

# **NORTHFIELD TOWNSHIP BOARD AGENDA**

**February 9, 2016 - - 7:00 PM**

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

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

CONSENT AGENDA: Minutes, Bills

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

CORRESPONDENCE AND ANNOUNCEMENTS

## REPORTS/UPDATES

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

## PUBLIC HEARING

1. Parks & Recreation Master Plan

## AGENDA ITEMS

1. Resolution 16-537: Parks & Recreation Master Plan
2. Verizon Cell Tower
3. Distribution of Funds from Verizon Cell Tower Agreement (if approved)
4. Increasing Investments
5. Cost Recovery Services Agreement
6. Cost Recovery Schedule
7. WLSAD Award of Bid
8. Grinder Pump Quote
9. WLSAD Construction Services

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

BOARD MEMBER COMMENTS

ADJOURNMENT

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

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

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### January 12, 2016

#### CALL TO ORDER

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

#### PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

#### ROLL CALL

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

Also present:

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

#### CONSENT AGENDA:

- Minutes
- Bills

- **Motion:** Engstrom moved, Chick supported, that the minutes and bills be approved as presented.  
**Motion carried 6—0 on a voice vote.**

#### ADOPT BALANCE OF AGENDA

Engstrom added a *Resolution for Poverty Exemption* and *Special Assessment Bonds Representation* and removed Planning Commission Appointments.

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

#### FIRST CALL TO THE PUBLIC

Ed Woytys, 6235 Hellner Road, and Cecelia Infante, 1035 E. Five Mile Road made comments about the Township's relationship with Planning Commission consultants and residents. Susan Shink, 600 W. Joy Road, supported several candidates to serve on the Planning Commission. Sam Iaquinto, 9876 Main Street, commented on the current make-up of the Planning Commission. Mary Devlin, 9211 Brookside, urged citizens, the Board, and the Planning Commission to work together. David Perry, 9411 Earhart Road, commented on the planning consultant, Commission appointments, and the Master Plan. David Gordon, 5558 Hellner Road, and Craig Warburton, 450 W. Joy Road made comments about the Township's

relationship with planning consultants. Jennifer DeLisle, 7441 Spencer Road, said everyone should work together for the Township's benefit.

#### CORRESPONDENCE AND ANNOUNCEMENTS

None.

#### REPORTS

##### Department Heads

There were no comments on the Township Manager, Senior Center, Wastewater Treatment Plant, and Financial reports or from Parks and Recreation. The ZBA did not meet, and Chick gave a brief report about the Planning Commission December 16<sup>th</sup> meeting.

- **Motion:** Chick moved, Engstrom supported, that the hiring Russell Hollister as paid-on-call Firefighter be approved contingent upon passing a background check and physical. **Motion carried 6—0 on a voice vote.**

#### AGENDA ITEMS

##### 1.

##### Corrected 2016 Meeting Schedule

- **Motion:** Engstrom moved, Braun supported, that the corrected 2016 Township Board Meeting Schedule be approved as presented.  
**Motion carried 6—0 on a voice vote.**

##### 2.

##### Kiwanis Request to Waive Fees

- **Motion:** Chick moved, Engstrom supported, to waive the \$100 zoning application fee related to the Kiwanis moving to the downtown space for the thrift store.  
**Motion carried 5—0—1 on a voice vote, Otto abstaining.**

##### 3.

##### Civic Event Application: Pond Hockey

- **Motion:** Chick moved, Braun supported, to approve a civic event application for the Michigan Pond Hockey Classic to be held February 5, 6, and 7, 2016, with backup dates of February 19, 20, and 21, 2016, contingent upon all requirements being met prior to the event date.

Chief Wagner said the Police Department is also asking for at least one certified and one reserve officer on site and for the organization to train volunteers who will be serving alcohol. It was agreed Wagner may require those items and all items listed on the cover page as a condition of approval.

**Motion carried 6—0 on a voice vote.**

4.  
**Zoning Change for Washtenaw County Preserve**

- **Motion:** Chick moved, Otto supported, to approve Case JPC1500006, Washtenaw County Parks and Recreation at 2230 Platt Road, Ann Arbor, Michigan 48107, rezoning from Agricultural District and Local Commercial District to Recreation Conservation District, Section 36-125, Parcel Numbers B-02-04-100-002, B-02-04-300-001, B-02-04-400-003, and B-02-09-200-001, and are zoned AR, RC, AR, LC, and LC.  
**Motion carried 6—0 on a voice vote.**

5.  
**Horseshoe Lake Sewer Refund**

- **Motion:** Chick moved, Engstrom supported, to approve the issuance of a refund due to Mr. Rick Van Bonn as part of the Horseshoe Lake Sewer Fund disbursement in the amount of \$906.21 to be paid from the Wastewater Treatment Plant Fund.  
**Motion carried 6—0 on a voice vote.**

6.  
**Planning Commission Appointments**

Removed from the agenda.

7.  
**Ordinance 16-46: Amendments to Code of Ordinances, Chapter 2, Article V**

- **Motion:** Engstrom moved, Chick supported, to approve An Ordinance of the Township of Northfield to amend Chapter 2, Administration, Article V, Finance, by adding a new Division 6, Emergency Response, and adding new sections 2-281 through 2-284. **Motion carried 6—0 on a roll call vote.**  
**Ordinance adopted.**

8.  
**Planning Consultant Contract**

- **Motion:** Chick moved, Engstrom supported, to direct Howard Fink to enter into contract negotiations with McKenna & Associates as planning consultants for Northfield Township.

Otto suggested having McKenna make a presentation at the next Board meeting. After a brief discussion it was agreed that interested Board members may call McKenna directly.

**Motion carried 5—1 on a voice vote, Otto opposed.**

9.  
**Poverty Exemption Resolution**

- **Motion:** Engstrom moved, Thomas supported, to approve the Property Tax Poverty Reductions Resolution as presented.  
**Motion carried 6—0 on a roll call vote.**

10.  
**Special Assessment Bonds Representation**

- **Motion:** Engstrom moved, Thomas supported, to approve the increase of fees by \$4,000 for Miller Canfield for the special assessments Bonds project.  
**Motion carried 6—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

Mary Devlin made supportive comments about Howard Fink's work as Township Manager. David Perry thanked the Planning Commission and Township Board for unanimously approving the rezoning of the Whitmore Lake Preserve. Susan Shink thanked Otto for suggesting a presentation by McKenna said the Whitmore Lake Preserve is a great acquisition for the Township. David Gordon asked that the Board determine whether the new planning consultant may speak directly with residents.

**BOARD MEMBER COMMENTS**

Fink commented on the conflict and negativity in the Township and urged residents and Township officials to develop open, respectful relationships with each other and to feel free to ask him questions. He said it is clear to the Planning Commission that many residents want to preserve the rural character of the Township, but it is also true that not everyone agrees with that; yet the Commission has voted to inform Biltmore that any development they plan must conform to the existing Master Plan.

Engstrom said it would be nice for the community to work together, but it is difficult to work while under attack. She complimented Fink on the work he does for the Township. Chick said she tries to be fair with everyone, said she hopes for a better relationship with the new planning consultant, and suggested that people interested in Planning Commission positions make statements at a Call to the Public. Otto thanked everyone who had expressed interest in serving on the Planning Commission.

**ADJOURNMENT**

- **Motion:** Engstrom moved, Chick supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

The meeting adjourned at 8:17 P.M.

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

Approved by the Township Board on \_\_\_\_\_, 2016.

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

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

# NORTHFIELD TOWNSHIP

## Township Board Workshop

### Minutes

#### January 26, 2016

#### CALL TO ORDER/PLEDGE

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

Supervisor Engstrom led those present in the Pledge of Allegiance.

#### ROLL CALL

Marilyn Engstrom, Supervisor	Present
Kathy Braun, Treasurer	Present
Angela Westover, Clerk	Present
Janet Chick, Trustee	Present [left at 7:47 P.M.]
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Public Safety Director William Wagner  
Township Attorney Paul Burns  
Township Engineer Brian Rubel  
Members of the community

#### ADOPT AGENDA

Wagner asked that hiring of a firefighter be added to the agenda.

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

#### FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Ed Wojtys, 6235 Hellner Road, Susan Shink, 600 W. Joy Road, Udo Huff, 6431 Whitmore Lake Road, David Perry, 9411 Earhart Road, Sally Louis, 6015 Sutton Road, Susan Wienckowski, 5558 Hellner Road, Jack Secrist, 7140 Nollar Road, Jim Nelson, 7777 Sutton Road, made recommendations for Planning Commission appointments. David Halteman, 7320 Webster Church Road, spoke in support of the emergency communications millage renewal. David Gordon, 5558 Hellner Road, commented on the planning consultant contract and the Parks & Recreation Master Plan.

#### BOARD MEMBER COMMENTS

Dockett commented on Planning Commission appointments and the planning consultant contract.

#### CORRESPONDENCE & ANNOUNCEMENTS

Fink said he would like to discuss with the Board and the Parks & Recreation Commission a narrow strip of property along the railroad tracks near Brookside Drive which reverted to Township ownership and which a private property owner would like to purchase.

#### AGENDA ITEMS

##### 1.

##### Planning Commission Appointments

At Engstrom's invitation, Sam Jaquinto, Larry Roman, Udo Huff, Jennifer DeLisle, and Craig Warburton, provided

information about themselves and their interest in serving on the Planning Commission. Engstrom noted Ron Manley, Peter Szerszen, and Jack Secrist, also submitted statements of interest for serving on the Commission.

[Chick left at this point].

#### RECESS

- **Motion:** Thomas moved, Westover supported, that the meeting be recessed for 10 minutes.  
**Motion carried 6—0 on a voice vote.**
- **Motion:** Thomas moved, Otto supported, that the meeting be reconvened.  
**Motion carried 6—0 on a voice vote.**

The Board agreed to delay further discussion on Planning Commission Appointments in case Ms. Chick was able to return to the meeting.

##### 2.

##### McKenna & Associates Contract

Fink recommended approval of the proposed contract for planning consulting services and for zoning administration services currently being performed by Kurt Weiland. He noted Weiland would continue to provide building inspection and plan review services. The Board discussed the retainer, additional fees, and the meeting schedule with Mr. McKenna.

Dockett called for a roll call vote.

- **Motion:** Engstrom moved, Thomas supported, to authorize Fink to move forward with the proposed contract with McKenna & Associates contingent upon legal review. **Motion carried 6—0 on a roll call vote.**

##### 3.

##### Hiring of Firefighter

- **Motion:** Engstrom moved, Westover supported, that the hiring of Paid-on-Call Firefighter Mike Michno be approved as presented.  
**Motion carried 6—0 on a voice vote.**

#### DISCUSSION ITEMS

##### 1.

##### Sewer Ordinance Memo

Regarding the Whitmore Lake Road special assessment district, Fink reported that the bonds sold today.

Township engineer Brian Rubel of Tetra Tech reviewed his memo dated January 20<sup>th</sup> addressing potential sewer use ordinance revisions regarding grinder pump standards, future connections, connection timeline, prohibited items, and grease control. The Board briefly discussed these proposals and indicated they would like more time to consider the issue of when property owners are required to connect to a sewer line.

2.  
**Verizon Cell Tower**

Fink explained that Verizon has presented a revised proposal for constructing a cell tower at Fire Station #2 with changes in the revenue schedule. He said both he and Chief Wagner recommend approval and noted that the Fire Department can use the additional revenue.

The Board heard comments from Bob Przybylo and attorney John Crane of Verizon Wireless and discussed the proposal, including the rent amount and contract clauses concerning right of first refusal, termination, and assignment. Several Board members asked for this to be placed on the next agenda for action.

**AGENDA ITEMS (continued)**

1.  
**Planning Commission Appointments**

Engstrom noted Chick would not be returning to the meeting because she is ill. She read a brief statement about the factors she considered regarding this.

- ▶ **Motion:** Engstrom moved, Otto supported, to reappoint Larry Roman to the Planning Commission for a term ending December 31, 2018.  
**Motion carried 6—0 on a roll call vote.**

- ▶ **Motion:** Engstrom moved, Braun supported, to reappoint Sam Iaquinto to the Planning Commission for a term ending December 31, 2018.

Thomas and Otto urged appointment of Jennifer DeLisle.

**Motion carried 4—2 on a roll call vote, Thomas and Otto opposed.**

**DISCUSSION ITEMS (continued)**

3.  
**Parks & Recreation Master Plan**

Fink noted the Parks & Recreation Commission has worked diligently on this plan for the last year, and added this has been one of the most effective groups in the Township, working as volunteers without funding, yet still building the Bark Park. He described the public hearing process prior to adoption by the Township Board.

4.  
**Board Goals for Last Year of Current Term**

The Board discussed projects remaining on the list created at the 2015 Board retreat. It was noted that \$400,000-

\$500,000 of the general fund balance is available. Board members listed some of their own priorities, including:

- Community Center parking
- Sewer capacity study
- Sidewalks and bike paths around the lake
- Community aesthetics
- Completion of Barker Road non-motorized pathway
- Returning funds to taxpayers or collecting less in the future
- Purchase of parkland
- Improving existing facilities
- Researching percable land for development
- Creating a road reserve

It was agreed to discuss this again at the next workshop.

5.  
**Fund Balance Policy**

Braun listed items that have been paid for from the general fund recently including the People's Express subsidy, the Meals on Wheels program, purchase of the Darleen Curtis property, and new computers. She recommended (a) putting \$10,000 into the investment fund and (b) putting whatever portion of the Township's "rainy day" fund (85% of the fund balance) that is not needed for cash flow into short term certificates of deposit to earn interest. It was agreed to put this on the next agenda.

**SECOND CALL TO THE PUBLIC**

Larry Roman and Sam Iaquinto thanked the Board for their reappointments to the Planning Commission. David Gordon asked about McKenna & Associates policy about billing for discussions with members of the public.

**BOARD MEMBER COMMENTS**

Board members commented on the Planning Commission appointments and Engstrom called for residents who are interested in serving on the Board of Review or as an alternate on the Zoning Board of Appeals to contact her.

**ADJOURNMENT**

- ▶ **Motion:** Engstrom moved, Westover supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

The meeting adjourned at 9:42 P.M.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

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

Approved by the Township Board on \_\_\_\_\_, 2016.

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

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## INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

EXP CHECK RUN DATES 02/10/2016 - 02/10/2016

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

**OPEN**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000	WL SPEC ASSESS RECEIVABLE-CURRE	SOURCEMEDIA LLC	WLSAD BOND ADVERTISEMENT	1,080.00	
101-000-045		Total For Dept 000		1,080.00	
Dept 253 TREASURER	LEGAL	PAUL E BURNS	LEGAL FEES FOR JAN 2016	500.00	
101-253-803		Total For Dept 253 TREASURER		500.00	
Dept 265 HALL AND GROUNDS	SUPPLIES	ARBOR SPRINGS WATER CO I	TWP OFFICE - 5 - 5 GAL ARTESIAN WATER	32.50	
101-265-727	REPAIRS & MAINTENANCE	MICRO TECH SERVICES INC	MTS ANTIVIRUS MANAGEMENT 2/1/16-2/29/	114.00	
101-265-930	RENTAL EQUIPMENT	ARBOR SPRINGS WATER CO I	TWP OFFICE - 5 - 5 GAL ARTESIAN WATER	14.00	
101-265-940		Total For Dept 265 HALL AND GROUNDS		160.50	
Dept 270 LEGAL/PROFESSIONAL	LEGAL	PAUL E BURNS	LEGAL FEES FOR JAN 2016	7,070.00	
101-270-803	ENGINEER	OHM ADVISORS	GENERAL SERVICES THROUGH 12/26/15	287.50	
101-270-806	ALLOCATE TO DEPARTMENTS	PAUL E BURNS	LEGAL FEES FOR JAN 2016	(3,800.00)	
101-270-927		Total For Dept 270 LEGAL/PROFESSIONAL		3,557.50	
Dept 448 STREET LIGHTS	UTILITIES	DTE ENERGY	OVERHEADS & ORNAMENTALS 12/1/15-12/31	2,938.31	
101-448-920		Total For Dept 448 STREET LIGHTS		2,938.31	
Dept 666 COMMUNITY CENTER	CC PROGRAMS	JACK DAVIS	DJ SERVICES 1/8/16 & 1/22/16	150.00	
101-666-815	UTILITIES	CONSTELLATION ENERGY SER	ENERGY SERVICES 12/21/15-1/26/16	70.87	
101-666-920	UTILITIES	CONSUMERS ENERGY	9101 MAIN ST. 12/26/15-1/25/16	127.75	
101-666-920	UTILITIES	DTE ENERGY	9101 MAIN ST. 12/21/15-1/25/16	66.48	
101-666-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	COM CTR WINDOWS 1/13/16	58.00	
		Total For Dept 666 COMMUNITY CENTER		473.10	
Dept 850 TOWNSHIP CONTINGENCY	CONTINGENCY FUNDS	FEDERAL ENVIRONMENTAL	ASBESTOS REMOVAL AT 9129 MAIN ST. (CU	800.00	
101-850-905		Total For Dept 850 TOWNSHIP CONTINGENCY		800.00	
Fund 207 LAW ENFORCEMENT FUND		Total For Fund 101 GENERAL FUND		9,509.41	
Dept 270 LEGAL/PROFESSIONAL	LEGAL	PAUL E BURNS	LEGAL FEES FOR JAN 2016	3,300.00	
207-270-803		Total For Dept 270 LEGAL/PROFESSIONAL		3,300.00	
Dept 301 OPERATING COSTS	SUPPLIES	ARBOR SPRINGS WATER CO I	PD WATER & RENTAL FEE	47.50	
207-301-727	CONTRACTUAL SERVICES	OAKLAND COUNTY	CLEMIS MEMBERSHIP OCT-DEC 2015	3,179.75	
207-301-818	COMMUNICATION	OAKLAND COUNTY	CLEMIS MEMBERSHIP OCT-DEC 2015	2,034.15	
207-301-850		Total For Dept 301 OPERATING COSTS		5,261.40	
Dept 333 TRANSPORTATION	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2015 TAURUS OIL CHANGE	31.03	
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2012 EXPLORER OIL CHANGE	31.03	
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	2013 FORD EXPLORER OIL CHANGE & BRAKE	279.49	
207-333-930		Total For Dept 333 TRANSPORTATION		341.55	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 LAW ENFORCEMENT FUND					
		Total For Fund 207 LAW ENFORCEMENT FUND		8,902.95	
Fund 216 MEDICAL RESCUE FUND					
Dept 301 OPERATING COSTS	UTILITIES	CONSTELLATION ENERGY SER	ELECTRIC SUPPLY 12/17/15-1/26/16	96.42	
216-301-920	UTILITIES	DTE ENERGY	2727 E NORTH TERRITORIAL RD. 12/18/15	107.52	
		Total For Dept 301 OPERATING COSTS		203.94	
Dept 333 TRANSPORTATION					
216-333-930	REPAIRS & MAINTENANCE	BOB'S BODY SHOP	2006 F550 REPAIRS	197.80	
		Total For Dept 333 TRANSPORTATION		197.80	
		Total For Fund 216 MEDICAL RESCUE FUND		401.74	
Fund 230 DONATION FUND					
Dept 301 OPERATING COSTS	EVENTS/COMMUNITY PROJECTS	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 2/1/16-2/19/16	21.22	
230-301-904		Total For Dept 301 OPERATING COSTS		21.22	
		Total For Fund 230 DONATION FUND		21.22	
Fund 370 PUBLIC SAFETY BLDG DEBT FD					
Dept 301 OPERATING COSTS	UTILITIES	CONSTELLATION ENERGY SER	ELECTRIC SUPPLY 12/17/15-1/26/16	2,249.15	
370-301-920	UTILITIES	CONSUMERS ENERGY	8350 MAIN ST. 12/23/15-1/25/16	3,131.29	
370-301-920	UTILITIES	DTE ENERGY	8350 MAIN ST 12/22/15-1/26/16	1,611.79	
370-301-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	PSB ENTRANCEWAY WINDOWS 1/13/16	10.00	
370-301-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	PSB ENTRANCEWAY 1/27/16	10.00	
		Total For Dept 301 OPERATING COSTS		7,012.23	
		Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD		7,012.23	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	FERRIC CHLORIDE	5,560.55	
571-301-740	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	DEPOSIT REFUND	(1,000.00)	
571-301-740	OPERATING SUPPLIES	ELHORN ENGINEERING CO.	ORDER # 263427	126.00	
571-301-740	OPERATING SUPPLIES	NCL OF WISCONSIN, INC.	FOLIN-WU DIGESTION TUBES	71.79	
571-301-817	LAB & TESTING	BRIGHTON ANALYTICAL LLC	BA PROJECT NUMBER 37277	855.00	
571-301-819	COLLECTION SYS ANNUAL MAINT	CUMMINS BRIDGEWAY LLC	REPLACE COIL CONNECTOR	65.69	
571-301-850	COMMUNICATION	SPRINT/NEXTEL COMMUNICAT	SERVICE 12/24/15-1/23/16	78.57	
571-301-920	UTILITIES	CONSTELLATION ENERGY SER	ELECTRIC SUPPLY 12/17/15-1/26/16	4,505.98	
571-301-920	UTILITIES	CONSTELLATION ENERGY SER	ENERGY SERVICES 12/21/15-1/26/16	775.53	
571-301-920	UTILITIES	CONSUMERS ENERGY	427 E NORTH TERRITORIAL 12/22/15-1/23	9.44	
571-301-920	UTILITIES	CONSUMERS ENERGY	601 RAYMOND DR #GEN 12/24/15-1/26/16	20.06	
571-301-920	UTILITIES	CONSUMERS ENERGY	8076 WHITMORE LAKE RD. 12/24/15-1/26/	37.70	
571-301-920	UTILITIES	CONSUMERS ENERGY	11500 LEMEN RD #A 12/24/15-1/26/16	1,671.74	
571-301-920	UTILITIES	CONSUMERS ENERGY	11500 LEMEN RD #B 12/24/15-1/26/16	472.66	
571-301-920	UTILITIES	CONSUMERS ENERGY	11500 LEMEN RD. #C 12/24/15-1/26/16	83.33	
571-301-920	UTILITIES	CONSUMERS ENERGY	7647 EDMUND ST 12/24/15-1/26/16	20.60	
571-301-920	UTILITIES	CONSUMERS ENERGY	11615 E SHORE DR. 12/23/15-1/25/16	16.22	
571-301-920	UTILITIES	EC-PRIMARY SUPPLY RATE 12/18/15-1/20/	11615 E SHORE DR. 12/18/15-1/22/16	1,290.68	
571-301-920	UTILITIES	DTE ENERGY	427 E NORTH TERRITORIAL 12/18/15-1/22	116.56	
571-301-920	UTILITIES	DTE ENERGY		71.86	

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
 EXP CHECK RUN DATES 02/10/2016 - 02/10/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN

