Managing the Deal – Developer Agreements, ROIs, Financials, Infrastructure Investment
- Task 4. Managing the Project - Ongoing

*Attachment: North Village Developer Solicitation Process, July 19, 2017*

July 19, 2017

Hon. Marlene Chockley  
Township Supervisor  
Northfield Township  
8350 Main Street – P.O. Box 576  
Whitmore Lake, MI 48189

**Subject: North Village Developer Solicitation Process**

Dear Marlene:

At your request, we have outlined a process to work with Township stakeholders to support developer solicitation for the North Village redevelopment.

**A. ORGANIZATION FOR PLANNING**

While many groups, boards, commissions, landowners, the public and others will be involved and contribute to the process of soliciting a developer for the North Village site, we propose that the Downtown Planning Group (DPG) evaluate interested candidates and make recommendations to the Board throughout the developer solicitation process. McKenna will serve as the staff support and economic development expert, and will report to the Township Board.

**B. PROPOSED WORK PLAN**

**Task 1. Develop Solicitation Request and Supporting Materials**

McKenna will work with the DPG to develop solicitation materials for release to potential site developers. To attract high-quality developers capable of delivering a project that meet the expectations of Northfield residents, it is crucial that the material released present clear expectations, evaluation metrics, and a process for establishing a partnership with the perspective developers.

There are six approaches to solicit interest from the private sector:

1. RFI/RFQ/RFP Process.
2. RFQ/RFP Process.
3. RFP Process.
4. Prequalified Developer RFP Process.
5. Sole-Source Developer Process.
6. RFQ/Negotiation Process.

RFI = Request for Information  
RFQ = Request for Qualifications  
RFP = Request for Proposal

Based on the work the Township has completed with the North Village Master Plan, an RFQ/RFP, RFP, or RFQ/Negotiation Process would be the best fit for the North Village site. Approach (4) is another good approach because it narrows the list of candidates and limits the risk to respondents. McKenna will meet with the DPG to discuss the best solicitation strategy for the Township.

Once a strategy is selected, McKenna will conduct the following steps:

1. Develop the Request.
2. Review and approve the Request with the DPG and Township Board.
3. Establish evaluation criteria.

4. Identify private sector companies to receive the Request.
5. Identify media and information services to receive the Request.
6. Identify supporting materials to be included with the request. Examples include the North Village Master Plan, excerpts from the Township Master Plan, excerpts from the Zoning Ordinance, regional planning information, etc.
7. Identify and produce supplemental material and information, as needed.
8. Determine the period in which responses will be accepted.
9. Produce and issue the Request.

If a two-phase RFQ Process is selected, the Township will need to issue a second solicitation or enter into negotiations following the initial RFQ request.

#### **Task 2. Accept, Evaluate, and Manage Response Process**

During the evaluation period, there are several important activities that must take place to ensure quality responses and show Township competency. To attract a high-quality developer for the site, the Township must be an effective public partner.

Essential steps include:

1. Answer questions posed by respondents.
2. Conduct a pre-proposal conference.
3. Evaluate the responses, including previous examples from the respondents.
4. Review the responses with the Township Board, Planning Commission, and other government agencies, as identified.
5. Develop questions or requests for additional information, if necessary.
6. Rank top responses and announce short-listed developers.
7. Complete interviews.
8. Present top responses to Township Board, Planning Commission, and other government agencies, as identified.
9. Announce selected developer.

McKenna recommends that we make “blind” presentations to Planning Commission and the Board so that all responses are evaluated based on their merits and not on the salesmanship of the Developer team.

#### **Task 3. Managing the Deal – Developer Agreements, ROIs, Financials, Infrastructure Investment**

Ultimately the Township will want to develop a structured deal that gets the maximum public benefit and site amenities for the public investment in the site. This will require a thorough understanding of the market, public value, and trade-offs. It will also require expertise on the Townships side of the table to manage the deal.

McKenna has success in structuring redevelopment projects in downtowns around the State. Based on our understanding of the market and the existing condition of the North Village site, we will assist the Township in creating a public/private partnership worthy of this unique opportunity. We will identify any gaps in the feasibility of the project that need to be closed by various public funding sources including transportation enhancement grants, Redevelopment Ready Communities (through MEDC), public low-interest loan or bonds, future TIF sources, special assessments, MDNR park development grants, and others.

McKenna will work with the selected developer to negotiate a mutually beneficial partnership that ensures financial success of the project and public amenities that benefit all Township residents.

**A. Public-Private Partnership**

If the pro-forma analyses indicate that private development does not fully support the public infrastructure and amenity needs, we will collaborate to identify partnership opportunities to close the gap and make development of the North Village site an economically viable prospect.

**B. Definition of Partnership Structures**

Drawing from our experience creating, managing, and assisting downtown economic development entities, McKenna will work with the selected developer to develop a strategy that most effectively oversees implementing the North Village Master Plan.

The evaluation of possible management entities will take into consideration desired types of public-private partnerships, as summarized in the following table:

TYPES OF PUBLIC-PRIVATE PARTNERSHIPS						
PROJECT TASK ASSIGNMENTS AND OWNERSHIP						
TYPE OF PROJECT AND PARTICIPANTS	DESIGN	FINANCING	DEVELOPMENT	CONSTRUCTION	OPERATION	OWNER
Private Partner in conjunction with Public	Private with little or no Public Input	Private with Marginal Public Capital or Noncapital Investment	Private	Private	Private	Private
Traditional Public/Private Partnership	Private with Public Input	Private and Public/others	Private	Private with Public Oversight	Private or Public	Private and/or Public
Public Entity in conjunction with private developer	Private contract or in-house Public	Public/other Entity(s)	Private Developer on a Fee Basis	Private with Public Oversight	Private or Public	Public

**Task 4. Managing the Project - Ongoing**

The complexity of the ongoing development tasks before the Township cannot be overstated. We will maintain project momentum and ensure that necessary tasks are being accomplished at the appropriate time. Additionally, we will coordinate site marketing efforts.

- A. Keep on schedule.** McKenna understands the Township, DDA, and DPG require an immediate return on investment. McKenna will assist the Township in staying on schedule, maintaining momentum, and bringing the development to fruition as soon as possible.

- B. ***Provide technical assistance.*** McKenna will be the Township's technical "go-to person" on a daily basis, providing big picture, real world advice on matters involving the redevelopment process.
- C. ***Assist with site and project design.*** The Planners and Urban Designers at McKenna have first-hand, long range knowledge of the challenges, opportunities, and physical characteristics of the North Village site and related off-site design, landscape architecture, and mapping. McKenna will work with appropriate consultants to continue refining site design and other physical improvement plans necessary for redevelopment, as they become evident.
- D. ***Contribute marketing and graphic design assistance.*** Publicizing the North Village development using high-end graphic products will result in a higher quality development. McKenna professionals are adept at communicating with potential partners using state of the art graphics and technology products.
- E. ***Maintain project budget.*** McKenna will continue to maintain the complete budget for the development project, with projected costs, funds, sources of funding, and private investment estimates. The budget will be dynamic and constantly evolving.
- F. ***Adapt to Township rules and procedures.*** As project managers, McKenna will continue to work within the established rules and procedures of the Planning Commission, DDA, Township Board, administration, and other boards and bodies. McKenna will respond to your requests, schedule, and operating procedures, and will conform to the highest degree possible. McKenna will provide the Township with a monthly status report to be included in meeting packets and attend public meetings to update the Board, Planning Commission, DDA, and DPG, receive direction, and support project momentum.
- G. ***Create and maintain project documentation.*** McKenna will be responsible for creating and maintaining project documents and communication of project information to the Board, Planning Commission, DDA, and DPG: Marketing materials include RFP updates, marketing brochures, project website, etc. As the redevelopment project progresses, the need for different communication, documentation and marketing will be evident.
- H. ***Provide liaison with potential redevelopers.*** McKenna will continue to maintain the contact list and communicate with potential redevelopment partners in the private, public and non-profit development communities. McKenna will assist the Township in publicizing events such as site tours and bid and proposal requests.
- I. ***Development proposals.*** Using our redevelopment expertise and working with redevelopers and consultants, McKenna will prepare, for Township review and action, proposals and deals for the disposition of project land, including negotiations, finance, incentives, public requirements, approvals, deadlines, redeveloper obligations and performance guarantees.
- J. ***Other tasks that arise, as requested by the Township.*** Developing North Village will involve many moving pieces. McKenna will respond to changes in the program by assisting the Township as necessary.

**E. SCHEDULE**

We anticipate that steps 1 and 2 of the North Village Developer Solicitation Process will take 3 to 4-months from date of authorization to proceed. This schedule may be adjusted based on other Township efforts. Steps 3 and 4 will likely take an additional 6 to 8-months. The total project could take 9-months to 1-year. Additional project management and construction activities that extend beyond a 1-year timeline can be authorized in the future as necessary.

Our approach to this process will enable McKenna to effectively represent the Township as a valued member of your team. This project will demand consistency and dedication. We are excited to move forward with the Community to realize success for North Village!

If you are satisfied with the Work Plan described, McKenna will work with the Township to incorporate these tasks into our planning work program. If the Township Board of Trustees would like us to present our workplan and answer any questions, we would be pleased to do so. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**

A handwritten signature in black ink, appearing to read "M. Paul L.", with a stylized flourish at the end.

