

NORTHFIELD TOWNSHIP BOARD AGENDA

NOTICE OF SPECIAL MEETING

September 22, 2015 - - 6:15 PM
8350 Main Street, 2nd Floor

CALL TO ORDER
PLEDGE/INVOCATION
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC

CLOSED SESSION PER MCL 15.268(8)(d) – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

Regular Business Meeting Begins at 7:00 pm

* Denotes previous backup; + denotes no backup in package

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

NORTHFIELD TOWNSHIP BOARD AGENDA
September 22, 2015 - - 7:00 PM
8350 Main Street, 2nd Floor

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

AGENDA ITEMS

1. Fees for Civic Event Applications for non-profit organizations
2. Civic Event Application – The Chambers Artisan’s Market
3. Cell Phone Stipend
4. WWTP Equalization Tank
5. Audit Contract
6. Cell Tower Contract
7. Salvage Inspections Contract
8. Resignation of Lisa Bradford, Front Desk Clerk
9. MDOT’s request to waive address application fees
10. Northfield Township Area Library’s request for reimbursement of building permit fees
11. Fire Department request for new hire, Robert Wales

DISCUSSION ITEMS

1. Board Room Construction
2. Downtown Planning Group

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 9/3/2015
Re: Civic Event Permit fees

Dear Township Board,

In June, the board decided to pass an ordinance to waive civic event permit fee for 501(c)(3) organizations. At the last board meeting on August 25, it was stated that fees should be waived for all non-profits, or none, and it was agreed to add that to this agenda. Attached is an ordinance for all non-profits. At this time, I recommend this for approval.

Respectfully Submitted,

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

Howard Fink, Township Manager

**TOWNSHIP OF NORTHFIELD
WASHTENAW COUNTY, MICHIGAN
ORDINANCE NO. 15-45**

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, AMENDING CHAPTER 4 - ASSEMBLIES, OF THE TOWNSHIP ZONING CODE.

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

Now, therefore, be it ordained by the Northfield Township Board of Trustees that Section 4-7 of the Zoning Code, Assembly Permit Fee, be amended as follows:

SECTION 1: CODE OF ORDINANCE CHANGES

1. Section 4-7 Shall be amended to read as follows in its entirety:

At the time of issuance of the assembly permit, the applicant shall pay to the township clerk an assembly permit fee in the sum as currently established or as hereafter adopted by resolution of the township board from time to time for each day of the assembly permitted thereunder to defray the township's expenses in administering the permit. Nevertheless, the township board shall waive the assembly permit fee for an assembly which is conducted or sponsored by a valid, non-profit organization.

SECTION 2: MISCELLANEOUS

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

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

SECTION 3: EFFECTIVE DATE

The provisions of this Zoning Code amendment are hereby ordered to take effect seven (7) days following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this 8th day of September, 2015.

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

Marilyn Engstrom, Supervisor

ATTEST:

Angela Westover, Clerk

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

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the 8th day of September, 2015. The names of the members voting thereon and how each member voted was as follows:

Yeas: _____

Nays: _____

Absent: _____

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

- C. The effective date of the above Ordinance is the ____ day of _____, 2015.

NORTHFIELD TOWNSHIP BOARD

By: _____
Angela Westover, Clerk

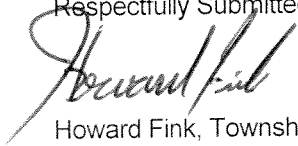
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 9/3/2015
Re: Civic Event Permit – Artisan Market

Dear Township Board,

We received a civic event application for The Chambers' Artisan Market sponsored by the Northfield Area Chamber of Commerce. They will be "piggy-backing" onto the Northfield Area Library's Fall Fun Fest. It has been reviewed by myself and Chief Wagner. They received permission from M&R Services to use his lot for parking. They are waiting on the liability insurance listing him as an additional insured. A copy will be forwarded to us as soon as they receive it. We recommend approval for this event pending submission of liability insurance form.

Respectfully Submitted,

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

Howard Fink, Township Manager



Civic Event Application Northfield Township

8350 Main Street
Whitmore Lake, Michigan 48189
(734) 449-2880

OFFICE USE ONLY

Date Received

By

FEE - \$100.00

4-14-15
Date Received

By

**** APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW ****

8-26-15

Application Date

COMMENCE
Northfield Area Chamber of

Name of Organization

DAVID GIBBONS

Name of Applicant

9541 MAIN ST.

Street Address

WHITMORE LAKE

City

MI

State

48189

Zip

810 919 8009

Cell Phone

Home Phone

734 550 9494

Work Phone

734 550 9499

Fax

1 message by sandy 2011@yahoo.com

Email Address

(optional)

THE CHAMBERS ARTISANS MARKET (Library Fun Fest)

Event Title

NORTHFIELD TOWNSHIP AREA LIBRARY

Event Location

EVENT DAYS / TIMES (Please stipulate the following information for each date of event)

DATE

Day of Week

Beginning Time

Ending Time

Oct 3, 2015

Saturday

11:00 am.

3:00 pm

4 pm

Oct 3-15

Set up Time/Day

same day 10:30 am

Tear down Time/Day*

Rain Date (if applicable)

* Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the teardown of all materials with their on-site vendors, sponsors, etc. is complete by the teardown time given above.

ORGANIZATION / APPLICANT INFORMATION

Applications for Civic Events in Northfield Township shall NOT be approved for applicants in default to the Township. Therefore, each Application for Civic Events shall be routed to the Township Treasurer for a determination of any defaults to the Township. In the event a default to the Township exists, the Application shall be disapproved by the Treasury Department, with the nature of the default described as the reason of the disapproval.

TAX IDENTIFICATION NUMBER: _____

BRIEF DESCRIPTION OF ORGANIZATION'S PURPOSE AND/OR FUNCTION:

To Expose + Promote Whitmore Lake Business's
Also To Bring the Community together

IS THE ORGANIZATION NON-PROFIT? YES NO
If yes, attach a copy of the organizations Sales Tax Exempt Certificate.

DOES YOUR GROUP PRESENTLY HAVE LIABILITY INSURANCE? YES NO

GENERAL LIABILITY INSURANCE IS REQUIRED NAMING NORTHFIELD TOWNSHIP AS ADDITIONAL INSURED. IF FOOD IS BEING SERVED, PRODUCT LIABILITY MUST BE INCLUDED. LIMITS OF LIABILITY SHOULD BE NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE.

PLEASE GIVE A DESCRIPTION OF THE PROPOSED CIVIC EVENT. (Attach additional pages if necessary)

N/A

ANNUAL EVENT: Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): First weekend in Oct.

Or Next year's specific date(s): _____

PROCEEDS OF THIS EVENT WILL BE USED FOR:

to continue to promote local businesses

IF THE PROPOSED CIVIC EVENT IS A PARADE OR RUN/WALK EVENT, PLEASE LIST THE POINT OF ORIGIN, PATH, TERMINATION POINT, NUMBER OF ENTRIES AND TRAFFIC CONTROL PLAN AS NECESSARY. (Use attached map to clarify the route)(FEE IS WAIVED FOR 4TH OF JULY PARADE AND HOMECOMING PARADE)

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE?

YES

NO

IF YES, WHAT KIND AND HOW MUCH?

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND?

YES

NO

IF YES, COMPLETELY FILL OUT THE ATTACHED VENDOR CONTACT INFORMATION SHEET(S).

WHAT IS THE FEE CHARGED FOR EACH VENDOR?

\$25

DO YOU PLAN TO CONTRIBUTE REVENUES RECEIVED FROM THIS EVENT TO LOCAL ORGANIZATIONS AND/OR COMMUNITY GROUPS?

YES

NO

IF YES, TO WHOM AND HOW MUCH?

split 50/50 Between Northfield Area &

WHITMORE LAKE Chamber of Commerce.

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT?

?

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES?

☒ YES

☐ NO

NUMBER OF VOLUNTEERS / STAFF?

3-4

HOW WILL THIS EVENT BENEFIT THE RESIDENTS AND/OR IMPROVE THE QUALITY OF LIFE IN NORTHFIELD TOWNSHIP?

By Bringing people from other community's to our community, to show off what we have to offer.

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

No

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

No

TOWNSHIP FACILITIES REQUESTED (Please Be as Accurate as Possible)

Parking at 75 Barker

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES

☒ YES

☐ NO M + R services

IF SO, WHAT LOCATION IS PLANNED? Spectrum Service + 75 Barker

WHAT IS YOUR PLAN FOR TRANSPORTATION FROM THE PARKING AREA TO THE EVENT LOCATION?

walking

SIGNAGE REQUESTED (Detail sign locations on the attached map and provide sign renderings)

Number of Signs

NA

Types of Signs

Locations of Signs

Date Signs Posted

Date Signs Removed

PLEASE ATTACH LIST OF EQUIPMENT; STAGE, TENTS, VEHICLES, ETC., THAT YOU PROPOSE TO USE IN THE EVENT OR BRING ONTO TOWNSHIP PROPERTY, STREETS OR PARK AREAS - (ALL SUBJECT TO APPROVAL).

N/A

STREET CLOSURE

ARE YOU REQUESTING A STREET CLOSURE FOR YOUR EVENT? YES

NO

If yes, detail the street(s) you would like closed, and the location of the closure(s) on the attached map.

ALCOHOL

DO YOU WANT TO SELL AND/OR SERVE ALCOHOL? YES

NO

IF YES, PLEASE SEE THE ATTACHED SHEET TITLED "ALCOHOL" AND FILL IN THE QUESTIONS COMPLETELY AND IN DETAIL.

SECURITY

If the event requires the overnight setup or storage of goods, equipment, etc. security is the responsibility of the event applicant.

IF YOUR EVENT REQUIRES OVERNIGHT SECURITY, PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR SECURITY PLAN:

ON SITE REPRESENTATIVES NAMES AND CONTACT NUMBERS:

Name

Contact number

DAVID E. BROWN

810 333 2704

SANDRA CURRY

810.919 - 8009

Owner(s) Affidavit*

I, NORTHFIELD AREA Chamber of Commerce, have authorized DAVID GIBBONS as My
(company or organization owner) (Civic Event Applicant)

Representative for the purpose of obtaining a Civic Event permit(s) from Northfield Township
for my organization located at 8350 MAIN ST.
(company or organization address)


Owners Signature

8-26-15
Date

INDEMNIFICATION AGREEMENT

The NACoC agree(s) to defend, indemnify, and hold harmless the Township of
(business/organization)

Northfield, Michigan, and its agents, officials and employees from any claim, demand, suit, loss, cost of expense, or any damage that may be asserted, claimed or recovered against or from the
NACoC (business/organization) and/or the Township of Northfield, by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of Northfield Township or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Paul S. Murray Date 8-26-15

Witness Sandra K. Curry Date 8-26-15

ALCOHOL

PLEASE GIVE A BRIEF DESCRIPTION OF THE TYPE OF ALCOHOL TO BE SOLD / SERVED

WHO WILL BE THE ALOCHOL LICENSE HOLDER?

ON THE ATTACHED MAP, DETAIL THE LOCATIONS WHERE ALOCHOL WILL BE SOLD / SERVED.

DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN

**** IF ALCOHOL SALES OR SERVICE IS APPROVED BY THE TOWNSHIP BOARD AS PART OF THIS EVENT, THE APPLICANT MUST ALSO RECEIVE APPROVAL FROM THE LIQUOR CONTROL COMMISSION**

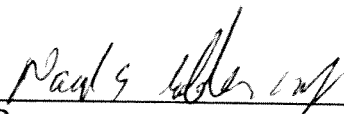
**** IF ALCOHOL SALES OR SERVICE IS APPROVED, EVENT INSURANCE MUST INCLUDE AN ADDITIONAL INDEMNIFICATION FOR ALOCHOL**

ADDITIONAL CIVIC EVENT REQUIREMENTS

- Inspection by Northfield Township Fire and Police Departments is required prior to start of event.
- Any temporary electrical supply provided during a civic event shall be subject to Northfield Township inspection and approval
- A site map shall be provided for all civic events, as required by Northfield Township Public Safety Officials
- No pets are permitted downtown during civic events, unless approved as part of the event.
- No open flame cookers or heaters are permitted without prior approval from the Northfield Township Fire Department.
- Any additional restroom facilities deemed necessary by Northfield Township for this event are to be supplied by the event organizer
- Event organizer staff / volunteers / vendors are responsible for trash control and cleanup.
- Depending upon the type of event, organizer may be required to provide security.
- If radio communications are utilized during civic event, event organizer shall ensure Northfield public safety officials have access to radio or frequencies.
- Event organizer is responsible for arranging for EMS (Ambulance) at the event.
- If privately-owned property is to be utilized by the event organizer as part of any civic event for parking, staging, or similar uses, the event organizer shall be responsible for ensuring there exists all necessary land usage agreements with the private property owner(s), which shall be reviewed and approved by Northfield Township, to ensure adequate ingress, egress, police and fire protection, insurance, etc.

Accepted and agreed to:

EVENT ORGANIZER


By: _____
Its: NACAC

Dated: 8-26, 2015

**NORTHFIELD TOWNSHIP
APPROVALS/RECOMMENDATIONS/COMMENTS**

CHambers Artisans Market (Library Fun Fest)
Event Title

Police Dept: Willie W. J. Date: 9-2-15

Comments: _____

Fire Dept: Willie W. J. Date: 9-2-15

Comments: _____

Other, if necessary: _____ Date: _____

Comments: _____

Clerk: _____ Date: _____

Comments: _____

BOARD OF TRUSTEES ACTION: _____ Date: _____

VENDOR CONTACT INFORMATION

Company Name	Representative	Phone #	Items Being Sold / Exhibited	On Site Contact Name	On Site Contact Phone #

VENDOR CONTACT INFORMATION

Company Name	Representative	Phone #	Items Being Sold / Exhibited	On Site Contact Name	On Site Contact Phone #

HELP SHEET AND TIPS TO EXPEDITE THE CIVIC EVENTS PROCESS

To help you be prepared for approvals of your event please follow these steps to ensure a smooth process:

Your main points of contact after you pick up the application from the Township Office are our Public Safety officials. Our Public Safety Director William Wagner, will assist you with items necessary for safety compliance as it relates to Fire Department items. Lieutenant Tim Greene will assist you with items necessary for safety compliance as it relates to Police Department operational matters.