GL Number	Invoice Line Desc	Vendor	BANK CODE: MIF	Invoice Description	Amount	Check #
Fund 571 WASTEWATER TREATMENT FUND						
Dept 301 OPERATING COSTS						
571-301-920	UTILITIES			DTE ENERGY	184.38	
571-301-920	UTILITIES			9225 LAKE PINE DR. 12/18/15-1/22/16	22.32	
571-301-920	UTILITIES			9081 LAKE PINE DR. 12/18/15-1/22/16	480.53	
571-301-920	UTILITIES			DTE ENERGY	57.83	
571-301-920	UTILITIES			925 8 MILE RD 12/22/15-1/26/16	11.99	
571-301-920	UTILITIES			8076 MAIN ST. 12/22/15-1/26/16	13.56	
571-301-920	UTILITIES			DTE ENERGY	11.76	
571-301-920	UTILITIES			9457 LAKEPOINTE DR 12/21/15-1/25/16	21.80	
571-301-920	UTILITIES			DTE ENERGY	39.01	
571-301-920	UTILITIES			10597 9 MILE RD 12/18/15-1/22/16	32.58	
571-301-920	UTILITIES			DTE ENERGY	30.51	
571-301-920	UTILITIES			11502 JEMEN RD. 12/21/15-1/25/16	19.71	
571-301-920	UTILITIES			7941 TURNBERRY DR. 12/21/16-1/25/16	37.77	
571-301-920	UTILITIES			DTE ENERGY	21.80	
571-301-920	UTILITIES			11800 N MAIN ST. 12/22/15-1/26/16	129.75	
571-301-920	UTILITIES			DTE ENERGY	36.55	
571-301-920	UTILITIES			601 RAYMOND 12/22/15-1/26/16	897.26	
571-301-920	UTILITIES			11380 N SHORE DR. 12/22/15-1/26/16	55.64	
571-301-920	UTILITIES			DTE ENERGY	257.75	
571-301-920	UTILITIES			11591 N SHORE DR. 12/22/15-1/26/16		
571-301-920	UTILITIES			7647 EDMUND ST. 12/22/15-1/26/16		
571-301-920	UTILITIES			DTE ENERGY		
571-301-930	REPAIRS & MAINTENANCE			ARBOR SPRINGS WATER CO I		
571-301-930	REPAIRS & MAINTENANCE			DES MOINES STAMP MFG CO		
571-301-930	REPAIRS & MAINTENANCE			UIS SCADA		
571-301-930	REPAIRS & MAINTENANCE			WARD'S DO IT CENTER		
571-301-930	REPAIRS & MAINTENANCE			MICHIGAN DEPT. OF TRANSP		
571-301-950	LAND LEASING			RAILROAD LEASE PAYMENT 11/1/15-10/31/		
Total For Dept 301 OPERATING COSTS					17,212.46	
Dept 333 TRANSPORTATION						
571-333-930						
	REPAIRS & MAINTENANCE			CARQUEST AUTO PARTS - WW PURCHASE 1/27/16 O-RINGS, OIL FILTER	43.02	
Total For Dept 333 TRANSPORTATION					43.02	
Total For Fund 571 WASTEWATER TREATMENT FUND					17,255.48	



INVOICE GL DISTRIBUTION REPORT FOR NORTHEFIELD TOWNSHIP  
EXP CHECK RUN DATES 02/10/2016 - 02/10/2016  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN

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

Fund 101 GENERAL FUND	9,509.41
Fund 207 LAW ENFORCEME	8,902.95
Fund 216 MEDICAL RESCU	401.74
Fund 230 DONATION FUND	21.22
Fund 370 PUBLIC SAFETY	7,012.23
Fund 571 WASTEWATER TR	17,255.48

Total For All Funds:	43,103.03
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CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
CHECK DATE FROM 01/12/2016 - 02/04/2016  
Banks: MIF

**PAID**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
01/13/2016	MIF	40436	1112016	ASSESSMENT ADMIN. SERVICES,	CONTRACTUAL SERVICES	818	257	4,833.33
01/13/2016	MIF	40438	2015-762	BECKETT & RAEDER	PLANNER FEES	801	412	3,678.75
01/13/2016	MIF	40439*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	257	1,283.81
01/13/2016	MIF	40440*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	253	(1,549.38)
			007011521-0001	CHECK MIF 40440 TOTAL FOR FU	HOSPITALIZATION	716	666	602.56
								(946.82)
01/13/2016	MIF	40442*#	8245 12 485 007512	CHARTER COMMUNICATIONS	COMMUNICATION	850	265	51.74
01/13/2016	MIF	40444	0000-7608-3	DTE ENERGY	UTILITIES	920	448	2,835.82
01/13/2016	MIF	40447	1939	HURON RIVER WATERSHED COUNCI	MEMBERSHIP DUES	807	101	808.01
01/13/2016	MIF	40449	249408	KENT COMMUNICATIONS INC	POSTAGE	851	257	6.92
			177740		POSTAGE	851	257	1,807.35
			249408	CHECK MIF 40449 TOTAL FOR FU	PRINTING & PUBLICATIONS	900	257	516.81
								2,331.08
01/13/2016	MIF	40450	LAC# 15-06	LAURENCELLE APPRAISAL CO., I	ROAD IMPROVEMENTS	814	449	10,000.00
01/13/2016	MIF	40451	CLASSES	LINDA HARTLEY	CC PROGRAMS	815	666	125.00
01/13/2016	MIF	40452	IN538807	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	666	18.03
01/13/2016	MIF	40453	30320	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	114.00
01/13/2016	MIF	40454*#	DEC 2015	PAUL E BURNS	LEGAL	803	253	500.00
			DEC 2015		LEGAL	803	270	6,395.25
			DEC 2015	CHECK MIF 40454 TOTAL FOR FU	ALLOCATE TO DEPARTMENTS	927	270	(3,800.00)
								3,095.25
01/13/2016	MIF	40455	662572	PITNEY BOWES INC	RENTAL EQUIPMENT	940	265	240.75
01/13/2016	MIF	40456	4436 0370 3800 133	PNC BANK	CONTRIBUTIONS - SCC	676	666	166.96
			4436 0370 3800 133		SUPPLIES	727	666	18.73
			4436 0370 3800 133		CC TRIPS	812	666	123.69
			4436 0370 3800 133		CC PROGRAMS	815	666	784.40
			4436 0370 3800 133		SENIOR NUTRITION	822	666	74.71

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 01/12/2016 - 02/04/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
CHECK MIF 40456 TOTAL FOR FU								1,168.49
01/13/2016	MIF	40457*#	4436 0370 3002 327	PNC BANK	COMMUNICATION	850	265	45.00
01/13/2016	MIF	40458	1762464	QUILL CORP	SUPPLIES	727	265	15.47
			1823780		SUPPLIES	727	265	21.56
			1912321		SUPPLIES	727	265	140.98
CHECK MIF 40458 TOTAL FOR FU								178.01
01/13/2016	MIF	40459	174518	SALLY MARTTILA	CC TRIPS	812	666	55.00
01/13/2016	MIF	40460*#	5	SCENIC LANDSCAPING	GROUPS/CLEANG/JANITORTL SERVIC	816	265	225.00
			5		GROUPS/CLEANG/JANITORTL SERVIC	816	666	90.00
CHECK MIF 40460 TOTAL FOR FU								315.00
01/13/2016	MIF	40462	351120015	TERMINIX	REPAIRS & MAINTENANCE	930	666	41.00
01/13/2016	MIF	40463*#	51001757	TETRA TECH INC	WL SPEC ASSESS RECEIVABLE-CURRENT	045	000	585.00
01/13/2016	MIF	40465	247347	TRI-COUNTY CLEANING SUPPLY C	SUPPLIES	727	666	126.96
01/13/2016	MIF	40466	PO BOX RENEWAL	US POSTAL SERVICE	RENTAL EQUIPMENT	940	265	82.00
01/13/2016	MIF	40468#	27270	WASHTEENAW COUNTY TREASURER	TRIBUNALS AND DRAINS	959	247	6,677.95
			27270		ROAD IMPROVEMENTS	814	449	11,000.00
CHECK MIF 40468 TOTAL FOR FU								17,677.95
01/13/2016	MIF	40469*#	5002753062	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	265	206.74
01/13/2016	MIF	40471	094984	3RD PAYMENT	BS&A SOFTWARE	972	900	1,191.68
			095008	3RD PAYMEN	COMPUTER	972	900	1,800.00
			095042	3RD PAYMEN	COMPUTER	972	900	991.66
			095164	3RD PAYMEN	COMPUTER	972	900	4,318.34
CHECK MIF 40471 TOTAL FOR FU								8,301.68
01/13/2016	MIF	40473	REIMBURSE	HOWARD FINK	SUPPLIES	727	265	139.99
01/13/2016	MIF	40475*#	6	SCENIC LANDSCAPING	GROUPS/CLEANG/JANITORTL SERVIC	816	265	440.00
			7		GROUPS/CLEANG/JANITORTL SERVIC	816	265	225.00

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

8					8	816	265	140.00
8					8	816	265	225.00
6					6	816	666	170.00
7					7	816	666	30.00
8					8	816	666	40.00
8					8	816	666	140.00

CHECK MIF 40475 TOTAL FOR FU

1,410.00

01/21/2016	MIF	324(E)*#		PAYROLL				
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				SALARIES	701	171	480.76
				SOCIAL SECURITY	715	171	36.78
				SALARIES	701	172	2,961.54
				CLERICAL/DEP /SUPER/ELECTION	704	172	777.75
				SOCIAL SECURITY	715	172	391.01
				PENSION	718	172	296.16
				CONTROLLER	722	172	1,371.90
				SALARIES	701	215	480.76
				DEPUTY SALARIES	703	215	1,300.00
				SOCIAL SECURITY	715	215	136.23
				PENSION	718	215	130.00
				SALARIES	701	253	480.76
				DEPUTY SALARIES	703	253	1,696.77
				CLERICAL/DEP /SUPER/ELECTION	704	253	543.75
				SOCIAL SECURITY	715	253	198.62
				PENSION	718	253	169.68
				ASST ASSESSOR	709	257	1,520.00
				SOCIAL SECURITY	715	257	116.28
				PENSION	718	257	8.00
				JANITORIAL SALARIES	710	265	495.00
				SOCIAL SECURITY	715	265	126.99
				SUPPLIES	727	265	106.15
				SALARIES	701	666	1,620.00
				SALARIES	702	666	55.40
				SOCIAL SECURITY	715	666	123.95
				PENSION	718	666	162.00
				GROUPS/CLEANG/JANITORTL SERVIC	816	666	400.00

CHECK MIF 324(E) TOTAL FOR F

16,186.24

01/21/2016	MIF	40479*#	VR0000168098	ADVANCED DISPOSAL	REPAIRS & MAINTENANCE	930	666	63.36
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
01/21/2016	MIF	40482*#	61555101	CONSTELLATION ENERGY SERVICE UTILITIES		920	666	74.87
01/21/2016	MIF	40485	105056	LUCAS LAW, PC	LEGAL	803	270	742.50
01/21/2016	MIF	40486	41364	MERCURY SOUND & LIGHTING	CONSTRUCTION	975	900	1,500.74
01/21/2016	MIF	40487#	IN543042 IN543042	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	257	43.20
					SUPPLIES	727	265	22.25
				CHECK MIF 40487 TOTAL FOR FU				65.45
01/21/2016	MIF	40488	2015 TAX	NORTHFIELD TOWNSHIP	TRIBUNALS AND DRAINS	959	247	426.78
01/21/2016	MIF	40489	TRANSFER	NORTHFIELD TOWNSHIP	CASH - TEMPORARY	001	000	500,000.00
01/21/2016	MIF	40490	TRANSFER	NORTHFIELD TOWNSHIP	CASH - TEMPORARY	001	000	86,646.25
01/21/2016	MIF	40491	MILEAGE	PAM BOEGLER	FUEL & MILEAGE	860	253	104.86
01/21/2016	MIF	40492*#	1949024	QUILL CORP	SUPPLIES	727	666	104.44
01/21/2016	MIF	40496	PAYCHECK	WILLIAM J. LENAGHAN	CODE ENFORCEMENT	809	412	400.00
01/22/2016	MIF	40502*#	6035 5178 2024 354	STAPLES CREDIT PLAN	SUPPLIES	727	265	108.31
01/22/2016	MIF	40503*#	9758461264	VERIZON WIRELESS MESSAGING S	COMMUNICATION	850	172	50.55
01/22/2016	MIF	40504	22007	WEST SHORE SERVICES, INC.	REPAIRS & MAINTENANCE	930	265	826.00
01/28/2016	MIF	40507	2016014	BECKETT & RAEDER	PLANNER FEES	801	412	1,380.00
01/28/2016	MIF	40508	REIMBURSE	JENNIFER CARLISLE	SUPPLIES	727	265	70.97
01/28/2016	MIF	40509*#	00 751981 0001 00 751981 0001 00 751981 0001 00 751981 0001 00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE LIFE/DISB. INSURANCE LIFE/DISB. INSURANCE LIFE/DISB. INSURANCE LIFE/DISB. INSURANCE	717 717 717 717 717	172 215 253 257 666	81.29 41.19 38.40 45.44 43.68
				CHECK MIF 40509 TOTAL FOR FU				250.00
02/03/2016	MIF	40513*#	8245 12 485 008377 8245 12 485 008376	CHARTER COMMUNICATIONS	COMMUNICATION	850	265	119.96
				CHECK MIF 40513 TOTAL FOR FU				300.93

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
 CHECK DATE FROM 01/12/2016 - 02/04/2016  
 Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
02/03/2016	MIF	40514#	REIMBURSE	JENNIFER CARLISLE	SUPPLIES	727	191	129.99
			REIMBURSE		SUPPLIES	727	265	129.99
			CHECK MIF 40514 TOTAL FOR FU					259.98
02/03/2016	MIF	40516*#	4436 0370 3002 327	PNC BANK	SUPPLIES	727	265	45.00
02/03/2016	MIF	40517#	4436 0370 3800 132	PNC BANK	TRAINING & DEVELOPMENT	957	172	384.00
			4436 0370 3800 132		SUPPLIES	727	265	24.00
			4436 0370 3800 132		CONTINGENCY FUNDS	905	850	2,888.30
			CHECK MIF 40517 TOTAL FOR FU					3,296.30
02/03/2016	MIF	40519	4436 0370 3800 133	PNC BANK	SUPPLIES	727	666	19.80
			4436 0370 3800 133		SUPPLIES	727	666	29.76
			4436 0370 3800 133		CC PROGRAMS	815	666	136.58
			4436 0370 3800 133		SENIOR NUTRITION	822	666	90.63
			CHECK MIF 40519 TOTAL FOR FU					276.77
02/03/2016	MIF	40520*#	9	SCENIC LANDSCAPING	GROUPS/CLEANING/JANITORL. SERVIC	816	265	515.00
			10		GROUPS/CLEANING/JANITORL. SERVIC	816	265	225.00
			11		GROUPS/CLEANING/JANITORL. SERVIC	816	265	225.00
			9		GROUPS/CLEANING/JANITORL. SERVIC	816	666	180.00
			10		GROUPS/CLEANING/JANITORL. SERVIC	816	666	80.00
			11		GROUPS/CLEANING/JANITORL. SERVIC	816	666	80.00
			CHECK MIF 40520 TOTAL FOR FU					1,305.00
02/03/2016	MIF	40524	PAYCHECK	WILLIAM J. LENAGHAN	CODE ENFORCEMENT	809	412	400.00
			Total for fund 101 GENERAL FUND					673,686.87

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 01/12/2016 - 02/04/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
01/13/2016	MIF	40439*#	007011521-0002	BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION		716	226	4,824.22
01/13/2016	MIF	40440*#	007011521-0001	BLUE CROSS BLUE SHIELD OF MI HOSPITALIZATION		716	226	2,905.10
01/13/2016	MIF	40446*	9927651407	GRAINGER, INC.	SUPPLIES	727	301	476.55
01/13/2016	MIF	40454*#	DEC 2015	PAUL E BURNS	LEGAL	803	270	3,300.00
01/13/2016	MIF	40469*#	5002753062	WELLS FARGO FINANCIAL LEASIN	RENTAL EQUIPMENT	940	301	114.91
01/13/2016	MIF	40472	34139	CROISERS	REPAIRS & MAINTENANCE	930	333	614.00
01/13/2016	MIF	40474	551-457843	MICHIGAN STATE POLICE	DUE TO OTHERS	214	000	43.50
01/13/2016	MIF	40478	43440857	WEX BANK	FUEL & MILEAGE	860	333	1,117.81
01/21/2016	MIF	324(E)*#		PAYROLL				
					SALARIES	701	226	9,382.52
					SALARIES	702	226	16,686.27
					CLERICAL/DEP /SUPER/ELECTION	704	226	1,687.75
					SALARIES-PART TIME	708	226	965.42
					JANITORIAL SALARIES	710	226	765.00
					SALARIES-OVERTIME	711	226	1,225.06
					SOCIAL SECURITY	715	226	2,273.40
					PENSION	718	226	2,427.50
					SUPPLIES	727	301	122.07
				CHECK MIF 324(E) TOTAL FOR F				35,534.99
01/21/2016	MIF	40494	600572	VAN BELKUM	REPAIRS & MAINTENANCE	930	301	160.00
01/21/2016	MIF	40495	A397863	WARD'S DO IT CENTER	SUPPLIES	727	301	42.43
			A397863		SUPPLIES	727	301	(4.24)
				CHECK MIF 40495 TOTAL FOR FU				38.19
01/28/2016	MIF	40509*#	00 751981 0001	STANDARD INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	652.37
01/28/2016	MIF	40510	9758348840	VERIZON WIRELESS MESSAGING S	COMMUNICATION	850	301	192.13
02/03/2016	MIF	40513*#	8245 12 485 004952	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	209.93

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 01/12/2016 - 02/04/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 LAW ENFORCEMENT FUND								
02/03/2016	MIF	40521	5002771793	WELLS FARGO FINANCIAL LEASIN	SUPPLIES	727	301	87.50
			5002771793		REPAIRS & MAINTENANCE	930	301	85.66
				CHECK MIF 40521 TOTAL FOR FU				173.16
02/03/2016	MIF	40522	43798804	WEX BANK	FUEL & MILEAGE	860	333	1,073.81
					Total for fund 207 LAW ENFORCEMENT FUND			51,430.67



CHECK DISBURSEMENT REPORT FOR NORTHELD TOWNSHIP  
 CHECK DATE FROM 01/12/2016 - 02/04/2016  
 Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 216 MEDICAL RESCUE FUND								
01/13/2016	MIF	40433	44712	APOLLO FIRE APPARATUS REPAIR	REPAIRS & MAINTENANCE	930	301	43.04
01/13/2016	MIF	40434	91051	APOLLO FIRE EQUIPMENT	UNIFORMS/GEAR & ALLOWANCE	741	301	23.96
01/13/2016	MIF	40435	1592029	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	6.50
01/13/2016	MIF	40437	389-330278	BATTERIES PLUS BULBS #389	SUPPLIES	727	301	3.98
01/13/2016	MIF	40440*	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	HOSPITALIZATION	716	226	1,888.60
01/13/2016	MIF	40441	2716-221690 2716-223158	CARQUEST AUTO PARTS - FD	REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE	930 930	333 333	325.90 34.19
				CHECK MIF 40441 TOTAL FOR FU				360.09
01/13/2016	MIF	40445	011017 011365	EMERGENCY VEHICLES PLUS	REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE	930 930	333 333	75.38 9,663.84
				CHECK MIF 40445 TOTAL FOR FU				9,739.22
01/13/2016	MIF	40446*	9927651407	GRAINGER, INC.	SUPPLIES	727	301	317.70
01/13/2016	MIF	40457*#	4436 0370 3002 327	PNC BANK	SUPPLIES	727	301	212.52
01/13/2016	MIF	40464	6035 3012 0297 485	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	727	301	19.99
01/13/2016	MIF	40467	B486614	WARD'S DO IT CENTER	SUPPLIES	727	301	13.98
01/13/2016	MIF	40475*#	6 8	SCENIC LANDSCAPING	GROUPS/CLEANG/JANITORL SERVIC GROUPS/CLEANG/JANITORL SERVIC	816 816	265 265	120.00 120.00
				CHECK MIF 40475 TOTAL FOR FU				240.00
01/13/2016	MIF	40477	27812	WASHTEENAW COUNTY TREASURER	DISPATCH SERVICES	820	301	5,278.91
01/21/2016	MIF	324(E)*#		PAYROLL	SALARIES SALARIES ADMINISTRATIVE ASSISTANT SALARIES-PART TIME SOCIAL SECURITY PENSION TRAINING WAGES SUPPLIES	701 702 705 708 715 718 958 727	226 226 226 226 226 226 226 301	3,050.38 5,394.00 212.75 2,371.40 856.24 305.04 264.00 191.07



Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 287 BUILDING DEPARTMENT FUND								
01/13/2016	MIF	40442*#	8245 12 485 008374	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	29.99
01/21/2016	MIF	40480	REFUND	B VARCOE PLUMBING, INC.	TRADE PERMIT FEES	488	000	50.00
02/03/2016	MIF	40512	JAN 2016	BRANDON ZIRKLE	INSPECTOR EXPENSES	725	301	495.00
Total for fund 287 BUILDING DEPARTMENT FUND								574.99

Fund: 287 BUILDING DEPARTMENT FUND

## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 01/12/2016 - 02/04/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 370 PUBLIC SAFETY BLDG DEBT FD								
01/13/2016	MIF	40432	17042		ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930 301	10.00
01/13/2016	MIF	40442*#	8245 12 485 008374		CHARTER COMMUNICATIONS	COMMUNICATION	850 301	164.94
01/13/2016	MIF	40443	27122		DETROIT AUTOMATIC SPRINKLER	REPAIRS & MAINTENANCE	930 301	3,120.00
01/13/2016	MIF	40448	97494 97335		JLB OF WHITMORE LAKE	REPAIRS & MAINTENANCE	930 301	80.00
					REPAIRS & MAINTENANCE	930 301		1,298.92
					CHECK MIF 40448 TOTAL FOR FU			1,378.92
01/13/2016	MIF	40457*#	4436 0370 3002 327		PNC BANK	SUPPLIES	727 301	288.28
01/13/2016	MIF	40460*#	4		SCENIC LANDSCAPING	GROUND/SCENIC LANDSCAPING	816 301	150.00
			5		GROUND/SCENIC LANDSCAPING	816 301		75.00
					CHECK MIF 40460 TOTAL FOR FU			225.00
01/13/2016	MIF	40475*#	6 7 8		SCENIC LANDSCAPING	GROUND/SCENIC LANDSCAPING	816 301	455.00
					GROUND/SCENIC LANDSCAPING	816 301		150.00
					GROUND/SCENIC LANDSCAPING	816 301		455.00
					CHECK MIF 40475 TOTAL FOR FU			1,060.00
01/21/2016	MIF	40479*#	VR0000164255		ADVANCED DISPOSAL	REPAIRS & MAINTENANCE	930 301	66.00
01/21/2016	MIF	40482*#	61555101		CONSTELLATION ENERGY SERVICE UTILITIES		920 301	2,123.33
01/22/2016	MIF	40498	180218		ALLSTAR ALARM LLC	CONTRACTUAL SERVICES	818 301	261.00
01/22/2016	MIF	40501	1331247-83		STANLEY STEEMER INTERNATIONAL	REPAIRS & MAINTENANCE	930 301	555.00
02/03/2016	MIF	40513*#	8245 12 485 004952 8245 12 485 008377		CHARTER COMMUNICATIONS	COMMUNICATION	850 301	104.97
					CHECK MIF 40513 TOTAL FOR FU			134.95
					CHECK MIF 40513 TOTAL FOR FU			239.92
02/03/2016	MIF	40515	97554		JLB OF WHITMORE LAKE	REPAIRS & MAINTENANCE	930 301	50.00
02/03/2016	MIF	40516*#	4436 0370 3002 327		PNC BANK	SUPPLIES	727 301	56.44
02/03/2016	MIF	40520*#	9		SCENIC LANDSCAPING	GROUND/SCENIC LANDSCAPING	816 301	480.00

CHECK DATE FROM 01/12/2016 = 02/04/2016

Banks: MTF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 370 PUBLIC SAFETY BLDG DEBT FD								
			10		GROUNDS/CLEANG/JANITORTL SERVIC	816	301	400.00
			11		GROUNDS/CLEANG/JANITORTL SERVIC	816	301	250.00
CHECK MIF 40520 TOTAL FOR FU								1,130.00
Total for fund 370 PUBLIC SAFETY BLDG DEBT FD								10,728.83



## CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 01/12/2016 - 02/04/2016

Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
------------	------	---------	---------	-------	-------------	---------	------	--------

Fund: 571 WASTEWATER TREATMENT FUND

02/03/2016 MIF 40523 02/03/2016

NORTHFIELD ESTATES

02/03/2016

Sewer  
Sewer214  
214000  
00092.40  
92.40

CHECK MIF 40523 TOTAL FOR FU

184.80

Total for fund 571 WASTEWATER TREATMENT FUND

34,225.73  
805,213.63

TOTAL - ALL FUNDS

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# NORTHFIELD TOWNSHIP MICHIGAN

## NORTHFIELD TOWNSHIP BOARD OF REVIEW ANNOUNCEMENT

The Assessing Department will be sending out the "2016 Notice of Assessment" on February 26<sup>th</sup>, 2016. If you have questions regarding your 2016 assessment or would like an appointment to meet with the Board of Review. You may call the Assessing Department after February 26<sup>th</sup>, 2016 at (734) 449-2880.