Paul Lippens, AICP  
Director of Transportation and Urban Design  
Senior Principal Planner

## MEMO

**TO:** Northfield Township Planning Commission  
**FROM:** Patrick Sloan, AICP, Senior Principal Planner  
**SUBJECT:** Proposed Zoning Ordinance Amendments – Open and Unroofed Terraces, Patios, and Porches  
**DATE:** June 1, 2017

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At the May 3, 2017 Planning Commission meeting we discussed proposed changes to the type of structures that are exempt from area, placement, and height regulations in Sub-section 36-98(g)(1) of the Zoning Ordinance. Currently, open or unroofed terraces, patios, and porches are exempt from such regulations. However, the Zoning Ordinance requires structures *attached* to the home to also meet the minimum setbacks of the home. Additionally, terraces, patios, and porches that are *detached* from a home can have massing that should be subject to setback requirements. After discussing these issues at the May 3<sup>rd</sup> Planning Commission meeting, we recommend removing “open and unroofed terraces, patios, porches” and “awnings” from the list of exempted structures regardless of whether they are attached or detached from the principal building. With these recommended changes, Sub-section 36-98(g)(1) would read as follows:

*(g) Exemptions from area, placement, and height regulations.*

- (1) The following structures may be located anywhere on any lot: ~~open and unroofed terraces, patios, porches and steps; awnings;~~ flag poles; hydrants; laundry drying equipment; trellises; recreation equipment; outdoor cooking equipment; at-grade sidewalks and private driveways; trees, plants, shrubs, and hedges; fences complying with standards within section 36-715; mailboxes; and light poles. Anything constructed, erected, placed, or planted, or allowed to grow, shall conform to the provisions of section 36-98(h).



ORDINANCE NO. 18-56

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, TO AMEND ZONING ORDINANCE SUB-SECTION 36-98(g)(1) BY REMOVING "OPEN AND UNROOFED TERRACES, PATIOS, PORCHES" AND "AWNINGS" FROM THE LIST OF EXEMPTED STRUCTURES

**Whereas** Northfield Township's Zoning Ordinance states that open or unroofed terraces, patios, and porches are exempt from area, placement, and height regulations in Sub-section 36-98(g)(1); and,

**Whereas** The Zoning Ordinance requires structures *attached* to the home to meet minimum setbacks of the home; and

**Whereas** It is recognized that terraces, patios, and porches that are *detached* from a home can have massing that should be subject to setback requirements.

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

**Section 1:** Section 36-98

(g) *Exemptions from area, placement, and height regulations.*

(1) The following structures may be located anywhere on any lot: ~~open and unroofed terraces, patios, porches, and steps; awnings;~~ flag poles; hydrants; laundry drying equipment; trellises; recreation equipment; outdoor cooking equipment; at grade sidewalks and private driveways; trees, plants, shrubs, and hedges; fences complying with standards within section 36-715; mailboxes; and light poles. Anything constructed, erected, placed, or planted, or allowed to grow, shall conform to the provisions of section 36-98(h).

**Section 2:** MISCELLANEOUS

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

**Section 3:** Effective Date

The provisions of this Zoning Code amendment are hereby ordered to take effect 7 days following its publication in a newspaper of general circulation within the Township. This Ordinance is

hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this 9th day of January, 2018.

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

---

Marlene Chockley, Supervisor

ATTEST:

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Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the 9th day of January, 2018. The names of the members voting thereon and how each member voted was as follows:

Yeas:

Nays:

Absent

- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_th day of \_\_\_, 2018, and;

- C. The effective date of the above Ordinance is the \_\_\_th day of \_\_\_ 2018.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_

Kathleen Manley, Clerk

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
July 19, 2017 at 7:00 p.m.  
Second Floor, Public Safety Building  
8350 Main Street, Whitmore Lake, MI 48189**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
- 8. PUBLIC HEARINGS:**
  - A. Proposed Zoning Ordinance Amendment – Open and Unroofed Terraces, Patios, and Porches
- 9. REPORTS OF COMMITTEES**
  - A. Board of Trustees
  - B. ZBA
  - C. Staff
  - D. Planning Consultant
  - E. Parks and Recreation
- 10. UNFINISHED BUSINESS:**
  - A. Proposed Zoning Ordinance Amendment – Open and Unroofed Terraces, Patios, and Porches
  - B. Proposed Update to Zoning Ordinance – Sign Regulations
- 11. NEW BUSINESS:**
  - A. Discussion Ann Arbor Dog Training Club – CUP/Site Plan Public Ad approval
  - B. Discussion of Section 36-936(b) Powers and Duties of Board of Appeals
  - C. Zoning Administrator – Quarterly Report
- 12. APPROVAL OF PRECEDING MINUTES:** June 7, 2017 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – August 2, 2017
- 16. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act. (ADA) Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000 seven days in advance.

8350 Main Street, Whitmore Lake, MI 48189-0576  
[www.twp.northfield.mi.us](http://www.twp.northfield.mi.us)

Telephone: (734) 449-5000

Fax: (734) 449 –0123

Website:

# NORTHFIELD TOWNSHIP PLANNING COMMISSION

## NOTICE OF PUBLIC HEARING

The Northfield Township Planning Commission will hold a public hearing at the request of Northfield Township 8350 Main Street, Whitmore Lake, MI 48189, to propose amending Zoning Ordinance – Section 36-98 g (1) – Exemptions from area, placement, and height regulations. The Planning Commission recommends the following: "The following structures may be located anywhere on any lot: ~~open and unroofed terraces, patios, porches and steps; awnings;~~ flag poles; hydrants; laundry drying equipment; trellises; recreation equipment; outdoor cooking equipment; at-grade sidewalks and private driveways; trees, plants; shrubs; and hedges; fences complying with standards within section 36-715; mailboxes; and light poles. Anything constructed, erected, placed or planted, or allowed to grow, shall conform to the provisions of section 36-98 (h)".

The public hearing will be held on **Wednesday, July 19, 2017** at 7:00 p.m. on the second floor for the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, MI 48189. The proposed amendment is on file at the Northfield Township Building/Zoning Department, 8350 Main Street, Whitmore Lake, MI 48189, and may be reviewed Monday through Friday, 8:00 a.m. to 4:30 p.m. Written comments may be submitted to the Building/Zoning Department at the Township Hall (8350 Main St.) before 12:00 p.m. on the day of the meeting.

This notice is in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.7, 2A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Offices at 743-449-2880 seven days in advance.

Kathy Manley – Northfield Township Clerk

Publish: Sunday, July 2, 2017

Newspaper: legalads@mlive.com

# **NORTHFIELD TOWNSHIP PLANNING COMMISSION**

## **Minutes of Regular Meeting July 19, 2017**

### **1. CALL TO ORDER**

The meeting was called to order by Chair Roman at 7:03 P.M. at 8350 Main Street.

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL AND DETERMINATION OF QUORUM**

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

Also present:  
Assessing & Building Assistant Mary Bird  
Planning Consultant Patrick Sloan, McKenna Associates  
Planning Consultant Paul Lippens, McKenna Associates  
Recording Secretary Lisa Lemble  
Members of the Community

### **4. ADOPTION OF AGENDA**

- **Motion:** Roman moved, Steffens supported, that the agenda be adopted with the addition of Item 9F, Downtown Planning Group Report  
**Motion carried 6—0 on a voice vote.**

### **5. FIRST CALL TO THE PUBLIC**

David Gordon asked about zoning ordinance provisions for land preservation.

### **6. CLARIFICATIONS FROM THE COMMISSION**

None.

### **7. CORRESPONDENCE**

None.

### **8. PUBLIC HEARING**

#### **8A. Proposed Zoning Ordinance Amendment: Open and Unroofed Terraces, Patios, and Porches.**

- **Motion:** Roman moved, Chick supported, that the public hearing be opened.  
**Motion carried 6—0 on a roll call vote.**

Sloan explained that this amendment would remove open and unroofed terraces, patios, porches and steps, and awnings from the list of structures exempt from area, placement, and height regulations.

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

- **Motion:** Roman moved, Chick supported, that the public hearing be closed.  
**Motion carried 6—0 on a roll call vote.**

### **9. REPORTS**

#### **9A. Board of Trustees**

Chick reported that the Board approved zoning ordinance amendments recommended by the Planning Commission, made appointments to the ZBA, and approved the Township Manager contract.

#### **9B. ZBA**

Has not met.

#### **9C. Staff Report**

Nothing to report.

#### **9D. Planning Consultant**

Sloan said he will be recommending a clarification to section 36-936 of the zoning ordinance, and announced that Paul Lippens of McKenna Associates will be taking over as McKenna's planning consultant for the Commission.

#### **9E. Parks and Recreation**

No report.

#### **9F. Downtown Planning Group**

Infante and Lippens reported on public outreach efforts held on April 24 and June 25 and plans for more such events.

### **10. UNFINISHED BUSINESS**

#### **10A. Proposed Zoning Ordinance Amendment: Open and Unroofed Terraces, Patios, and Porches.**

- **Motion:** Roman moved, Zarzecki supported, that the proposed language be forwarded to the Board of Trustees for approval.