For any street closures, parking easements for ingress and egress, traffic or crowd control items our Public Safety officials will provide you with the guidance necessary to ensure a safe event. Road closures need Washtenaw County Road Commission approval and contacting them is the responsibility of the event promoter.

Please follow the guidelines in the event policy, include maps, drawings and as much detail as you can to help facilitate the process. The more complete the application the smoother and faster the process goes. Completed applications should be turned into our Clerk, Michele Manning. Contact names and numbers are below for your convenience and reference. Thank you for bringing an event to our community and we are here to help you provide a safe event.

William Wagner
Public Safety Director/Fire Chief
Northfield Township

734-449-2385

wagnerw@twp.northfield.mi.us

Timothy Green
Lieutenant, Northfield Township Police Department

734-449-9911

greenet@twp.northfield.mi.us

Howard Fink
Northfield Township Manager

734-449-2880 ext. 12

finkh@twp.northfield.mi.us

Washtenaw County Road Commission
Matt MacDonnell at x688

734-761-1500 ext. 688

macdonnell@wroads.org

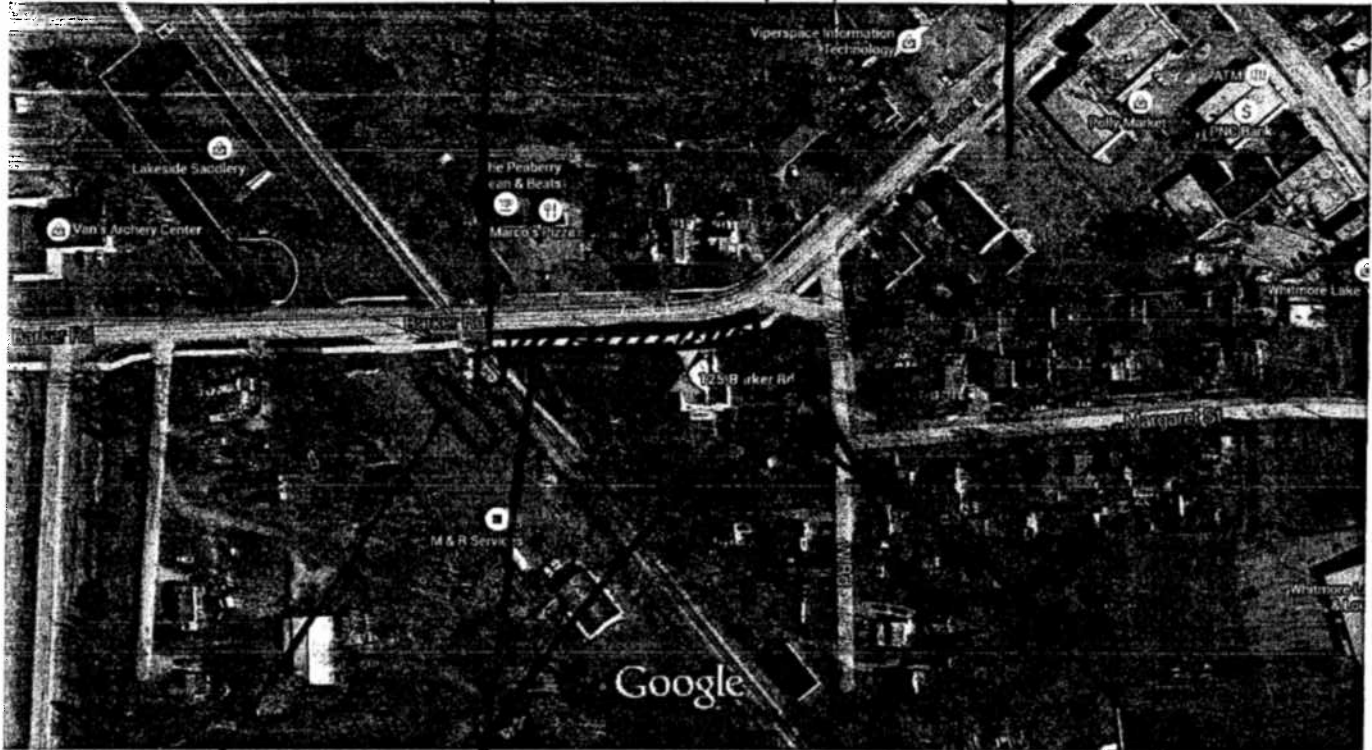
www.wroads.org/permits/procedures/section7.htm



Google 125 Barker Rd

RAIL CAR DISPLAY

PARKING
AT
75 BARKER



Imagery ©2015 DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2015 Google 100 ft

PARKING
BY PERMISSION

10x10 BOOTHs FOR VENDORS
16 ALONG BARKER + EXTRA
IN LIBRARY PARKING LOT / LIBRARY EVENTS

KIWANIS TABLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/31/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc-Indianapolis 301 Pennsylvania Parkway, #201 Indianapolis IN 46280	CONTACT NAME: Lisa Christenson PHONE (A/C, No, Ext): 317-817-5172 FAX (A/C, No): 317-817-5151 E-MAIL: Address: kiwaniscert@hylant.com
INSURED KIWAN03 Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 19437

COVERAGES

CERTIFICATE NUMBER: 440283776

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	013136005	11/1/2014	11/1/2015	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY		013136005	11/1/2014	11/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Aggregate \$3,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention		013136005	11/1/2014	11/1/2015	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is named as Additional Insured as respects to General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included):
October 3rd, 2015 or any future date(s) during the policy term.
Fall Fun Fest
Located @ 125 Banker Road, Whitmore Lake, MI 48189
Kiwanis Club of Whitmore Lake

CERTIFICATE HOLDER

CANCELLATION

Northfield Township Area Library Attn: Zaley Nelson 125 Barker Road Whitmore Lake, MI 48189	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/7/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Anthony J Puente - Agent 6241 W Grand River Ave, Suite 200 Brighton, MI 48114	CONTACT NAME: Anthony Puente PHONE (A/C No. Ext.): 810-227-1600 FAX (A/C No.): 810-227-1626 E-MAIL ADDRESS: tony@tonypuente.com
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Northfield Township Area Chamber of Commerce PO Box 603 Whitmore Lake, MI 48189	NAIC # 25143

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL SUBR (IND) (YES)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY		92-BF-C007-3	09/26/2014	09/26/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$
						\$
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER:					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
						\$
	DED	RETENTION \$				PER STATUTE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Additional Remarks Schedule, may be attached if more space is required)
603 Main St
Whitmore Lake, MI 48189

CERTIFICATE HOLDER NORTHFIELD TOWNSHIP 8350 MAIN ST WHITMORE LAKE, MI 48189	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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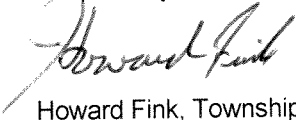
Memo

To: Northfield Township Board
From: Howard Fink
Date: 9/3/2015
Re: Cell Phone Stipend

Dear Township Board,

Tim Hardesty has presented a request regarding cell phone stipends for his staff. Instead of requiring a separate work cell phone, the employees are requesting that we provide a stipend that they are able to apply to their personal account. We used to do this in my former community for a number of employees. I am in full support of allowing this for administrative employees. I recommend a \$35 per month stipend for any employee that is required to carry a cell phone and wishes to elect for this option.

Respectfully Submitted,

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

Howard Fink, Township Manager

Memo

To: Northfield Township Board
From: Howard Fink
Date: 9/2/2015
Re: Preliminary Design for Equalization Basin

Dear Township Board,

Tim Hardesty and I asked Brian Rubel to create a proposal for preliminary design of the Equalization Basin. As you see in Tetra Tech's report, we were \$14,000 under budget for our capacity inventory assessment. We are proposing using that money plus what is left over to fund the first step of the Equalization Basin. Another sewer item that is outstanding is the policy consideration of allocating capacity from one sewer district to another, and how that will function. Please note that we do not have any development eminent, and therefore there is no immediate rush, but it would be prudent to have the discussion on how to deal with any future issues.

Respectfully Submitted,

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

Howard Fink, Township Manager



TETRA TECH

September 1, 2015

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

Re: WWTP Equalization Tank

Dear Mr. Fink:

It has been Tetra Tech's pleasure to assist Northfield Township with wastewater services since 1963. One long-discussed project is the equalization tank at the wastewater treatment plant.

Earlier in 2015, Tetra Tech completed a Capacity Inventory that determined a preliminary size of this equalization tank (1.7 mg). Tetra Tech has discussed performing some preliminary design services for the equalization tank with Township staff and presents this proposal herein. The Capacity Inventory was completed \$14,000 under budget and this surplus can be used to advance the design services associated with the new tank.

PROJECT UNDERSTANDING

Like most wastewater treatment plants, sewage flow increases with rainwater. During heavy rains, the incoming flow is sufficiently high to create operational challenges including bypassing of some treatment processes. To date, the WWTP has been able to continue to meet the treatment limits in its NPDES permit. However, the day may occur when a rain occurs where this cannot be achieved. Having a storage tank in place at the WWTP increases the probability the WWTP stays in compliance with state and federal regulations.

Furthermore, the capacity evaluation showed that the equalization tank would free up capacity to allow some measured growth to occur either in Green Oak Township or Northfield Township.

The typical steps for implementing a public works process and a description of those steps follows:

Study Phase – At this step, preliminary estimates of size and costs are performed. This was completed during the Capacity Inventory.

Preliminary Design – At this step, major features of the project are confirmed such as materials, locations, and other big picture items. The cost opinion is advanced. A brief report is prepared documenting the decisions reached which supports a permit to construct the facility. Schematic drawings are prepared.

Final Design – At this step, the final details of the project are determined and finely detailed in construction drawings. Written specifications for products are developed. A new cost opinion is prepared and bids are obtained from construction contractors. All permits are obtained to complete the project.

Construction – At this phase the project is constructed and initiated.



SCOPE OF SERVICES

We propose the following scope of services to complete a preliminary design:

1. Rerun the hydraulic model to determine if the basin size can be reduced in size and still meet the policies of the MDEQ and allow for growth. This will use a clause in the Michigan DEQ policy that allows smaller basin sizes to be constructed but requires additional engineering effort to demonstrate.
2. Further evaluate constructing the tank from reinforced concrete or glass-lined steel. This will involve having the WWTP staff discuss a glass-lined steel tank with a supplier. We will also suggest the WWTP staff visit another installation to confirm features they wish to be included in a future Northfield WWTP equalization tank.
3. Evaluate the WWTP for the probable location on the site and the available tank dimensions. This step will identify utility conflicts and other features that will be impacted by the proposed construction.
4. Evaluate pumping improvements needed at the Eight Mile Pump Station to support pumping to the tank.
5. Evaluate methods to remove grit from the waste stream and from the tank including a source of flushing water at the site.
6. Evaluate electronic instrument needs to monitor the tank operation.
7. Work with geotechnical consultants to procure a cost estimate for completing soil borings for the Township to procure separately (the soil information needed varies depending on the type of tank selected).
8. Summarize the above in a preliminary design report including figures illustrating the recommendations. This report will contain an updated cost opinion.
9. Meet with the Township staff up to four times during the completion of this work. One of these meetings may be a presentation to the Board of Trustees.

ASSUMPTIONS

- Soil borings and final design are not included within this authorization. Tetra Tech will work with geotechnical engineering consultants to obtain a price for Northfield Township to retain a firm.
- Title work and other land acquisition services will not be needed.

SCHEDULE

The work outlined in this proposal will take approximately ten (10) weeks to complete.

COMPENSATION

Compensation will be a lump sum. We suggest a budget of \$23,500 be established. This will not be exceeded without your prior written permission. Our standard terms and conditions are attached and considered a part of this proposal.

Tetra Tech has \$14,000 of budget remaining from the Capacity Inventory. Therefore, only \$9,500 of new authorization is needed at this time.



TETRA TECH

Engineering design generally represents 5 to 10% of the cost of most public works projects. This preliminary design step represents less than 0.8% of the \$3 million expected cost of the project. Tetra Tech's familiarity with Northfield Township and the experience designing dozens of storage projects throughout Michigan and Ohio allow us to complete these projects with a lower than typical engineering fee.

EXECUTION

Please sign in the space provided and return one original copy to indicate your acceptance. Tetra Tech appreciates the opportunity to provide this proposal and our long history of service to Northfield Township.

Sincerely,

Brian M. Rubel, P.E.
Vice President

PROPOSAL ACCEPTED BY _____

TITLE _____ DATE _____



Tetra Tech of Michigan, PC

Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client

mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Neither the Client nor Consultant shall be liable to the other for any consequential damages regardless of the nature or fault.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

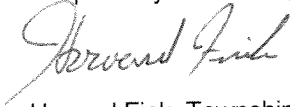
Memo

To: Northfield Township Board
From: Howard Fink
Date: 9/17/2015
Re: Auditor Contract

Dear Township Board,

Kathy Braun, Angela Westover and I recommend approval of extending the contract for our Auditing Services. Pfeffer Hanniford and Palka have held their rates at \$18,000 per year. I recommend approving a new engagement with Pfeffer, Hanniford and Palka. An issue that might arise is can the board authorize this contract past its term of office. I believe this is the case, as the engagement is of an administrative, rather than legislative nature AND the contract offers a 90 day out clause. If the board is concerned about this issue, a review from Mr. Burns office might be in order.