The Northfield Township Board of Review will meet in the Municipal Offices located at 8350 Main Street, Whitmore Lake, Michigan on the following days:

March 15<sup>th</sup> from 1:00 pm to 9:00 pm

AND

March 17<sup>th</sup> from 9:00 am to 5:00 pm

The purpose is to review the assessment rolls of the Northfield Township. Matters pertaining to the assessment of property may be brought before the Board of Review. Appointments will be taken until **4:00 pm on Thursday, March 17<sup>th</sup>, 2016.**

Letter appeals will be accepted **IF received** by **4:00 p.m. on Thursday, March 17<sup>th</sup>, 2016.**



# **NORTHFIELD TOWNSHIP POLICE DEPARTMENT**

## **MONTHLY OPERATIONS REPORT**



## **JANUARY 2016**

## JANUARY 2016 MONTHLY REPORT

<b>Calls For Service</b>	<b>352</b>
<b>Arrests</b>	<b>13</b>
<b>Mutual Aid Assistance To Other Departments Inside the Township</b>	<b>5</b>
<b>Mutual Aid Assistance To Other Departments Outside the Township</b>	<b>9</b>
<b>Average Response Time</b>	<b>6.75</b>

### NOTES & FACTS FROM THE DEPARTMENT

- **DATA:** 66 % of total complaints answered were in the hamlet area and 34 % were handled throughout the rest of the Township.

- **TRAINING:**

FORMAL: Reserve Officer Berkey – A.L.I.C.E

IN-SERVICE: All Officers – CPR – Basic Life Support For Healthcare Providers

- **PERSONNEL ISSUE:**

I recommend the Northfield Township Board of Trustees approve the appointment of Steven Noel Francoeur for the position of Northfield Township Police Reserve Officer contingent upon successful completion of all Departmental requirements.

- **EVENTS OF SIGNIFICANCE:**

**OWI**

On January 23, officers were called to a vehicle in the ditch on Eight Mile Rd. A tow truck driver was out with the driver, who appeared to be intoxicated. The officer made contact with the driver, a 20 year old male, and the driver seemed confused about where he was. The officer administered a PBT, which resulted in a .165 result, twice the legal limit. Due to the conditions of the roadway, the officer transported the driver to the station to administer field sobriety tests. He was then arrested for OWI and his vehicle was impounded. During the impound process, a metal box containing drug paraphernalia was located on the floor of the vehicle. The officer issued a citation for the paraphernalia. Charges are pending at the Township Attorney's Office for this case.

#### CRIMINAL SEXUAL CONDUCT

On January 18, a female victim reported that she had been sexually molested as a child by her mother's live-in boyfriend. This occurred approximately twenty years ago and lasted for a period of four years. The victim alleged that the suspect had assaulted her on hundreds of occasions, most of which occurred in their home. She advised that she told her mother about the incidents but her mother did not believe her. The victim had been going to counseling recently and had begun having nightmares about the suspect again, so she felt that it was time to come forward with her allegations. The victim said that the assaults finally stopped when the suspect went to prison for sexually assaulting two of her friends, which was verified. Charges for this case are pending at the Washtenaw County Prosecutor's Office.

#### BREAKING & ENTERING

On January 13, a resident on Spencer Rd reported a break-in. According to the victim, someone had broken into her home while she was at work that day and stole her TV. Nothing else was taken. The officer observed signs of forced entry on the rear door of the home. The case is under investigation at this time.

#### DOMESTIC VIOLENCE

On January 9, officers responded to a residence on Anna Drive for a Domestic Complaint. Upon arrival, the officers located the victim outside in the cold. She was secured in a warm vehicle and told officers that her live-in boyfriend had assaulted her after an argument took place. According to the victim, her boyfriend had struck her in the face with a phone charger and pushed her against a wall, which caused her to fall on the floor. He then climbed on top of her and started choking her. She was able to get free and called a relative to come and get her. The victim had scrapes on her face and hand. Officers then located the suspect in the basement of the home, who denied having assaulted the victim. The suspect was arrested and one count of Domestic Violence was authorized by the Prosecutor's Office.

#### OTHER STATISTICS FOR JANUARY:

- Officers took six Hit & Run crash reports.
- There were fourteen complaints filed that were assaultive in nature (Assault & Battery, Domestic Violence, Family Trouble, etc.)
- Officers investigated seven Fraud Complaints.
- There were four Breaking & Entering investigations.

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**1/1/2016 12:00:00 AM - 1/31/2016 12:00:00 AM**

Offense Code	Description	Incident Count
1171	CSC 1st Degree -Penetration Penis/Vagina	1
1303	Agg/Fel Assault - Family - Strong Arm-Domestic	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	3
1380	Telephone Used for Harassment, Threats	2
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	3
2204	B&E - Burglary - No Forced Entry - Residence- Home Invasion	1
2305	Larceny - Personal Property from Vehicle - LFA	1
2309	Larceny - From Yards (Grounds Surrounding a Building)	1
2605	Fraud - Illegal Use of Credit Card	2
2606	Non-Sufficient Funds Checks	1
2609	Identity Theft	2
2677	Defrauding Hotels, Restaurants, Innkeeper, etc	1
2699	Fraud (Other)	1
2902	Damage to Property - Private Property - MDOP	2
3805	Contribute to Delinquency of Minor (Except Alcohol)	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	1
C2933	Vehicle Registration - Improper / Expired	4
C2934	Vehicle Insurance - None / Expired	2
C2935	DWLS 2nd OPS License Suspended / Revoked	1
C2937	No OPS on Person - NOP-NOLOP	1
C3010	Felony Arrest Warrant (Originating Agency)	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	1
C3101	Acc, Single Motor Vehicle	1
C3145	Property Damage Traffic Crash PDA	11
C3150	Property Damage H&R Traffic Crash	5
C3160	Personal Injury - H&R Traffic Crash	1
C3208	Death Investigation - Cause Unknown	1
C3215	Adult Suicide	1
C3250	Mental Health Call	1
C3299	Welfare Check	5
C3310	Family Trouble	9
C3316	Lost Property	1
C3318	Found Property	1
C3324	Suspicious Circumstances	7
C3326	Suspicious Vehicles	8
C3328	Suspicious Persons	5
C3331	Assist Medical	7
C3332	Assist Fire Department	1
C3333	Assist Motorist	4
C3334	Assist Other Govt Agency	1
C3336	Assist Citizen	18
C3337	Assist Citizen - Vehicle Lockout	4
C3355	Civil Matter - Other	8
C3702	Traffic Complaint / Road Hazard	6
C3704	Traffic Complaint / Abandoned Auto	2

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**1/1/2016 12:00:00 AM - 1/31/2016 12:00:00 AM**

Offense Code	Description	Incident Count
C3707	Vehicle Release	2
C3708	Traffic Complaint / Private Impound	2
C3728	Traffic Complaint / Parking Complaint	1
C3804	Animal Complaint	3
C3808	Animal Bite / Scratch	3
C4041	Speeding Citation	12
C4043	Drivng W/O Due Care Citation	1
C4047	Disobey Traffic Signal Citation	2
C4052	Drag Racing Citation	1
C4222	Parking - Aband Motor Vehicle	1
C4307	Drove W/Expired Ops	1
C4313	Veh Reg Impr/Expired Citation	2
L3501	911 Hang Up - NR	2
L3503	Opened in Error - NR	1
L3504	PBT Station - NR	5
L3506	Shots Fired - NR	1
L3507	Fingerprints - NR	9
L3508	Ticket Sign Off - NR	2
L3510	Loud Music - NR	1
L3518	Vehicle Repossession - NR	2
L3526	False Alarm - NR	16
L3530	Wires Down - NR	1
L3535	GUN Permit, Applications, CCW Permits - NR	42
L3538	Property/Vacation Check - NR	1
L3542	BOL - NR	7
L3546	Trespass Notice Served - NR	2
L3547	Subpoena Service - NR	1
L3551	Sex Offender Registration/Verification - NR	1
L3552	Traffic Stop - NR	30
L3555	Attempt to Serve Warr - NR	1
L3557	Check Person - NR	1
L3568	Local Records Check - NR	3
L3569	Assist Other Police Agency - Inside Northfield - NR	5
L3570	Assist Other Police Agency - Outside Northfield - NR	9
L3597	Non Terminal - NR	29
L4598	Information - NR	2
L4599	Misc Non-Criminal - NR	3
L6012	Traffic Direction / Control / Problem - NR	1
L6501	Property Check/Directed Patrol/Vac Watch - NR	1
Sum:		352

Report Time:  
2/3/2016 8:45:58 AM

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

Agency: Northfield Township Police  
ORI: MI8196400

Classification	Jan/2015	Jan/2016	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	1	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	1	0	-100.0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	-
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	3	3	0%
13002 AGGRAVATED/FELONIOUS ASSAULT	0	1	-
13003 INTIMIDATION/STALKING	1	2	100.0%
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	1	3	200.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	1	-
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSESNAATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	2	0	-100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	3	1	-66.7%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
23007 LARCENY -OTHER	1	1	0%
24001 MOTOR VEHICLE THEFT	1	0	-100.0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	0	-
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	2	-
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	2	-
26003 FRAUD -IMPERSONATION	0	2	-
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
27000 EMBEZZLEMENT	0	0	-
28000 STOLEN PROPERTY	0	0	-
29000 DAMAGE TO PROPERTY	1	2	100.0%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	0	0	-

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008  
Page 1 of 4

Report Time:  
2/3/2016 8:45:58 AM

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

Agency: Northfield Township Police  
ORI: MI8196400

Classification	Jan/2015	Jan/2016	%Change
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	1	0	-100.0%
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	0	-
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	0	0	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
<b>Total for Group A</b>	<b>15</b>	<b>21</b>	<b>40.0%</b>
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENCE HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	1	1	0%
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	1	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	0	-
42000 DRUNKENNESS	0	0	-
48000 OBSTRUCTING POLICE	3	0	-100.0%
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	2	0	-100.0%
53001 DISORDERLY CONDUCT	0	0	-
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	0	0	-

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008  
Page 2 of 4

Report Time:  
2/3/2016 8:45:58 AM

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

Agency: Northfield Township Police  
ORI: MI8196400

Classification	Jan/2015	Jan/2016	%Change
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	2	1	-50.0%
55000 HEALTH AND SAFETY	0	1	-
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	0	0	-
57002 INVASION OF PRIVACY -OTHER	0	0	-
58000 SMUGGLING	0	0	-
59000 ELECTION LAWS	0	0	-
60000 ANTITRUST	0	0	-
61000 TAX/REVENUE	0	0	-
62000 CONSERVATION	0	0	-
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	0	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	0	0	-
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>8</b>	<b>4</b>	<b>-50.0%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	2	0	-100.0%
2900 TRAFFIC OFFENSES	8	8	0%
3000 WARRANTS	10	2	-80.0%
3100 TRAFFIC CRASHES	30	18	-40.0%
3200 SICK / INJURY COMPLAINT	13	8	-38.5%
3300 MISCELLANEOUS COMPLAINTS	82	74	-9.8%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	195	172	-11.8%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	12	13	8.3%
3800 ANIMAL COMPLAINTS	3	6	100.0%
3900 ALARMS	2	0	-100.0%
<b>Total for Group C</b>	<b>357</b>	<b>301</b>	<b>-15.7%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	32	16	-50.0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	6	0	-100.0%
4200 PARKING CITATIONS	0	1	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	7	3	-57.1%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	1	5	400.0%
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	1	0	-100.0%
<b>Total for Group D</b>	<b>47</b>	<b>25</b>	<b>-46.8%</b>
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008  
Page 3 of 4



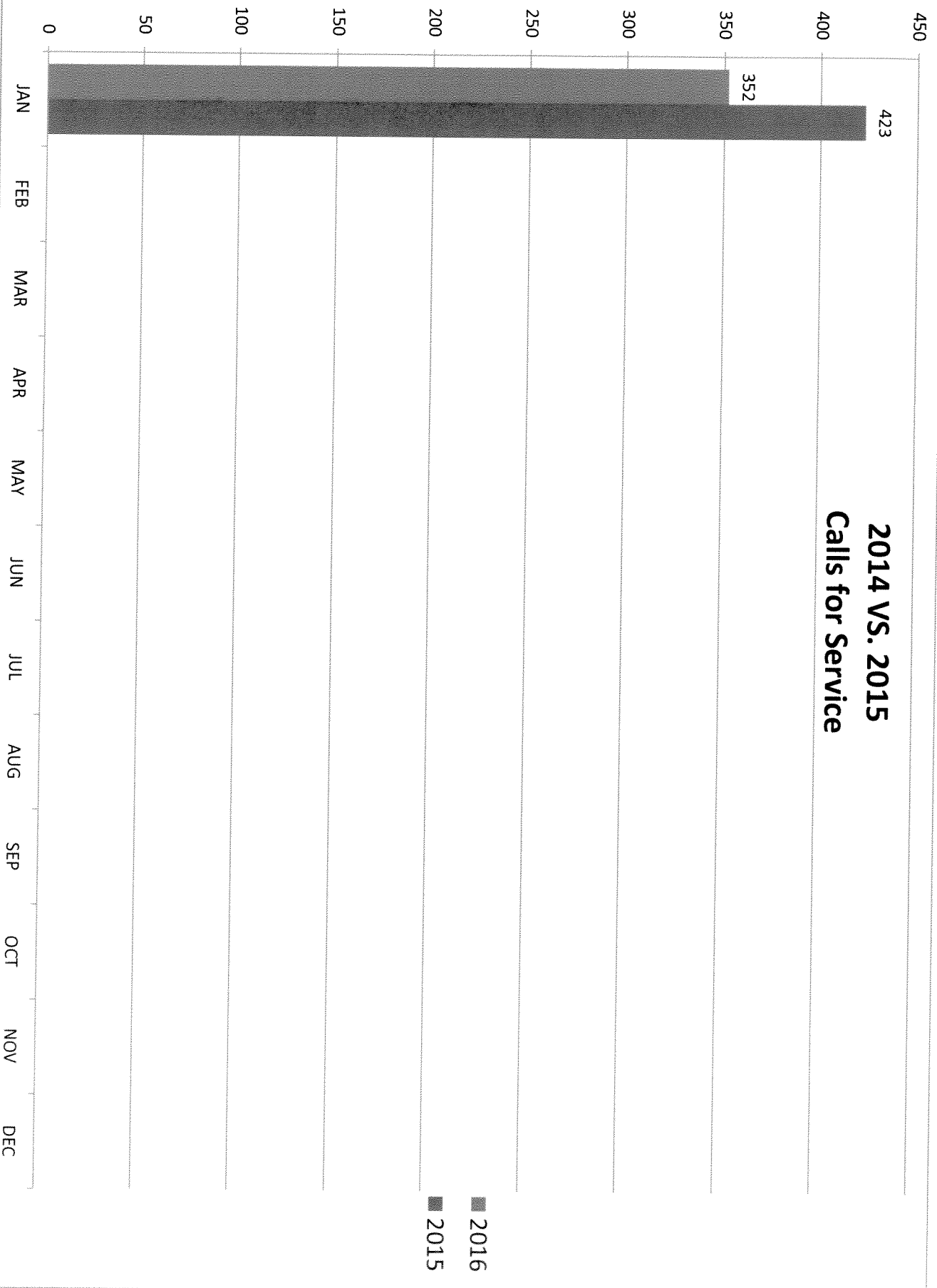
Report Time:  
2/3/2016 8:45:58 AM

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

Agency: Northfield Township Police  
ORI: MI8196400

<u>Classification</u>		<u>Jan/2015</u>	<u>Jan/2016</u>	<u>%Change</u>
<b>Total for Group E</b>		<b>0</b>	<b>0</b>	<b>-</b>
6000	MISCELLANEOUS ACTIVITIES (6000)	1	1	0%
6100	MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200	ARREST ASSIST	0	0	-
6300	CANINE ACTIVITIES	0	0	-
6500	CRIME PREVENTION ACTIVITIES	0	1	-
6600	COURT / WARRANT ACTIVITIES	0	0	-
6700	INVESTIGATIVE ACTIVITIES	0	0	-
<b>Total for Group F</b>		<b>1</b>	<b>2</b>	<b>100.0%</b>
<b>Total for All Groups</b>		<b>428</b>	<b>353</b>	<b>-17.5%</b>

## 2014 VS. 2015 Calls for Service



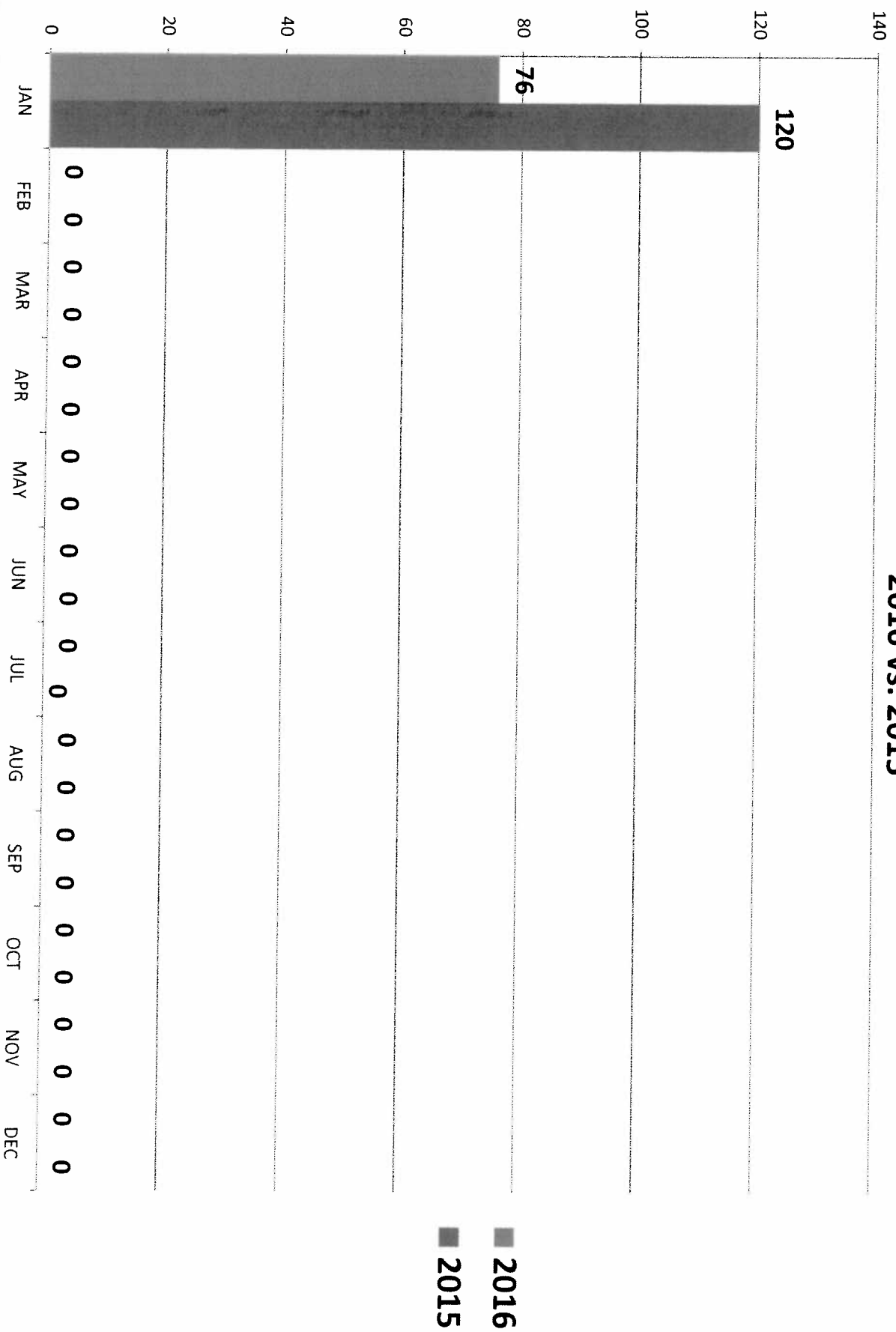
## TRAFFIC VIOLATIONS SUMMARY

JANUARY 1, 2016 THROUGH DECEMBER 31, 2016													
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	12												12
Hazardous	8												8
Non-Hazardous	11												11
Parking	0												0
Warning	37												37
Waivable Viol. Issued	8												8
TOTAL	76	0	0	0	0	0	0	0	0	0	0	0	76

JANUARY 1, 2015 THROUGH DECEMBER 31, 2015													
2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	26												26
Hazardous	5												5
Non-Hazardous	15												15
Parking	0												0
Warning	56												56
Waivable	18												18
TOTAL	120	0	0	0	0	0	0	0	0	0	0	0	120

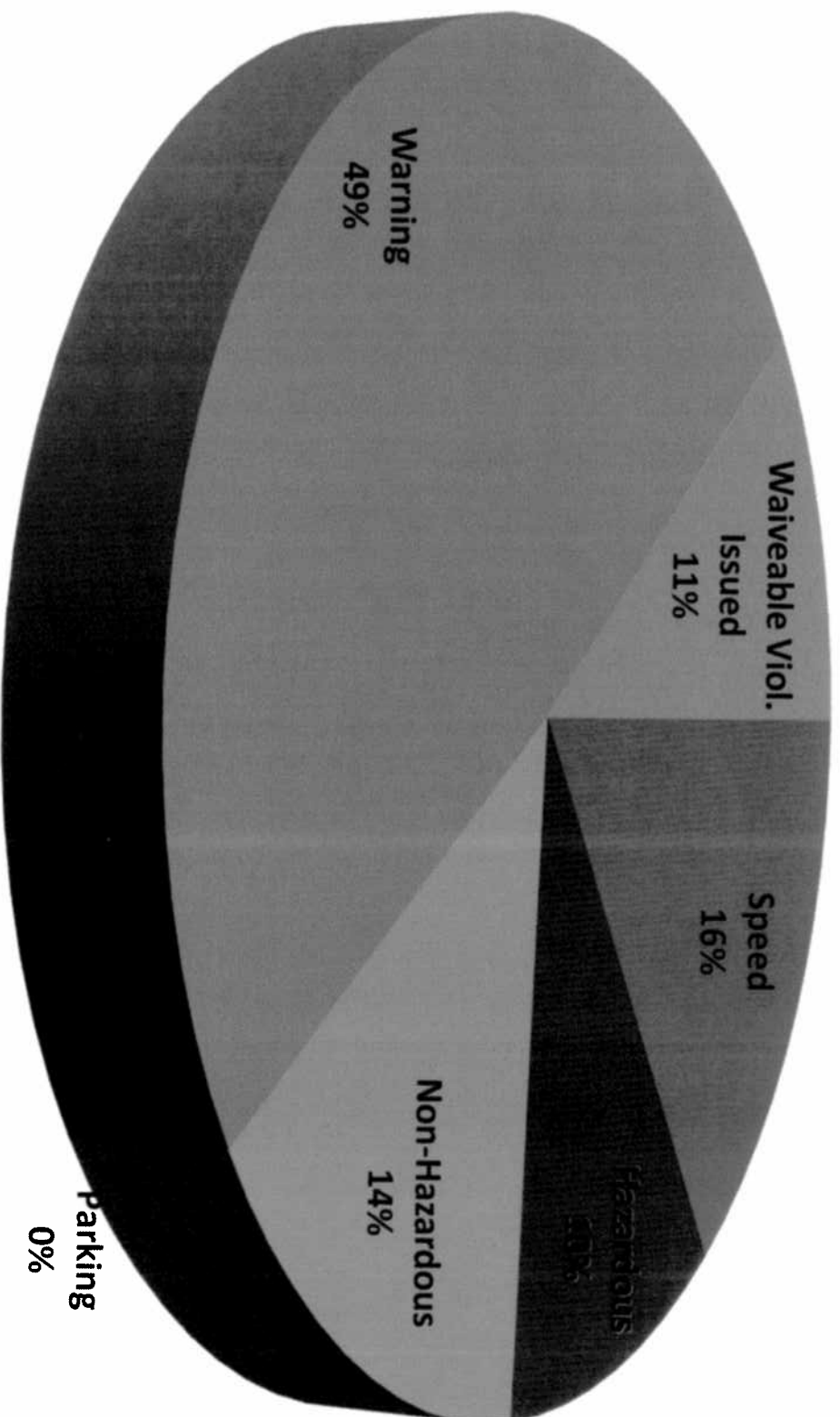
Note: Waivable citations are: Defective Equipment; No Operator's License on Person and No Registration

# NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2016 vs. 2015



# TRAFFIC VIOLATIONS ISSUED BY TYPE

## January 2016



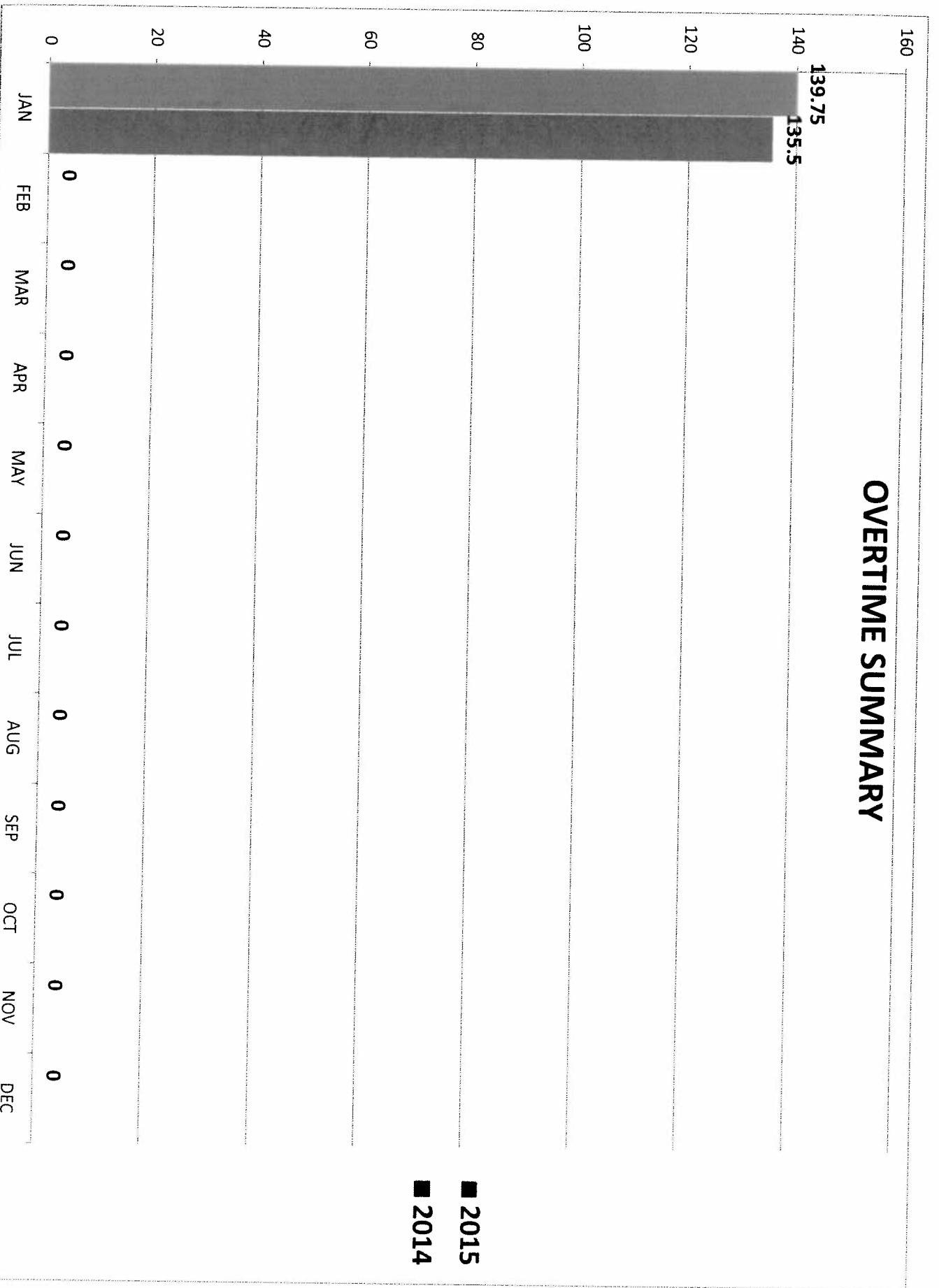
## OVERTIME SUMMARY

[illegible]

## EMPLOYEE TIME OFF

[illegible]

# OVERTIME SUMMARY







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

---

**To: Northfield Township Board of Trustees**

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

**Date: February 4<sup>th</sup>, 2016**

**Subject: January 2016 Monthly Report**

---

1/5/16: Painted filter building #1 basement floor.

1/6/16: Painted second coat on filter building #1 floor.

1/9/16: Call back for power failure at Eight Mile pump station.

1/10/16: Call back for multiple power failures.

1/13/16: Removed old packing and installed new on the triplex piston pump.

1/14/16: Call back for power failure alarm.

1/19/16: Digester #1 supernatant line froze and had to be thawed.

1/21/15: Chlorinated the south Tertiary Filter.

1/22/16: Put the south Tertiary Filter back in service.

1/25/16: Pulled pump #1 at Elmcrest pump station and #2 pump at Eagle Gardens because of rags.

1/27/16: Chlorinated the north Tertiary Filter.

January 2015 Daily Average Flow	.649MGD
January 2016 Daily Average Flow	.646MGD
Maximum January Daily Flow 2015	.781MGD
Maximum January Daily Flow 2016	.805MGD
Minimum January Daily Flow 2015	.511MGD
Minimum January Daily Flow 2016	.551MGD
6 – Month Average Flow	.614MGD
12 – Month Average Flow	.687MGD
Total Gallons Treated January 2015	20.528 MG
Total Gallons Treated January 2016	20.026MG
Connections / Tap-ins' to system	0
Miss Dig Staking's	9
Overtime hours for the month	33

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

---

**To:** Northfield Township Board of Trustees

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

**Date:** February 4<sup>th</sup>, 2016

**Subject:** Collection System Inspection Camera

---

On October 13<sup>th</sup>, 2015 I received permission from the Board of Trustees to purchase a new "drive transmission" for our collection system camera. The cost to purchase this was \$7,842.50. The part was ordered from Jack Doheny Companies in the next few days. In early January I received a phone call from Doheny's and was told that when they received the part they realized that they had missed quoted the cost of the transmission. The new cost of the transmission is \$8,544.50 for a difference of \$ 702.00.

I am seeking the board's approval for the additional expense.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Hardesty", with a stylized, cursive script.

Tim Hardesty

Remittance Address:  
Jack Doheny Companies, Inc.  
P.O. Box 609  
Northville, Michigan 48167



Phone (248) 349-0904  
Fax (248) 349-2774  
www.DohenyCompanies.com

Customer  
NORT006

\*\*\* INVOICE \*\*\*

Document  
Y11050

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1/13/16

10:20

Sold To  
NORTHFIELD TOWNSHIP  
P.O. BOX 576  
WHITMORE LAKE MI 48189

Ship To  
NORTHFIELD TOWNSHIP  
P.O. BOX 576  
WHITMORE LAKE MI 48189

734/449-4159

734/449-4159

FOB DESTINATION

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer P.O.
009	AY	TR3000		XT06022801			DS	REQUIRED!!!

Ord	Ship	B/O	Description	Each	Amount
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Ordered 12/14/15

THE CUSTOMER DROPPED OFF THE ARIES TRACTOR BECAUSE IT WILL NOT MOVE.

THE CUSTOMER WOULD LIKE A QUOTE FOR A NEW COMPLETE TRACTOR AND QUOTE FOR THE NEW ARIES RAIL.

THE NEW RAILS PART#950241 IS \$4,880.15 PLUS THREE HOURS LABOR.

THE NEW TRACTOR IS \$8,544.50

AFTER TESTING THE TRACTOR WE FOUND THE RAIL ON THE DRIVE SIDE IS DAMAGED, THE BEARING POCKET IS BENT AND CAN NOT BE REPAIRED. THE RAIL MUST BE CHANGED OR NEW STYLE RAILS ORDERED. THE CUSTOMER WILL BE ADVISED. CUSTOMER DECIDED TO ORDER A NEW TRACTOR.

1	1	AY TR3001		*	8,544.50	8,544.50
		TRACTOR TR3001				
		TOTAL PARTS				8,544.50

CONTINUED

SEE REVERSE SIDE FOR SALE TERMS AND CONDITIONS

**Northfield Township Community Center**  
**Monthly Report**  
**January 2016**  
**Tami Averill, Director**

**I. January Overview**

The Senior Nutrition program continues to run smoothly. We have 69 registered seniors, with 10 to 15 attending on a daily basis. Lunches are being served on Mondays, Wednesdays and Fridays at 12:15p.m.

THANK YOU to our Senior Lunch Volunteers – Sue Addy, Linda Hartley, Cindy Hogston, Ernestine Hogston, Karen Neigebauer, Keith Matz, Donn Sleek, Ann Thompson, and Curtis Ward. They, along with our Sr. Nutrition Program Assistant, Amber Barsegian, continue to do a wonderful job and keep things running smoothly.

The seniors enjoyed a special Barry Manilow Tribute Tour concert with Manilow impersonator, Frank Sternett on January 20. This special program was sponsored Nawrocki Elder Law Center. Twenty people attended the show and had their pictures taken with Frank/Barry. He was quite a hit!

Planning for future programming and trips is ongoing.

A big thank you to our volunteers – Denise Creque, Ruth Hague, Linda Hartley, Cindy Hogston, Ernestine Hogston, Betty Jones, Alyssa Jones, Laura Misko, Karen Neigebauer, Donn Sleek, Ann Thompson, and Curtis Ward - for the work they contributed in December. Their hard work is always appreciated and helps to keep the Center running smoothly.

A special thank you to Amber Barsegian, Linda Hartley, Cindy Hogston, Ann Thompson, Donn Sleek and Curtis Ward, for helping to keep the Community Center open during my illness in January. I really appreciated their efforts, so I wouldn't have to cancel programs.

**II. Program Evaluation**

**a. On Going Services**

Lisa Abrams and Peg Merica continue to offer reflexology sessions and therapeutic foot baths on Tuesday and Thursday afternoons and Wednesday evenings.

Dr. Anthony Mastrogiacomo from South Lyon Foot & Ankle Specialists is offering senior foot care once a month. His next visit is February 11.

The Medical Loan Closet continues to be available to the community. Five items were loaned in January. We continue to ask for donations of wheelchairs, 4-wheeled walkers with seats, and shower chairs. We received donations of a walker, a shower seat, transport wheelchair and a bedside commode in January.

The Regency continues to send a Registered Nurse on the 2nd Tuesday of each month to do blood pressure screenings.

b. **Classes**

Chair Yoga (5 participants/week) and Exercise with Becky (8-12 participants/week) continue on Tuesdays. Becky also has between 8 and 12 participants in her Thursday class.

Tai Chi class started Jan. 27 with two students, and will soon increase to 5. MAH Fitness ended its fall session with four students.

Gentle Yoga has 12 registered participants. Gentle Energy Exercises currently has 3 people participating.

c. **On-Going Activities**

Pinochle continues every Tuesday and Thursday afternoon. Attendance has been consistent at 8 to 10 players per day each week.

The Knit, Crochet, Craft group continues to meet every Friday afternoon. 3-5 people attended each week during January.

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

The Chamber of Commerce continues to hold their monthly meetings here on the first Wednesday of each month.

Both the Morning Kiwanis and the Evening Kiwanis continue to hold their regular meetings and Board meetings at the Community Center.

The Lost Voices Board of Directors also holds their monthly meetings here on the first Thursday evening of each month.

The Living Water Site Committee is currently meeting at the Center on a weekly basis.

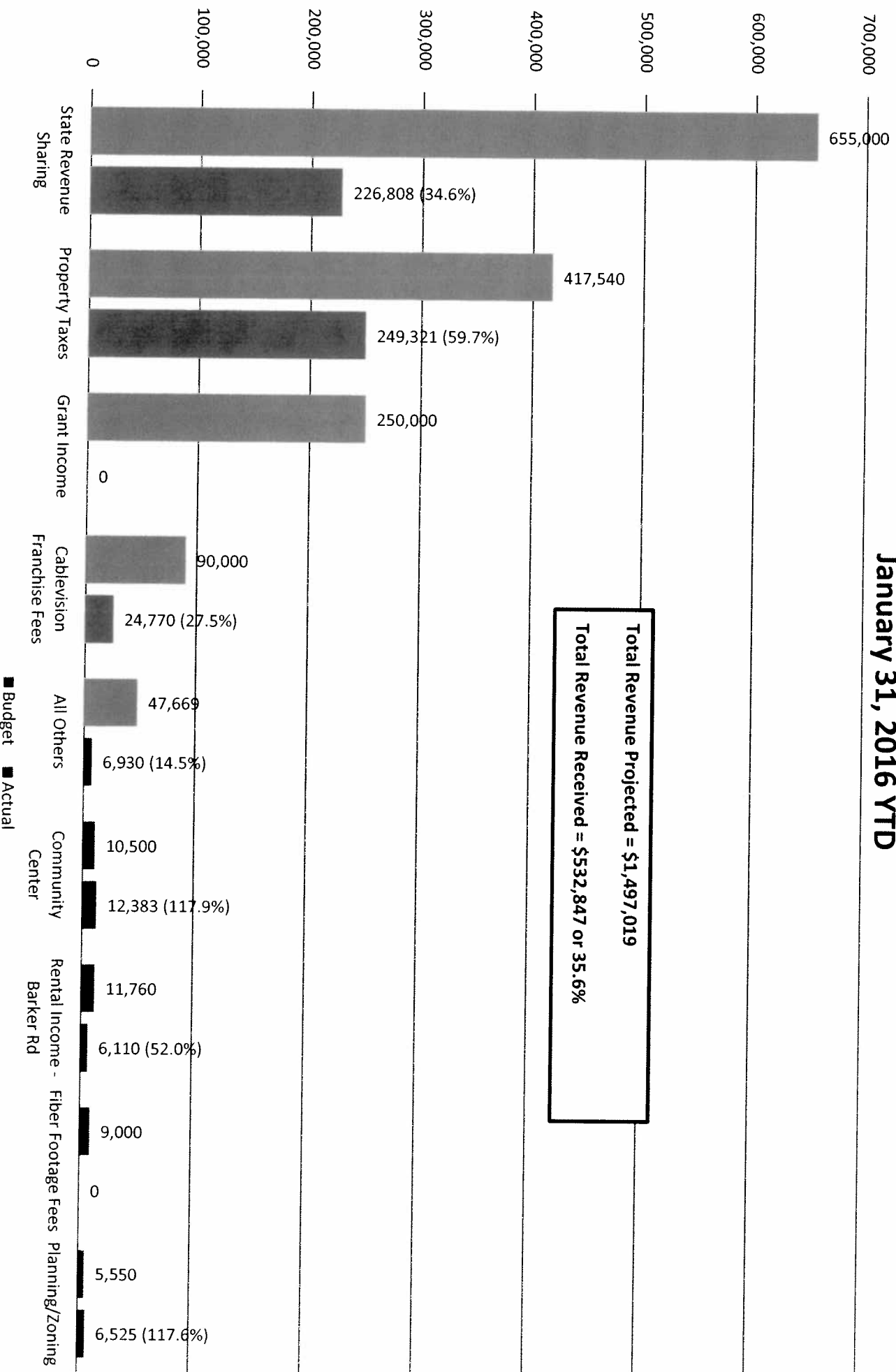
d. **Special Events**

"Karaoke Night at the Community Center," continued on January 8 & 22 with 18 people in attendance each night.

A correction to my December 2015 report - I listed the incorrect Kiwanis Club as the sponsors of the reindeer for Dinner with Santa. The Kiwanis Club of Whitmore Lake provided the funds for us to bring in the reindeer. Their support was invaluable and truly appreciated. I apologize for the mistake.

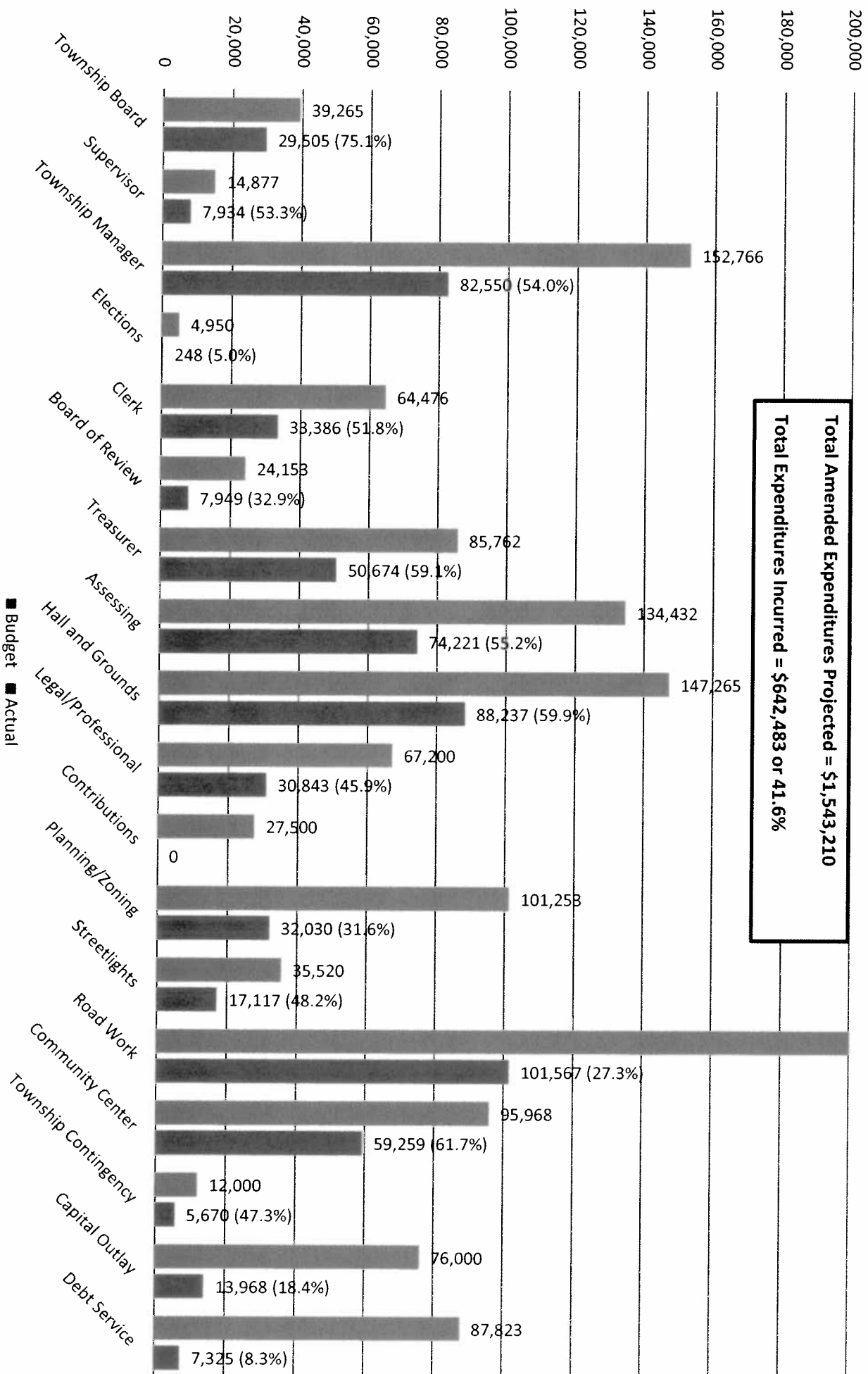
# **NORTHFIELD TOWNSHIP GENERAL FUND**

## **Revenues Projected vs. Received January 31, 2016 YTD**



# NORTHFIELD TOWNSHIP GENERAL FUND

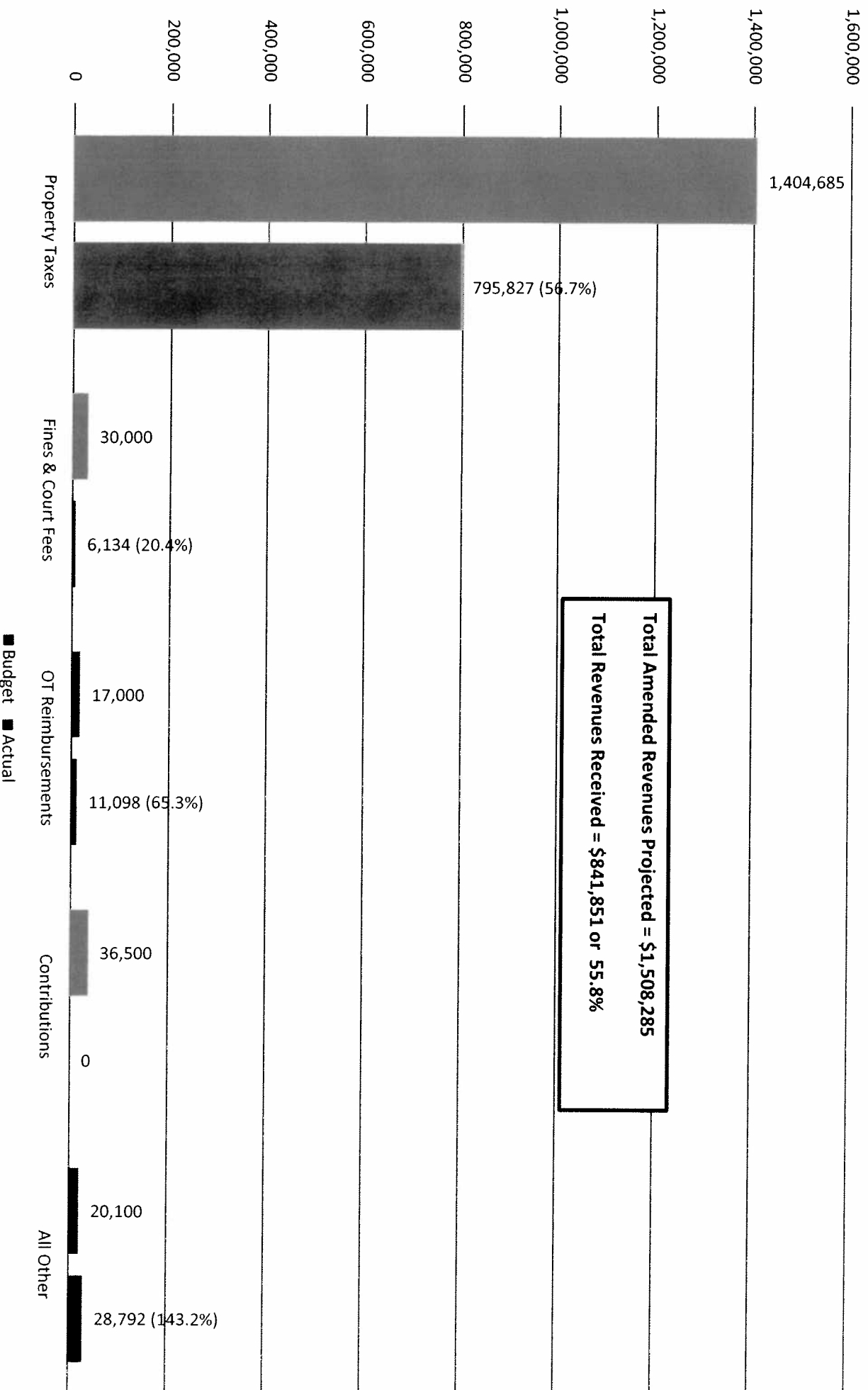
## Amended Expenditures Projected vs. Incurred January 31, 2016 YTD