There was a brief discussion about whether clotheslines should be addressed in this section.

**Motion carried 6—0 on a roll call vote.**

Northfield Township Planning Commission  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
July 19, 2017

10B. Proposed Zoning Ordinance Amendment:  
Sign Regulations.

Postponed.

11. NEW BUSINESS

11A. Discussion of Ann Arbor Dog Training Club:  
CUP/Site Plan Public Ad Approval.

Sloan said he and the applicant agree that the requested use as a dog training facility is a conditional use and requires a public hearing; however, there is not agreement about the building setback. He said the Club maintains that while they are a "similar" use to a kennel, they do not board or breed dogs, so they are not a kennel and the 200 foot building setback should not apply. Sloan said the application is complete enough to be scheduled for public hearing.

Commissioners said they would prefer that this issue and others (including screening requirements and paving of the gravel parking lot) be worked out before the hearing is scheduled.

11B. Discussion of Section 36-936(b); Powers and  
Duties of Board of Appeals

Roman and Sloan explained that an amendment to Section 36-936(b) is recommended to bring it into compliance with Michigan's Zoning Enabling Act regarding the powers of the Zoning Board of Appeals to hear variance requests in specific situations, such as related to Conditional Use Permits. Sloan said an amendment to address this may be brought as part of a group with other minor amendments recommended by Zoning Administrator Vidya Krishnan.

11C. Zoning Administrator—Quarterly Report.

Sloan referred to the April-June quarterly report from the Vidya Krishnan, noting that 38 zoning compliance applications were approved and five were denied, and that Krishnan identified some issues that should be

addressed in the zoning ordinance or on the zoning map. Commissioners indicated this is very useful information for them, voiced their support for Krishnan's decisions, and noted that her work has contributed to the fact that the ZBA has not had to meet recently.

12. MINUTES

June 7, 2017, Regular Meeting  
Chick made one minor correction.

- **Motion:** Roman moved, Chick supported, that the minutes of the June 7, 2017, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

13. SECOND CALL TO THE PUBLIC

Myron Rollison, 175 Barker Road, questioned a recent zoning compliance denial by the Township regarding his property.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners thanked Sloan for his work, welcomed Lippens, and noted that the discussion regarding the dog training application was in the interest of making sure the applicant has a complete application.

15. ANNOUNCEMENT OF NEXT MEETING

August 2, 2017, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 7:58 P.M.

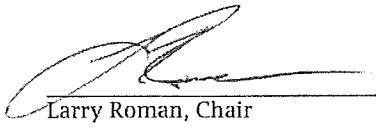
Prepared by Lisa Lemble.

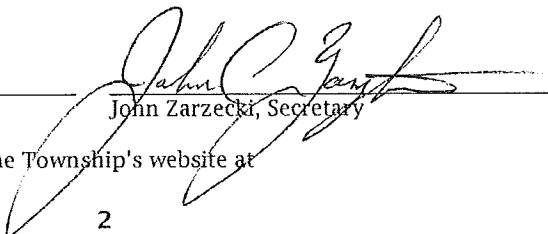
Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on August 16, 2017.

  
Larry Roman, Chair

  
John Zarzecki, Secretary

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

**Northfield Township  
Fire Department**

# Memo

**To:** Township Board of Trustees

**From:** Bill Wagner

**cc:**

**Date:** January 9, 2018

**Re:** Hire of Fire fighter trainee Daniel Smith

---

I am requesting approval to hire Fire Fighter Trainee Daniel Smith. Daniel has no training yet and lives just outside of the township border. This hiring is contingent on him passing background check and physical.



Item 5

January 4, 2018

To: Township Board

From: Steve Aynes, Township Manager

RE: Prospect to Lease Vacant 2<sup>nd</sup> Floor Space at Township Hall/Safety Building

Date: January 4, 2018

As I write this, Mr. Burns, Township Attorney is still discussing possible terms and conditions for lease with the prospect. Mr. Burns and I previously met with a representative of the organization on several occasions as well as by phone.

We hope to reach a positive conclusion this week.

I will notify the Board when a tentative agreement is reached.

Please understand that this has been an involved process. Work on this over the holidays with people taking off work extra days has not helped. We look forward to a mutually beneficial conclusion.

The Board of the other organization meets in the morning on Tuesday (Jan. 9) prior to the Board Meeting. I will update the Board Tuesday evening regarding the results of their meeting.

# Memo

To: Northfield Township Board of Trustees  
From: Marlene Chockley, Supervisor  
RE: DDA Proposal to Manage 75 Barker Road  
Date: January 4, 2017

---

Trustees,

The DDA has a vested interest in the vibrancy of the district. The 75 Barker building is an important hub in the downtown district for parking and, with the help of the DDA, business establishment through an incubator model. At a recent meeting, the Authority took the step of discussing and the preparing a proposal you have before you. The DDA consists of several members who have the business acumen and commitment to see to the redevelopment of that building.

I recommend that the Board of Trustees approve the proposal.

Respectfully submitted,

Marlene Chockley

## Northfield Township DDA Proposal to Board of Trustees for Management of 75 Barker Parcel

Whereas the Northfield Township-owned building at 75 Barker Road is in disrepair, and most likely has code violations, and whereas said property has historic value to many citizens in the township, the Northfield Township DDA is proposing the following to the Board of Trustees:

1. DDA will engage a professional inspector to evaluate the building for structural soundness and repair recommendations.
2. DDA will engage building and zoning officials to evaluate the building and property for zoning violations and suggested remedies for violations.
3. DDA will evaluate and engage repairs for the building and property.
4. After such repairs have been completed, DDA will draft and release a "Request for Proposals" for potential leasing options for space in the building.
5. DDA will continue to maintain the parking lot at 75 Barker Road for Public Parking in the downtown district.
6. The rental income currently being collected at 75 Barker will be designated for the expenses incurred in the research and repair endeavors for this property by the DDA.
7. DDA will research additional means of funding the project at 75 Barker Road.

It is understood that the DDA will seek approval by the Board of Trustees for financial commitments incurred throughout the above proposal. The DDA has an initial request for up to \$3,000 to seek inspection quotes and engage in contract for inspections.

All of the above proposal is within the descriptions and legal abilities of the Northfield Township DDA, and in accordance with the DDA Act 197 of 1975. A copy of the DDA Act is enclosed.

Respectfully Submitted,

Barbara Griffith, DDA chairperson

**DOWNTOWN DEVELOPMENT AUTHORITY (EXCERPT)**  
**Act 197 of 1975**

**125.1657 Powers of board; creation, operation, or funding of retail business incubator.**

Sec. 7. (1) The board may:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
  - (b) Study and analyze the impact of metropolitan growth upon the downtown district.
  - (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
  - (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.
  - (e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
  - (f) Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the authority as granted by this act.
  - (g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
  - (h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect to that property.
  - (i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.
  - (j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
  - (k) Lease any building or property under its control, or any part of a building or property.
  - (l) Accept grants and donations of property, labor, or other things of value from a public or private source.
  - (m) Acquire and construct public facilities.
  - (n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
  - (o) Contract for broadband service and wireless technology service in the downtown district.
  - (p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 3(7).
  - (q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
  - (r) Create, operate, and fund retail business incubators in the downtown district.
- (2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:
- (a) The lease or rental rate that may be below the fair market rate as determined by the board.
  - (b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.
  - (c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.
  - (d) A copy of the business plan of the tenant that contains measurable goals and objectives.
  - (e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

**History:** 1975, Act 197, Imd. Eff. Aug. 13, 1975;—Am. 1985, Act 221, Imd. Eff. Jan. 10, 1986;—Am. 2004, Act 196, Imd. Eff. July 8, 2004;—Am. 2005, Act 115, Imd. Eff. Sept. 22, 2005;—Am. 2008, Act 226, Imd. Eff. July 17, 2008.

**Popular name:** DDA

**Popular name:** Downtown Development Authority Act

January 3, 2018

Dear Northfield Township Board Members,

As you may have heard, the store where Kiwanis holds it weekend rummage sale is in the process of being leased to another tenant. Kiwanis has been asked to move out ASAP. The last day for the weekend rummage sale is Saturday, January 6<sup>th</sup>. This is bitter-sweet for Kiwanis. We are happy to see a new business in town but we are sad to have to close.

With this said, Kiwanis would like to use the fire bay at 75 Barker to continue the weekend rummage sale until the township has a need to use this portion of 75 Barker. If the Board agrees, we hope to discuss how this might proceed.

Also, thanks to all the members of the community who have supported the weekend rummage sale and all the support Kiwanis has received from the community over the last 70 years. We deeply appreciate all the support.

If you have any questions, please feel free to contact us.

Yours Truly,

Lenore Zelenock and Jacki Otto  
Kiwanis Board Members

# Memo

To: Northfield Township Board of Trustees  
From: Marlene Chockley, Supervisor  
RE: Appointments to Zoning Board of Appeals  
Date: January 4, 2017

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Trustees,

We have announced the opportunity now at three Board meetings to apply for positions on several boards where members' terms are expiring. We have also advertised that opportunity through our email list. Interested individuals were asked to submit their application by December 6, 2017 so appointments could be made at our December 12, 2017 meeting. We were unable to make the Zoning Board appointments at that time and the opportunity was re-advertised.