Respectfully Submitted,

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

Howard Fink, Township Manager

NORTHFIELD TOWNSHIP

FISCAL YEARS 2016, 2017, AND 2018

PFEFFER, HANNIFORD & PALKA, Certified Public Accountants, registered to practice in the State of Michigan (hereinafter referred to as **CERTIFIED PUBLIC ACCOUNTANTS**) and **NORTHFIELD TOWNSHIP**, A municipal corporation, of the State of Michigan (hereinafter referred to as **TOWNSHIP**) contract on this day of _____ 2015, as follows:

1. For the fiscal years ending **June 30, 2016, 2017 and 2018**, the **CERTIFIED PUBLIC ACCOUNTANTS** shall conduct an audit of the financial statements of the **TOWNSHIP** for each year. The financial statements are the responsibility of the **BOARD**. Our responsibility is to express an opinion on the financial statements based on our audits. We will conduct our audits in accordance with auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the township as well as evaluating the overall financial statement presentation.

2. The **CERTIFIED PUBLIC ACCOUNTANTS'** audit shall meet the requirements of Act No. 2, P.A. 1968, or as amended, and the related Bulletin for Audits of Local Units of Government in Michigan, dated June 1, 1968, or as amended, which is available from the State Treasurer.

3. If the **TOWNSHIP** receives federal financial assistance, grants, or other contracts, we may be required to, not only conduct the audit in accordance with auditing standards, but also in accordance with Government Auditing Standards and (or) in accordance with the Single Audit Act Amendments of 1996, OMB A-133. The testing of compliance and other fieldwork would be increased substantially because of the aforementioned. We would issue a separate engagement letter and fee proposal for the additional work to complete the audit in accordance with Government Auditing Standards and (or) the Single Audit Act Amendments of 1996, OMB A-133.

4. The reports on financial statements, as required by Act 2 of Public Acts of 1968, or as amended, shall contain an unqualified opinion by the **CERTIFIED PUBLIC ACCOUNTANTS** or such other opinion as he must render under the circumstances when he is unable to express an unqualified opinion.

5. The audit shall begin as soon after the signing of this contract as shall be convenient to the **CERTIFIED PUBLIC ACCOUNTANTS** and shall be completed with the Certified Public Accountant's report's issued not later than six (6) months after the conclusion of the fiscal year.

6. The **TOWNSHIP** shall have closed and balanced all funds and bank accounts, agencies and operations to be examined by the **CERTIFIED PUBLIC ACCOUNTANTS**.

7. The estimated audit fee for the years ended June 30, 2016, 2017 and 2018 will be \$18,000, \$18,000 and \$18,000 respectively. Additional services outside the scope of the audit will be billed at \$105 per hour.

8. The **TOWNSHIP** authorizes the **CERTIFIED PUBLIC ACCOUNTANTS** to immediately disclose any and all findings of suspected fraud, and/or embezzlement to the Deputy State Treasurer in charge of the Local Audit Division of the State Department of Treasury.

9. The **CERTIFIED PUBLIC ACCOUNTANTS** shall provide a reasonable number of reports for each of the funds to the **TOWNSHIP** officials.

10. This contract may be terminated by either party upon a ninety day (90) advance written notice.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

NORTHFIELD TOWNSHIP



LAW OFFICE OF PAUL E. BURNS

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

Paul E. Burns
Bradford L. Maynes

ATTORNEY-CLIENT PRIVILEGED CONFIDENTIAL COMMUNICATION

September 17, 2015

VIA ELECTRONIC MAIL

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

Re: Proposed Lease Agreement with New Par, d/b/a Verizon Wireless

Dear Trustees,

Our office, along with the Township Manager, has been negotiating with New Par regarding a lease proposed for a cell tower facility to be located on a portion of the Fire Station property located at 2727 E. North Territorial Road. The attached, proposed lease represents a long period of negotiation, and it is our understanding that it is not likely that New Par will further negotiate the relevant terms of the lease. The Township Manager has requested that our office prepare a legal review of the proposed lease. Please find that review below.

The proposed lease with New Par is for a 50' by 50' parcel of land located roughly northwest of the existing fire station on North Territorial Road, along with easement rights to access the parcel and bring utilities to it. Rent will be paid in monthly installments, for a total of \$16,800 annually, with an annual rent escalator of 3%. The term of the lease is for five years, with four automatic five-year extensions, unless New Par elects not to exercise the extensions. Our legal review has disclosed three paragraphs of the proposed lease that are not in keeping with our typical legal recommendations, but are not legally prohibited. Accordingly, it is a business decision for the Township as to whether these terms are acceptable given the income to be received by the Township.

Paragraph 4 – Extensions

Paragraph 4 of the proposed lease provides as follows:

4. EXTENSIONS.

- a. Subject to the provisions of Paragraph 4(b), below, this Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.
- b. LESSOR may terminate the agreement, effective eighteen months after the end of the second renewal term, by giving LESSEE written notice of its intention to terminate the agreement no later than the end of the second renewal term.

It is generally our recommendation that the Township should have, at least, an equal right to terminate an agreement as New Par does. New Par is unwilling to agree to offer an identical right to terminate to the Township, but has agreed to allow the Township the ability to terminate the lease after the second five-year extension – effectively after a total of 15 years of the lease.

Paragraph 16 – Limited Right of First Refusal

Paragraph 16 of the proposed lease provides, in relevant part, as follows:

16. LIMITED RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term to grant to a **non-governmental third party**, by easement or other legal instrument, an interest in and to the Premises, **for the purpose of operating and maintaining communications facilities or the management thereof**, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may grant the easement or interest in the Premises to such non-governmental third person in accordance with the terms and conditions of such third party offer...

(emphasis added). Broad rights of first refusal are generally disfavored, as they greatly limit the marketability of real estate. Additionally, a broad right of first refusal can have substantial value in addition to the value of a lease. In the present instance, our office and the Township Manager have negotiated with New Par to greatly limit the scope of the Limited Right of First Refusal by adding the emphasized language, above, to minimize the above concerns.

Paragraph 22 – Assignment

Paragraph 22 of the proposed lease provides, in relevant part, as follows:

22. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market ... As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned...

Generally, it is our recommendation that leases contain very limited ability for the lessee to assign the lease without the unilateral approval of the Township, so that the Township may maintain entire control over who it has business relationships with.

Subject to the concerns set forth above, if the Township makes the business decision to accept the above terms in exchange for the negotiated lease payments, the proposed lease is in a legally acceptable form for adoption.

Please contact our office if you have any questions in this regard.

Very truly yours,



Bradford L. Maynes

cc: Mr. Howard Fink

LAND LEASE AGREEMENT

This Agreement, made this _____ day of _____, 20____ between **Northfield Township, a Michigan municipal corporation**, with its principal mailing address of **8350 Main Street, Whitmore Lake, Michigan 48189**, hereinafter designated LESSOR and **New Par, a Delaware partnership d/b/a Verizon Wireless**, with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated LESSEE. The LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

1. **PREMISES.** LESSOR hereby leases to LESSEE a portion of that certain parcel of property (the entirety of LESSOR's property is referred to hereinafter as the Property), located at **2727 E. North Territorial Road, Whitmore Lake, Washtenaw County, Michigan 48189**, and being described as an **50' by 50' parcel containing approximately two thousand five hundred square feet** (the "Land Space"), together with the non-exclusive right (the "Rights of Way") for ingress and egress, seven (7) days a week twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a **thirty (30') foot wide right-of-way and a ten (10') foot wide right-of-way** extending from the nearest public right-of-way, **North Territorial Road**, to the Land Space, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along one or more rights of way from the Land Space, said Land Space and Rights of Way (hereinafter collectively referred to as the "Premises") being substantially as described herein in Exhibit "A" attached hereto and made a part hereof. The Property is also shown on the Tax Map of the **Township of Northfield as Tax Parcel Id No: B-02-27-100-003** and is further described in **Liber 1542, Page 137 of the Washtenaw County Register of Deeds**.

In the event any public utility is unable to use the Rights of Way, the LESSOR hereby agrees to grant an additional right-of-way either to the LESSEE or to the public utility at no cost to the LESSEE, provided, however, that the location of the additional rights-of-way, if any, shall be as reasonably designated by LESSOR.

2. **SURVEY.** LESSOR also hereby grants to LESSEE the right to survey the Property and the Premises, and said survey shall then become Exhibit "B" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "A". Cost for such work shall be borne by the LESSEE.

3. **TERM; RENTAL.**

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be for five (5) years and shall commence on the Commencement Date (as hereinafter defined) at which time rental payments shall commence and be due at a total annual rental of **Sixteen Thousand Eight Hundred Dollars (\$16,800.00)** to be paid in equal monthly installments on the first day of the month, in advance, to **LESSOR at the notice address below** or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 23 below. The Agreement shall commence based upon the date LESSEE commences installation of the equipment on the Premises, or on the first day of January, 2017, whichever occurs first. In the event the date of commencing installation of equipment is determinative and such date falls between the 1st and 15th of the month, the Agreement shall commence on the 1st of that month and if such date falls between the 16th and 31st of the month, then the Agreement shall commence on the 1st day of the following month (either of the foregoing or January 1, 2017, if applicable, being the "Commencement Date"). LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date in the event the Commencement Date is based upon the date LESSEE commences installation of the equipment on the Premises. In the event the Commencement Date is the fixed date set forth above, there shall be no written acknowledgement required. LESSOR and LESSEE acknowledge and agree that initial rental payment(s) shall not actually be sent by LESSEE until forty-five (45) days after the Commencement Date or after a written acknowledgement confirming the Commencement Date, if such an acknowledgement is required. By way of illustration of the preceding sentence, if the Commencement Date is January 1 and no written acknowledgement confirming the Commencement Date is required, LESSEE shall send to the LESSOR the rental payments for January 1 and February 1 by February 15, and if the Commencement Date is

January 1 and a required written acknowledgement confirming the Commencement Date is dated January 14, LESSEE shall send to the LESSOR the rental payments for January 1 and February 1 by February 28.

Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

b. LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 23. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

4. EXTENSIONS.

a. Subject to the provisions of Paragraph 4(b), below, this Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.

b. LESSOR may terminate the agreement, effective eighteen months after the end of the second renewal term, by giving LESSEE written notice of its intention to terminate the agreement no later than the end of the second renewal term.

5. RENTAL INCREASES. The annual rental throughout the initial term described in Paragraph 3 and any Extensions described in Paragraph 4 shall increase at a rate of **3% annually**.

6. ADDITIONAL EXTENSIONS. If at the end of the fourth (4th) five (5) year extension term this Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least three (3) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least three (3) months prior to the end of such term. Annual rental for each such additional five (5) year term shall be equal to the annual rental payable with respect to the immediately preceding five (5) year term. The initial term and all extensions shall be collectively referred to herein as the "Term".

7. TAXES. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the result of LESSEE's use of the

Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes on the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the business conducted by LESSOR or LESSEE at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of LESSOR's income taxes in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property and shall do so prior to the imposition of any lien on the Property.

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that, as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. A security fence consisting of chain link construction or similar but comparable construction may be placed around the perimeter of the Premises at the discretion of LESSEE (not including the access easement). All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises is contingent upon it obtaining, after the execution date of this Agreement, all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as satisfactory soil boring tests which will permit LESSEE's use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that: (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests are unsatisfactory; (v) LESSEE determines that the Premises is no longer technically compatible for its use; or (vi) LESSEE, in its sole discretion, determines that the use the Premises is obsolete or unnecessary, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, the LESSEE shall have no further obligations for the payment of rent to LESSOR.

9. INDEMNIFICATION. Subject to Paragraph 10 below, LESSEE shall indemnify and hold LESSOR harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of LESSEE, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.

10. INSURANCE.

a. The Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Premises or to the Property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by either Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other Party.

b. LESSOR and LESSEE each agree that, at its own cost and expense, each will maintain commercial general liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence. LESSOR and LESSEE each agree that it will include the other Party as an additional insured.

11. LIMITATION OF LIABILITY. Except for indemnification pursuant to Paragraphs 9 and 29, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. INTENTIONALLY OMITTED.

13. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference, which is measurable in accordance with then existing industry standards, to any equipment of LESSOR or other lessees of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate this Agreement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference, which is measurable in accordance with then existing industry standards, to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and, therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

14. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of this Agreement, remove its building(s), antenna structure(s) (except footings), equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws (as defined in Paragraph 33 below). If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

15. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 14 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease

extension in good faith, LESSEE holds over in violation of Paragraph 14 and this Paragraph 15, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 14 shall equal to the rent applicable during the month immediately preceding such expiration or earlier termination.

16. LIMITED RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term to grant to a non-governmental third party, by easement or other legal instrument, an interest in and to the Premises, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may grant the easement or interest in the Premises to such non-governmental third person in accordance with the terms and conditions of such third party offer. For purposes of this Paragraph, any transfer, bequest or devise of LESSOR's interest in the Property as a result of the death of LESSOR, whether by will or intestate succession, or any conveyance to LESSOR's family members by direct conveyance or by conveyance to a trust for the benefit of family members shall not be considered a transfer of the Property for which LESSEE has any right of first refusal. For the purposes of this Paragraph, any transfers to governmental entities shall not be considered a transfer of the Property for which LESSEE has any right of first refusal.

17. RIGHTS UPON SALE. Should LESSOR, at any time during the Term decide (i) to sell or transfer all or any part of the Property to a purchaser other than LESSEE, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder under the terms of this Agreement. To the extent that LESSOR grants to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith, assigns this Agreement to said third party, LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of this Agreement.

18. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

19. TITLE. LESSOR represents and warrants to LESSEE, as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants, during the Term, that there are no liens, judgments or impediments of title on the Property or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

20. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of this Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under this Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

21. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

22. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder. LESSEE may sublet the Premises within its sole discretion, upon notice to LESSOR. Any sublease that is entered into by LESSEE shall be subject to the provisions of this Agreement and shall be binding upon the successors, assigns, heirs and legal representatives of the respective Parties hereto.

23. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR:	Northfield Township 8350 Main Street Whitmore, Michigan 48189
LESSEE:	New Par, a Delaware partnership d/b/a Verizon Wireless 180 Washington Valley Road Bedminster, New Jersey 07921 Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

24. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

25. SUBORDINATION AND NON-DISTURBANCE. LESSOR shall obtain, not later than fifteen (15) days following the execution of this Agreement, a Non-Disturbance Agreement, as defined below, from its existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Property, LESSOR shall obtain a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Property, Lender or such successor-in-interest or Purchaser will (1) honor all of the terms of this Agreement, (2) fulfill LESSOR's obligations under this Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under this Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement, for Lender's benefit, in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or

other real property interest encumbering the Property, LESSEE may, at its sole option and without obligation, cure or correct LESSOR's default and, upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

26. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

27. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

28. REMEDIES. Upon a default, the non-defaulting Party may, at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate this Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises is located; provided, however, LESSOR shall use reasonable efforts to mitigate its damages in connection with a default by LESSEE. If LESSEE so performs any of LESSOR's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by LESSEE shall immediately be owing by LESSOR to LESSEE, and LESSOR shall pay to LESSEE, upon demand, the full undisputed amount thereof with interest thereon from the date of payment at the greater of (i) ten percent (10%) per annum, or (ii) the highest rate permitted by applicable Laws. Notwithstanding the foregoing, if LESSOR does not pay LESSEE the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due from LESSOR, LESSEE may offset the full undisputed amount due, including all accrued interest, against all fees due and owing to LESSOR until the full undisputed amount, including all accrued interest, is fully reimbursed to LESSEE.

29. ENVIRONMENTAL. LESSEE shall hold LESSOR harmless and indemnify LESSOR from and assume all duties, responsibility and liability, at LESSEE's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to any environmental or industrial hygiene conditions arising out of or in any way related to the activities of LESSEE conducted on the Property, unless such environmental conditions are not caused or contributed to by LESSEE, or its agents or contractors.

30. CASUALTY. In the event of damage by fire or other casualty to the Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty and provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice was the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

31. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If, as a result of a partial condemnation of the Premises or Property, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession), terminate this Agreement as of the date the condemning authority takes such possession. LESSEE may, on its own behalf, make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice was the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

32. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

33. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with: (a) all Laws relating solely to

LESSEE's specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE on the Premises.

34. SURVIVAL. The provisions of this Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

35. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

[remainder of this page intentionally blank; signatures appear on following page]

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

LESSOR: Northfield Township

WITNESS

By: _____

Its: _____

Date: _____

**LESSEE: New Par, a Delaware partnership
d/b/a Verizon Wireless
By: Verizon Wireless (VAW) LLC, its general
partner**

WITNESS

By: _____
Lynn Ramsey

Its: Area Vice President Network

Date: _____

Site # 144 – North Territorial & Spencer
JC3666-13
Draft Date: September 10, 2015

Exhibit "A"

(Legal Description of Property and Premises)

Legal Description of Property (taken from title commitment)

Real property in the Township of Northfield, County of Washtenaw, State of Michigan, described as follows:

Beginning at the North 1/4 corner of Section 27, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan; thence North 85°42'40" East, 356.79 feet along the North line of said Section; thence along the center line of O'Connor Drain, South 64°38' East, 52.36 feet, South 59°51'30" East 265.75 feet, South 66°38'30" East 103.83 feet, South 60°30' East 157.64 feet, South 80°13' East 134.15 feet, South 85°27' East 84.46 feet, South 87°41' East 124.11 feet and South 79°23' East 140.80 feet; thence South 1°43'30" East 747.00 feet along the East line of the West 1/2 of the Northeast 1/4 of said Section; thence North 64°22'50" West 1502.41 feet along the centerline of N. Territorial Road; thence North 1°41'40" West 405.61 feet along the North-South 1/4 line of said Section, being part of the West 1/2 of the Northeast 1/4 of said Section 27.

Commonly Known As: 2727 East North Territorial Road, Whitmore Lake, Michigan 48189
Tax Parcel Id No: B-02-27-100-003

Legal Description of Premises

Commencing at the North 1/4 corner of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan, said corner being located S 85°42'40" W 2671.22 feet from the Northeast corner of said Section 27; thence S 01°41'40" E 405.61 feet along the North-South 1/4 line of said Section 27; thence S 64°22'50" E 927.50 feet (also being the centerline of East North Territorial Road, 66 feet wide); thence N 25°37'10" E 115.00 feet; thence N 08°40'07" E 75.00 feet; thence N 25°37'10" E 158.26 feet to the POINT OF BEGINNING:

thence N 64°22'50" W 22.50 feet;
thence N 25°37'10" E 50.00 feet;
thence S 64°22'50" E 50.00 feet;
thence S 25°37'10" W 50.00 feet;
thence N 64°22'50" W 27.50 feet to the POINT OF BEGINNING; being a part of the Northeast 1/4 of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan; and containing 2,500 sq. ft. or 0.057 acres, more or less; subject to easements and restrictions of record, if any;

[continued on following page]

Site # 144 – North Territorial & Spencer
JC3666-13
Draft Date: September 10, 2015

Exhibit "A" – continued from previous page

Together with a 30 foot wide easement for ingress, egress and public utilities, the centerline of said easement is described as follows:

Commencing at the North 1/4 corner of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan, said corner being located S 85°42'40" W 2671.22 feet from the Northeast corner of said Section 27; thence S 01°41'40" E 405.61 feet along the North-South 1/4 line of said Section 27; thence S 64°22'50" E 927.50 feet (being the centerline of East North Territorial Road, 66 feet wide) to the POINT OF BEGINNING:

thence N 25°37'10" E 115.00 feet;

thence N 08°40'07" E 75.00 feet;

thence continuing N 25°37'10" E 158.26 feet to the POINT OF ENDING; being a part of the Northeast 1/4 of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan; except any part taken, deeded or used for public road purposes; and subject to easements and restrictions of record, if any;

Together with a 10 foot wide easement for public utilities, the centerline of said easement is described as follows:

Commencing at the North 1/4 corner of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan, said corner being located S 85°42'40" W 2671.22 feet from the Northeast corner of said Section 27; thence S 01°41'40" E 405.61 feet along the North-South 1/4 line of said Section 27; thence S 64°22'50" E 927.50 feet (also being the centerline of East North Territorial Road, 66 feet wide); thence N 25°37'10" E 115.00 feet; thence N 08°40'07" E 75.00 feet; thence N 25°37'10" E 60.00 feet to the POINT OF BEGINNING:

thence S 64°22'50 W 87.00 feet to the POINT OF ENDING; being a part of the Northeast 1/4 of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan; subject to easements and restrictions of record, if any.

Site # 144 – North Territorial & Spencer
JC3666-13
Draft Date: September 10, 2015

Exhibit “B”

(See attached Survey)

MEMORANDUM OF LEASE AGREEMENT

This Memorandum of LEASE AGREEMENT is made this ____ day of _____, 20__, between **Northfield Township, a Michigan municipal corporation**, with a mailing address of **8350 Main Street, Whitmore Lake, Michigan 48189**, hereinafter collectively referred to as "LESSOR", and **NEW PAR, a Delaware partnership** d/b/a Verizon Wireless, with its principal office located at One Verizon Way, Mailstop 4AW100, Basking Ridge, New Jersey 07920, hereinafter referred to as "LESSEE". LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

1. LESSOR and LESSEE entered into a LEASE AGREEMENT (the "Agreement") on _____, 20__ for an initial term of five (5) years, commencing on the Commencement Date. The Lease Agreement shall automatically be extended for four (4) additional five (5) year terms unless the LESSEE terminates it at the end of the then current term by giving the LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term. LESSOR may terminate the agreement, effective eighteen months after the end of the second renewal term, by giving LESSEE written notice of its intention to terminate the agreement no later than the end of the second renewal term. If at the end of the fourth (4th) five (5) year extension term the Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least three (3) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least three (3) months prior to the end of such term.
2. LESSOR hereby leases to LESSEE a portion of that certain parcel of property (the entirety of LESSOR's property is referred to hereinafter as the "Property"), located at **2727 E. North Territorial Road, Whitmore Lake, Washtenaw County, Michigan 48189**, and being described as a **two thousand five hundred (2,500) square foot parcel, more or less**, located as shown on the Tax Map of the **Township of Northfield** as a portion of **Tax Parcel No. B-02-27-100-003**, and being part of that real property further described in **Liber 1542, Page 137** of the

Washtenaw County Register of Deeds, together with the non-exclusive right for ingress and egress, seven (7) days a week twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along a **Thirty (30') foot wide right-of-way and a ten (10') foot wide right-of-way** extending from the nearest public right-of-way, **North Territorial Road**, to the demised premises. The demised premises and right-of-way are hereinafter collectively referred to as the "Premises". The Premises are described in Exhibit A attached hereto and made a part hereof. In the event any public utility is unable to use the aforementioned right-of-way, LESSOR has agreed to grant an additional right-of-way either to the LESSEE or to the public utility at no cost to the LESSEE, using a route as agreed to by LESSOR.

3. The Commencement Date of the Agreement, of which this is a Memorandum, is _____.
4. If LESSOR elects, during the Term to grant to a third party by easement or other legal instrument an interest in and to that portion of the Premises, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of sale or transfer on the same terms and conditions of such offer.
5. The terms, covenants and provisions of the Agreement, the terms of which are hereby incorporated by reference into this Memorandum, shall extend to and be binding upon the respective executors, administrators, heirs, successors and assigns of LESSOR and LESSEE.

IN WITNESS WHEREOF, hereunto and to a duplicate hereof, LESSOR and LESSEE have caused this Memorandum to be duly executed on the date first written hereinabove.

**LESSOR: Northfield Township, a Michigan
municipal corporation**

BY: _____(SEAL)

ITS:

LESSEE:

**New Par, a Delaware Partnership
D/B/A VERIZON WIRELESS
By: Verizon Wireless (VAW) LLC, its general
partner**

BY: _____(SEAL)

Lynn Ramsey
Area Vice President Network

This instrument prepared by
and when recorded return to:

**Benjamin S. Herrick, Esq.
Jonathan R. Crane, P.C.
1126 N. Main
Rochester, MI 48307**

STATE OF _____)
COUNTY OF _____) **ACKNOWLEDGEMENT**

I, _____, a Notary Public for said County and State, do hereby certify that _____, the _____ of **Northfield Township, a Michigan municipal corporation**, personally came before me this day and acknowledged that s/he executed the foregoing **MEMORANDUM OF LEASE AGREEMENT** as his/her own act and deed on behalf of said Township.

WITNESS my hand and official Notarial Seal, this ____ day of _____, 20__.

Notary Public

My Commission Expires:

STATE OF Illinois)
COUNTY OF Cook) **ACKNOWLEDGMENT**

I, _____, a Notary Public for said County and State, do hereby certify that Lynn Ramsey personally came before me this day and acknowledged that she is the Area Vice President Network, of **New Par, a Delaware partnership** d/b/a Verizon Wireless, By: Verizon Wireless (VAW) LLC, its general partner, and that she, as Area Vice President Network, being authorized to do so, executed the foregoing **MEMORANDUM OF LEASE AGREEMENT** on behalf of **New Par** d/b/a Verizon Wireless.

WITNESS my hand and official Notarial Seal, this ____ day of _____, 20__.

Notary Public

My Commission Expires:

EXHIBIT A

Legal Description of Property (taken from title commitment)

Real property in the Township of Northfield, County of Washtenaw, State of Michigan, described as follows:

Beginning at the North 1/4 corner of Section 27, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan; thence North 85°42'40" East, 356.79 feet along the North line of said Section; thence along the center line of O'Connor Drain, South 64°38' East, 52.36 feet, South 59°51'30" East 265.75 feet, South 66°38'30" East 103.83 feet, South 60°30' East 157.64 feet, South 80°13' East 134.15 feet, South 85°27' East 84.46 feet, South 87°41' East 124.11 feet and South 79°23' East 140.80 feet; thence South 1°43'30" East 747.00 feet along the East line of the West 1/2 of the Northeast 1/4 of said Section; thence North 64°22'50" West 1502.41 feet along the centerline of N. Territorial Road; thence North 1°41'40" West 405.61 feet along the North-South 1/4 line of said Section, being part of the West 1/2 of the Northeast 1/4 of said Section 27.

**Commonly Known As: 2727 East North Territorial Road, Whitmore Lake,
Michigan 48189
Tax Parcel Id No: B-02-27-100-003**

Legal Description of Premises

Commencing at the North 1/4 corner of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan, said corner being located S 85°42'40" W 2671.22 feet from the Northeast corner of said Section 27; thence S 01°41'40" E 405.61 feet along the North-South 1/4 line of said Section 27; thence S 64°22'50" E 927.50 feet (also being the centerline of East North Territorial Road, 66 feet wide); thence N 25°37'10" E 115.00 feet; thence N 08°40'07" E 75.00 feet; thence N 25°37'10" E 158.26 feet to the POINT OF BEGINNING:

thence N 64°22'50" W 22.50 feet;
thence N 25°37'10" E 50.00 feet;
thence S 64°22'50" E 50.00 feet;
thence S 25°37'10" W 50.00 feet;
thence N 64°22'50" W 27.50 feet to the POINT OF BEGINNING; being a part of the Northeast 1/4 of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan; and containing 2,500 sq. ft. or 0.057 acres, more or less; subject to easements and restrictions of record, if any;

[continued on following page]

EXHIBIT A – Continued from previous page

Together with a 30 foot wide easement for ingress, egress and public utilities, the centerline of said easement is described as follows:

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thence N 25°37'10" E 115.00 feet;

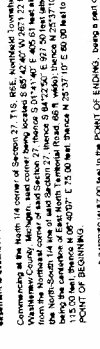
thence N 08°40'07" E 75.00 feet;

thence continuing N 25°37'10" E 158.26 feet to the POINT OF ENDING; being a part of the Northeast 1/4 of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan; except any part taken, deeded or used for public road purposes; and subject to easements and restrictions of record, if any;

Together with a 10 foot wide easement for public utilities, the centerline of said easement is described as follows:

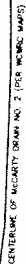
Commencing at the North 1/4 corner of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan, said corner being located S 85°42'40" W 2671.22 feet from the Northeast corner of said Section 27; thence S 01°41'40" E 405.61 feet along the North-South 1/4 line of said Section 27; thence S 64°22'50" E 927.50 feet (also being the centerline of East North Territorial Road, 66 feet wide); thence N 25°37'10" E 115.00 feet; thence N 08°40'07" E 75.00 feet; thence N 25°37'10" E 60.00 feet to the POINT OF BEGINNING:

thence S 64°22'50 W 87.00 feet to the POINT OF ENDING; being a part of the Northeast 1/4 of Section 27, T1S, R6E, Northfield Township, Washtenaw County, Michigan; subject to easements and restrictions of record, if any.