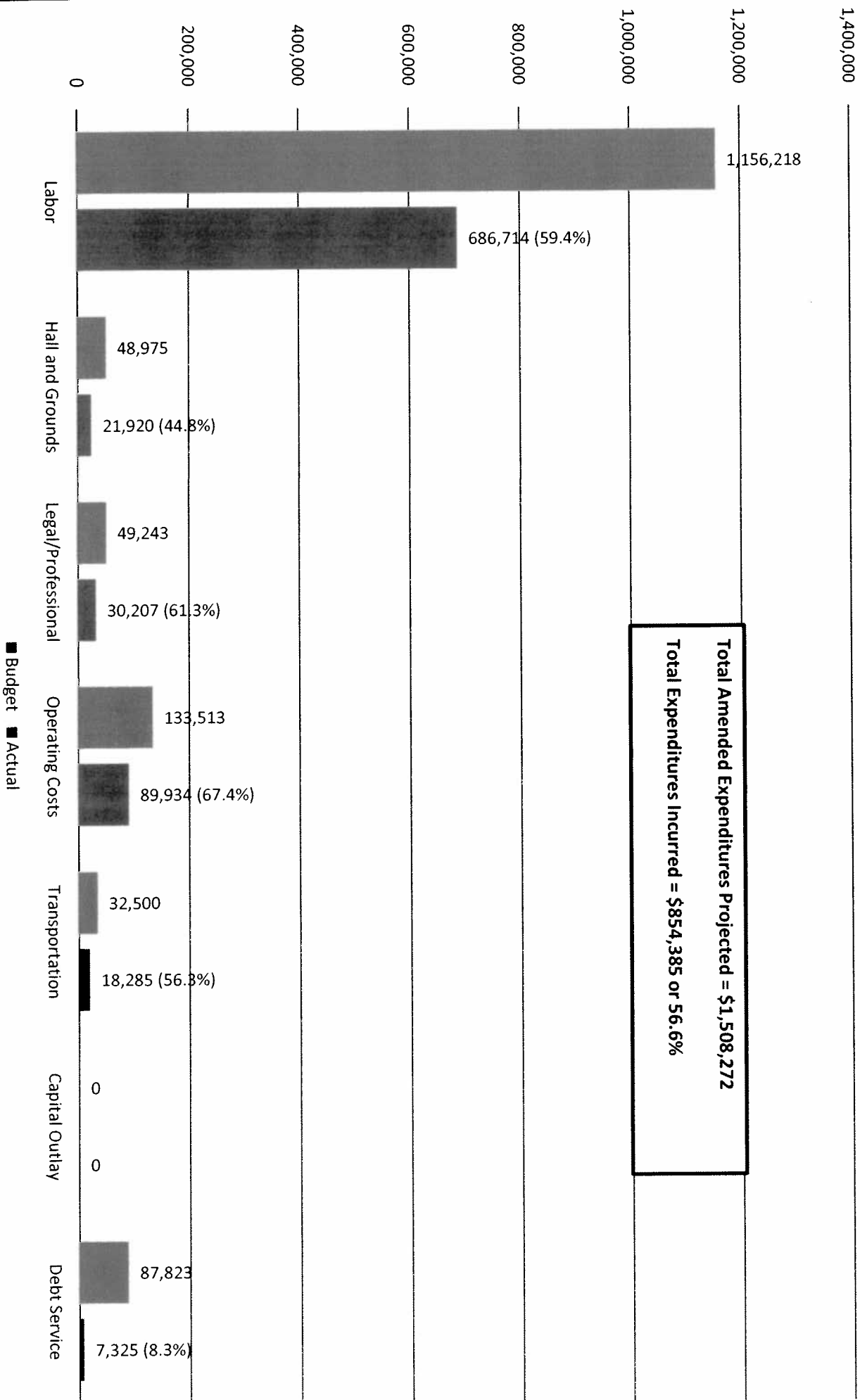


# **NORTHFIELD TOWNSHIP POLICE FUND**

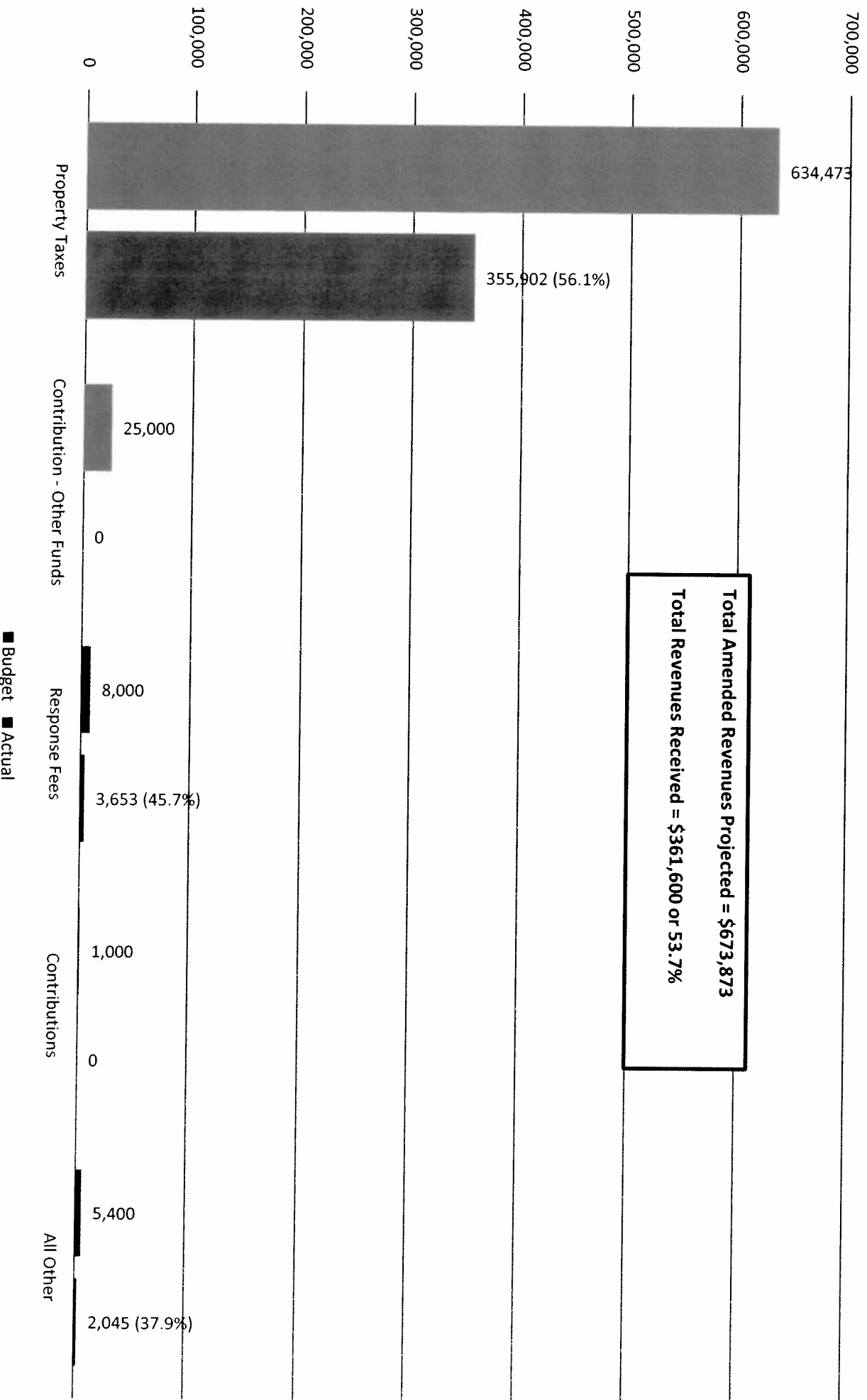
## **Amended Revenues Projected vs. Received January, 31, 2016 YTD**



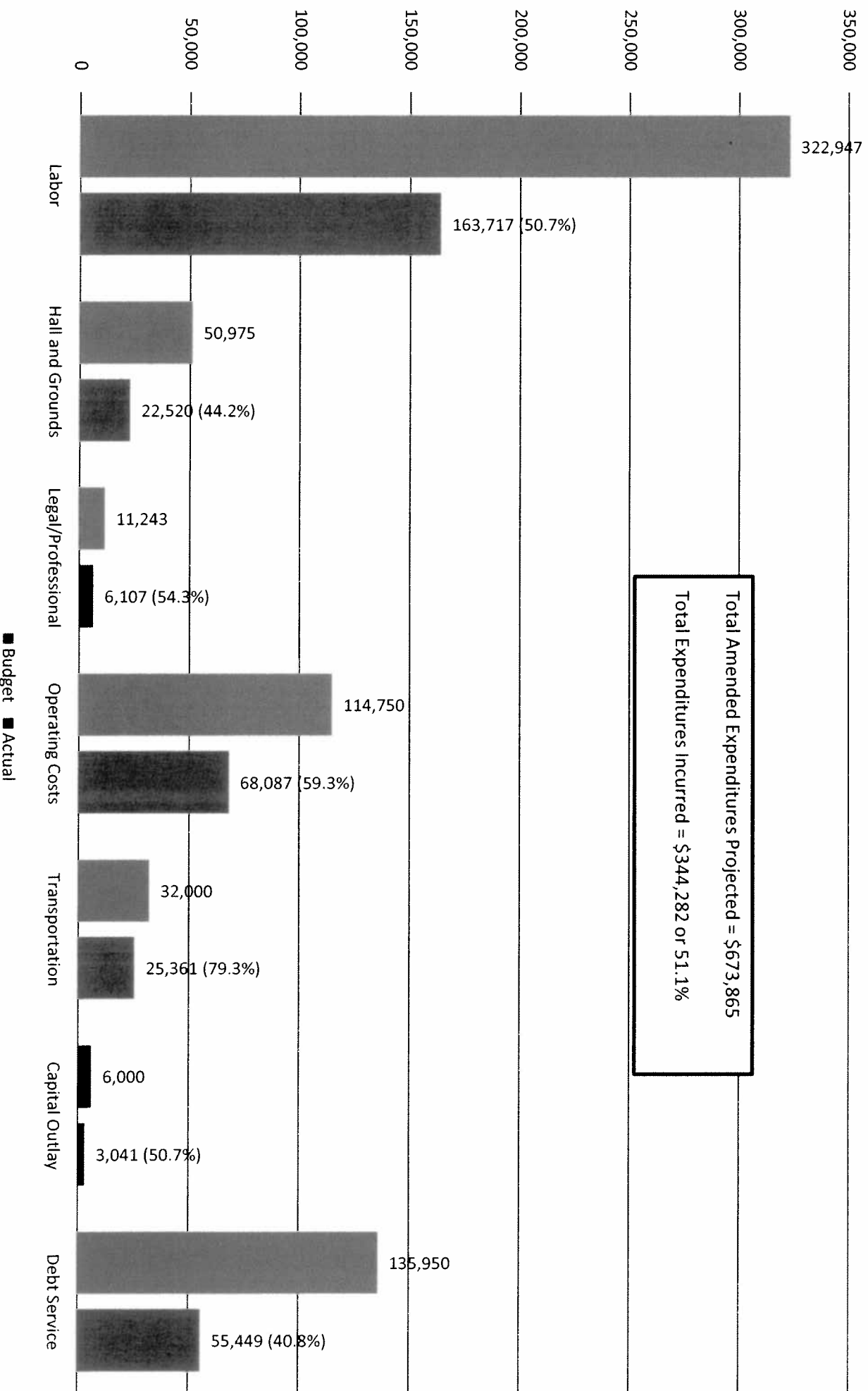
# NORTHFIELD TOWNSHIP POLICE FUND Amended Expenditures Projected vs. Incurred January 31, 2015 YTD



# **NORTHFIELD TOWNSHIP** **FIRE/MEDICAL RESCUE FUND** **Amended Revenues Projected vs. Received** **January 31, 2016 YTD**

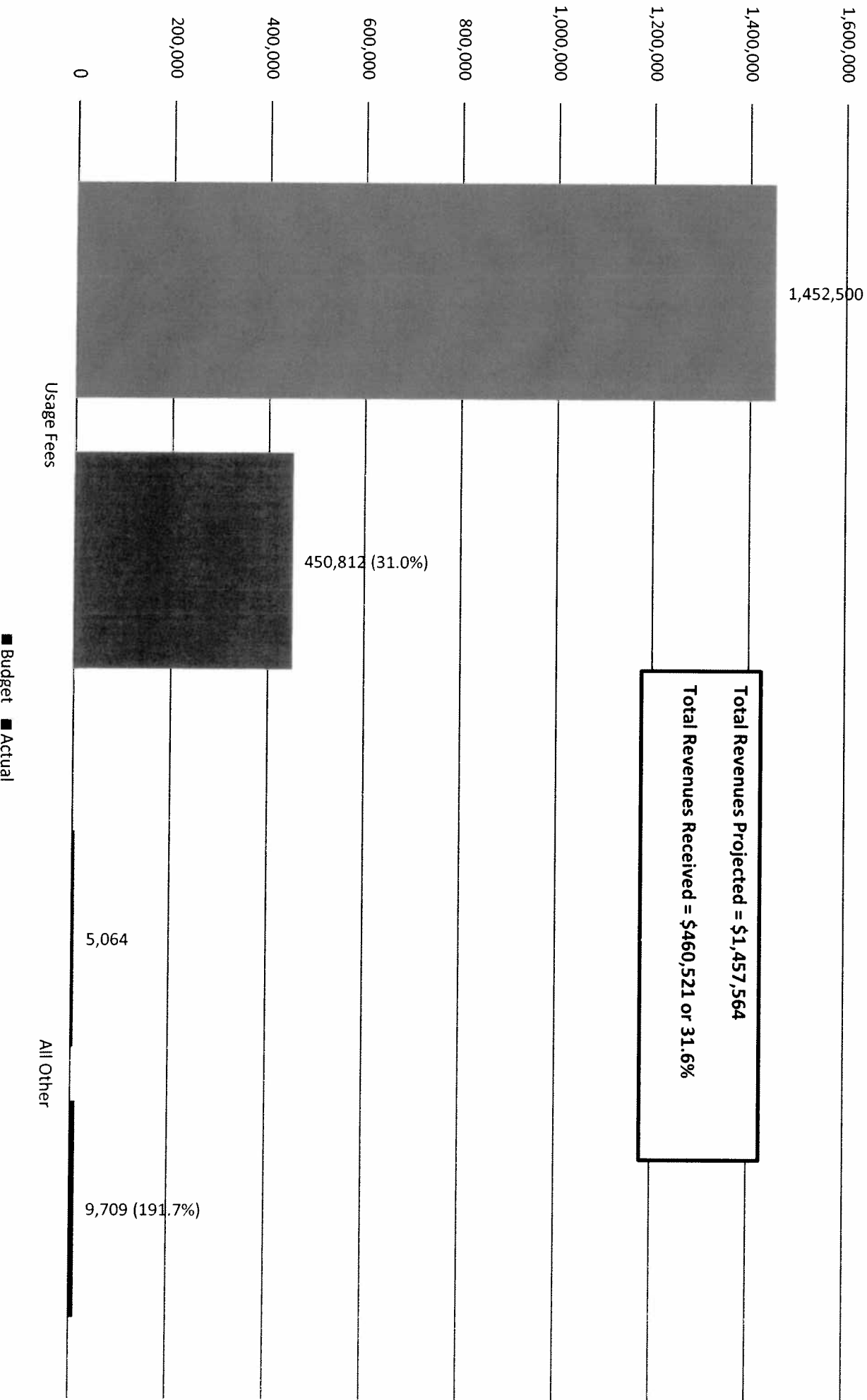


# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Amended Expenditures Projected vs. Incurred January 31, 2016 YTD

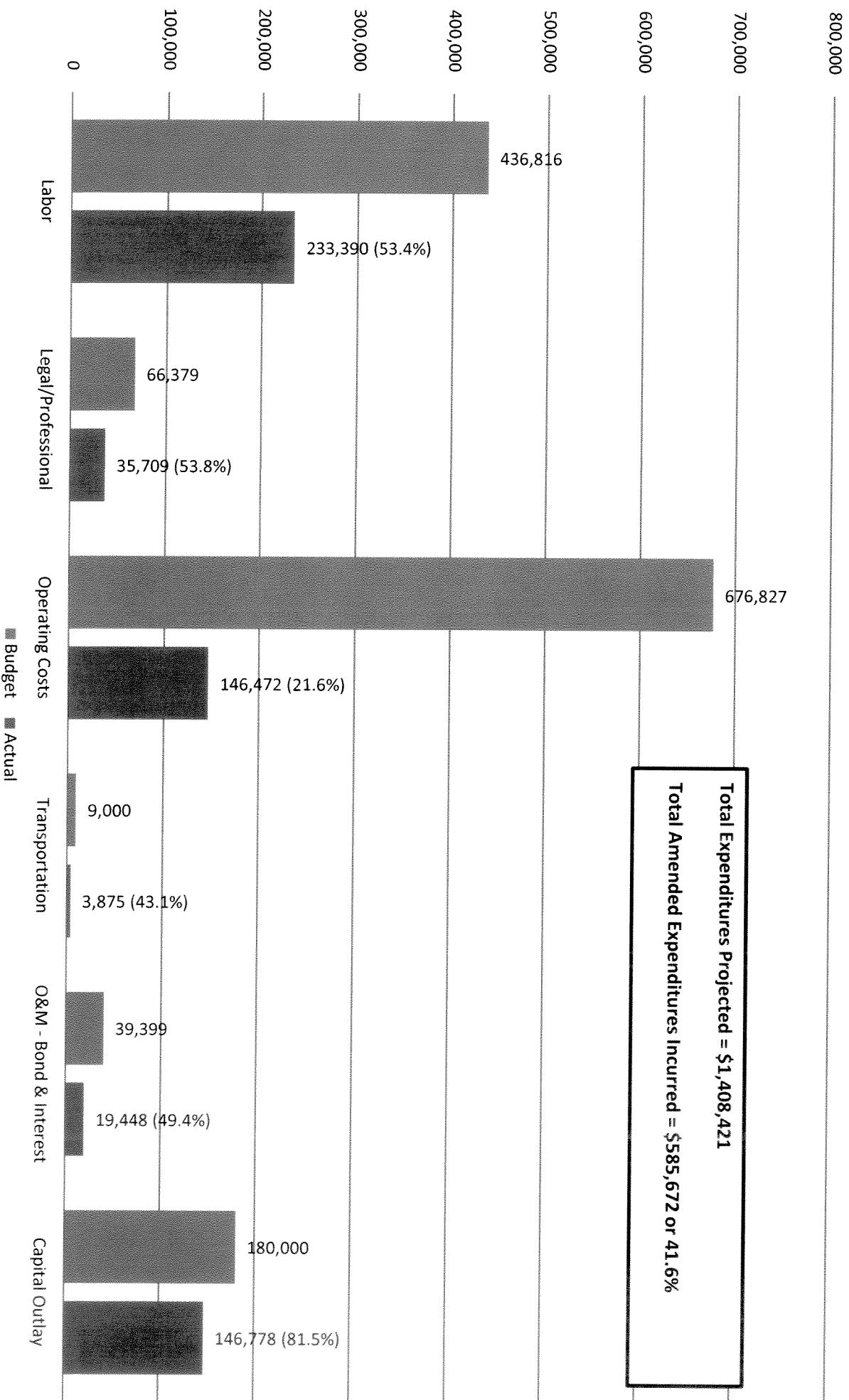


# **NORTHFIELD TOWNSHIP WWTP FUND**

## **Revenues Projected vs. Received January 31, 2016 YTD**



# NORTHFIELD TOWNSHIP WWTP FUND Amended Expenditures Projected vs. Incurred January 31, 2016 YTD



GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-426	PRIOR YEAR TAX INTEREST	0.00	0.00	0.00	469.80	0.00	(469.80)	100.00
101-000-452	PEDDLER'S LICENSES	340.00	0.00	0.00	220.00	200.00	(220.00)	100.00
101-000-453	CABLEVISION FRANCHISE FEES	97,378.60	90,000.00	90,000.00	24,770.34	0.00	65,229.66	27.52
101-000-455	FIBER FOOTAGE FEES	7,557.06	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
101-000-574	STATE SHARED REVENUE	650,034.00	655,000.00	655,000.00	226,808.00	0.00	428,192.00	34.63
101-000-590	GRANT INCOME	0.00	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
101-000-615	INSURANCE PROCEEDS	456.28	0.00	0.00	0.00	0.00	0.00	0.00
101-000-626	COPY & FOIA INCOME	55.07	250.00	250.00	70.42	5.00	179.58	28.17
101-000-655	ORDINANCE FINES	0.00	0.00	0.00	100.00	0.00	(100.00)	100.00
101-000-665	INTEREST INCOME	180.51	300.00	300.00	182.78	0.00	117.22	60.93
101-000-671	REIMBURSEMENT/OTHER INCOME	2,859.74	650.00	650.00	220.07	150.00	429.93	33.86
101-000-688	RENTAL INCOME - BARKER RD	11,460.00	11,760.00	11,760.00	6,110.00	1,660.00	5,650.00	51.96
101-000-690	UNREALIZED GAIN/LOSS	123.55	0.00	0.00	(74.55)	0.00	74.55	100.00
Total Dept 000		770,444.81	1,016,960.00	1,016,960.00	258,876.86	2,015.00	758,083.14	25.46
Dept 191-ELECTIONS								
101-191-671	REIMBURSEMENT/OTHER INCOME	0.00	0.00	0.00	5,741.48	0.00	(5,741.48)	100.00
Total Dept 191-ELECTIONS		0.00	0.00	0.00	5,741.48	0.00	(5,741.48)	100.00
Dept 253-TREASURER								
101-253-402	CURRENT PROPERTY TAX	256,344.00	263,700.00	263,700.00	147,918.29	124,259.18	115,781.71	56.09
101-253-404	MOBILE HOME LICENSE FEES	2,900.00	2,850.00	2,850.00	1,420.50	0.00	1,429.50	49.84
101-253-445	PENALTY & INTEREST ON TAXES	2,826.11	500.00	500.00	30.59	0.36	469.41	6.12
101-253-627	SUMMER TAX PREPARATION	13,487.50	13,490.00	13,490.00	3,315.00	3,315.00	10,175.00	24.57
101-253-680	TAX ADMINISTRATION FEES	136,940.11	137,000.00	137,000.00	96,636.26	43,111.78	40,363.74	70.54
Total Dept 253-TREASURER		412,497.72	417,540.00	417,540.00	249,320.64	170,686.32	168,219.36	59.71
Dept 336-CONTRIBUTIONS								
101-336-624	DDA	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
101-336-625	SEWER ADMINISTRATION	43,969.00	46,469.00	46,469.00	0.00	0.00	46,469.00	0.00
Total Dept 336-CONTRIBUTIONS		63,969.00	46,469.00	46,469.00	0.00	0.00	46,469.00	0.00
Dept 412-PLANNING/ZONING DEPT								
101-412-477	ZONING COMPLIANCE PERMITS	5,500.00	3,000.00	3,000.00	3,100.00	100.00	(100.00)	103.33
101-412-608	VARIANCES/APPEALS	1,420.00	2,000.00	2,000.00	1,675.00	495.00	325.00	83.75
101-412-629	ZONING COPIES	0.00	50.00	50.00	0.00	0.00	50.00	0.00
101-412-637	SPLIT APPLICATIONS	850.00	500.00	500.00	1,750.00	250.00	(1,250.00)	350.00
Total Dept 412-PLANNING/ZONING DEPT		7,770.00	5,550.00	5,550.00	6,525.00	845.00	(975.00)	117.57
Dept 666-COMMUNITY CENTER								
101-666-643	CC TRIPS	11,656.62	5,000.00	5,000.00	5,861.17	0.00	(861.17)	117.22
101-666-644	CC PROGRAMS	0.00	5,000.00	5,000.00	775.00	0.00	4,225.00	15.50
101-666-671	REIMBURSEMENT/OTHER INCOME	4,816.66	0.00	0.00	5,500.00	0.00	(5,500.00)	100.00
101-666-676	CONTRIBUTIONS - SCC	1,491.46	500.00	500.00	246.61	160.04	253.39	49.32

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	2015-16		2015-16		YTD BALANCE	ACTIVITY FOR		AVAILABLE BALANCE	% BDT USED
		END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET			MONTH			
		06/30/2015				01/31/2016	01/31/2016			

Fund 101 - GENERAL FUND  
Revenues

Total Dept 666-COMMUNITY CENTER

17,964.74	10,500.00	10,500.00	12,382.78	160.04	(1,882.78)	117.93
TOTAL Revenues						
1,272,646.27	1,497,019.00	1,497,019.00	532,846.76	173,706.36	964,172.24	35.59

Expenditures

Dept 101-TOWNSHIP BOARD

9,891.51	10,000.00	10,000.00	6,249.90	0.00	3,750.10	62.50
101-101-701	SALARIES		765.72	765.00	501.09	0.00
101-101-715	SOCIAL SECURITY		9,551.68	10,500.00	7,871.21	808.01
101-101-807	MEMBERSHIP DUES		0.00	0.00	10,000.00	0.00
101-101-836	WELFARE COSTS		7,073.24	7,000.00	4,883.01	0.00
101-101-900	PRINTING & PUBLICATIONS		509.31	1,000.00	0.00	0.00
101-101-957	TRAINING & DEVELOPMENT					