The following applications have been received:

**Zoning Board of Appeals** – one regular member for a term ending December 2020 and an alternate for a term ending December 2020

- Jim Balsillie
- Ken Dignan

Respectfully submitted,

Marlene Chockley

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.  
Whitmore Lake, MI 48189

Phone: 734-449-2880  
Fax: 734-449-0123

## Boards and Commissions Application

Personal Information				
Last Name <i>Balsille</i>	First Name <i>James</i>	M. I. <i>A</i>	Today's Date <i>1-2-2018</i>	
Street Address [REDACTED]		City [REDACTED]		State <i>MI</i>
E-mail [REDACTED]		Home Phone [REDACTED]		Cell Phone [REDACTED]
What Board/Commission are you applying for? <i>ZBA</i>	Date Available <i>1-3-2018</i>	Have you ever applied with us before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Residency is required for most Boards and Commissions. Are you a resident of Northfield Township? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, for how long? <i>38 yrs.</i>				

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School	9 10 11 <i>(12)</i>	<i>diploma</i>
College, University or Trade School	1 2 3 <i>(4)</i>	<i>bachelor of arts degree</i>
Other <i>Post graduate</i>	<i>2 yrs.</i>	<i>master's degree</i>
List any Relevant Certifications you currently hold <i>none</i>		

Provide a brief biography including your skills, background and expertise, as well as any involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission. *I have been a resident in Northfield Township for 38 years. Prior to this application for the ZBA, I served on the planning commission in Northfield Township on two different occasions. In combination, I have logged approximately 18 years servc. During this tenure, I had the opportunity to hold the position of secretary and chairperson. Although I do not have formal training in land use management or building/construction engineering, I believe my prior experience on the planning commission has provided the skills necessary*

What led to your desire to serve the community? *to be a valued member of the ZBA. I was speaking with Mrs. Chockley recently and she asked me if I was interested in serving on the zoning board of appeals.*



Employment History	
Employer Name <i>retired.</i>	Type of Business
Address	Employment Dates:
Job Title:	From: To:
Duties:	
Employer Name	Type of Business
Address	Employment Dates:
Job Title:	From: To:
Duties:	
Employer Name	Type of Business
Address	Employment Dates:
Job Title:	From: To:
Duties:	

**Supplemental Information:** Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. You may attach a resume.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. **Even if you do not have any of the experience or professional background listed, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds in its boards and commissions.**

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the office at 734-449-2880 if you have any questions or concerns about the disclosure of certain information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all of the information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

*James A. Balsille*  
 Applicant's Signature

*1-2-2018*  
 Date:

Return Completed Forms to:

Northfield Township Manager  
 8350 Main St.  
 P. O. Box 576  
 Whitmore Lake, MI 48189

Revised 11-15-17

## Boards and Commissions Application Attachment

### ☐ **Board of Review - 2 Year Terms**

*Meets March, July, & December-evenings & daytimes*

Members are appointed by the Board of Trustees. Members must be township residents and property taxpayers and should be qualified by experience and/or training in matters related to real estate. Please check below all that apply:

- ☐ Property Taxpayer
- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Other \_\_\_\_\_

### ☐ **Planning Commission - 3 Year Terms**

*Meets the 1st & 3rd Wednesdays of the month at 7 PM*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. Members must be township residents, registered electors, and qualified by experience and/or training in matters related to any of the categories below. Please check below if you have experience in:

- ☐ Agriculture
- ☐ Recreation
- ☐ Education
- ☐ Public Health
- ☐ Government
- ☐ Commerce
- ☐ Transportation
- ☐ Industry
- ☐ Other \_\_\_\_\_

### ☒ **Zoning Board of Appeals - 3 Year Terms**

*Meets the 3rd Monday of the month at 7 PM as needed*

Members are appointed by the Board of Trustees. Members must be township residents and should be qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ GIS/AutoCAD
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning
- ☐ Other \_\_\_\_\_

### ☐ **Downtown Development Authority - 4 Year Terms**

*Meets the 4th Monday of the month at 7 PM as needed*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. A majority of members shall be owners of business property located in the DDA district. One member must be a resident of the district. Please check below if you are or have experience in:

- ☐ Business Owner in the District
- ☐ Resident of DDA District
- ☐ Banking/Finance
- ☐ Real Estate
- ☐ Advertising/Marketing/Public Relations
- ☐ Grant Writing
- ☐ Other \_\_\_\_\_

### ☐ **Land Preservation Committee**

*Meets the 2nd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents and have an interest in land preservation/conservation. Please check below if you have experience in:

- ☐ Farming
- ☐ Forestry
- ☐ Ecology/Environment
- ☐ Land Use Planning
- ☐ Land Preservation
- ☐ Natural Resources
- ☐ Historic Preservation
- ☐ Other \_\_\_\_\_

### ☐ **Parks & Recreation Board**

*Meets the 3rd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents with an interest in improving our parks and recreation offerings. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Physical Education
- ☐ Public Administration
- ☐ Landscape Architecture
- ☐ Other \_\_\_\_\_

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.  
Whitmore Lake, MI 48189

Phone: 734-449-2880  
Fax: 734-449-0123

## Boards and Commissions Application

Personal Information				
Last Name <b>Dignan III</b>		First Name <b>Kenneth</b>		M. I. <b>J</b>
Today's Date <b>12/11/17</b>				
Street Address [REDACTED]		City <b>Whitmore Lake</b>	State <b>MI</b>	Zip <b>48189</b>
E-mail [REDACTED]		Home Phone [REDACTED]	Cell Phone [REDACTED]	
What Board/Commission are you applying for? <b>ZBA</b>		Date Available: <b>Anytime</b>	Have you ever applied with us before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Residency is required for most Boards and Commissions. Are you a resident of Northfield Township? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, for how long? <b>32 years</b>				

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School <b>Whitmore Lake Public Schools</b>	9 10 11 <b>(12)</b>	<b>Diploma</b>
College, University or Trade School <b>EMU &amp; WCC</b>	1 <b>(2)</b> 3 4	
Other <b>Microsoft &amp; Cisco Certifications</b>		
List any Relevant Certifications you currently hold: <b>MSU Extension Certified Citizen Planner</b>		

Provide a brief biography including your skills, background and expertise, as well as any involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.

**I have served our community on both the ZBA & Planning Commission for countless years. Leading each board through some challenging situations. I also serve currently as the President of the WLPS Board of Education. I am an elder at Living Water Lutheran Church which is soon to be @ 200 Barker Rd. I also for the past 4 years served as the President of the Board of Directors for the Washtenaw Association for Community Advocacy a non-profit serving those w/ special needs in Washtenaw County.**

What led to your desire to serve the community?

**Have always poured my heart and soul into this community since I moved here over 30 years ago.**

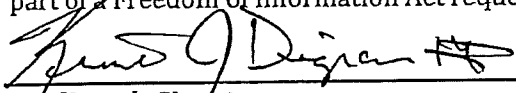
Employment History	
Employer Name Williams Brothers CDJR	Type of Business Auto Retailer
Address 4706 N Ann Arbor Rd., 48131	Employment Dates:
Job Title: Director of Digital Marketing & Technology	From: 2/2015 To: Present
Duties: All things Digital & Infrastructure Related	
Employer Name Schultz Motors of Milan	Type of Business Auto Retailer
Address 260 County St, 48160	Employment Dates:
Job Title: Digital Sales Manager	From: 2/2012 To: 2/2015
Duties: All on line sales Activity & Infrastructure Related Technology	
Employer Name D3 Studios & Services	Type of Business Consulting
Address 9210 Hillcrest Rd, 48189	Employment Dates:
Job Title: Owner	From: 10/91 To: Present
Duties: Managing Partner	

**Supplemental Information:** Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. You may attach a resume.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. **Even if you do not have any of the experience or professional background listed, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds in its boards and commissions.**

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the office at 734-449-2880 if you have any questions or concerns about the disclosure of certain information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all of the information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

  
Applicant's Signature

Date:

Return Completed Forms to:

Northfield Township Manager  
8350 Main St.  
P. O. Box 576  
Whitmore Lake, MI 48189

Revised 11-15-17

## Boards and Commissions Application Attachment

### ☐ Board of Review - 2 Year Terms

*Meets March, July, & December-evenings & daytimes*

Members are appointed by the Board of Trustees. Members must be township residents and property taxpayers and should be qualified by experience and/or training in matters related to real estate. Please check below all that apply:

- ☐ Property Taxpayer
- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Other \_\_\_\_\_

### ☐ Planning Commission - 3 Year Terms

*Meets the 1st & 3rd Wednesdays of the month at 7 PM*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. Members must be township residents, registered electors, and qualified by experience and/or training in matters related to any of the categories below. Please check below if you have experience in:

- ☐ Agriculture
- ☐ Recreation
- ☐ Education
- ☐ Public Health
- ☐ Government
- ☐ Commerce
- ☐ Transportation
- ☐ Industry
- ☐ Other \_\_\_\_\_