PREPARED BY:
MIDWESTERN CONSULTING, L.L.C.

JAMES A. FISHER, P.E. #24280





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

Northfield Township Public Safety

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



Timothy Greene
Lieutenant
Police Operations

TO: Northfield Township Board of Trustees
FROM: Tim Greene – Lieutenant - Police Operations
DATE: September 17, 2015
RE: **SALVAGE VEHICLE INSPECTOR APPOINTMENT**

SALVAGE VEHICLE INSPECTOR APPOINTMENT

At the last meeting of the Board of Trustees I submitted a draft agreement that was pending the approval of the Township Attorney and the Township's insurance provider. After review, the township attorney approved the language to the agreement. Also, the insurance provider also recommended the amounts that are reflected to the insurance liability section of the agreement (Sec 8).

I have attached the final form of the agreement and therefore recommend the approval for Jen Okey as a Salvage Vehicle Inspector with the police department.

SALVAGE VEHICLE INSPECTOR AGREEMENT

This Salvage Vehicle Inspector Agreement ("Agreement") is made by and between the Township of Northfield ("Township") and Jeno Okey ("Okey") and is effective September 23, 2015. The parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to govern the relationship between the Township and with respect to Okey acting as a Limited Enforcement Officer (LEO) through the Township for the limited purpose of conducting salvage vehicle inspections pursuant to MCL 257.217c.

2. TERM

This Agreement shall commence on September 23, 2015 and shall remain in effect on a month-to-month basis until it is terminated pursuant to Section 3 below.

3. TERMINATION OF AGREEMENT

This Agreement shall end either immediately pursuant to Subsection A of this Section or with notice pursuant to Subsection B of this Section.

A. Immediate Termination. This Agreement shall end immediately without either party giving notice to the other party upon any of the following occurring:

1. Okey dies.
2. Okey's certification from the Secretary of State to perform salvage vehicle inspections is suspended, revoked or denied.
3. Okey fails to pay the administrative fee as required and outlined in this Agreement.
4. Okey fails to maintain liability insurance as required by this Agreement.
5. The Northfield Township Public Safety Director determines in his sole discretion that Okey has acted in a fashion inconsistent with the Township's interests in performing the services that are authorized pursuant to this Agreement.

B. Termination by Notice

Either party may terminate this Agreement by giving the other party at least thirty (30) days advance, written notice of its intent to terminate this Agreement. Notice shall be given as required by Section 10 of this Agreement.

8. LIABILITY INSURANCE

During the term of this Agreement, Okey shall maintain commercial general liability insurance coverage as well as hired auto and non-auto liability insurance coverage on himself and the Township as an additional insured. The limits of liability shall be One Million (\$1,000,000.00) Dollars per occurrence and a Two Million (\$2,000,000.00) aggregate as well as, hired auto and non-owned auto. The limits of auto liability shall be Three Hundred Thousand (\$300,000.00) Dollars for coverage for damage to premises rented by Okey. The limits of liability shall be Ten Thousand (\$10,000.00) Dollars for coverage for medical payments.

9. RIGHT TO AUDIT

The Township and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this Agreement kept by or under the control of the Okey, including, but not limited to those kept by Okey, its employees, agents, assigns, successors, and subcontractors. Such records shall include, but not be limited to, accounting records, written policies and procedures; Salvage Vehicle Inspection files, including all forms, receipts and documents relating to the salvage vehicle inspection process as defined by the State of Michigan Salvage Vehicle Inspection Manual.

Okey shall, at all times during the term of this Agreement and for a period of seven years after the completion of this Agreement, maintain such records as required by the certification of the secretary of state, together with such supporting or underlying documents and materials. Okey shall at any time requested by Township, whether during or after completion of this Agreement, and at Okey's own expense make such records available for inspection and audit (including copies and extracts of records as required) by Township. Such records shall be made available to Township during normal business hours at the Township Offices [subject to a 14 day written notice]. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for Township.

10. NOTICE

Notices under this Agreement shall be in writing. Notice may be given by email, facsimile or certified mail. Notice shall be effective when received. Notice to the Township shall be given by sending it to the Township's Public Safety Director at his office email, office facsimile or office mailing address. Notice to Okey shall be given by sending it to Okey's email, facsimile or mailing address as provided by Okey.

SALVAGE VEHICLE INSPECTOR AGREEMENT

This Salvage Vehicle Inspector Agreement ("Agreement") is made by and between the Township of Northfield ("Township") and Jen Okey ("Okey") and is effective September 23, 2015. The parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to govern the relationship between the Township and with respect to Okey acting as a Limited Enforcement Officer (LEO) through the Township for the limited purpose of conducting salvage vehicle inspections pursuant to MCL 257.217c.

2. TERM

This Agreement shall commence on September 23, 2015 and shall remain in effect on a month-to-month basis until it is terminated pursuant to Section 3 below.

3. TERMINATION OF AGREEMENT

This Agreement shall end either immediately pursuant to Subsection A of this Section or with notice pursuant to Subsection B of this Section.

A. Immediate Termination. This Agreement shall end immediately without either party giving notice to the other party upon any of the following occurring:

1. Okey dies.
2. Okey's certification from the Secretary of State to perform salvage vehicle inspections is suspended, revoked or denied.
3. Okey fails to pay the administrative fee as required and outlined in this Agreement.
4. Okey fails to maintain liability insurance as required by this Agreement.
5. The Northfield Township Public Safety Director determines in his sole discretion that Okey has acted in a fashion inconsistent with the Township's interests in performing the services that are authorized pursuant to this Agreement.

B. Termination by Notice

Either party may terminate this Agreement by giving the other party at least thirty (30) days advance, written notice of its intent to terminate this Agreement. Notice shall be given as required by Section 10 of this Agreement.

4. **ADMINISTRATIVE FEE**

The Township shall charge other parties fees for services performed by Okey pursuant to this Agreement. The fees shall be subject to the requirements and limitations of MCL 257.271c(24). Okey shall remit \$100.00 for each vehicle inspected to the Township for services performed pursuant to this Agreement. A non-refundable administrative fee of Twenty (\$20.00) will be retained by the Township for the cost of equipment maintenance, fees, services and paperwork processing provided by the Township in carrying out the terms of this Agreement. The Township shall compensate Okey in an amount of \$80.00 per vehicle since it is understood and agreed that the Township's consideration for items that it provides under this Agreement is the bi-weekly, administrative fee set forth in this Agreement. Okey shall remit the \$100.00 per vehicle inspection fee every two weeks consistent with the police department's payroll schedule.

5. **AUTHORITY AND SERVICES TO BE PERFORMED**

Okey hereby represent to the Township that the secretary of state has issued a certificate to Okey who is specially trained as provided by the secretary of state to conduct salvage vehicle inspections. Pursuant to MCL 257.217c, the Township appoints Okey as a Limited Enforcement Officer (LEO) to conduct salvage vehicle inspections. The Township hereby gives Okey access to the Law Enforcement Information Network system (LEIN) and the authority to confiscate any stolen vehicle or vehicle parts discovered during an inspection. However, Okey is not authorized under this Agreement to arrest any person suspected of having unlawful possession of a stolen vehicle or vehicle parts.

6. **LEGAL STATUS AND RELATIONSHIP OF THE PARTIES**

By virtue of this Agreement, Okey shall be an independent contractor of the Township who will receive a 1099 Form from the Township for services he performs under this Agreement. Okey is not and shall not be an employee of the Township. This Agreement should not be construed to form a partnership, joint venture or similar arrangement of any kind between the Township and Okey.

7. **INDEMNIFICATION**

Okey shall indemnify and hold the Township harmless against any and all actions, causes of action, claims of liability, debts, damages, loss of services, costs, attorneys' fees, obligations, judgments, expenses, compensation or liabilities of any nature whatsoever resulting from or arising out of any conduct, harm, matter, cause or thing performed by Okey, his employees, contractors or agents under this agreement.

8. LIABILITY INSURANCE

During the term of this Agreement, Okey shall maintain commercial general liability insurance coverage as well as hired auto and non-auto liability insurance coverage on himself and the Township as an additional insured. The limits of liability shall be One Million (\$1,000,000.00) Dollars per occurrence and a Two Million (\$2,000,000.00) aggregate as well as, hired auto and non-owned auto. The limits of auto liability shall be Three Hundred Thousand (\$300,000.00) Dollars for coverage for damage to premises rented by Okey. The limits of liability shall be Ten Thousand (\$10,000.00) Dollars for coverage for medical payments.

9. RIGHT TO AUDIT

The Township and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this Agreement kept by or under the control of the Okey, including, but not limited to those kept by Okey, its employees, agents, assigns, successors, and subcontractors. Such records shall include, but not be limited to, accounting records, written policies and procedures; Salvage Vehicle Inspection files, including all forms, receipts and documents relating to the salvage vehicle inspection process as defined by the State of Michigan Salvage Vehicle Inspection Manual.

Okey shall, at all times during the term of this Agreement and for a period of seven years after the completion of this Agreement, maintain such records as required by the certification of the secretary of state, together with such supporting or underlying documents and materials. Okey shall at any time requested by Township, whether during or after completion of this Agreement, and at Okey's own expense make such records available for inspection and audit (including copies and extracts of records as required) by Township. Such records shall be made available to Township during normal business hours at the Township Offices [subject to a 14 day written notice]. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for Township.

10. NOTICE

Notices under this Agreement shall be in writing. Notice may be given by email, facsimile or certified mail. Notice shall be effective when received. Notice to the Township shall be given by sending it to the Township's Public Safety Director at his office email, office facsimile or office mailing address. Notice to Okey shall be given by sending it to Okey's email, facsimile or mailing address as provided by Okey.

11. AMENDMENT

This Agreement may only be amended or modified by further agreement in writing as mutually agreed by the Township Board and Okey.

12. WAIVER

No waiver of any right under this Agreement shall be effective unless agreed to in writing by both parties to this Agreement

13. SEVERABILITY

If any term, provision, covenant or condition in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated as a result of such decision.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding of the parties. It supersedes any oral representations that are inconsistent with or modify its terms or conditions.

For Northfield Township,

Its: Township Manager
Dated: September ____, 2015

Jeno M. Okey
Dated: September ____, 2015

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 9/16/2015
Re: Lisa Bradford Resignation

Dear Township Board,

Lisa Bradford, our new Front Desk Clerk, submitted her letter of resignation. We have re-posted for this position on various job posting sites, and have begun getting resumes in. We will begin phone interviews within the next week or so. In the meantime, Mary Kendall has agreed to help out when she can until we can get somebody permanent in the position. Previously, Mary was being paid \$14.50/hour. She has requested \$15.00/hour on a fill-in basis. We are budgeted for \$15.00/hour and I recommend accepting her request.

Respectfully Submitted,

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

Howard Fink, Township Manager



Rick Snyder
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK STUEDLE
DIRECTOR

Mr. Howard Fink
Northfield Township Manager
8350 Main St., Ste. A
Whitmore Lake, MI 48189

Dear Mr. Fink,

The Michigan Department of Transportation (MDOT) is in the process of requesting addresses for seven locations along US-23 in Northfield Township for the US-23 Active Traffic Management (ATM) system. The addresses are for power service for the electronic devices that are necessary for the ATM system. We are requesting a waiver of the fifty (50) dollar application fee for each of these locations.

Thank you for your consideration in this matter. Please let me know if you should require additional information.

A handwritten signature in cursive script that reads "Stephanie Palmer".

Stephanie Palmer, P.E.
MDOT University Region
Traffic, Safety and Operations Engineer
4701 W. Michigan Ave.
Jackson, MI 49201



RECEIVED

SEP 16 2015

NORTHFIELD TOWNSHIP

September 16, 2015

Northfield Township Board of Trustees,

The Northfield Township Area Library would like to thank the Northfield Township Board of Trustees for their continued support, and waiving the conditional use fee and site plan review fee.

At this time, the Library respectfully requests the Northfield Township Board of Trustees to reimburse the Library \$3,400, the Township portion of the \$4,426 building permit fee. We greatly appreciate your consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Zaley Nelson".

Zaley Nelson, Director
Northfield Township Area Library

Northfield Township Area Library
125 Barker Rd., Whitmore Lake, MI 48189
Phone (734) 449-0066 Fax (734) 449-2252

Memo

To: Board of Trustees

From: William Wagner *WW*

CC:

Date: 9/16/2015

Re: Fire Department Hire

I am requesting that the Board of Trustees hire Robert M. Wales for the position of Fire Fighter Trainee. Robert is the son of current Fire Fighter Mike Wales. Robert will not report to Mike so there will not be a conflict of Personnel Manual policy. I request this hire contingent on his passing a background check and medical physical.

Board Room Construction

Quotes

Total Cost Estimate for Project:

Providing that some unforeseeable circumstances exist, I am estimating this project in the neighborhood of \$50,000 – \$55,000. This would include using Interstate Restoration for the wall construction and new doors, M&B for painting, Mercury Sound and Auto for AV, and EDSS for Lighting. I would still want to get additional quotes and more options on the Dias component. If this is a project that the board wishes to move forward with, I would get an additional quote for painting.