Total Dept 101-TOWNSHIP BOARD

Dept 171-SUPERVISOR

12,499.76	12,500.00	12,500.00	7,211.40	480.76	5,288.60	57.69
101-171-701	SALARIES	(660.83)	957.00	957.00	426.81	36.78
101-171-715	SOCIAL SECURITY		0.00	0.00	296.16	0.00
101-171-718	PENSION		0.00	0.00	0.00	0.00
101-171-807	MEMBERSHIP DUES		120.00	120.00	0.00	0.00
101-171-860	FUEL & MILEAGE		200.00	200.00	0.00	0.00
101-171-956	MISCELLANEOUS		100.00	100.00	0.00	0.00
101-171-957	TRAINING & DEVELOPMENT		285.58	1,000.00	0.00	0.00

Total Dept 171-SUPERVISOR

Dept 172-TOWNSHIP MANAGER

77,000.04	77,000.00	77,000.00	44,423.10	2,961.54	32,576.90	57.69
101-172-701	SALARIES		25,325.50	28,288.00	14,662.25	777.75
101-172-704	CERICAL/DEP /SUPER/ELECTION		11,995.42	12,335.00	6,995.07	391.01
101-172-716	SOCIAL SECURITY		6,534.22	1,500.00	1,500.00	0.00
101-172-717	HOSPITALIZATION		975.48	1,020.00	650.32	81.29
101-172-718	LIFE/DISB. INSURANCE		7,213.53	7,700.00	4,146.18	296.16
101-172-722	PENSION		54,477.77	55,940.00	30,853.57	1,371.90
101-172-818	CONTROLLER		5,858.68	7,500.00	1,270.00	0.00
101-172-850	CONTRACTUAL SERVICES		605.94	1,000.00	351.38	50.55
101-172-860	COMMUNICATION		0.00	500.00	0.00	0.00
101-172-927	FUEL & MILEAGE		(36,501.00)	(41,017.00)	(22,761.00)	(11,788.70)
101-172-957	ALLOCATE TO DEPARTMENTS		744.87	1,000.00	459.00	384.00
	TRAINING & DEVELOPMENT					

Total Dept 172-TOWNSHIP MANAGER

Dept 191-ELECTIONS

9,416.75	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-704	CERICAL/DEP /SUPER/ELECTION		4,929.53	1,500.00	247.70	0.00
101-191-727	SUPPLIES		1,760.00	0.00	0.00	0.00
101-191-818	CONTRACTUAL SERVICES		0.00	200.00	0.00	0.00
101-191-851	POSTAGE		2,471.87	250.00	0.00	0.00
101-191-900	PRINTING & PUBLICATIONS					

Total Dept 191-ELECTIONS

18,578.15	4,950.00	4,950.00	247.70	0.00	4,702.30	5.00
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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Expenditures								
Dept 215-CLERK								
101-215-701	SALARIES	11,538.24	12,500.00	12,500.00	7,211.40	480.76	5,288.60	57.69
101-215-703	DEPUTY SALARIES	38,508.49	34,360.00	34,360.00	18,678.59	1,300.00	15,681.41	54.36
101-215-715	SOCIAL SECURITY	3,828.56	3,585.00	3,585.00	2,192.63	136.23	1,392.37	61.16
101-215-716	HOSPITALIZATION	0.00	1,125.00	1,125.00	1,125.00	0.00	0.00	100.00
101-215-717	LIFE/DISB. INSURANCE	0.00	500.00	500.00	453.09	41.19	46.91	90.62
101-215-718	PENSION	0.00	3,436.00	3,436.00	1,275.20	130.00	2,160.80	37.11
101-215-723	RECORD SEC	6,147.50	7,720.00	7,720.00	2,450.00	0.00	5,270.00	31.74
101-215-807	MEMBERSHIP DUES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
101-215-860	FUEL & MILEAGE	60.94	150.00	150.00	0.00	0.00	150.00	0.00
101-215-922	LATE FEES AND PENALTIES	(26.22)	0.00	0.00	0.00	0.00	0.00	0.00
101-215-957	TRAINING & DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 215-CLERK		60,057.51	64,476.00	64,476.00	33,385.91	2,088.18	31,090.09	51.78
Dept 247-BOARD OF REVIEW								
101-247-706	BOARD OF REVIEW FEE	1,389.00	2,000.00	2,000.00	153.00	0.00	1,847.00	7.65
101-247-715	SOCIAL SECURITY	106.27	153.00	153.00	11.69	0.00	141.31	7.64
101-247-723	RECORD SEC	1,050.00	1,200.00	1,200.00	245.00	0.00	955.00	20.42
101-247-900	PRINTING & PUBLICATIONS	682.00	800.00	800.00	0.00	0.00	800.00	0.00
101-247-959	TRIBUNALS AND DRAINS	10,496.56	20,000.00	20,000.00	7,539.16	426.78	12,460.84	37.70
Total Dept 247-BOARD OF REVIEW		13,723.83	24,153.00	24,153.00	7,948.85	426.78	16,204.15	32.91
Dept 253-TREASURER								
101-253-701	SALARIES	12,499.76	12,500.00	12,500.00	7,211.40	480.76	5,288.60	57.69
101-253-703	DEPUTY SALARIES	42,770.75	43,500.00	43,500.00	25,012.73	1,636.77	18,487.27	57.50
101-253-704	CLERICAL/DEP /SUPER/ELECTION	21,681.19	19,365.00	19,365.00	4,625.88	543.75	14,739.12	23.89
101-253-715	SOCIAL SECURITY	5,886.70	5,765.00	5,765.00	2,761.73	198.62	3,003.27	47.91
101-253-716	HOSPITALIZATION	10,089.51	7,305.00	7,305.00	4,443.92	38.40	2,861.08	60.83
101-253-717	LIFE/DISB. INSURANCE	460.80	485.00	485.00	307.20	38.40	177.80	63.34
101-253-718	PENSION	4,213.44	4,350.00	4,350.00	2,501.24	169.68	1,848.76	57.50
101-253-803	LEGAL	6,000.00	6,000.00	6,000.00	3,500.00	500.00	2,500.00	58.33
101-253-804	TAX STATEMENT PREPARATION	1,440.66	1,650.00	1,650.00	1,582.02	0.00	67.98	95.88
101-253-807	MEMBERSHIP DUES	100.00	130.00	130.00	100.00	0.00	30.00	76.92
101-253-851	POSTAGE	3,573.27	3,000.00	3,000.00	3,480.28	0.00	(480.28)	116.01
101-253-860	FUEL & MILEAGE	217.08	200.00	200.00	178.17	104.86	21.83	89.09
101-253-927	ALLOCATE TO DEPARTMENTS	(21,036.00)	(20,488.00)	(20,488.00)	(6,904.00)	(3,143.00)	(13,584.00)	33.70
101-253-956	MISCELLANEOUS	3,137.78	1,000.00	2,225.00	1,873.13	(2.00)	351.87	84.19
101-253-957	TRAINING & DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 253-TREASURER		91,034.94	85,762.00	86,987.00	50,673.70	(961.54)	36,313.30	58.25
Dept 257-ASSESSING								
101-257-709	ASST ASSESSOR	23,097.64	38,480.00	38,480.00	21,904.00	1,520.00	16,576.00	56.92
101-257-713	ASSESSOR	5,597.70	0.00	0.00	0.00	0.00	0.00	0.00
101-257-715	SOCIAL SECURITY	2,195.20	2,944.00	2,944.00	1,675.66	116.28	1,268.34	56.92
101-257-716	HOSPITALIZATION	5,769.58	18,860.00	18,860.00	11,002.81	1,283.81	7,557.19	58.34
101-257-717	LIFE/DISB. INSURANCE	0.00	700.00	700.00	499.84	45.44	200.16	71.41
101-257-718	PENSION	236.30	3,848.00	3,848.00	2,046.40	8.00	1,801.60	53.18
101-257-720	BANKED PTO	(3,234.63)	0.00	0.00	0.00	0.00	0.00	0.00
101-257-727	SUPPLIES	1,185.81	1,500.00	1,500.00	695.48	43.20	804.52	46.37
101-257-807	MEMBERSHIP DUES	0.00	500.00	500.00	13.00	0.00	487.00	2.60

02/04/2016 11:08 AM

User: RICK

DB: Northfield

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDC USED
Fund 101 - GENERAL FUND								
Expenditures								
101-257-818	CONTRACTUAL SERVICES	59,848.31	60,600.00	60,600.00	33,833.31	4,833.33	26,766.69	55.83
101-257-851	POSTAGE	2,202.50	2,500.00	2,500.00	2,033.75	1,814.27	466.25	81.35
101-257-860	FUEL & MILEAGE	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-900	PRINTING & PUBLICATIONS	0.00	1,000.00	1,000.00	516.81	516.81	483.19	51.68
101-257-957	TRAINING & DEVELOPMENT	1,050.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 257-ASSESSING		97,948.41	134,432.00	134,432.00	74,221.06	10,181.14	60,210.94	55.21
Dept 265-HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES	5,240.00	6,000.00	6,000.00	3,300.00	495.00	2,700.00	55.00
101-265-715	SOCIAL SECURITY	455.94	460.00	460.00	397.81	126.99	62.19	86.48
101-265-716	HOSPITALIZATION	(146.43)	0.00	0.00	0.00	0.00	0.00	0.00
101-265-727	SUPPLIES	9,976.20	10,000.00	10,000.00	6,228.49	692.99	3,771.51	62.28
101-265-731	WORKERS COMP INSURANCE	1,896.00	2,050.00	2,050.00	2,049.00	0.00	1.00	99.95
101-265-816	GROUND/CLANG/JANITORTL SERVI	5,295.00	5,000.00	5,000.00	3,905.00	0.00	1,095.00	78.10
101-265-821	PSB MAINT & OPS ALLOCATION	44,890.00	48,975.00	48,975.00	21,920.00	1,255.00	27,055.00	44.76
101-265-850	COMMUNICATION	8,917.06	11,280.00	11,280.00	6,474.51	186.70	4,805.49	57.40
101-265-851	POSTAGE	4,596.93	5,500.00	5,500.00	2,386.18	0.00	3,113.82	43.39
101-265-910	INSURANCE & BONDS	23,453.00	30,700.00	30,700.00	24,488.00	0.00	6,212.00	79.77
101-265-920	UTILITIES	217.66	200.00	200.00	84.62	0.00	115.38	42.31
101-265-930	REPAIRS & MAINTENANCE	20,029.04	20,000.00	20,000.00	14,722.98	940.00	5,277.02	73.61
101-265-938	CHARGEBACKS - PRIOR TAX YEARS	4,047.62	2,500.00	2,500.00	130.89	0.00	2,369.11	5.24
101-265-940	RENTAL EQUIPMENT	3,675.88	4,300.00	4,300.00	2,108.68	529.49	2,191.32	49.04
101-265-956	MISCELLANEOUS	263.54	300.00	300.00	41.00	0.00	259.00	13.67
Total Dept 265-HALL AND GROUNDS		132,807.44	147,265.00	147,265.00	88,237.16	36,915.17	59,027.84	59.92
Dept 270-LEGAL/PROFESSIONAL								
101-270-800	OTHER PROFESSIONAL FEES	925.00	500.00	500.00	0.00	0.00	500.00	0.00
101-270-802	AUDIT FEES	4,500.00	6,300.00	6,300.00	6,300.00	0.00	0.00	100.00
101-270-803	LEGAL	100,997.27	96,000.00	96,000.00	45,453.86	7,137.75	50,546.14	47.35
101-270-806	ENGINEER	12,214.00	10,000.00	10,000.00	5,689.50	287.50	4,310.50	56.90
101-270-927	ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(45,600.00)	(26,600.00)	(3,800.00)	(19,000.00)	58.33
Total Dept 270-LEGAL/PROFESSIONAL		73,036.27	67,200.00	67,200.00	30,843.36	3,625.25	36,356.64	45.90
Dept 336-CONTRIBUTIONS								
101-336-933	CONTRIBUTION - INDEPENDENCE D	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-336-963	CONTRIBUTION - WWTTP	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
101-336-964	CONTRIBUTION-FIRE & MED RES	30,890.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 336-CONTRIBUTIONS		53,390.00	27,500.00	27,500.00	0.00	0.00	27,500.00	0.00
Dept 412-PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	3,100.00	3,000.00	3,000.00	1,300.00	0.00	1,700.00	43.33
101-412-715	SOCIAL SECURITY	1,139.85	1,071.00	1,071.00	596.70	0.00	474.30	53.71
101-412-723	RECORD SEC	5,597.50	6,720.00	6,720.00	2,390.00	0.00	4,330.00	35.57
101-412-726	PLANN COMM	11,800.00	11,000.00	11,000.00	6,800.00	0.00	4,200.00	61.82
101-412-727	SUPPLIES	172.18	200.00	200.00	54.00	0.00	146.00	27.00
101-412-800	OTHER PROFESSIONAL FEES	4,097.50	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-412-801	PLANNER FEES	29,932.11	30,750.00	30,750.00	9,920.00	5,058.75	20,830.00	32.26

PERIOD ENDING 01/31/2016  
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Fund 101 - GENERAL FUND								
Expenditures								
101-412-803	LEGAL	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-412-809	CODE ENFORCEMENT	16,641.37	17,000.00	17,000.00	7,498.30	400.00	9,501.70	44.11
101-412-818	CONTRACTUAL SERVICES	8,416.00	0.00	8,416.00	0.00	0.00	8,416.00	0.00
101-412-851	POSTAGE	14.04	500.00	500.00	61.11	0.00	438.89	12.22
101-412-860	FUEL & MILEAGE	611.30	1,200.00	1,200.00	279.00	0.00	921.00	23.25
101-412-900	PRINTING & PUBLICATIONS	3,069.57	1,800.00	1,800.00	474.58	0.00	1,325.42	26.37
101-412-927	ALLOCATE TO DEPARTMENTS	7,600.00	6,596.00	6,596.00	2,581.00	1,020.00	4,015.00	39.13
101-412-957	TRAINING & DEVELOPMENT	1,429.00	2,000.00	2,000.00	75.00	0.00	1,925.00	3.75
Total Dept 412-PLANNING/ZONING DEPT		93,620.42	92,837.00	101,253.00	32,029.69	6,478.75	69,223.31	31.63
Dept 448-STREET LIGHTS								
101-448-920	UTILITIES	35,029.20	35,520.00	35,520.00	17,117.41	5,774.13	18,402.59	48.19
Total Dept 448-STREET LIGHTS		35,029.20	35,520.00	35,520.00	17,117.41	5,774.13	18,402.59	48.19
Dept 449-ROAD WORK								
101-449-813	ROADWORK	17,357.67	26,000.00	26,000.00	5,026.89	0.00	20,973.11	19.33
101-449-814	ROAD IMPROVEMENTS	101,977.92	96,000.00	96,000.00	92,792.19	0.00	3,207.81	96.66
101-449-929	GRANT EXPENSE	0.00	250,000.00	250,000.00	3,747.68	0.00	246,252.32	1.50
Total Dept 449-ROAD WORK		119,335.59	372,000.00	372,000.00	101,566.76	0.00	270,433.24	27.30
Dept 666-COMMUNITY CENTER								
101-666-701	SALARIES	37,422.88	38,275.00	38,275.00	22,641.52	1,620.00	15,633.48	59.15
101-666-702	SALARIES	0.00	0.00	0.00	3,081.63	55.40	(3,081.63)	100.00
101-666-715	SOCIAL SECURITY	2,862.95	2,930.00	2,930.00	1,954.44	123.95	975.56	66.70
101-666-716	HOSPITALIZATION	8,611.47	6,950.00	6,950.00	5,084.36	602.56	1,865.64	73.16
101-666-717	LIFE/DISB. INSURANCE	524.16	550.00	550.00	349.44	43.68	200.56	63.53
101-666-718	PENSION	3,734.32	3,828.00	3,828.00	2,264.17	162.00	1,563.83	59.15
101-666-727	SUPPLIES	2,531.33	2,000.00	2,000.00	1,152.44	268.16	847.56	57.62
101-666-731	WORKERS COMP INSURANCE	315.00	340.00	340.00	338.00	0.00	2.00	99.41
101-666-807	MEMBERSHIP DUES	110.00	220.00	220.00	255.00	0.00	(35.00)	118.91
101-666-812	CC TRIPS	20,281.16	4,500.00	4,500.00	4,132.24	178.69	367.76	91.83
101-666-815	CC PROGRAMS	162.98	13,500.00	13,500.00	8,584.09	1,386.40	4,915.91	63.59
101-666-816	GROUPS/CLEANG/JANITORL SERV	4,435.00	8,225.00	8,225.00	2,200.00	870.00	6,025.00	26.75
101-666-822	SENIOR NUTRITION	129.14	0.00	0.00	867.78	74.71	(867.78)	100.00
101-666-850	COMMUNICATION	3,523.00	2,700.00	2,700.00	1,122.19	0.00	1,577.81	41.56
101-666-851	POSTAGE	617.35	1,050.00	1,050.00	383.88	0.00	666.12	36.56
101-666-900	PRINTING & PUBLICATIONS	1,252.26	1,000.00	1,000.00	735.00	0.00	265.00	73.50
101-666-910	INSURANCE & BONDS	903.00	2,000.00	2,000.00	997.00	997.00	1,003.00	49.85
101-666-920	UTILITIES	2,902.94	3,000.00	3,000.00	1,228.44	74.87	1,771.56	40.95
101-666-929	GRANT EXPENSE	518.94	0.00	0.00	0.00	0.00	0.00	0.00
101-666-930	REPAIRS & MAINTENANCE	4,944.29	4,500.00	4,500.00	1,824.72	162.36	2,675.28	40.55
101-666-970	EQUIPMENT	6.42	400.00	400.00	62.33	0.00	337.67	15.58
Total Dept 666-COMMUNITY CENTER		95,788.59	95,968.00	95,968.00	59,258.67	6,619.78	36,709.33	61.75
Dept 850-TOWNSHIP CONTINGENCY								
101-850-905	CONTINGENCY FUNDS	644.56	12,000.00	10,775.00	5,670.46	2,888.30	5,104.54	52.63

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 01/31/2016  
 % Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 850-TOWNSHIP CONTINGENCY		644.56	12,000.00	10,775.00	5,670.46	2,888.30	5,104.54	52.63
Dept 900-CAPITAL OUTLAY								
101-900-972	COMPUTER	8,925.66	11,500.00	11,500.00	11,602.18	8,301.68	(102.18)	100.89
101-900-975	CONSTRUCTION	0.00	0.00	60,000.00	1,500.74	1,500.74	58,499.26	2.50
101-900-978	LAND ACQUISITION	98,582.58	4,500.00	4,500.00	865.00	0.00	3,635.00	19.22
Total Dept 900-CAPITAL OUTLAY		107,508.24	16,000.00	76,000.00	13,967.92	9,802.42	62,032.08	18.38
Dept 905-DEBT SERVICE								
101-905-985	PSB SHARE OF BOND PMT	85,220.83	87,823.00	87,823.00	7,324.66	0.00	80,498.34	8.34
Total Dept 905-DEBT SERVICE		85,220.83	87,823.00	87,823.00	7,324.66	0.00	80,498.34	8.34
TOTAL Expenditures		1,271,861.40	1,464,794.00	1,543,210.00	642,482.76	79,689.41	900,727.24	41.63
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,272,646.27	1,497,019.00	1,497,019.00	532,846.76	173,706.36	964,172.24	35.59
TOTAL EXPENDITURES		1,271,861.40	1,464,794.00	1,543,210.00	642,482.76	79,689.41	900,727.24	41.63
NET OF REVENUES & EXPENDITURES		784.87	32,225.00	(46,191.00)	(109,636.00)	94,016.95	63,445.00	237.35
BEG. FUND BALANCE		1,549,377.79	1,550,162.66	1,550,162.66	1,550,162.66			
END FUND BALANCE		1,550,162.66	1,582,387.66	1,503,971.66	1,440,526.66			

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% Fiscal Year Completed: 58.74

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Fund 207 - LAW ENFORCEMENT FUND								
Revenues								
Dept 000								
207-000-402	CURRENT PROPERTY TAX	1,379,180.91	1,404,685.00	1,404,685.00	795,826.80	668,534.60	608,858.20	56.66
207-000-445	PENALTY & INTEREST ON TAXES	2,112.33	1,000.00	1,000.00	157.40	0.00	842.60	15.74
207-000-570	LICOR LICENSE & PERMITS	2,634.50	3,000.00	3,000.00	3,165.25	0.00	(165.25)	105.51
207-000-626	COPY & FOIA INCOME	2,284.00	1,600.00	1,600.00	727.21	102.59	872.79	45.45
207-000-656	FINES & COURT FEES	25,063.44	30,000.00	30,000.00	6,133.74	0.00	23,866.26	20.45
207-000-658	IMPOUND FEES	2,140.00	2,000.00	2,000.00	1,340.00	200.00	660.00	67.00
207-000-664	FEES PAID FOR OFFICER WAGES	6,298.12	6,500.00	6,500.00	6,160.24	0.00	339.76	94.77
207-000-671	REIMBURSEMENT/OTHER INCOME	3,400.25	3,000.00	3,000.00	1,584.40	97.00	1,415.60	52.81
207-000-673	SALE OF FIXED ASSET	605.25	3,000.00	3,000.00	15,658.00	0.00	(12,658.00)	521.93
207-000-681	OT REIMBURSEMENT	17,109.75	17,000.00	17,000.00	11,098.07	0.00	5,901.93	65.28
Total Dept 000		1,440,828.55	1,471,785.00	1,471,785.00	841,851.11	668,934.19	629,933.89	57.20
Dept 336-CONTRIBUTIONS								
207-336-588	CONTRIBUTION OTHER FUND(S)	41,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
207-336-683	CONTRIBUTION - INDEPENDENCE D	1,500.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 336-CONTRIBUTIONS		42,500.00	36,500.00	36,500.00	0.00	0.00	36,500.00	0.00
TOTAL Revenues		1,483,328.55	1,508,285.00	1,508,285.00	841,851.11	668,934.19	666,433.89	55.82
Expenditures								
Dept 226-PERSONNEL								
207-226-701	SALARIES	195,514.42	198,005.00	198,005.00	108,904.96	9,382.52	89,100.04	55.00
207-226-702	SALARIES	386,642.25	393,879.00	393,879.00	231,143.06	16,686.27	162,735.94	58.68
207-226-704	CLERICAL/DEP /SUPER/ELECTION	63,951.68	69,401.00	69,401.00	44,466.24	1,687.75	24,934.76	64.07
207-226-708	SALARIES-PART TIME	30,632.22	35,000.00	35,000.00	18,653.27	965.42	16,346.73	53.30
207-226-710	JANITORIAL SALARIES	8,240.00	8,320.00	8,320.00	5,070.00	765.00	3,250.00	60.94
207-226-711	SALARIES-OVERTIME	52,947.21	35,000.00	35,000.00	26,294.37	1,225.06	8,705.63	75.13
207-226-714	HOLIDAY	34,215.00	35,257.00	35,257.00	35,063.75	0.00	193.25	99.45
207-226-715	SOCIAL SECURITY	60,958.07	60,190.00	60,190.00	37,568.83	2,273.40	22,621.17	62.42
207-226-716	HOSPITALIZATION	159,260.56	162,555.00	162,555.00	75,926.16	7,729.32	86,628.84	46.71
207-226-717	LIFE/DISB. INSURANCE	7,672.84	8,028.00	8,028.00	5,218.96	652.37	2,809.04	65.01
207-226-718	PENSION	60,781.90	63,219.00	63,219.00	35,994.28	2,427.50	27,224.72	56.94
207-226-719	EMPLOYEE FRINGE-LONGEVITY	5,400.00	5,700.00	5,700.00	5,700.00	0.00	0.00	100.00
207-226-730	MEDICAL TESTING	145.50	500.00	500.00	153.50	0.00	346.50	30.70
207-226-731	WORKERS COMP INSURANCE	15,023.00	16,010.00	16,010.00	16,009.00	0.00	1.00	99.99
207-226-741	UNIFORMS/GEAR & ALLOWANCE	6,200.00	6,200.00	6,200.00	5,900.00	0.00	300.00	95.16
207-226-927	ALLOCATE TO DEPARTMENTS	59,485.00	58,604.00	58,604.00	34,648.00	0.00	23,956.00	59.12
207-226-957	TRAINING & DEVELOPMENT	50.00	350.00	350.00	0.00	0.00	350.00	0.00
Total Dept 226-PERSONNEL		1,147,119.65	1,156,218.00	1,156,218.00	686,714.38	78,442.61	469,503.62	59.39
Dept 265-HALL AND GROUNDS								
207-265-821	PSB MAINT & OPS ALLOCATION	44,889.00	48,975.00	48,975.00	21,920.00	8,201.00	27,055.00	44.76
Total Dept 265-HALL AND GROUNDS		44,889.00	48,975.00	48,975.00	21,920.00	8,201.00	27,055.00	44.76
Dept 270-LEGAL/PROFESSIONAL								
207-270-722	CONTROLLER	8,171.00	6,993.00	6,993.00	3,856.75	2,086.50	3,136.25	55.15
207-270-802	AUDIT FEES	3,060.00	2,250.00	2,250.00	2,250.00	0.00	0.00	100.00