### ☐ Zoning Board of Appeals - 3 Year Terms

*Meets the 3rd Monday of the month at 7 PM as needed*

Members are appointed by the Board of Trustees. Members must be township residents and should be qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☒ GIS/AutoCAD
- ☒ Land Use Planning
- ☒ Real Estate/Development/Law
- ☒ Zoning
- ☒ Other Years Serving as Chair

of the Northfield Township  
- 0 1

### ☐ Downtown Development Authority - 4 Year Terms

*Meets the 4th Monday of the month at 7 PM as needed*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. A majority of members shall be owners of business property located in the DDA district. One member must be a resident of the district. Please check below if you are or have experience in:

- ☐ Business Owner in the District
- ☐ Resident of DDA District
- ☐ Banking/Finance
- ☐ Real Estate
- ☐ Advertising/Marketing/Public Relations
- ☐ Grant Writing
- ☐ Other \_\_\_\_\_

### ☐ Land Preservation Committee

*Meets the 2nd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents and have an interest in land preservation/conservation. Please check below if you have experience in:

- ☐ Farming
- ☐ Forestry
- ☐ Ecology/Environment
- ☐ Land Use Planning
- ☐ Land Preservation
- ☐ Natural Resources
- ☐ Historic Preservation
- ☐ Other \_\_\_\_\_

### ☐ Parks & Recreation Board - 3 Year Terms

*Meets the 3rd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents with an interest in improving our parks and recreation offerings. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Physical Education
- ☐ Public Administration
- ☐ Landscape Architecture
- ☐ Other \_\_\_\_\_

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Steve Aynes  
**Date:** 1/4/2018  
**Re:** Railroad Easement

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Dear Township Board,

A couple of years ago, Howard began the process of procuring the easements adjacent to the railroad tracks behind the Community Center. If the township were to own these easements, it would allow for the Community Center to expand its parking lot around the back of the building as a connection to the lot on the opposite side, as well as do some additional upgrades to the building for accessibility. There was some confusion along the way which caused quite the delay, but the appraisal has finally come through.

There are three easement sections included in the appraisal: one directly behind the Community Center; one behind the empty lot that we use for Community Center parking; and one behind the lot just north of our property. Around the time we were looking into obtaining these easements, we were also considering purchasing this third lot. Ultimately the lot was sold before a final decision could be made by the board. The board needs to decide 1) if they would like to proceed with obtaining the easements, and 2) if they wish to obtain only the two easements behind township property or to continue with obtaining all three easements. The cost for obtaining all three easements would be \$1,100.00, and if the board would like to obtain all three easements, a waiver would need to be obtained from the owner of the third property.

Sincerely,

Steve Aynes  
Northfield Township Manager

**Jennifer Carlisle**

---

**From:** Sherman, Jill (MDOT) [ShermanJ1@michigan.gov]  
**Sent:** Thursday, December 07, 2017 8:30 AM  
**To:** Jennifer Carlisle  
**Subject:** FW: Northfield Twp. property purchase- Washtenaw County  
**Attachments:** Restricted Use Appraisal Report - Parcel 248C.PDF; Northfield Twp- Waiver (Abutting owner).doc

Hello Jennifer,

The appraisal is in! Fair market value has been established at \$1,100 for the original area behind all three parcels requested. Since the township is not the sole abutting owner to Parcel B-02-05-328-034, a signed waiver from Mr. Mitchell Thomas Allain is required to proceed with that portion of the sale. Otherwise we can sever that parcel from the purchase price and sale to proceed.

Upon confirmation on how you wish to proceed, we will finalize the sale price and legal description. Then upon receipt of funds from Northfield Township, MDOT will proceed with bureau approval of the sale and preparation of the quit claim deed for execution and recording with Washtenaw County Register of Deeds.

*Thank you, Jill*

JILL A. SHERMAN  
MDOT REAL ESTATE  
517-373-2281  
SHERMANJ1@MICHIGAN.GOV

# RESTRICTED USE APPRAISAL REPORT for NON-COMPLEX EXCESS PROPERTY

Client: Michigan Department of Transportation (MDOT)

**Use of this Report:** This is a written Restricted Use Appraisal Report as defined and permitted under Standards rule 2-2(c) of a Complete Appraisal performed under Standard 1, of the Uniform Standards of Professional Appraisal Practice (USPAP). It contains restricted discussions of the data, reasoning, and analyses that were used to develop the opinion of value. It also includes restricted descriptions of the subject property, the property's locale, the market for the property type, and the appraiser's opinion of highest and best use. Any data, reasoning, and analyses not discussed in the Restricted Use Appraisal Report are retained in the appraiser's work file. Its use is limited to the client. The client understands the limited utility of a Restricted Use Report, and its limited application to only the specified use. Use by anyone other than the client is prohibited.

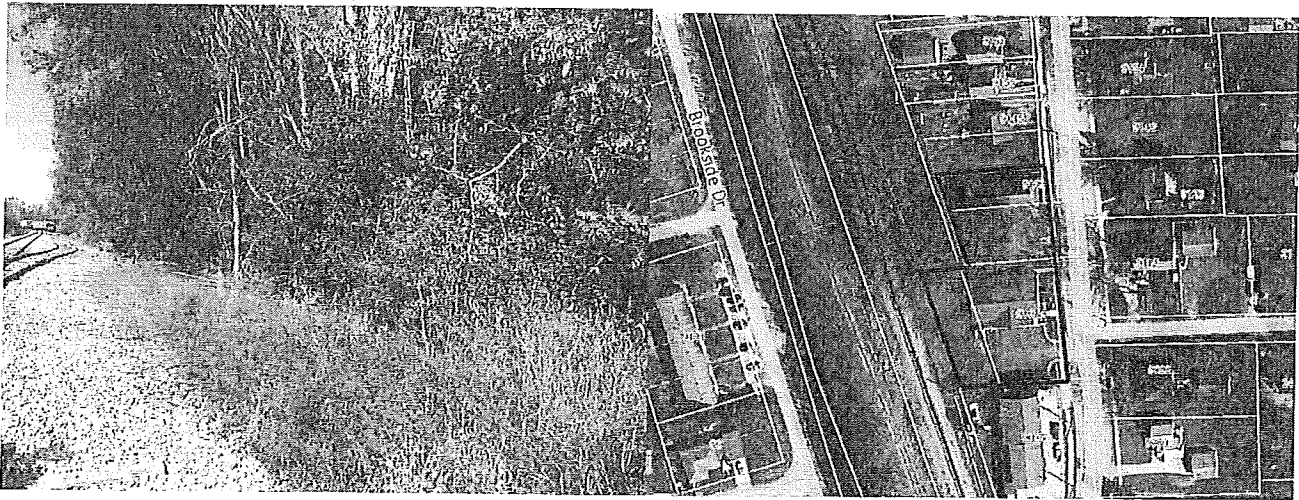


Photo taken by:  
Sharon Simon

Date photo taken:  
10/26/17

Direction facing:  
North (red outlined area on aerial view is  
approximate location of subject)

**Property Address and/or Location:**

Excess railroad property (former Ann Arbor RR) located behind Office Residential zoned parcels owned by Northfield Township, near 9129 Main Street, Northfield Township, Whitmore Lake, Washtenaw County, MI 48189.

**Directions to Property:**

From Lansing take I-496 E to I-96 E to US-23 S. Take exit 53 toward Whitmore Lake, turn left onto W 8 Mile Rd (becomes Main St), proceed approximately 1 mile. Property is on the right.

Legal Description: ☒ See attached legal & sketch ☐ Other:

Landlocked: ☒ Yes ☐ No

Interest Appraised: ☒ Fee simple ☐ Easement (specify type) \_\_\_\_\_  
☐ Lease (specify type) ☐ Other: \_\_\_\_\_

Land Area:  
0.15 +/- acres; 6,502 +/- SF

Approximate Dimensions:  
46.5 feet x 140 feet

Zoning:  
ROW not zoned; abuts OR-Office Residential

Shape & Topography:  
Parallelogram, wooded, level

Appraised by:  
Sharon Simon

Effective Date:  
10/26/17

## APPROVAL AND RECOMMENDATION

Recommended for sale by method of: Direct Sale ☐ Auction Sale ☐

Recommend

Title:

Date:

Control Section  
811186

Job No:  
201358

Parcel:  
248C

Tract:  
N/A



Current Use of Subject Property:  
Vacant, excess railroad ROW

Highest & Best Use (as appraised):  
Assemblage with abutting parcels.

Building Improvements:  
None

Utilities:      Water:      ☐ Public      ☐ Private  
                 Sanitary Sewer:      ☐ Public      ☐ Private  
                 Natural Gas:      ☐ Yes      ☐ No  
                 Electric:      ☐ Yes      ☐ No

Other: Public utilities available at street.

Purpose & Intended Use of the Appraisal: Provide MDOT with an estimated market value per the Appraisal Institute definition, and per the MDOT appraisal guidelines established for excess property. This estimated market value will be utilized for:

☐ Sale at Auction      ☐ Rental / Lease  
☒ Direct Sale      ☐ Other:

Extent of Collecting Data:      ☐ Staff-Prepared Market Study      ☒ Assessor's Office, Northfield Twp & Washtenaw Co.  
   ☐ Local Real Estate Brokers      ☐ In-House Comp Book  
   ☒ Other: RealComp MLS, MSU Agricultural Land Value Study, LoopNet

Note: Unless otherwise indicated, the respective Comparable Data Information Sheets are attached

Approaches to Value: I have considered the cost approach, income approach, and sales comparison approach to value. The subject property is vacant land, or has improvements which do not contribute to value in my opinion. The cost approach is not considered applicable because there are no contributing improvements to depreciate. The income approach is not considered applicable because there is no income stream that contributes to value. Therefore, I consider the sales comparison approach is the only applicable, reasonable, and appropriate methodology of estimating the subject property's market value.