Carpet

Donald E. McNabb Co.

Installation: \$0.70 per square foot

Board Room Area (Labor and installation) - ~2529 sq ft:	\$2,724.30
---	------------

AV Area (Labor & Installation) - ~137 sq. ft.:	\$300.70
--	----------

Lobby Area (Labor & Installation) - ~382 sq ft:	\$439.65
---	----------

Total	\$3,464.65
-------	------------

Huron Carpet & Floor Covering, Inc.

Option 1: Main Conference area only (not including AV area or lobby)	
w/ Low Cost Carpet Tiles:	\$7,133.29

w/ Mid-range Carpet Tiles:	\$8,624.71
----------------------------	------------

Option 2: Main Conference area and AV area (not including lobby)	
w/ Low Cost Carpet Tiles:	\$7,601.52

w/ Mid-range Carpet Tiles:	\$9,168.62
----------------------------	------------

Option 1: Main Conference area, AV area, and lobby	
w/ Low Cost Carpet Tiles:	\$8,282.97

w/ Mid-range Carpet Tiles:	\$9,996.99
----------------------------	------------

Dais

West Michigan Office Interiors

Sectional Style Dais to seat up to 15 people -	\$4,578.00
--	------------

Painting

M&B Painting

Sanding, Priming, and labor for Painting -	\$4,835.00
Optional 2 nd coat of joint compound on ceiling and sanding -	\$1,780.00
Cost for Paint (estimated) -	<u>\$1,130.00</u>
Total	\$7,745.00

Lighting

EDSS

32 - 2x2 LED Panel Pendant Lights with Dimmers	\$8,812.00
Wiring and Installation	<u>\$3,289.00</u>
Total	\$11,617.00

Audio-Video

Ann Arbor Audio

A/V equipment Upgrade Only	\$3,932.00
A/V equipment Upgrade and Move to South end of Bldg.	\$8,780.25

Mercury Sound & Audio

A/V Equipment Upgrade and moving to South End of Bldg (excludes new cameras and computer)	\$4,750.98
New Cameras and Computer (to be purchased by Northfield Twp.)	\$4,000.00

Wall Construction

R&R Craftsmen LLC

Install Door for Emergency Exit, Construct Wall with Double Door for Board Room Entrance (including drywall finish work and paint)	\$36,400.00
---	-------------

Interstate Restoration & Construction

Install Door for Emergency Exit, Construct Wall with Double Door for Board Room Entrance (including drywall finish work and paint)	\$19,915.47
---	-------------

Install Door for Emergency Exit, Construct Wall with Double Door
for Board Room Entrance (excluding drywall finish work painting
and mudding ceiling)

\$9,363.17

MERCURY

SOUND AND LIGHTING

ESTIMATE

47560 Avante Dr., Wixom, MI 48393

Office: (734) 507.1177

Fax: (734) 943.6010

info@mercurysl.com

www.mercurysl.com



Date

08/31/15

Client Profile

Howard Fink

Northfield Township

finkh@twp.northfield.mi.us

(734) 449-2880

Estimate No.

41364

Project

Qty	Item	Description	Cost	Total
1	BMD-SWATEMTVSTU	ATEM Television Studio	945.25	945.25T
1	BMD-BDLKSDI4K	Blackmagic DeckLink SDI 4K	280.25	280.25T
1	BMD-CONVMASA	BlackMagic Mini Converter - SDI to Analog	185.25	185.25T
	BMD-CONVMCAUDS	BlackMagic Mini Converter - Audio to SDI	185.25	185.25T
1	VS-PTC-50	Marshall Electronics Mini RS-485 Controller Joystick	149.99	149.99T
	S2340M	23" Widescreen Flat Panel Monitor (Multiview Screen)	184.99	184.99T
	Cable Budget	Applicable cabling and connectors for this equipment.	480.00	480.00T
36	Labor Charges	Labor Charges - 2 Techs @ 3 Days	65.00	2,340.00
		- Includes moving and reconnecting old rack and speakers		
		- Setup and configuration of BlackMagic Television Studio and Software		
		- Installation and wiring of new cameras		
		Tax Exempt Organization	0.00	0.00

I accept all charges shown above and will pay the full amount to Mercury Sound & Lighting.

Total: \$4,750.98

* 50% is due for all orders.

* Balance due upon installation/delivery.

Signature _____

Interstate Restoration & Construction

22310 Telegraph Road
Southfield, Mi 48034

Client: Northfield Township - Howard Fink
Property: Township Hall 2nd Floor remodel
Northfield Twp, MI

Home: (734) 449-2880

Operator: KBORTELS

Estimator: Kurt Bortels
Position: Project Director
Company: Interstate Restoration, Construction & Services
Business: 22310 Telegraph Rd
Southfield, MI 48033

Business: (248) 752-5847
E-mail: kbortels@Interstaterestoration.com

Type of Estimate: <NONE>

Date Entered: 7/23/2015

Date Assigned:

Price List: MIAA8X_JUL15

Labor Efficiency: Restoration/Service/Remodel

Estimate: KWB_NRTHFLDTWP-2NDFL

Interstate Restoration & Construction Job #

Dear Northfield Township - Howard Fink

Attached is the estimate for repairs to your building. The Total of the estimate is \$ **19,915.47**.

This scope of repairs has been formulated based upon non-destructive observation only. Only those items listed are included in this estimate. All items are subject to verification and approval prior to commencement of work. It is the intent of this scope to be as thorough as possible. However, upon demolition of the affected areas we reserve the right to make a reevaluation of the damage. We have inspected your property located at the above captioned address. Based upon field inspections and blue prints provided by the owner, along with zoning variances, we have estimated the following scope of damage. Repair or replacement of damaged items is as existed with consideration for building code upgrades or additional requirements, if necessary (unless otherwise noted). Sincerely,

Kurt Bortels

Project Director

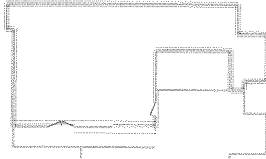
Interstate Restoration & Construction Services.

KWB_NRTHFLDTWP-2NDFL

Main Level

Meeting Room

Height: 8'



1,760.67 SF Walls	1,663.02 SF Ceiling
3,423.69 SF Walls & Ceiling	1,663.02 SF Floor
184.78 SY Flooring	218.33 LF Floor Perimeter
228.83 LF Ceil. Perimeter	

Door

6' 11" X 6' 8"

Opens into HALLWAY

Door

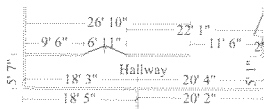
3' 7" X 6' 8"

Opens into ENTRY_FOYER

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Texture drywall - smooth / skim coat	1,663.02 SF	0.00	0.80	8.98	267.88	1,607.28
Current ceilings are fire taped only and require finish coats of mud base, sanding and preparation for final painting.						
2. Seal/prime then paint the walls and ceiling (2 coats)	3,423.69 SF	0.00	0.78	30.81	540.26	3,241.55
3. Painter - per hour	12.00 HR	0.00	60.83	0.00	146.00	875.96
Seal and paint all conduit, hvac ducts and misc at ceiling						
4. Interior Wood Grain Fire Rated door, 8' - solid alder - paneled - pre-hung	1.00 EA	0.00	673.97	36.56	142.12	852.65
5. Wood grain Fire Rated double doors - Exterior - stain grade jamb & casing	2.00 EA	0.00	1,449.98	144.26	608.86	3,653.08
6. Panic hardware - rim series (bar and latch, no rods)	3.00 EA	0.00	500.53	74.24	315.16	1,890.99
7. Door closer - Heavy duty - Commercial grade	3.00 EA	0.00	248.04	40.50	156.92	941.54
Totals: Meeting Room				335.35	2,177.20	13,063.05

Hallway

Height: 8'



614.01 SF Walls	196.38 SF Ceiling
810.39 SF Walls & Ceiling	196.38 SF Floor
21.82 SY Flooring	75.60 LF Floor Perimeter
82.51 LF Ceil. Perimeter	

Missing Wall

5' 1" X 8'

Opens into ENTRY_FOYER

Door

6' 11" X 6' 8"

Opens into MEETING_ROOM

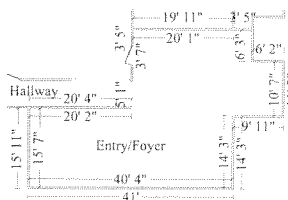
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
-------------	-----	--------	---------	-----	-----	-------

Interstate Interstate Restoration & Construction

22310 Telegraph Road
Southfield, Mi 48034

CONTINUED - Hallway

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
8. Metal studding, 3 5/8" wide, 16" OC, 25 gauge 2 new walls to be built approx 10-11 ft high, support post at intersection and all prep work for drywall/finishing	262.20 SF	0.00	1.57	9.75	84.30	505.70
9. 5/8" drywall - hung, taped, floated, ready for paint Drywall line items is for both sides of new walls complete.	524.40 SF	0.00	1.61	16.05	172.08	1,032.41
10. Drywall Installer / Finisher - per hour Prep labor to open existing walls, clean joints and install backing for new drywall to existing wall.	4.50 HR	0.00	55.00	0.00	49.50	297.00
11. Texture drywall - smooth / skim coat Current ceilings are fire taped only and require finish coats of mud base, sanding and preparation for final painting.	196.38 SF	0.00	0.80	1.06	31.64	189.80
12. Seal/prime then paint the walls and ceiling (2 coats)	810.39 SF	0.00	0.78	7.29	127.88	767.27
13. Painter - per hour Seal and paint all conduit, hvac ducts and misc at ceiling	2.00 HR	0.00	60.83	0.00	24.34	146.00
Totals: Hallway				34.15	489.74	2,938.18



Entry/Foyer

Height: 8'

1,232.78 SF Walls	1,066.97 SF Ceiling
2,299.75 SF Walls & Ceiling	1,066.97 SF Floor
118.55 SY Flooring	153.50 LF Floor Perimeter
157.08 LF Ceil. Perimeter	

Missing Wall

5' 1" X 8'

Opens into HALLWAY

Door

3' 7" X 6' 8"

Opens into MEETING_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
14. Texture drywall - smooth / skim coat Current ceilings are fire taped only and require finish coats of mud base, sanding and preparation for final painting.	1,066.97 SF	0.00	0.80	5.76	171.88	1,031.22
15. Seal/prime then paint the walls and ceiling (2 coats)	2,299.75 SF	0.00	0.78	20.70	362.90	2,177.41
16. Painter - per hour Seal and paint all conduit, hvac ducts and misc at ceiling	8.00 HR	0.00	60.83	0.00	97.32	583.96
Totals: Entry/Foyer				26.46	632.10	3,792.59

Total: Main Level

395.96 3,299.04 19,793.82

22310 Telegraph Road
Southfield, Mi 48034

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
17. Finish carpentry labor minimum	1.00 EA	0.00	101.37	0.00	20.28	121.65
Totals: Labor Minimums Applied				0.00	20.28	121.65
Line Item Totals: KWB_NRTHFLDTWP-2NDFL				395.96	3,319.32	19,915.47

Grand Total Areas:

4,093.31 SF Walls	3,134.18 SF Ceiling	7,227.49 SF Walls and Ceiling
3,134.18 SF Floor	348.24 SY Flooring	508.16 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	529.16 LF Ceil. Perimeter
3,134.18 Floor Area	3,266.83 Total Area	4,093.31 Interior Wall Area
2,385.40 Exterior Wall Area	265.04 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



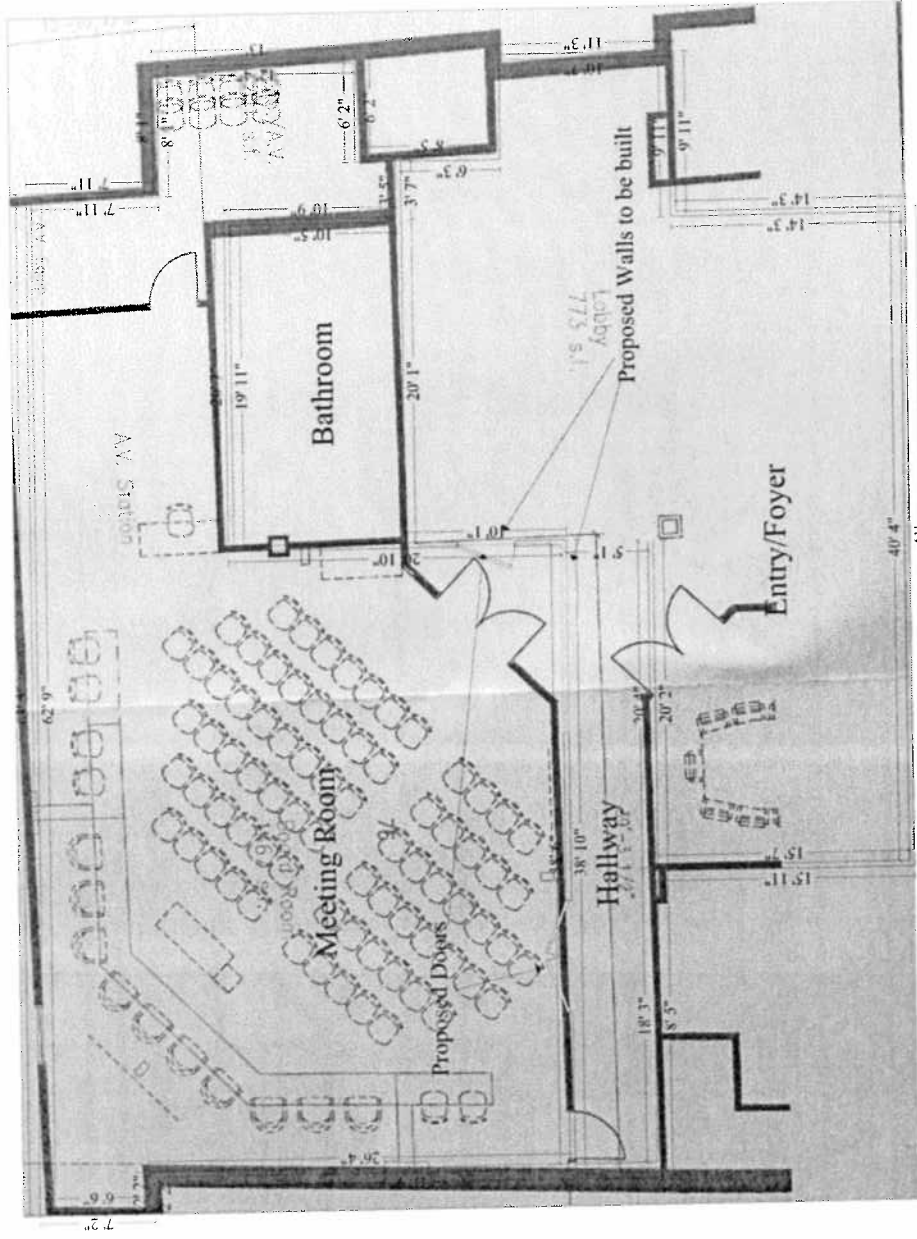
Interstate Restoration & Construction

22310 Telegraph Road
Southfield, Mi 48034

Summary

Line Item Total	16,200.19
Material Sales Tax	395.96
	<hr/>
Subtotal	16,596.15
Overhead	1,659.66
Profit	1,659.66
	<hr/>
Replacement Cost Value	\$19,915.47
Net Claim	\$19,915.47
	<hr/> <hr/>