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Fund 207 - LAW ENFORCEMENT FUND								
Expenditures								
207-270-803	LEGAL	39,600.00	40,000.00	40,000.00	24,100.00	3,300.00	15,900.00	60.25
Total Dept 270-LEGAL/PROFESSIONAL		50,831.00	49,243.00	49,243.00	30,206.75	5,386.50	19,036.25	61.34
Dept 301-OPERATING COSTS								
207-301-727	SUPPLIES	6,089.63	3,000.00	3,000.00	2,505.97	771.81	494.03	83.53
207-301-741	UNIFORMS/GEAR & ALLOWANCE	58.29	0.00	0.00	0.00	0.00	0.00	0.00
207-301-807	MEMBERSHIP DUES	760.00	1,000.00	1,000.00	450.00	0.00	550.00	45.00
207-301-818	CONTRACTUAL SERVICES	13,914.00	18,000.00	18,000.00	9,937.83	3,179.75	8,062.17	55.21
207-301-820	DISPATCH SERVICES	63,346.92	68,000.00	68,000.00	36,952.37	5,278.91	31,047.63	54.34
207-301-850	COMMUNICATION	13,546.61	20,000.00	20,000.00	9,437.35	2,436.21	10,562.65	47.19
207-301-851	POSTAGE	320.90	200.00	200.00	200.00	0.00	0.00	100.00
207-301-900	PRINTING & PUBLICATIONS	99.63	400.00	400.00	49.50	0.00	350.50	12.38
207-301-910	INSURANCE & BONDS	17,226.00	17,513.00	17,513.00	28,267.00	28,267.00	(10,754.00)	161.41
207-301-930	REPAIRS & MAINTENANCE	1,589.17	2,000.00	2,000.00	1,155.92	245.66	844.08	57.80
207-301-932	RADIO REPAIR	1,100.00	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
207-301-938	CHARGEBACKS - PRIOR TAX YEARS	12,347.16	0.00	0.00	173.56	0.00	(173.56)	100.00
207-301-940	RENTAL EQUIPMENT	1,567.92	2,300.00	2,300.00	804.37	114.91	1,495.63	34.97
207-301-972	COMPUTER	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 301-OPERATING COSTS		134,366.23	133,513.00	133,513.00	89,933.87	40,294.25	43,579.13	67.36
Dept 333-TRANSPORTATION								
207-333-860	FUEL & MILEAGE	21,948.33	21,000.00	21,000.00	10,536.30	2,191.62	10,463.70	50.17
207-333-930	REPAIRS & MAINTENANCE	13,727.32	11,500.00	11,500.00	7,748.71	1,006.53	3,751.29	67.38
Total Dept 333-TRANSPORTATION		35,675.65	32,500.00	32,500.00	18,285.01	3,198.15	14,214.99	56.26
Dept 900-CAPITAL OUTLAY								
207-900-972	COMPUTER	73.13	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 900-CAPITAL OUTLAY		73.13	0.00	0.00	0.00	0.00	0.00	0.00
Dept 905-DEBT SERVICE								
207-905-985	PSB SHARE OF BOND PMT	85,220.83	87,823.00	87,823.00	7,324.66	0.00	80,498.34	8.34
Total Dept 905-DEBT SERVICE		85,220.83	87,823.00	87,823.00	7,324.66	0.00	80,498.34	8.34
TOTAL Expenditures		1,498,175.49	1,508,272.00	1,508,272.00	854,384.67	135,522.51	653,887.33	56.65
Fund 207 - LAW ENFORCEMENT FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES		1,483,328.55	1,508,285.00	1,508,285.00	841,851.11	668,934.19	666,433.89	55.82
NET OF REVENUES & EXPENDITURES		1,498,175.49	1,508,272.00	1,508,272.00	854,384.67	135,522.51	653,887.33	56.65
BEG. FUND BALANCE		(14,846.94)	13.00	13.00	(12,533.56)	533,411.68	12,546.56	96,412.0
END FUND BALANCE		470,378.08	455,531.14	455,531.14	455,531.14			
END FUND BALANCE		455,531.14	455,544.14	455,544.14	442,997.58			

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016		AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND									
Revenues									
Dept 000									
216-000-402	CURRENT PROPERTY TAX	616,776.08	634,473.00	634,473.00	355,902.00	298,975.64	278,571.00	56.09	
216-000-445	PENALTY & INTEREST ON TAXES	943.81	500.00	500.00	70.38	0.00	429.62	14.08	
216-000-482	HOUSE NUMBERS	800.00	500.00	500.00	80.00	40.00	420.00	16.00	
216-000-588	CONTRIBUTION OTHER FUND(S)	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	
216-000-590	GRANT INCOME	4,841.15	0.00	0.00	0.00	0.00	0.00	0.00	
216-000-626	COPY & FOIA INCOME	25.00	0.00	0.00	21.00	0.00	(21.00)	100.00	
216-000-635	RESPONSE FEES	9,567.77	8,000.00	8,000.00	3,653.23	0.00	4,346.77	45.67	
216-000-639	DRIVEWAY INSPECTIONS	750.00	400.00	400.00	490.00	90.00	(90.00)	122.50	
216-000-671	REIMBURSEMENT/OTHER INCOME	2,582.88	3,000.00	3,000.00	974.44	0.00	2,025.56	32.48	
216-000-673	SALE OF FIXED ASSET	980.00	1,000.00	1,000.00	409.11	0.00	590.89	40.91	
Total Dept 000		662,266.69	672,873.00	672,873.00	361,600.16	299,105.64	311,272.84	53.74	
Dept 336-CONTRIBUTIONS									
216-336-588	CONTRIBUTION OTHER FUND(S)	5,890.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-336-683	CONTRIBUTION - INDEPENDENCE D	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 336-CONTRIBUTIONS		6,890.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
TOTAL Revenues		669,156.69	673,873.00	673,873.00	361,600.16	299,105.64	312,272.84	53.66	
Expenditures									
Dept 226-PERSONNEL									
216-226-701	SALARIES	79,221.04	79,310.00	79,310.00	45,755.70	3,050.38	33,554.30	57.69	
216-226-702	SALARIES	123,046.00	134,000.00	134,000.00	73,002.50	5,394.00	60,997.50	54.48	
216-226-705	ADMINISTRATIVE ASSISTANT	5,757.87	7,000.00	7,000.00	3,500.61	212.75	3,499.39	50.01	
216-226-708	SALARIES-PART TIME	52,991.49	55,000.00	55,000.00	22,991.59	2,371.40	32,008.41	41.80	
216-226-712	SALARIES - OFFICERS	8,925.00	14,000.00	14,000.00	3,250.00	0.00	10,750.00	23.21	
216-226-715	SOCIAL SECURITY	21,627.37	23,130.00	23,130.00	11,688.40	856.24	11,441.60	50.53	
216-226-716	HOSPITALIZATION	24,930.93	23,000.00	23,000.00	14,900.66	1,888.60	8,099.34	64.79	
216-226-717	LIFE/DISB. INSURANCE	844.92	900.00	900.00	563.28	70.41	336.72	62.59	
216-226-718	PENSION	7,912.76	7,931.00	7,931.00	4,575.56	305.04	3,355.44	57.69	
216-226-730	MEDICAL TESTING	585.00	4,000.00	4,000.00	224.00	0.00	3,776.00	5.60	
216-226-731	WORKERS COMP INSURANCE	9,600.00	10,280.00	10,280.00	10,278.00	0.00	2.00	99.98	
216-226-927	ALLOCATE TO DEPARTMENTS	(59,485.00)	(58,604.00)	(58,604.00)	(34,648.00)	(34,648.00)	(23,956.00)	59.12	
216-226-957	TRAINING & DEVELOPMENT	4,567.35	10,000.00	10,000.00	2,548.13	0.00	7,451.87	25.48	
216-226-958	TRAINING WAGES	12,739.21	13,000.00	13,000.00	5,086.88	264.00	7,913.12	39.13	
Total Dept 226-PERSONNEL		293,263.94	322,947.00	322,947.00	163,717.31	(20,235.18)	159,229.69	50.69	
Dept 265-HALL AND GROUNDS									
216-265-816	GROUPS/CLEANING/JANITORL SERVI	1,610.00	2,000.00	2,000.00	600.00	240.00	1,400.00	30.00	
216-265-821	PSB MAINT & OPS ALLOCATION	44,889.00	48,975.00	48,975.00	21,920.00	8,201.00	27,055.00	44.76	
Total Dept 265-HALL AND GROUNDS		46,499.00	50,975.00	50,975.00	22,520.00	8,441.00	28,455.00	44.18	
Dept 270-LEGAL/PROFESSIONAL									
216-270-722	CONTROLLER	8,171.00	6,993.00	6,993.00	3,856.65	2,086.40	3,136.35	55.15	
216-270-802	AUDIT FEES	3,060.00	2,250.00	2,250.00	2,250.00	0.00	0.00	100.00	
216-270-803	LEGAL	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND								
Expenditures								
Total Dept 270-LEGAL/PROFESSIONAL		11,231.00	11,243.00	11,243.00	6,106.65	2,086.40	5,136.35	54.32
Dept 301-OPERATING COSTS								
216-301-727	SUPPLIES	6,530.41	8,000.00	8,000.00	3,742.33	1,474.12	4,257.67	46.78
216-301-741	UNIFORMS/GEAR & ALLOWANCE	13,502.07	8,000.00	8,000.00	1,896.63	23.96	6,103.37	23.71
216-301-807	MEMBERSHIP DUES	1,175.00	1,500.00	1,500.00	1,570.00	915.00	(70.00)	104.67
216-301-818	CONTRACTUAL SERVICES	1,593.91	2,000.00	2,000.00	84.48	0.00	1,915.52	4.22
216-301-820	DISPATCH SERVICES	10,274.04	11,800.00	11,800.00	6,879.11	982.73	4,920.89	58.30
216-301-850	COMMUNICATION	4,231.40	7,200.00	7,200.00	4,219.59	199.96	2,980.41	58.61
216-301-851	POSTAGE	100.00	50.00	50.00	17.30	0.00	32.70	34.60
216-301-900	PRINTING & PUBLICATIONS	203.85	200.00	200.00	0.00	0.00	200.00	0.00
216-301-910	INSURANCE & BONDS	54,585.00	55,000.00	55,000.00	38,928.00	38,928.00	16,072.00	70.78
216-301-920	UTILITIES	9,097.91	11,000.00	11,000.00	6,591.12	183.70	4,408.88	59.92
216-301-930	REPAIRS & MAINTENANCE	2,816.28	4,000.00	4,000.00	2,689.33	91.04	1,310.67	67.23
216-301-932	RADIO REPAIR	2,200.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
216-301-938	CHARGEBACKS - PRIOR TAX YEARS	5,521.47	0.00	0.00	77.66	0.00	(77.66)	100.00
216-301-972	COMPUTER	0.00	3,000.00	3,000.00	1,391.78	0.00	1,608.22	46.39
Total Dept 301-OPERATING COSTS		111,831.34	114,750.00	114,750.00	68,087.33	42,798.51	46,662.67	59.34
Dept 333-TRANSPORTATION								
216-333-860	FUEL & MILEAGE	10,337.34	11,000.00	11,000.00	3,684.77	478.42	7,315.23	33.50
216-333-930	REPAIRS & MAINTENANCE	21,273.20	21,000.00	21,000.00	21,675.96	10,297.11	(675.96)	103.22
Total Dept 333-TRANSPORTATION		31,610.54	32,000.00	32,000.00	25,360.73	10,775.53	6,639.27	79.25
Dept 900-CAPITAL OUTLAY								
216-900-970	EQUIPMENT	3,897.73	6,000.00	6,000.00	3,040.90	0.00	2,959.10	50.68
216-900-972	COMPUTER	703.56	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 900-CAPITAL OUTLAY		4,601.29	6,000.00	6,000.00	3,040.90	0.00	2,959.10	50.68
Dept 905-DEBT SERVICE								
216-905-985	PSB SHARE OF BOND PMT	85,220.83	87,823.00	87,823.00	7,324.65	0.00	80,498.35	8.34
216-905-991	DEBT SERVICE - PRINCIPAL	43,775.46	45,900.00	45,900.00	45,898.54	0.00	1.46	100.00
216-905-995	DEBT SERVICE - INTEREST	4,349.19	2,227.00	2,227.00	2,226.11	0.00	0.89	99.96
Total Dept 905-DEBT SERVICE		133,345.48	135,950.00	135,950.00	55,449.30	0.00	80,500.70	40.79
TOTAL Expenditures								
TOTAL Expenditures		632,382.59	673,865.00	673,865.00	344,282.22	43,866.26	329,582.78	51.09
Fund 216 - MEDICAL RESCUE FUND:								
TOTAL REVENUES		669,156.69	673,873.00	673,873.00	361,600.16	299,105.64	312,272.84	53.66
TOTAL EXPENDITURES		632,382.59	673,865.00	673,865.00	344,282.22	43,866.26	329,582.78	51.09
NET OF REVENUES & EXPENDITURES		36,774.10	8.00	8.00	17,317.94	255,239.38	(17,309.94)	216,474.
BEG. FUND BALANCE		412,431.78	449,205.88	449,205.88	449,205.88			
END FUND BALANCE		449,205.88	449,213.88	449,213.88	466,523.82			



REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 01/31/2016  
 % Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BGT USED
Fund 230 - DONATION FUND								
Revenues								
Dept 000								
230-000-691	DONATION - FIREWORKS	1,200.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
230-000-692	DONATION - EVENTS/COMMUNITY P	2,300.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 000		3,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
TOTAL Revenues		3,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Expenditures								
Dept 301-OPERATING COSTS								
230-301-903	KIWANIS	1,025.00	0.00	0.00	1,400.00	0.00	(1,400.00)	100.00
230-301-904	EVENTS/COMMUNITY PROJECTS	1,376.59	1,500.00	1,500.00	2,621.82	21.22	(1,121.82)	174.79
Total Dept 301-OPERATING COSTS		2,401.59	1,500.00	1,500.00	4,021.82	21.22	(2,521.82)	268.12
TOTAL Expenditures		2,401.59	1,500.00	1,500.00	4,021.82	21.22	(2,521.82)	268.12
Fund 230 - DONATION FUND:								
TOTAL REVENUES		3,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
TOTAL EXPENDITURES		2,401.59	1,500.00	1,500.00	4,021.82	21.22	(2,521.82)	268.12
NET OF REVENUES & EXPENDITURES		1,098.41	1,000.00	1,000.00	(4,021.82)	(21.22)	5,021.82	402.18
BEG. FUND BALANCE		4,064.34	5,162.75	5,162.75	5,162.75			
END FUND BALANCE		5,162.75	6,162.75	6,162.75	1,140.93			

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PERIOD ENDING 01/31/2016

% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDC USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTH								
Revenues								
Dept 000								
248-000-671	REIMBURSEMENT/OTHER INCOME	4.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		4.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		4.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures								
Dept 301-OPERATING COSTS								
248-301-800	OTHER PROFESSIONAL FEES	5,538.08	0.00	0.00	0.00	0.00	0.00	0.00
248-301-816	OTHERS/CLEANING/JANITORY SERV	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 301-OPERATING COSTS		5,538.08	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
Dept 449-ROAD WORK								
248-449-814	ROAD IMPROVEMENTS	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 449-ROAD WORK		20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 900-CAPITAL OUTLAY								
248-900-925	STREETSCAPING	0.00	3,000.00	3,000.00	241.64	0.00	2,758.36	8.05
Total Dept 900-CAPITAL OUTLAY		0.00	3,000.00	3,000.00	241.64	0.00	2,758.36	8.05
TOTAL Expenditures		25,538.08	4,200.00	4,200.00	241.64	0.00	3,958.36	5.75
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:								
TOTAL REVENUES		4.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		25,538.08	4,200.00	4,200.00	241.64	0.00	3,958.36	5.75
NET OF REVENUES & EXPENDITURES		(25,534.08)	(4,200.00)	(4,200.00)	(241.64)	0.00	(3,958.36)	5.75
BEG. FUND BALANCE		91,499.33	65,965.25	65,965.25	65,965.25			
END FUND BALANCE		65,965.25	61,765.25	61,765.25	65,723.61			

PERIOD ENDING 01/31/2016

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 265 - NARCOTICS FUND								
Revenues								
Dept 000								
265-000-661	FORFEITURES	74,708.80	35,000.00	35,000.00	23,915.00	13,912.00	11,085.00	68.33
Total Dept 000		74,708.80	35,000.00	35,000.00	23,915.00	13,912.00	11,085.00	68.33
TOTAL Revenues		74,708.80	35,000.00	35,000.00	23,915.00	13,912.00	11,085.00	68.33
Expenditures								
Dept 301-OPERATING COSTS								
265-301-727	SUPPLIES	0.00	4,000.00	4,000.00	2,848.63	318.63	1,151.37	71.22
265-301-899	FORFEITURE SHARING	13,385.75	15,000.00	15,000.00	45,598.66	40,598.66	(30,598.66)	303.99
265-301-956	MISCELLANEOUS	134.20	2,000.00	2,000.00	74.62	0.00	1,925.38	3.73
265-301-972	COMPUTER	0.00	8,000.00	8,000.00	1,355.89	0.00	6,644.11	16.95
Total Dept 301-OPERATING COSTS		13,519.95	29,000.00	29,000.00	49,877.80	40,917.29	(20,877.80)	171.99
Dept 336-CONTRIBUTIONS								
265-336-967	CONTRIBUTION-LAW ENFORCEMENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 336-CONTRIBUTIONS		1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 900-CAPITAL OUTLAY								
265-900-970	EQUIPMENT	6,590.91	0.00	0.00	252.87	0.00	(252.87)	100.00
Total Dept 900-CAPITAL OUTLAY		6,590.91	0.00	0.00	252.87	0.00	(252.87)	100.00
TOTAL Expenditures		21,110.86	29,000.00	29,000.00	50,130.67	40,917.29	(21,130.67)	172.86
Fund 265 - NARCOTICS FUND:								
TOTAL REVENUES		74,708.80	35,000.00	35,000.00	23,915.00	13,912.00	11,085.00	68.33
TOTAL EXPENDITURES		21,110.86	29,000.00	29,000.00	50,130.67	40,917.29	(21,130.67)	172.86
NET OF REVENUES & EXPENDITURES		53,597.94	6,000.00	6,000.00	(26,215.67)	(27,005.29)	32,215.67	436.93
BEG. FUND BALANCE		46,246.49	99,844.43	99,844.43	99,844.43	99,844.43		
END FUND BALANCE		99,844.43	105,844.43	105,844.43	73,628.76			

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PERIOD ENDING 01/31/2016  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 266 - FEDERAL NARCOTICS FUND								
Revenues								
Dept 000								
266-000-661	FORFEITURES	93,271.61	100,000.00	100,000.00	31,872.06	0.00	68,127.94	31.87
Total Dept 000		93,271.61	100,000.00	100,000.00	31,872.06	0.00	68,127.94	31.87
TOTAL Revenues		93,271.61	100,000.00	100,000.00	31,872.06	0.00	68,127.94	31.87
Expenditures								
Dept 301-OPERATING COSTS								
266-301-727	SUPPLIES	9,537.49	12,000.00	12,000.00	11,344.43	995.84	655.57	94.54
266-301-956	MISCELLANEOUS	4,587.82	5,000.00	5,000.00	1,695.28	(50.00)	3,304.72	33.91
Total Dept 301-OPERATING COSTS		14,125.31	17,000.00	17,000.00	13,039.71	945.84	3,960.29	76.70
Dept 336-CONTRIBUTIONS								
266-336-967	CONTRIBUTION-LAW ENFORCEMENT	35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 336-CONTRIBUTIONS		35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Dept 900-CAPITAL OUTLAY								
266-900-970	EQUIPMENT	137,069.19	170,000.00	170,000.00	136,976.94	4,783.12	33,023.06	80.57
266-900-974	VEHICLE	62,874.10	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 900-CAPITAL OUTLAY		199,943.29	230,000.00	230,000.00	136,976.94	4,783.12	93,023.06	59.56
TOTAL Expenditures		249,068.60	282,000.00	282,000.00	150,016.65	5,728.96	131,983.35	53.20
Fund 266 - FEDERAL NARCOTICS FUND:								
TOTAL REVENUES		93,271.61	100,000.00	100,000.00	31,872.06	0.00	68,127.94	31.87
TOTAL EXPENDITURES		249,068.60	282,000.00	282,000.00	150,016.65	5,728.96	131,983.35	53.20
NET OF REVENUES & EXPENDITURES		(155,796.99)	(182,000.00)	(182,000.00)	(118,144.59)	(5,728.96)	(63,855.41)	64.91
BEG. FUND BALANCE		515,709.12	359,912.13	359,912.13	359,912.13			
END FUND BALANCE		359,912.13	177,912.13	177,912.13	241,767.54			

## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND								
Revenues								
Dept 000								
287-000-481	SIGN PERMITS	0.00	0.00	0.00	180.00	0.00	(180.00)	100.00
287-000-484	BUILDING PLAN REVIEW FEES	3,243.00	3,000.00	3,000.00	4,149.82	188.00	(1,149.82)	138.33
287-000-485	BUILDING PERMIT FEES	35,170.00	29,240.00	29,240.00	30,299.00	1,706.00	(1,059.00)	103.62
287-000-486	CONTRACTOR'S REGISTRATION	2,340.00	1,500.00	1,500.00	1,485.00	180.00	15.00	99.00
287-000-488	TRADE PERMIT FEES	32,054.00	25,000.00	25,000.00	22,160.00	2,365.00	2,840.00	88.64
Total Dept 000		72,807.00	58,740.00	58,740.00	58,273.82	4,439.00	466.18	99.21
TOTAL Revenues		72,807.00	58,740.00	58,740.00	58,273.82	4,439.00	466.18	99.21
Expenditures								
Dept 226-PERSONNEL								
287-226-927	ALLOCATE TO DEPARTMENTS	18,341.00	18,548.00	18,548.00	7,029.00	3,062.00	11,519.00	37.90
Total Dept 226-PERSONNEL		18,341.00	18,548.00	18,548.00	7,029.00	3,062.00	11,519.00	37.90
Dept 261-GOVERNMENT SHARED SERVICES								
287-261-725	INSPECTOR EXPENSES	31,200.27	25,000.00	25,000.00	16,180.98	0.00	8,819.02	64.72
Total Dept 261-GOVERNMENT SHARED SERVICES		31,200.27	25,000.00	25,000.00	16,180.98	0.00	8,819.02	64.72
Dept 270-LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER	1,634.00	2,796.00	2,796.00	1,542.70	834.60	1,253.30	55.18
287-270-802	AUDIT FEES	900.00	900.00	900.00	900.00	0.00	0.00	100.00
Total Dept 270-LEGAL/PROFESSIONAL		2,534.00	3,696.00	3,696.00	2,442.70	834.60	1,253.30	66.09
Dept 301-OPERATING COSTS								
287-301-725	INSPECTOR EXPENSES	5,545.25	7,500.00	7,500.00	4,050.00	0.00	3,450.00	54.00
287-301-727	SUPPLIES	392.00	500.00	500.00	167.00	0.00	333.00	33.40
287-301-850	COMMUNICATION	346.23	300.00	300.00	(111.80)	(280.82)	411.80	(37.27)
287-301-910	INSURANCE & BONDS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
287-301-927	ALLOCATE TO DEPARTMENTS	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 301-OPERATING COSTS		6,283.48	9,900.00	9,900.00	4,105.20	(280.82)	5,794.80	41.47
TOTAL Expenditures		58,358.75	57,144.00	57,144.00	29,757.88	3,615.78	27,386.12	52.08
Fund 287 - BUILDING DEPARTMENT FUND:								
TOTAL REVENUES		72,807.00	58,740.00	58,740.00	58,273.82	4,439.00	466.18	99.21
TOTAL EXPENDITURES		58,358.75	57,144.00	57,144.00	29,757.88	3,615.78	27,386.12	52.08
NET OF REVENUES & EXPENDITURES		14,448.25	1,596.00	1,596.00	28,515.94	823.22	(26,919.94)	1,786.71
BEG. FUND BALANCE		65,414.00	79,862.25	79,862.25	79,862.25			
END FUND BALANCE		79,862.25	81,458.25	81,458.25	108,378.19			