Supporting Documentation: Supporting documentation for this appraisal report is maintained on file by the appraiser. The review of this Restricted Use Report may not be possible without the reviewer having benefit of the information retained in the work file. The file is available for inspection by the client, and such third parties as may be authorized by due process of law, and as required by USPAP guidelines.

My Last Date of Inspection of the Subject Property is: 10/26/17

Additional Comments:

Northfield Township in Washtenaw County owns OR-Office Residential zoned land on Main Street in Whitmore Lake, MI. The Township is interested in purchasing the railroad ROW located behind two of these parcels (B-02-05-328-035 and B-02-05-328-036) for supplemental parking for their senior center. In addition, they requested that MDOT appraise the railroad ROW behind adjacent parcel B-02-05-328-034, which is owned by Mitchell Allain. The subject property comprises approximately 6,502 SF, is not zoned and is landlocked.

Five comparable vacant land sales were considered in the valuation analysis. The sales are located between 1 and 7 miles of the subject and range in size from 48,787 SF to 436,036 SF. All sales were cash, arms' length transactions. Two of the sales are zoned residential and three are zoned agricultural. The unadjusted unit rates are \$0.16/SF to \$0.42/SF with a mean of \$0.28/SF and a median of \$0.26/SF. All five comps were adjusted downward to account for their superior location and functional utility. The adjusted unit rates are \$0.10/SF to \$0.21/SF with a mean and median of \$0.17/SF. A summary of these adjustments is in the appraiser's work file.

A unit rate indicator of \$0.17/SF is concluded for the subject property. Therefore, the appraiser concluded a market value of \$1,100 for the subject property: 6,502 SF x \$0.17/SF = \$1,105 rounded to \$1,100.

Names & Addresses of Abutting Owners:

Northfield Township, 8350 Main Street, Whitmore Lake, MI 48189  
Mitchell Thomas Allain, 9145 Main Street, Whitmore Lake, MI 48189

CONTROL SECTION: 811186	JOB NUMBER: 201358	PARCEL: 248C	TRACT: N/A
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**STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS**

The certification of the appraiser is subject to the following conditions and contingencies:

- The appraiser has not researched the property's title, and assumes the legal description and title ownership shown in this report are good and marketable.
- The appraiser has made no survey of the property, and assumes no responsibility for dimensions.
- The appraiser has not completed any soil or structural testing, and assumes no responsibility for such. Expert testing by qualified engineers should be done, if so desired.
- For purposes of this appraisal assignment, the appraiser has been informed by MDOT that the subject property should be valued under the assumption that the property is free of any and all contaminants. Expert testing should be done, if so desired.
- The physical condition of the improvements, if any, is based on an external visual inspection by the appraiser. No responsibility is assumed for the soundness of neither structural members nor the condition of mechanical, plumbing, or electrical equipment. Inspections by licensed contractors should be obtained, if so desired.
- If the appraiser's last date of personal inspection of the subject property precedes the report date, he/she assumes the property to be as it was when last inspected.

**EXCESS PROPERTY CERTIFICATE OF APPRAISER**

*Information required by Act 286, P. A. of 1964.*

I certify that, to the best of my knowledge and belief, except as otherwise noted in this appraisal report, that:

- the statements of fact contained in this report are true and correct.
- the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report.
- I have no personal bias with respect to the property that is the subject of this report, or to the parties involved.
- my compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).
- unless otherwise noted in this report, I have made a personal inspection of the property that is the subject of this report; and, I have also made a personal field inspection of the comparable sales in completing this appraisal report.
- no one provided significant real property appraisal assistance to the person signing this certification. If there are exceptions, each individual providing significant assistance is stated, and they have signed the certification.
- no other real estate services have been performed for the subject property by the appraiser in the past 5 years.

Appraisers are required to be licensed and are regulated by:

Michigan Department of Labor & Economic Growth  
Bureau of Commercial Services  
Board of Real Estate Appraisers  
P.O. Box 30018  
Lansing, MI 48909

I am licensed under this act as a:

- ☒ Limited Real Estate Appraiser  
☐ State Licensed Real Estate Appraiser  
☐ Certified Residential Real Estate Appraiser  
☐ Certified General Real Estate Appraiser

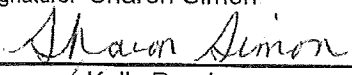

My license # is: 1201075598

Based upon my independent appraisal and the exercise of my professional judgment, my opinion of the fair market value of the subject property is as follows:

EFFECTIVE DATE OF APPRAISED VALUE: 10/26/2017

ESTIMATED MARKET VALUE: \$1,100

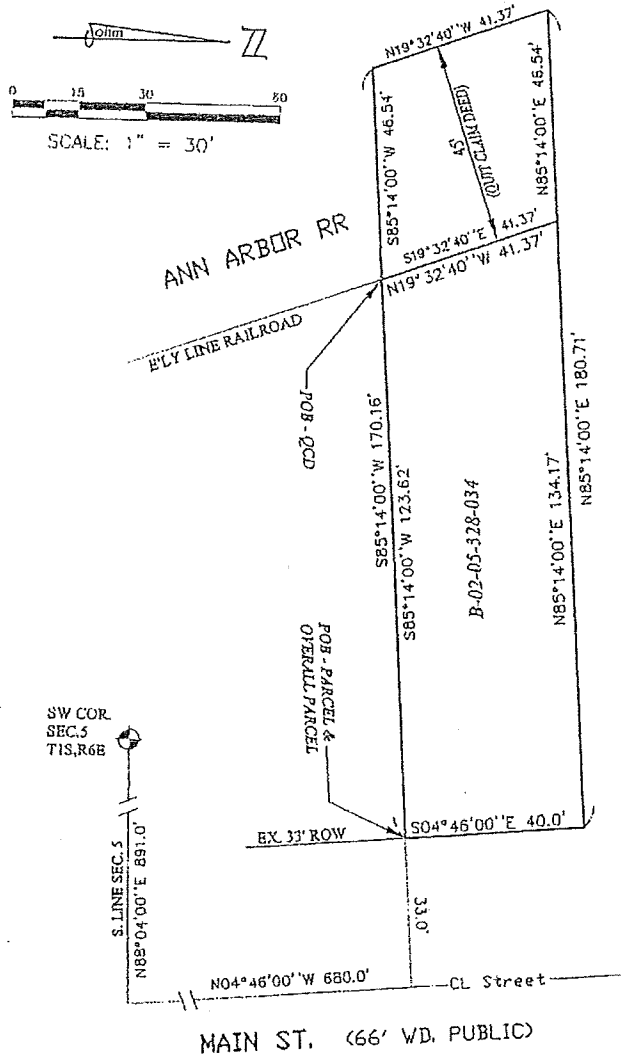
ESTIMATED MARKET VALUE (Other): \_\_\_\_\_

Signature: Sharon Simon 		Title: Limited Real Estate Appraiser		Date: 11/15/2017	
Signature: Kelly Ramirez 		Title: Supervisory Certified General Appraiser		Date: 11/30/17	
Control Section 811186	Job No: 201358	Parcel: 248C	Tract: N/A		

# QUIT CLAIM DEED SKETCH

Exhibit "A"

B-02-05-328-034  
CURTIS FAMILY REVOCABLE  
LIVING TRUST  
11394 E SHORE DR.  
WHITMORE LAKE, MI 48189



## LEGEND

NEW POINT OF AN  
PUBLIC LAND CORNER  
POB (P.O. OF BEGINNING)

\*\*PARCEL IS SUBJECT TO:  
-RELEASE OF RIGHT OF WAY IN FAVOR OF COUNTY DRAIN  
COMMISSIONERS OF WASHTENAW COUNTY, RECORDED IN  
LIBER 723, PAGE 612, W.C.R.  
-A PERMANENT TELECOMMUNICATIONS EASEMENT,  
RECORDED IN LIBER 4953, PAGE 364, W.C.R.

## QUIT CLAIM DEED

PART OF THE SW 1/4 OF SECTION 5  
T1S, R6E, TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY  
TAX ID No. B-02-05-328-034

NORTHFIELD TOWNSHIP



34000 Plymouth Road | Livonia, MI 4815  
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

Date: 05-10-15  
Drawn By: SM  
Dwg: 05-528-034

SHEET  
1 OF 2

JOB NO.  
0151-15-0010

## QUIT CLAIM DEED DESCRIPTION

Exhibit "A"

### PARCEL DESCRIPTION (B-02-05-328-034)

(PER TITLE COMMITMENT No. 81-15425681-SGP, ISSUED BY: GRECO TITLE AGENCY)

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:

Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 680.0 feet; thence S 85°14'00" W 33.0 feet to the Point of Beginning; thence S 85°14'00" W 123.62 feet; thence N 19°32'40" W 41.37 feet; thence N 85°14'00" E 134.17 feet; thence S 04°46'00" E 40.0 feet to the Point of Beginning.