Kurt Bortels
Project Director



R and R Craftsmen LLC
15658 Devonshire
Pinckney, Mi. 48169
737-320-3928 / 517-795-3819

Date: August 5, 2015

Invoice #: RR08052015

Submitted to: Director Bill Wagner
Northfield Township

Address: 8350 Main Street
Whitmore Lake, MI 48189

Phone: (734) 449-2880

Proposal

**We propose to enter into a contract for the work as described by Director Wagner.
Any additional work will be on a time and material basis.**

Cover and protect

- Walls
- Floors
- Windows
- Sprinkler heads
- Duct work (not to be painted)

Demo

- Cut in for 36" 90 minute swing out door

Framing

- Frame for a 36" fire rated door (swing out into hallway)
- Frame 14' wall from north wall to west wall (at 45 degree angle)
- Frame for double 36" fire rated doors (swing out)
- Frame from floor to ceiling to secure doors and wall
- Frame walls with steel studs
- Frame door with wood framing backer

Drywall

- Drywall new wall with 5/8" drywall (up to 7' or 24" below sprinkler supply)
- Mud, tape and sand (make ready for primer paint)
- Sand ceiling
- Repair drywall as needed
- Prep for primer and paint

Paint

- Prep all sprinkler pipes with mineral spirits (to remove oils) and prep for paint
- Paint ceiling flat black
- Except for duct work, all ceiling components to be painted flat black
- New wall to be primed and painted to match existing

Doors

- Match (as close as possible) all new doors to existing doors
- All doors include panic hardware, lockable handles and closures
- Exit signs (match as close as possible) to existing signs

Material and labor total:

\$32,400.00 (Thirty two thousand four hundred dollars)

Preliminary - Counts to be verified by Electrician / Contractor

Project: 01 8543 Phase II
Name Northfield Township Bldg
Address 8356 Main
City, State, Zip Whitmore Lake, MI 48189



7892 W. Grand River
Brighton, MI 48114
(810) 227-3377 (EDSS)
(810) 227-3399 Fax
www.edssenergy.com

8/31/2015

Quote

PE: ER PM: GE PD: GD

Type	Qty	Description	Lamp	Manu	Cat #	Unit	Unit Ext.
Interior Lighting Quote:							
CM	40	2X2 LED SM Panel Pendant Mt	38 wat LED	NORA	NPD-E22-4K	\$ 115.00	\$ 4,600.00
CM-PK	40	Pendant Kits & Frame		NOAR	NPD	\$ 85.00	\$ 3,400.00
CM-A	4	0-10V Dimmer Low Voltage		LUTRON	MS-Z101	\$ 82.00	\$ 328.00
							\$ -
INSTALL	1	Wiring, Installing fixture & Dimmers		Caldwell		\$ 3,289.00	\$ 3,289.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
GRAND TOTAL FOR ABOVE FIXTURES							\$ 11,617.00

Drawings Referenced:

Huron

Carpet & Floor Covering, Inc.

30467 Beck Rd.

Wixom, MI 48393

Phone (248)668-3138

Fax (248)668-3137

Customer	Northfield Twp.				Salesman	Darren
Address	8350 Main St				Date	7/7/15
City	Whitmore Lake	State	MI	Zip		
Phone	734-449-2880	Howard Fink				

Materials	Amount	Price Per	Total
Carpet Tiles -Bliss - Style TBD / Color TBD	335	\$ 15.00	\$ 5,025.00
Adhesive	3	\$ 103.00	\$ 309.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Labor	Amount	Price Per	Total
Install Carpet Tiles	335	\$ 2.75	\$ 921.25
Supply & Install Vinyl Transition - Carpet to Nothing	42	\$ 2.00	\$ 84.00
Supply & Install Vinyl Transition - Carpet to Rubber	6	\$ 2.00	\$ 12.00
Supply & Install Vinyl Cove Base	280	\$ 1.65	\$ 462.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Price May adjust DOWN depending on final product decision. This should be a worse case scenario.

Option #1 Main Conference areas stopping at window in back area and soda machine

TERMS: NET 30 DAYS A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM AND \$5.00 PER STATEMENT) WILL BE ADDED TO PAST DUE ACCOUNTS. CUSTOMER WILL ALSO BE RESPONSIBLE FOR ANY LEGAL FEES WHICH CONCUR. THERE WILL BE A 25 % RE-STOCKING FEE FOR ALL RETURNS

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Floor prep amounts are estimates only.

There may be additional charges to be billed by man hour

Acceptance of Proposal:
The above prices, specs, and conditions are acceptable and are hereby accepted.
You are authorized to do the work as specified. Note this proposal maybe withdrawn by us if not accepted within 30 days.

Material Subtotal	\$	5,334.00
Labor Subtotal	\$	1,798.25
Tax	\$	320.04
Total	\$	7,133.29
Deposit		
Balance	\$	7,133.29
C.O.D.		

Date of Acceptance:

Signature:

Huron

Carpet & Floor Covering, Inc.

30467 Beck Rd.

Wixom, MI 48393

Phone (248)668-3138

Fax (248)668-3137

Customer Northfield Twp.

Address 8350 Main St

City Whitmore Lake

State

MI

Zip

Phone 734-449-2880

Howard Fink

Salesman

Darren

Date

7/7/15

Materials	Amount	Price Per	Total
Carpet Tiles - Mohawk - Style TBD / Color TBD	335	\$ 19.20	\$ 6,432.00
Adhesive	3	\$ 103.00	\$ 309.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Labor	Amount	Price Per	Total
Install Carpet Tiles	335	\$ 2.75	\$ 921.25
Supply & Install Vinyl Transition - Carpet to Nothing	42	\$ 2.00	\$ 84.00
Supply & Install Vinyl Transition - Carpet to Rubber	6	\$ 2.00	\$ 12.00
Supply & Install Vinyl Cove Base	280	\$ 1.65	\$ 462.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Price May adjust DOWN depending on final product decision. This should be a worse case scenario.

Option #1 Main Conference areas stopping at window in back area and soda machine

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All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Floor prep amounts are estimates only.

There may be additional charges to be billed by man hour

Acceptance of Proposal:
The above prices, specs, and conditions are acceptable and are hereby accepted.
You are authorized to do the work as specified. Note this proposal maybe withdrawn by us if not accepted within 30 days.

Date of Acceptance:

Signature:

Material Subtotal	\$ 6,741.00
Labor Subtotal	\$ 1,479.25
Tax	\$ 404.46
Total	\$ 8,624.71
Deposit	
Balance	\$ 8,624.71
C.O.D.	

Huron
Carpet & Floor Covering, Inc.

30467 Beck Rd.
Wixom, MI 48393
Phone (248)668-3138
Fax (248)668-3137

Customer	Northfield Twp.				Salesman	Darren
Address	8350 Main St				Date	7/7/15
City	Whitmore Lake	State	MI	Zip		
Phone	734-449-2880	Howard Fink				

	Amount	Price Per	Total
Materials			
Carpet Tiles -Bliss - Style TBD / Color TBD	352	\$ 15.00	\$ 5,280.00
Adhesive	4	\$ 103.00	\$ 412.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Labor			
Install Carpet Tiles	352	\$ 2.75	\$ 968.00
Supply & Install Vinyl Transition - Carpet to Nothing	30	\$ 2.00	\$ 60.00
Supply & Install Vinyl Transition - Carpet to Rubber	6	\$ 2.00	\$ 12.00
Supply & Install Vinyl Cove Base	320	\$ 1.65	\$ 528.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Price May adjust DOWN depending on final product decision. This should be a worse case scenario.

Option #2 Stopping at Soda Machine and covering all except back storage closet

TERMS: NET 30 DAYS A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM AND \$5.00 PER STATEMENT) WILL BE ADDED TO PAST DUE ACCOUNTS. CUSTOMER WILL ALSO BE RESPONSIBLE FOR ANY LEGAL FEES WHICH CONCUR. THERE WILL BE A 25 % RE-STOCKING FEE FOR ALL RETURNS
All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Floor prep amounts are estimates only.

There may be additional charges to be billed by man hour

Acceptance of Proposal:
The above prices, specs, and conditions are acceptable and are hereby accepted.
You are authorized to do the work as specified. Note this proposal may be withdrawn by us if not accepted within 30 days.

Material Subtotal	\$ 5,692.00
Labor Subtotal	\$ 1,568.00
Tax	\$ 341.52
Total	\$ 7,601.52
Deposit	
Balance	\$ 7,601.52
C.O.D.	

Date of Acceptance: _____

Signature: _____

Carpet & Floor Covering, Inc.

Fax (248)668-3137

Customer	Northfield Twp.				Fax (248) 333-5151	
Address	8350 Main St					
City	Whitmore Lake	State	MI	Zip	Salesman	Darren
Phone	734-449-2880	Howard Fink			Date	7/7/15

[illegible][illegible]

Price May adjust DOWN depending on final product decision. This should be a worse case scenario.

Option #2 Stopping at Soda Machine and covering all except back storage closet

TERMS: NET 30 DAYS A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM AND \$5.00 PER STATEMENT) WILL BE ADDED TO PAST DUE ACCOUNTS. CUSTOMER WILL ALSO BE RESPONSIBLE FOR ANY LEGAL FEES WHICH CONCUR. THERE WILL BE A 25 % RESTOCKING FEE FOR ALL RETURNS

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Floor prep amounts are estimates only.

There may be additional charges to be billed by man hour

Acceptance of Proposal:
The above prices, specs, and
conditions are acceptable and are
hereby accepted.

You are authorized to do the work as specified. Note this proposal maybe withdrawn by us if not accepted within 30 days.

Material Subtotal	\$	7,170.40
Labor Subtotal	\$	1,568.00
Tax	\$	430.22
Total	\$	9,168.62
Deposit		
Balance	\$	9,168.62
C.O.D.		

Date of Acceptance:

Signature:

Huron

Carpet & Floor Covering, Inc.

30467 Beck Rd.

Wixom, MI 48393

Phone (248)668-3138

Fax (248)668-3137

Customer	Northfield Twp.				Salesman	Darren
Address	8350 Main St				Date	7/7/15
City	Whitmore Lake	State	MI	Zip		
Phone	734-449-2880	Howard Fink				

Materials	Amount	Price Per	Total
Carpet Tiles - Mohawk - Style TBD / Color TBD	385	\$ 19.20	\$ 7,392.00
Adhesive	4	\$ 103.00	\$ 412.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Labor	Amount	Price Per	Total
Install Carpet Tiles	385	\$ 2.75	\$ 1,058.75
Supply & Install Vinyl Transition - Carpet to Nothing	30	\$ 2.00	\$ 60.00
Supply & Install Vinyl Transition - Carpet to Rubber	6	\$ 2.00	\$ 12.00
Supply & Install Vinyl Cove Base	360	\$ 1.65	\$ 594.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Price May adjust DOWN depending on final product decision. This should be a worse case scenario.

Option #3 All Areas Requested

<p>TERMS: NET 30 DAYS A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM AND \$5.00 PER STATEMENT) WILL BE ADDED TO PAST DUE ACCOUNTS. CUSTOMER WILL ALSO BE RESPONSIBLE FOR ANY LEGAL FEES WHICH CONCUR. THERE WILL BE A 25 % RE-STOCKING FEE FOR ALL RETURNS</p> <p>All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.</p>	Floor prep amounts are estimates only.		
	There may be additional charges to be billed by man hour		
	<p>Acceptance of Proposal:</p> <p>The above prices, specs, and conditions are acceptable and are hereby accepted.</p> <p>You are authorized to do the work as specified. Note this proposal maybe withdrawn by us if not accepted within 30 days.</p>	Material Subtotal	\$ 7,804.00
		Labor Subtotal	\$ 1,724.75
		Tax	\$ 468.24
		Total	\$ 9,996.99
		Deposit	
		Balance	\$ 9,996.99
		C.O.D.	
		<p>Date of Acceptance:</p>	
<p>Signature:</p>			

Huron

Carpet & Floor Covering, Inc.