Contains 5,156 square feet or 0.118 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### QUIT CLAIM DEED

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:

Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 680.0 feet; thence S 85°14'00" W 33.0 feet to a point on the West right of way line of Main Street; thence S 85°14'00" W 123.62 feet to the Point of Beginning; thence continuing S 85°14'00" W 46.54 feet; thence N 19°32'40" W 41.37 feet; thence N 85°14'00" E 46.54 feet; thence S 19°32'40" E 41.37 feet to the Point of Beginning.

Contains 1,862 square feet or 0.043 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### OVERALL PARCEL

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:

Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 680.0 feet; thence S 85°14'00" W 33.0 feet to a point on the West right of way line of Main Street, also being the Point of Beginning; thence continuing S 85°14'00" W 170.16 feet; thence N 19°32'40" W 41.37 feet; thence N 85°14'00" E 180.71 feet; thence S 04°46'00" E 40.0 feet along the West right of way line of Main Street to the Point of Beginning.

Contains 7,018 square feet or 0.161 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### QUIT CLAIM DEED

PART OF THE SW 1/4 OF SECTION 5  
T1S, R6E, TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY  
TAX ID No. B-02-05-328-034

CLIENT: NORTHFIELD TOWNSHIP



34000 Plymouth Road | Livonia, MI 48150  
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

DATE: 08-30-15  
CREATED BY: SH  
DWG: 05-328-034

SHEET

2 OF 2

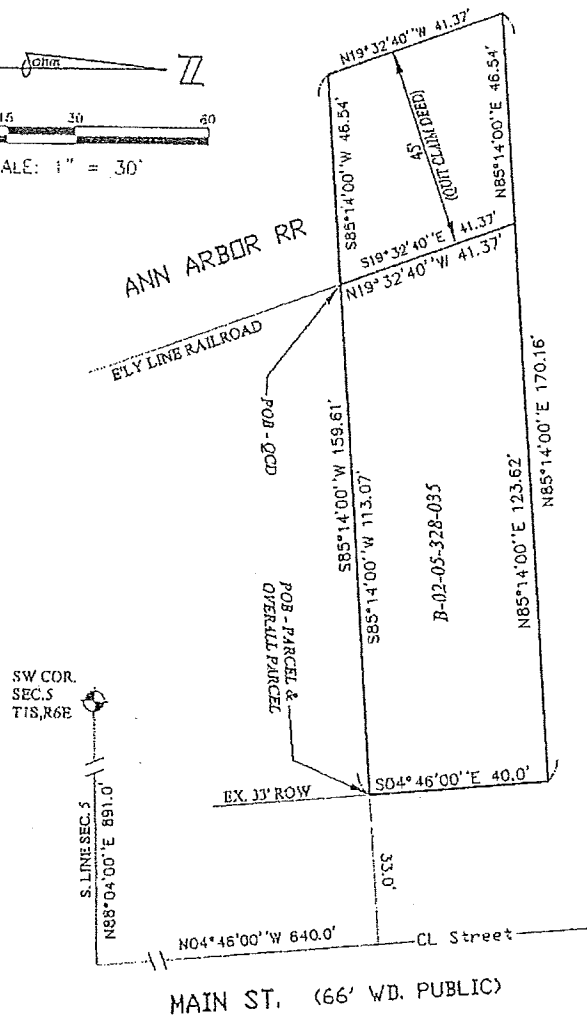
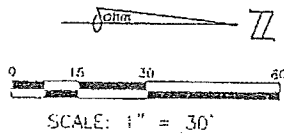
JOB NO.

0151-15-0010

# QUIT CLAIM DEED SKETCH

Exhibit "A"

B-02-05-328-035  
TOWNSHIP OF NORTHFIELD  
9129 MAIN ST.  
WHITMORE LAKE, MI 48189



## LEGEND

ROW 33' EX. 33' ROW  
PUBLIC LAND CORNER  
POB - PARCEL & OVERALL PARCEL

\*\*PARCEL IS SUBJECT TO:  
-RELEASE OF RIGHT OF WAY IN FAVOR OF COUNTY DRAIN COMMISSIONERS OF WASHTENAW COUNTY, RECORDED IN LIBER 723, PAGE 612, W.C.R.  
-A PERMANENT TELECOMMUNICATIONS EASEMENT, RECORDED IN LIBER 4953, PAGE 364, W.C.R.

## QUIT CLAIM DEED

PART OF THE SW 1/4 OF SECTION 5  
T1S, R6E, TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY  
TAX ID No. B-02-05-328-035

NORTHFIELD TOWNSHIP



34000 Plymouth Road | Livonia, MI 4815  
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

DATE: 02-10-15	SHEET: 1 OF 2	JOB NO: 0151-15-0010
PREPARED BY: CH		
UNG: 02-028-035		

## QUIT CLAIM DEED DESCRIPTION

Exhibit "A"

### PARCEL DESCRIPTION (B-02-05-328-035)

(PER TITLE COMMITMENT No. 81-15425687-SGP, ISSUED BY: GRECO TITLE AGENCY)

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:

Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 640.0 feet; thence S 85°14'00" W 33.0 feet to the Point of Beginning; thence S 85°14'00" W 113.07 feet; thence N 19°32'40" W 41.37 feet; thence N 85°14'00" E 123.62 feet; thence S 04°46'00" E 40.0 feet to the Point of Beginning.

Contains 4,734 square feet or 0.109 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### QUIT CLAIM DEED

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:

Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 640.0 feet; thence S 85°14'00" W 33.0 feet to a point on the West right of way line of Main Street; thence S 85°14'00" W 113.07 feet to the Point of Beginning; thence continuing S 85°14'00" W 46.54 feet; thence N 19°32'40" W 41.37 feet; thence N 85°14'00" E 46.54 feet; thence S 19°32'40" E 41.37 feet to the Point of Beginning.

Contains 1,862 square feet or 0.043 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### OVERALL PARCEL

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:

Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 640.0 feet; thence S 85°14'00" W 33.0 feet to a point on the West right of way line of Main Street, also being the Point of Beginning; thence continuing S 85°14'00" W 159.61 feet; thence N 19°32'40" W 41.37 feet; thence N 85°14'00" E 170.16 feet; thence S 04°46'00" E 40.0 feet along the West right of way line of Main Street to the Point of Beginning.

Contains 6,596 square feet or 0.152 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### QUIT CLAIM DEED

PART OF THE SW 1/4 OF SECTION 5  
T1S, R6E, TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY  
TAX ID No. B-02-05-328-035

CLIENT: NORTHFIELD TOWNSHIP



34000 Plymouth Road | Livonia, MI 4815  
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

DATE: 02-19-15  
DRAWN BY: SA  
CHK: 05-328-035

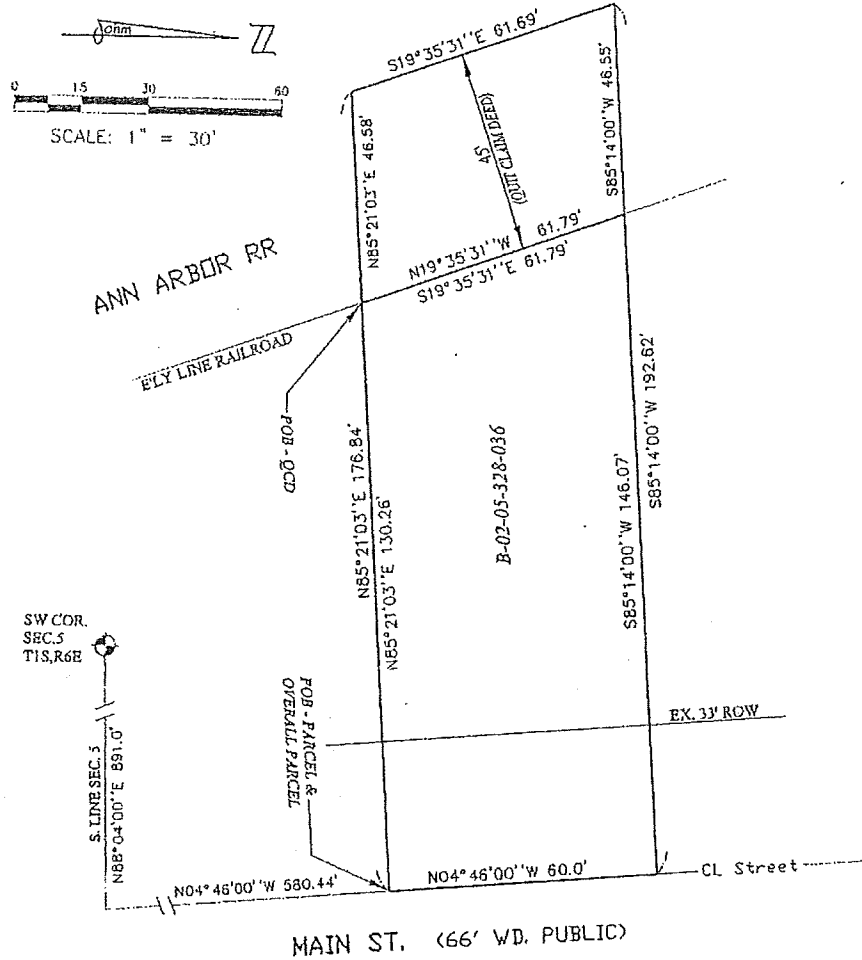
SHEET  
2 OF 2

JOB NO.  
0151-15-0010

# QUIT CLAIM DEED SKETCH

Exhibit "A"

B-02-05-328-036  
TOWNSHIP OF NORTHFIELD  
8350 MAIN ST.  
WHITMORE LAKE, MI 48189



## LEGEND

- SW COR. SEC. 5 T1S, R6E
- PUBLIC LAND CORNER
- FOE POINT OF BEGINNING

\*\*PARCEL IS SUBJECT TO:  
-RELEASE OF RIGHT OF WAY IN FAVOR OF COUNTY DRAIN COMMISSIONERS OF WASHTENAW COUNTY, RECORDED IN LIBER 723, PAGE 612, W.C.R.  
-A PERMANENT TELECOMMUNICATIONS EASEMENT, RECORDED IN LIBER 4953, PAGE 364, W.C.R.

## QUIT CLAIM DEED

PART OF THE SW 1/4 OF SECTION 5  
T1S, R6E, TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY  
TAX ID No. B-02-05-328-036

OHM

34000 Plymouth Road | Livonia, MI 4815  
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

DATE: 05-10-15	SHEET: 1 OF 2	JOB NO: 0151-15-0010
REVISION: 05-328-036		
NORTHFIELD TOWNSHIP		

## QUIT CLAIM DEED DESCRIPTION

Exhibit "A"

### PARCEL DESCRIPTION (B-02-05-328-036)

(PER TITLE COMMITMENT No. 81-15425707-SGP, ISSUED BY: GRECO TITLE AGENCY)

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:  
Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 580.44 feet to the Point of Beginning; thence N 04°46'00" W 60.0 feet; thence S 85°14'00" W 146.07 feet; thence S 19°35'31" E (recorded as Southeasterly) 61.79 feet in the Easterly line of Ann Arbor Railroad; thence N 85°21'03" E (recorded as N 85°14'00" E) 130.26 feet to the Point of Beginning.

Contains 8,270 square feet or 0.190 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### QUIT CLAIM DEED

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:  
Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 580.44 feet to a point; thence N 04°46'00" W 60.0 feet; thence S 85°14'00" W 146.07 feet to the Point of Beginning; thence continuing S 85°14'00" W 46.55 feet; thence S 19°35'31" E 61.69 feet; thence N 85°21'03" E 46.58 feet; thence N 19°35'31" W 61.79 feet to the Point of Beginning.

Contains 2,778 square feet or 0.064 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### OVERALL PARCEL

A parcel of land being part of the SW 1/4 of Section 5, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as follows:  
Commencing at SW corner of said Section 5; thence N 88°04'00" E 891.0 feet along the South line of said Section 5; thence N 04°46'00" W 580.44 feet to the Point of Beginning; thence N 04°46'00" W 60.0 feet; thence S 85°14'00" W 192.62 feet; thence S 19°35'31" E 61.79 feet; thence N 85°21'03" E 176.84 feet to the Point of Beginning.

Contains 11,048 square feet or 0.254 acres of land, more or less. Subject to all easements and restrictions of record, if any.

### QUIT CLAIM DEED

PART OF THE SW 1/4 OF SECTION 5  
T1S, R6E, TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY  
TAX ID No. B-02-05-328-036

CLIENT: NORTHFIELD TOWNSHIP



34000 Plymouth Road | Livonia, MI 4815  
p (734) 522-6711 | f (734) 522-6427

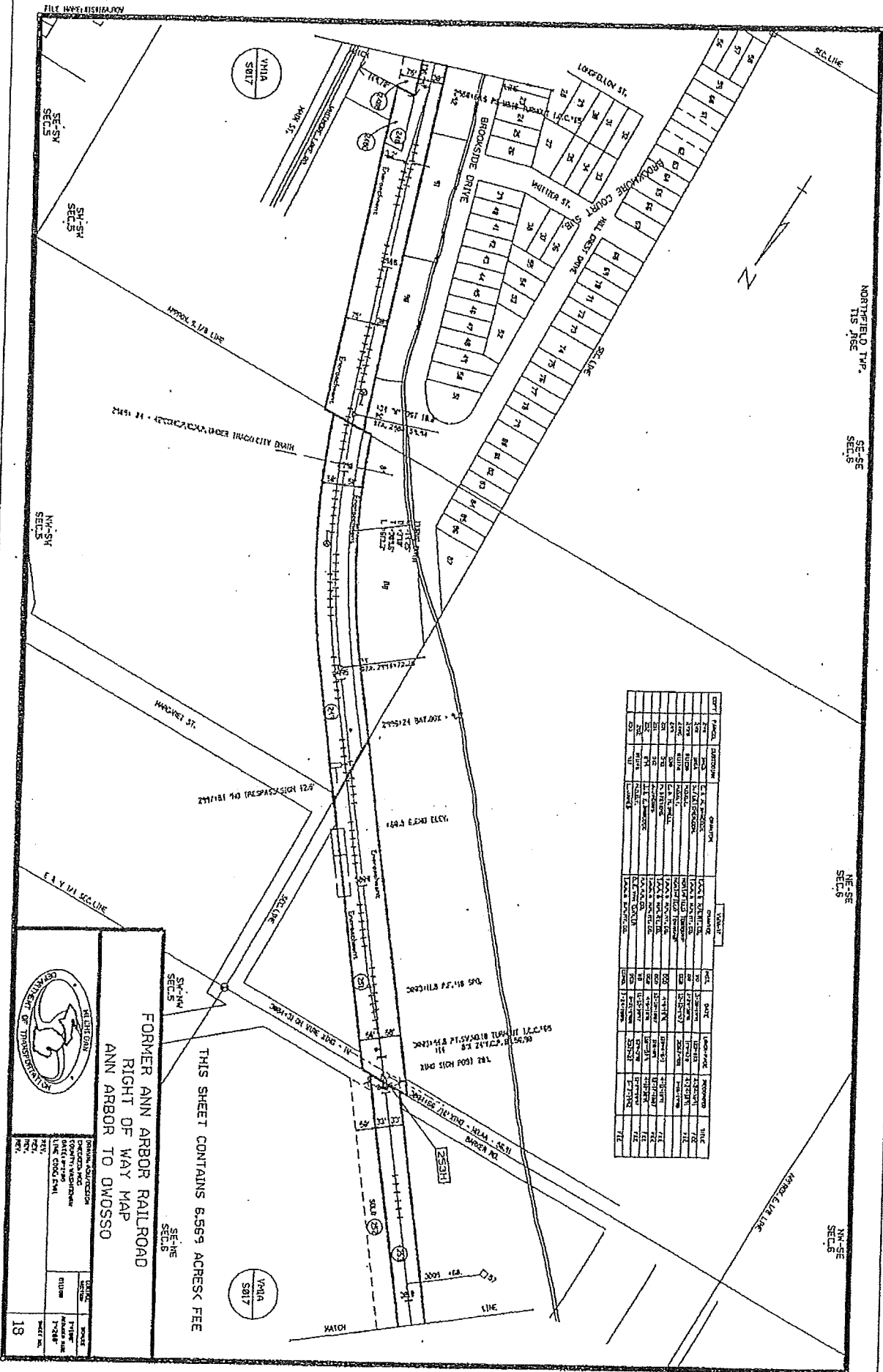
Advancing Communities

DATE: 08-10-15  
DRAWN BY: SH  
CHK: 01-328-036

SHEET  
2 OF 2

JOB NO.  
0151-15-0010





## WAIVER STATEMENT

I/We \_\_\_\_\_, duly express that we have no interest as abutting owners in purchasing the Michigan Department of Transportation property located in, identified as and shown in the attached sketch and legal description.

Signed and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Owner

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the same person(s) who executed the above waiver document to be his/her free act and deed.

Notary Public, \_\_\_\_\_ County,  
Michigan. My commission expires on  
\_\_\_\_\_.

DRAFTED BY:  
Lori Crysler  
Michigan Department of Transportation  
Development Services Division  
Program and Property Management Unit  
425 West Ottawa Street  
Lansing, MI 48933

Control Section: 811186	Job No: 201358	Parcel: 248C	Tract: N/A
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# Northfield Township Board of Trustees

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## Memorandum

To: Northfield Township Board of Trustees

From: Jacqueline Otto, Trustee

CC: Paul Burns, Esquire; Steve Aynes, Township Manager

Date: January 4, 2018

In 2017, the Northfield Township Board of Trustees approved the Independent Contractor policy and the Independent Contractor agreement template. Based on the decision to execute agreements for all Independent Contractors, a request is made to the Northfield Township Board of Trustees to direct Paul Burns' office to draft the Independent Contractor agreements for Jim Nelson and Lisa Lemble. If there are any changes to the pricing structure, payment schedule and/or other specific requirements not addressed currently, a request is made to the Northfield Township Board of Trustees to direct the Township Manager to negotiate any changes to the Independent Contractor agreement for Jim Nelson and Lisa Lemble.