30467 Beck Rd.

Wixom, MI 48393

Phone (248)668-3138

Fax (248)668-3137

Customer	Northfield Twp.				Salesman	Darren
Address	8350 Main St				Date	7/7/15
City	Whitmore Lake	State	MI	Zip		
Phone	734-449-2880	Howard Fink				

Materials	Amount	Price Per	Total
Carpet Tiles - Bliss - Style TBD / Color TBD	385	\$ 15.00	\$ 5,775.00
Adhesive	4	\$ 103.00	\$ 412.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Labor	Amount	Price Per	Total
Install Carpet Tiles	385	\$ 2.75	\$ 1,058.75
Supply & Install Vinyl Transition - Carpet to Nothing	30	\$ 2.00	\$ 60.00
Supply & Install Vinyl Transition - Carpet to Rubber	6	\$ 2.00	\$ 12.00
Supply & Install Vinyl Cove Base	360	\$ 1.65	\$ 594.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Price May adjust DOWN depending on final product decision. This should be a worse case scenario.

Option #3 All Areas Requested

TERMS: NET 30 DAYS A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM AND \$5.00 PER STATEMENT) WILL BE ADDED TO PAST DUE ACCOUNTS. CUSTOMER WILL ALSO BE RESPONSIBLE FOR ANY LEGAL FEES WHICH CONCUR. THERE WILL BE A 25 % RE-STOCKING FEE FOR ALL RETURNS

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Floor prep amounts are estimates only.

There may be additional charges to be billed by man hour

Acceptance of Proposal:
The above prices, specs, and conditions are acceptable and are hereby accepted.
You are authorized to do the work as specified. Note this proposal maybe withdrawn by us if not accepted within 30 days.

Material Subtotal	\$ 6,187.00
Labor Subtotal	\$ 1,724.75
Tax	\$ 371.22
Total	\$ 8,282.97
Deposit	
Balance	\$ 8,282.97
C.O.D.	

Date of Acceptance:

Signature:

ANN ARBOR AUDIO

12613 Grand River Rd.
Brighton, MI 48116

PHONE: (810) 220-1000

FAX: (810) 220-1010

CONTACT: John Malek, jmalek@annarbaud.com

A³

PROPOSAL

VERSION:	1
DATE:	8/5/2015
PROJECT:	15-2573
CUST ID:	698

PROJECT NAME:

TO: Northfield Township

8350 Main Street
Whitmore Lake, MI 48189

ATTN: Howard Fink

PHONE: 734-449-2880 ext.12

EMAIL: finkh@twp.northfield.mi.us

**Meeting Room AV System Upgrade
Stays in the North Room**

ITEM	QTY.	DESCRIPTION	COST	EXT COST
1	1	Replace existing Roland video switcher with a Basic Desktop 4 x 1 Composite video Mechanical switcher with stereo audio inputs & outputs; connects to existing cables already in use	175.00	175.00
2	1	Replace existing Tascam dual cassette recorder with a desktop Digital Audio recorder for MP3 files; networkable, programmable start and stop, mono compatible, SD disc (32GB card included) and/or USB output to external hard disc drive (not included), analog input from existing rack mounted mic mixer, includes easy to use transcription software that can be loaded onto any PC, USB Mouse and keyboard (included)	797.00	797.00
3	1	Replace existing Radio Shack mixer with passive balanced-unbalanced audio 10KΩ signal combiner with new audio cables to all equipment	95.00	95.00
4	1	Misc cables connectors, adaptors, cable management and cleaning supplies	80.00	80.00
5	1	UPS Ground-Freight	35.00	35.00
6	1	Labor to replace existing equipment as noted above, tune sound system for optimum speech intelligibility within the room and over the broadcast, attend (1) one Township Board meeting, (1) one Planning Commission meeting and (1) one ZBA meeting and adjust mic levels, equalization balance and compressor limiter settings; train staff on recording meetings and transferring files to another PC, coordinate with IT for networked audio	2,750.00	2,750.00
Approved Signature: _____ DATE: _____ PO# _____			TOTAL:	\$3,932.00

PAYMENT TERMS: Net 20 Days with Purchase Order

QUOTE VALID FOR 20 DAYS

Thank you for contacting Ann Arbor Audio

Sales Tax of 6% will be added where applicable.
A3 will invoice for stored materials.

ANN ARBOR AUDIO

12613 Grand River Rd.
Brighton, MI 48116

PHONE: (810) 220-1000

FAX: (810) 220-1010

CONTACT: John Malek, jmalek@annarbaud.com

A³

PROPOSAL

VERSION:	2
DATE:	8/5/2015
PROJECT:	15-2573
CUST ID:	698

PROJECT NAME:

TO: Northfield Township

8350 Main Street

Whitmore Lake, MI 48189

ATTN: Howard Fink

PHONE: 734-449-2880 ext.12

EMAIL: hinkh@twp.northfield.mi.us

Meeting Room AV System Upgrade
Moved to the South Room

ITEM	QTY.	DESCRIPTION	COST	EXT COST
1	1	Replace existing Roland video switcher with a Basic Desktop 4 x 1 Composite video Mechanical switcher with stereo audio inputs & outputs; connects to existing cables already in use	175.00	175.00
2	1	Replace existing Tascam dual cassette recorder with a desktop Digital Audio recorder for MP3 files; networkable, programmable start and stop, mono compatible, SD disc (32GB card included) and/or USB output to external hard disc drive (not included), analog input from existing rack mounted mic mixer, includes easy to use transcription software that can be loaded onto any PC, USB Mouse and keyboard (included)	797.00	797.00
3	1	Replace existing Radio Shack mixer with passive balanced-unbalanced audio 10KΩ signal combiner with new audio cables to all equipment	95.00	95.00
4	1	Add New digital audio mixer at AV seat position and install existing digital mic mixer under table-top, install new mic cables under-table to same location as the existing mic cable bundle and connect old mixer	1,576.25	1,576.25
5	1	Replace eight existing ceiling loudspeakers with five (5) new 5-1/4" woofer with 3/4" tweeter 2-way surface mount enclosure, 70V transformer	735.00	735.00
5	1	Misc cables connectors, adaptors, cable management and cleaning supplies	405.00	405.00
6	1	UPS Ground-Freight	122.00	122.00
7	1	Labor to relocate cameras, rack and equipment inside and or replace existing equipment as noted above, tune sound system for optimum speech intelligibility within the room and over the broadcast, attend (1) one Township Board meeting, (1) one Planning Commission meeting and (1) one ZBA meeting and adjust mic levels, equalization balance and compressor limiter settings; train staff on recording meetings and transferring files to another PC, coordinate with IT for networked audio.	4,875.00	4,875.00
Approved Signature: _____ DATE: _____ PO# _____				

TOTAL: \$8,780.25

PAYMENT TERMS: Net 20 Days with Purchase Order

QUOTE VALID FOR 20 DAYS

Thank you for contacting Ann Arbor Audio

Sales Tax of 6% will be added where applicable.
A3 will invoice for stored materials.

Donald E. McNabb Co.

31250 S. Milford Road
Milford, MI 48381
(248) 437-8146
FAX (248) 437-3620

QUOTE # 282859
07/08/15 16:23

This is a quote NOT a receipt

Page 1

S FINK, HOWARD~
O 8350 MAIN STREET
L
D WHITMORE LAKE, MI 48189-
(734) 449-2880

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SLSMAN JAKE SIMMONS	QUOTE # 282859	QUOTE	CUST# 211684	STORE 1
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QNTY	DESCRIPTION	EXT PRICE
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1.00	@ 200.00 MINIMUM INSTALLATION CHARGE 137 SQ FT LABOR / a /	200.00
34.00	@ 2.50 SUPPLY COVE BASE / a / TO BE DETERMINED	85.00
4.00	@ 2.50 SUPPLY GRIPPER / a / SILVER OR GOLD SIZE: 4 FEET	10.00

THANKYOU, JAKE

NO RETURNS REFUNDS EXCHANGES ON USED OR DISCONT.
FURNITURE MOVE, RIP UP AND/OR HAUL AWAY ARE EXTRA
LABOR ESTIMATE DOES NOT INCLUDE HIDDEN PROBLEMS
AND/OR WORK. 0% FINANCING AVAIL. ASK FOR DETAILS

*****THIS QUOTE EXPIRES 08/07/15*****

CUSTOMER COPY

SUBTOTAL	295.00
SALES TAX	5.70
TOTAL	300.70

* BALANCE * 300.70

Donald E. McNabb Co.

QUOTE # 282858
07/08/15 16:17

31250 S. Milford Road
Milford, MI 48381
(248) 437-8146
FAX (248) 437-3620

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Page 1

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O 8350 MAIN STREET
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(734) 449-2880

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SLSMAN JAKE SIMMONS	QUOTE # 282858	QUOTE	CUST# 211684	STORE 1
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QNTY	DESCRIPTION	EXT PRICE
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382.00	@ 0.70 INSTALLATION 382 SQ FT LABOR / a /	267.40
65.00	@ 2.50 SUPPLY COVE BASE / a / TO BE DETERMINED SIZE: 4 INCH 65 FT	162.50

THANKYOU, JAKE

NO RETURNS REFUNDS EXCHANGES ON USED OR DISCONT.
FURNITURE MOVE, RIP UP AND/OR HAUL AWAY ARE EXTRA
LABOR ESTIMATE DOES NOT INCLUDE HIDDEN PROBLEMS
AND/OR WORK. 0% FINANCING AVAIL. ASK FOR DETAILS

*****THIS QUOTE EXPIRES 08/07/15*****

CUSTOMER COPY

SUBTOTAL	429.90
SALES TAX	9.75
TOTAL	439.65

* BALANCE * 439.65

Donald E. McNabb Co.

31250 S. Milford Road
Milford, MI 48381
(248) 437-8146
FAX (248) 437-3620

QUOTE # 282857
07/08/15 16:04
REVISED ORDER

This is a quote NOT a receipt

Page 1

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O 8350 MAIN STREET
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(734) 449-2880

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SLSMAN JAKE SIMMONS	QUOTE # 282857	QUOTE	CUST# 211684	STORE 1
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QNTY	DESCRIPTION	EXT PRICE
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2529.00	@ 0.70 INSTALLATION 2529 SQ FT LABOR / a /	1770.30
38.00	@ 2.50 SUPPLY GRIPPER / a / SILVER OR GOLD SIZE: 38 FEET	95.00
322.00	@ 2.50 SUPPLY COVE BASE / a / TO BE DETERMINED SIZE: 4 INCH 322 FT	805.00

THANKYOU, JAKE

NO RETURNS REFUNDS EXCHANGES ON USED OR DISCONT.
FURNITURE MOVE, RIP UP AND/OR HAUL AWAY ARE EXTRA
LABOR ESTIMATE DOES NOT INCLUDE HIDDEN PROBLEMS
AND/OR WORK. 0% FINANCING AVAIL. ASK FOR DETAILS

*****THIS QUOTE EXPIRES 08/07/15*****

SUBTOTAL	2670.30
SALES TAX	54.00
TOTAL	2724.30

CUSTOMER COPY

* BALANCE * 2724.30

Donald E. McNabb Co.

31250 S. Milford Road
Milford, MI 48381
(248) 437-8146
FAX (248) 437-3620

QUOTE # 282859
07/08/15 16:23

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S FINK, HOWARD~
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(734) 449-2880

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Page 1

SLSMAN JAKE SIMMONS	QUOTE # 282859	QUOTE	CUST# 211684	STORE 1
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QNTY	DESCRIPTION	EXT PRICE
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1.00	@ 200.00 MINIMUM INSTALLATION CHARGE 137 SQ FT LABOR / a /	200.00
34.00	@ 2.50 SUPPLY COVE BASE / a / TO BE DETERMINED	85.00
4.00	@ 2.50 SUPPLY GRIPPER / a / SILVER OR GOLD SIZE: 4 FEET	10.00

THANKYOU, JAKE

NO RETURNS REFUNDS EXCHANGES ON USED OR DISCONT.
FURNITURE MOVE, RIP UP AND/OR HAUL AWAY ARE EXTRA
LABOR ESTIMATE DOES NOT INCLUDE HIDDEN PROBLEMS
AND/OR WORK. 0% FINANCING AVAIL. ASK FOR DETAILS

*****THIS QUOTE EXPIRES 08/07/15*****

SUBTOTAL	295.00
SALES TAX	5.70
TOTAL	300.70

CUSTOMER COPY

* BALANCE * 300.70

Donald E. McNabb Co.

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QUOTE # 282858
07/08/15 16:17

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S FINK, HOWARD
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(734) 449-2880

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Page 1

SLSMAN JAKE SIMMONS	QUOTE # 282858	QUOTE	CUST# 211684	STORE 1
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QNTY	DESCRIPTION	EXT PRICE
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382.00	@ 0.70 INSTALLATION 382 SQ FT LABOR / a /	267.40
65.00	@ 2.50 SUPPLY COVE BASE / a / TO BE DETERMINED SIZE: 4 INCH 65 FT	162.50

THANKYOU, JAKE

NO RETURNS REFUNDS EXCHANGES ON USED OR DISCONT.
FURNITURE MOVE, RIP UP AND/OR HAUL AWAY ARE EXTRA
LABOR ESTIMATE DOES NOT INCLUDE HIDDEN PROBLEMS
AND/OR WORK. 0% FINANCING AVAIL. ASK FOR DETAILS

*****THIS QUOTE EXPIRES 08/07/15*****

SUBTOTAL	429.90
SALES TAX	9.75
TOTAL	439.65

CUSTOMER COPY

* BALANCE * 439.65

Memo

To: Northfield Township Board
From: Howard Fink
Date: 9/17/2015
Re: Downtown Planning Group

Dear Township Board,

Barb Griffith and I discussed the directives of the board from two meetings ago. What we heard is that the board would like new blood to discuss the downtown planning efforts. The sense was, the more the merrier. In order to keep the group manageable, we would like to keep it to 15 members. This will be a volunteer run effort led by myself and Barb Griffith. We both are in agreement that this should not be led by consultants, so that we can keep costs low and create a plan that is community driven. We will invite residents and interested parties to submit a letter of interest and Barb and I will compile the group. New individuals who are not already represented on existing boards will be given priority, as this will help to encourage new blood. If you are in agreement with this format, we request the board officially form the group via motion.

Respectfully Submitted,

Howard Fink, Township Manager

Barb Griffith, DDA President and Local Business Owner