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DB: Northfield

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDC USED
Fund 369 - BLDG AUTH DEBT FUND								
Revenues								
Dept 000								
369-000-685	FUNDS XFER FOR 3.5 BOND PMT	255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
Total Dept 000		255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
TOTAL Revenues		255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
Expenditures								
Dept 905-DEBT SERVICE								
369-905-942	3 M BOND BLDG AUTH	206,853.50	219,518.00	219,518.00	0.00	0.00	219,518.00	0.00
369-905-987	INTEREST 3 M BOND	48,808.99	43,948.00	43,948.00	21,973.97	0.00	21,974.03	50.00
Total Dept 905-DEBT SERVICE		255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
TOTAL Expenditures		255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
Fund 369 - BLDG AUTH DEBT FUND:								
TOTAL REVENUES		255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
TOTAL EXPENDITURES		255,662.49	263,466.00	263,466.00	21,973.97	0.00	241,492.03	8.34
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE								
END FUND BALANCE								

User: RICK  
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PERIOD ENDING 01/31/2016  
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BODT USED
Fund 370 - PUBLIC SAFETY BLDG DEBT FD								
Revenues								
Dept 000								
370-000-402	CURRENT PROPERTY TAX	280,807.75	275,655.00	275,655.00	154,620.11	129,885.69	121,034.89	56.09
370-000-445	PENALTY & INTEREST ON TAXES	440.29	0.00	0.00	34.20	0.00	(34.20)	100.00
370-000-588	CONTRIBUTION OTHER FUND(S)	134,668.00	146,925.00	146,925.00	65,760.00	24,603.00	81,165.00	44.76
Total Dept 000		415,916.04	422,580.00	422,580.00	220,414.31	154,488.69	202,165.69	52.16
TOTAL Revenues		415,916.04	422,580.00	422,580.00	220,414.31	154,488.69	202,165.69	52.16
Expenditures								
Dept 301-OPERATING COSTS								
370-301-727	SUPPLIES	1,086.39	1,200.00	1,200.00	1,352.57	344.72	(152.57)	112.71
370-301-816	GROUPS/CLEANING/JANITORIAL SERVI	11,400.00	11,500.00	11,500.00	4,050.00	1,285.00	7,450.00	35.22
370-301-818	CONTRACTUAL SERVICES	7,362.85	11,725.00	11,725.00	261.00	261.00	11,464.00	2.23
370-301-850	COMMUNICATION	2,889.71	3,300.00	3,300.00	2,242.34	371.86	1,057.66	67.95
370-301-910	INSURANCE & BONDS	6,038.00	7,200.00	7,200.00	7,046.00	7,046.00	154.00	97.86
370-301-920	UTILITIES	71,988.54	80,000.00	80,000.00	28,146.26	2,123.33	51,853.74	35.18
370-301-930	REPAIRS & MAINTENANCE	72,383.25	30,000.00	30,000.00	22,626.60	5,239.92	7,373.40	75.42
370-301-938	CHARGEBACKS - PRIOR TAX YEARS	2,594.01	2,000.00	2,000.00	36.42	0.00	1,963.58	1.82
Total Dept 301-OPERATING COSTS		175,742.75	146,925.00	146,925.00	65,761.19	16,671.83	81,163.81	44.76
Dept 905-DEBT SERVICE								
370-905-945	3.8 M PSB BOND	235,000.00	235,000.00	235,000.00	0.00	0.00	235,000.00	0.00
370-905-994	INTEREST 3.8 BOND PSB	46,177.50	40,655.00	40,655.00	20,327.50	0.00	20,327.50	50.00
Total Dept 905-DEBT SERVICE		281,177.50	275,655.00	275,655.00	20,327.50	0.00	255,327.50	7.37
TOTAL Expenditures		456,920.25	422,580.00	422,580.00	86,088.69	16,671.83	336,491.31	20.37
Fund 370 - PUBLIC SAFETY BLDG DEBT FD:								
TOTAL REVENUES		415,916.04	422,580.00	422,580.00	220,414.31	154,488.69	202,165.69	52.16
TOTAL EXPENDITURES		456,920.25	422,580.00	422,580.00	86,088.69	16,671.83	336,491.31	20.37
NET OF REVENUES & EXPENDITURES		(41,004.21)	0.00	0.00	134,325.62	137,816.86	(134,325.62)	100.00
BEG. FUND BALANCE		54,214.50	13,210.29	13,210.29	13,210.29			
END FUND BALANCE		13,210.29	13,210.29	13,210.29	147,535.91			

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 PERIOD ENDING 01/31/2016  
 % Fiscal Year Completed: 58.74

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Fund 571 - WASTEWATER TREATMENT FUND								
Revenues								
Dept 000								
571-000-445	PENALTY & INTEREST ON TAXES	9.53	0.00	0.00	0.00	0.00	0.00	0.00
571-000-500	TAP-IN FEES	7,100.00	0.00	0.00	7,810.00	0.00	(7,810.00)	100.00
571-000-651	USAGE FEES	1,347,407.62	1,452,500.00	1,452,500.00	450,811.61	(67.20)	1,001,688.39	31.04
571-000-665	INTEREST INCOME	2,474.16	1,000.00	1,000.00	813.71	0.00	186.29	81.37
571-000-671	REIMBURSEMENT/OTHER INCOME	5,023.85	4,000.00	4,000.00	1,085.39	175.79	2,914.61	27.13
571-000-672	SAD INTEREST	72.88	64.00	64.00	0.00	0.00	64.00	0.00
571-000-690	UNREALIZED GAIN/LOSS	3,008.47	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,365,096.51	1,457,564.00	1,457,564.00	460,520.71	108.59	997,043.29	31.60
Dept 336-CONTRIBUTIONS								
571-336-588	CONTRIBUTION OTHER FUND(S)	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 336-CONTRIBUTIONS		15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues								
		1,380,096.51	1,457,564.00	1,457,564.00	460,520.71	108.59	997,043.29	31.60
Expenditures								
Dept 226-PERSONNEL								
571-226-701	SALARIES	65,309.51	65,500.00	65,500.00	37,788.45	2,519.23	27,711.55	57.69
571-226-702	SALARIES	184,857.79	195,221.00	195,221.00	115,782.53	7,398.96	79,438.47	59.31
571-226-711	SALARIES-OVERTIME	11,683.74	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
571-226-715	SOCIAL SECURITY	20,031.59	21,325.00	21,325.00	11,709.88	747.55	9,615.12	54.91
571-226-716	HOSPITALIZATION	99,421.20	100,600.00	100,600.00	47,347.23	5,669.31	53,252.77	47.06
571-226-717	LIFE/DISB. INSURANCE	3,021.24	3,175.00	3,175.00	2,014.16	251.77	1,160.84	63.44
571-226-718	PENSION	23,815.08	24,977.00	24,977.00	14,236.65	949.80	10,740.35	57.00
571-226-720	BANKED PTO	12,358.53	0.00	0.00	0.00	0.00	0.00	0.00
571-226-731	WORKERS COMP INSURANCE	4,312.00	4,518.00	4,518.00	4,511.00	0.00	7.00	99.85
571-226-957	TRAINING & DEVELOPMENT	2,070.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 226-PERSONNEL		426,880.68	436,816.00	436,816.00	233,389.90	17,536.62	203,426.10	53.43
Dept 270-LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER	13,620.00	19,579.00	19,579.00	10,798.90	5,842.20	8,780.10	55.16
571-270-802	AUDIT FEES	6,480.00	6,300.00	6,300.00	6,300.00	0.00	0.00	100.00
571-270-803	LEGAL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
571-270-806	ENGINEER	29,127.26	40,000.00	40,000.00	18,609.73	8,941.11	21,390.27	46.52
Total Dept 270-LEGAL/PROFESSIONAL		-49,227.26	66,379.00	66,379.00	35,708.63	14,783.31	30,670.37	53.80
Dept 301-OPERATING COSTS								
571-301-727	SUPPLIES	1,444.49	2,000.00	2,000.00	732.47	168.11	1,267.53	36.62
571-301-740	OPERATING SUPPLIES	41,117.60	55,000.00	55,000.00	22,095.00	5,592.76	32,905.00	40.17
571-301-741	UNIFORMS/GEAR & ALLOWANCE	2,770.59	2,500.00	2,500.00	657.65	0.00	1,842.35	26.31
571-301-807	MEMBERSHIP DUES	590.00	1,000.00	1,000.00	620.00	0.00	380.00	62.00
571-301-817	LAB & TESTING	8,613.00	7,000.00	7,000.00	2,625.00	855.00	4,375.00	37.50
571-301-819	COLLECTION SYS ANNUAL MAINT	45,319.08	55,000.00	55,000.00	31,835.57	65.69	23,164.43	57.88
571-301-825	SEWER ADMINISTRATION FEES	35,000.00	37,500.00	37,500.00	0.00	0.00	37,500.00	0.00
571-301-850	COMMUNICATION	4,217.16	7,000.00	7,000.00	2,988.46	482.90	4,011.54	42.69
571-301-851	POSTAGE	3,500.52	3,000.00	3,000.00	892.03	6.74	2,107.97	29.73
571-301-900	PRINTING & PUBLICATIONS	0.00	200.00	200.00	19.38	0.00	180.62	9.69



User: RICK  
DB: Northfield

PERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

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<b>Fund 571 - WASTEWATER TREATMENT FUND</b>								
<b>Expenditures</b>								
571-301-910	INSURANCE & BONDS	17,016.00	20,300.00	20,300.00	21,112.00	21,112.00	(812.00)	104.00
571-301-920	UTILITIES	103,260.73	115,000.00	115,000.00	41,987.34	4,949.28	73,012.66	36.51
571-301-930	REPAIRS & MAINTENANCE	89,031.05	110,000.00	110,000.00	20,166.47	995.55	89,833.53	18.33
571-301-940	RENTAL EQUIPMENT	832.00	1,000.00	1,000.00	483.00	69.00	517.00	48.30
571-301-950	LAND LEASING	257.75	0.00	0.00	257.75	257.75	(257.75)	100.00
571-301-968	DEPRECIATION EXPENSE	241,242.00	260,327.00	260,327.00	0.00	0.00	260,327.00	0.00
Total Dept 301-OPERATING COSTS		594,211.97	676,827.00	676,827.00	146,472.12	34,554.78	530,354.88	21.64
<b>Dept 333-TRANSPORTATION</b>								
571-333-860	FUEL & MILEAGE	6,554.81	7,000.00	7,000.00	3,822.86	905.69	3,177.14	54.61
571-333-930	REPAIRS & MAINTENANCE	35.96	2,000.00	2,000.00	52.37	0.00	1,947.63	2.62
Total Dept 333-TRANSPORTATION		6,590.77	9,000.00	9,000.00	3,875.23	905.69	5,124.77	43.06
<b>Dept 528-O &amp; M - BOND &amp; INTEREST</b>								
571-528-954	AGENT FEES	648.13	700.00	700.00	99.13	0.00	600.87	14.16
571-528-989	INTEREST 1992 BOND	15,338.76	13,940.00	13,940.00	6,969.38	0.00	6,970.62	50.00
571-528-995	DEBT SERVICE - INTEREST	38,628.25	24,759.00	24,759.00	12,379.19	0.00	12,379.81	50.00
Total Dept 528-O & M - BOND & INTEREST		54,615.14	39,399.00	39,399.00	19,447.70	0.00	19,951.30	49.36
<b>Dept 900-CAPITAL OUTLAY</b>								
571-900-970	EQUIPMENT	0.00	160,000.00	160,000.00	146,778.00	0.00	13,222.00	91.74
571-900-972	COMPUTER	1,504.94	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 900-CAPITAL OUTLAY		1,504.94	180,000.00	180,000.00	146,778.00	0.00	33,222.00	81.54
TOTAL Expenditures		1,133,030.76	1,408,421.00	1,408,421.00	585,671.58	67,780.40	822,749.42	41.58
<b>Fund 571 - WASTEWATER TREATMENT FUND:</b>								
TOTAL REVENUES		1,380,096.51	1,457,564.00	1,457,564.00	460,520.71	108.59	997,043.29	31.60
TOTAL EXPENDITURES		1,133,030.76	1,408,421.00	1,408,421.00	585,671.58	67,780.40	822,749.42	41.58
NET OF REVENUES & EXPENDITURES		247,065.75	49,143.00	49,143.00	(125,150.87)	(67,671.81)	174,293.87	254.67
BEG. FUND BALANCE		6,001,762.81	6,248,828.56	6,248,828.56	6,248,828.56			
END FUND BALANCE		6,248,828.56	6,297,971.56	6,297,971.56	6,123,677.69			

User: RICK  
DB: Northfield

PERIOD ENDING 01/31/2016  
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Fund 815 - DIST # 5 SEVEN MILE SEWER								
Revenues								
Dept 000								
815-000-665	INTEREST INCOME	575.11	150.00	150.00	105.61	0.00	44.39	70.41
815-000-672	SAD INTEREST	10,219.95	9,085.00	9,085.00	0.00	0.00	9,085.00	0.00
815-000-690	UNREALIZED GAIN/LOSS	376.26	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		11,171.32	9,235.00	9,235.00	105.61	0.00	9,129.39	1.14
TOTAL Revenues		11,171.32	9,235.00	9,235.00	105.61	0.00	9,129.39	1.14
Expenditures								
Dept 301-OPERATING COSTS								
815-301-968	DEPRECIATION EXPENSE	17,519.00	17,519.00	17,519.00	0.00	0.00	17,519.00	0.00
Total Dept 301-OPERATING COSTS		17,519.00	17,519.00	17,519.00	0.00	0.00	17,519.00	0.00
Dept 905-DEBT SERVICE								
815-905-995	DEBT SERVICE - INTEREST	9,001.02	8,105.00	8,105.00	4,052.29	0.00	4,052.71	50.00
Total Dept 905-DEBT SERVICE		9,001.02	8,105.00	8,105.00	4,052.29	0.00	4,052.71	50.00
TOTAL Expenditures		26,520.02	25,624.00	25,624.00	4,052.29	0.00	21,571.71	15.81
Fund 815 - DIST # 5 SEVEN MILE SEWER:								
TOTAL REVENUES		11,171.32	9,235.00	9,235.00	105.61	0.00	9,129.39	1.14
TOTAL EXPENDITURES		26,520.02	25,624.00	25,624.00	4,052.29	0.00	21,571.71	15.81
NET OF REVENUES & EXPENDITURES		(15,348.70)	(16,389.00)	(16,389.00)	(3,946.68)	0.00	(12,442.32)	24.08
BEG. FUND BALANCE		613,438.01	597,826.74	597,826.74	597,826.74			
FUND BALANCE ADJUSTMENTS		(262.57)						
END FUND BALANCE		597,826.74	581,437.74	581,437.74	593,880.06			

02/04/2016 11:08 AM

User: RICK  
DB: NorthfieldPERIOD ENDING 01/31/2016  
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT								
Revenues								
Dept 000	INTEREST INCOME	2,831.59	750.00	750.00	508.20	0.00	241.80	67.76
890-000-665	SAD INTEREST	49,261.45	38,992.00	38,992.00	1,332.64	0.00	37,659.36	3.42
890-000-672	UNREALIZED GAIN/LOSS	1,868.39	0.00	0.00	0.00	0.00	0.00	0.00
890-000-690								
Total Dept 000		53,961.43	39,742.00	39,742.00	1,840.84	0.00	37,901.16	4.63
TOTAL Revenues								
		53,961.43	39,742.00	39,742.00	1,840.84	0.00	37,901.16	4.63
Expenditures								
Dept 301-OPERATING COSTS								
890-301-968	DEPRECIATION EXPENSE	74,187.00	74,187.00	74,187.00	0.00	0.00	74,187.00	0.00
Total Dept 301-OPERATING COSTS		74,187.00	74,187.00	74,187.00	0.00	0.00	74,187.00	0.00
Dept 905-DEBT SERVICE								
890-905-954	AGENT FEES	414.37	450.00	450.00	63.37	0.00	386.63	14.08
890-905-998	INTEREST NT BOND	24,696.75	15,830.00	15,830.00	7,914.56	0.00	7,915.44	50.00
Total Dept 905-DEBT SERVICE		25,111.12	16,280.00	16,280.00	7,977.93	0.00	8,302.07	49.00
TOTAL Expenditures		99,298.12	90,467.00	90,467.00	7,977.93	0.00	82,489.07	8.82
Fund 890 - N.T. SEWER DISTRICT:								
TOTAL REVENUES		53,961.43	39,742.00	39,742.00	1,840.84	0.00	37,901.16	4.63
TOTAL EXPENDITURES		99,298.12	90,467.00	90,467.00	7,977.93	0.00	82,489.07	8.82
NET OF REVENUES & EXPENDITURES		(45,336.69)	(50,725.00)	(50,725.00)	(6,137.09)	0.00	(44,587.91)	12.10
BEG. FUND BALANCE		3,027,473.62	2,980,846.90	2,980,846.90	2,980,846.90			
FUND BALANCE ADJUSTMENTS		(1,290.03)						
END FUND BALANCE		2,980,846.90	2,930,121.90	2,930,121.90	2,974,709.81			
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		5,786,230.71	6,068,004.00	6,068,004.00	2,555,214.35	1,314,694.47	3,512,789.65	42.11
NET OF REVENUES & EXPENDITURES		5,730,329.00	6,231,333.00	6,309,749.00	2,781,082.77	393,813.66	3,528,666.23	44.08
BEG. FUND BALANCE - ALL FUNDS		55,901.71	(163,329.00)	(241,745.00)	(225,868.42)	920,880.81	(15,876.58)	93.43
FUND BALANCE ADJ - ALL FUNDS		12,852,009.87	12,906,358.98	12,906,358.98	12,906,358.98			
END FUND BALANCE - ALL FUNDS		12,906,358.98	12,743,029.98	12,664,613.98	12,680,490.56			

## Managers Report, February 2016

### Parks and Recreation

There is a lot going on with Parks and Recreation. First, we are in the final stages of completing the Parks and Recreation Master Plan. Once complete, that will be submitted to DNR and if approved, we are planning on applying for a land acquisition grant through the Natural Resources Trust fund for the development of the Seven Mile Preserve. As the Parks and Recreation Commission does not have any funds, there will need to be a board approval of a grant application, as there is a match required. Also, the board would need to approve a contract with OHM, who would be assisting us with the grant application and required site planning / engineering associated. I am just providing an outline of what I am working on, and any of the grant proposals / contracts will be vetted through the Parks and Recreation Commission as well.

### Whitmore Lake SAD

On the agenda tonight is the awarding of the bids and construction contracts for the Whitmore Lake SAD. We are one step closer to construction.

### Board Room Construction

As you can see, construction has begun upstairs. Once the doors are installed, we will then be working on some of the HVAC improvements, followed by painting, lighting and carpeting; in that order. I will keep you all updated on the progress.

### Downtown Planning Group

Barb Griffith and I met recently to discuss the formation of the Downtown Planning Group. We are working on getting this group up and running by next month. I will keep you updated of our progress.

### DDA

I have been working quite extensively with the DDA to capitalize on a section of the DDA statute that allows for additional liquor licenses. The DDA believes, and I concur, that liquor licenses that can be distributed at below market rates can be a valuable incentive for Downtown Redevelopment. Another area that I am currently investigating on the Redevelopment front is the use of Crowd funding platforms for downtown revitalization efforts. I will keep everyone posted if this becomes a viable model.

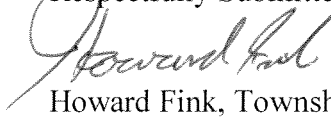
### Arvin Sango

We continue to work diligently to ensure that Arvin Sango has all the necessary information to complete their analysis on locating a facility in Northfield Township. We have received word that they are planning on moving forward, but in the nature of site location decisions, that can turn on a dime. Essentially, whatever they need; information, process, etc; we will get it to them as fast as possible. While we are pleased they are still moving forward with the site, it is not a done deal until I see a shovel in the ground.

### Emails

Many of you have expressed great frustration with the Counties email service, and I share in that frustration. Well, it will soon be resolved, as the county will be requiring us to go out on our own. Microsoft is requiring that each email address be registered, and as such, the county would then have to pay for each of our email addresses. We are the largest user of emails (outside of the counties own emails), that they support, and obviously are unwilling to pay for each user. I have done a good deal of research and will be making a switch soon. As you may remember, we were going to make the switch 6 or so months ago, but the county made it an all or nothing proposition (either migrate everyone – or no one). Due to cost, we chose to stay put. Now, we will need to absorb the cost, regardless.

Respectfully Submitted,

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

Howard Fink, Township Manager

## NORTHFIELD TOWNSHIP

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Memo

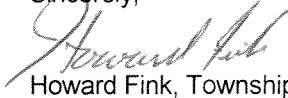
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/4/2016  
**Re:** Parks and Recreation Master Plan

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Dear Township Board,

On the agenda for tonight is the Parks and Recreation Master Plan public hearing and resulting resolution approving the plan. Thank you to the entire Parks and Recreation Committee for their diligent work over the last year. On behalf of the Parks and Recreation Commission, we hope the plan meets the Boards approval.

Sincerely,



Howard Fink, Township Manager

**A Resolution of Northfield Township Board of Trustees, Washtenaw County, MI,  
approving the Five Year Parks and Recreation Master Plan Prepared by the Parks  
and Recreation Commission.**

WHEREAS, the Northfield Township Parks and Recreation Commission has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2016 through 2021, and

WHEREAS, the Northfield Township Parks and Recreation Commission is made up of representatives from Northfield Township and Green Oak Township, and

WHEREAS, the Northfield Township Parks and Recreation Commission began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the Northfield Township were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held on February 9<sup>th</sup> at Northfield Township Hall, located at 8350 Main Street, to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Northfield Township Parks and Recreation Master Plan, and

WHEREAS, the Northfield Township Parks and Recreation Commission has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for Northfield Township, and

WHEREAS, after the public hearing, the Northfield Township Board of Trustees voted to adopt said Parks and Recreation Master Plan.

NOW, THEREFORE BE IT RESOLVED the Northfield Township Board of Trustees hereby adopts the Northfield Township Parks and Recreation Master Plan.

Yeas:

Nays:

Absent:

I, Angela Westover, Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Northfield Township Board of Trustees at a Regular Meeting thereof held on the (\_\_\_ day of \_\_\_\_\_, 20\_\_.)

Angela Westover, Clerk

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/4/2016  
**Re:** Verizon Wireless Cell Phone Tower

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Dear Township Board,

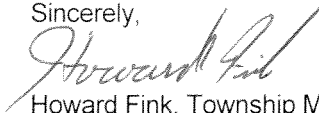
A few months ago, the Verizon Cell Phone tower contract was on a Workshop agenda. At that time, the board chose not to put this on as an Agenda item. Verizon has since returned and altered the contract terms, providing the township some potential for additional revenue (although has lowered the annual rent escalator). Verizon is proposing to require that any companies wishing to co-locate on the tower must negotiate a new land lease with the Township Directly. This change also allows us to have a bit more control over any co-locators.

In total, Verizon has changed the following items in the proposed lease:

1. Lease area reduced to 40' x 50' (from 50'x 50')
2. Section 22: Any additional co-locators will be required to obtain a ground lease from the township.
3. Section 5: Annual rent escalator changed to 2% (this was decreased from 3%).

I, along with Chief Wagner, am recommending approval of this lease. I believe that the fire department should receive the substantial benefit of the funds, as they are most in need. Chief Wagner and I recommend a 75% / 25% split, with the fire department receiving 75% of the revenue and the general fund 25%.

Sincerely,



Howard Fink, Township Manager





## 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 40' parcel containing approximately two thousand 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 1<sup>st</sup> and 15<sup>th</sup> of the month, the Agreement shall commence on the 1<sup>st</sup> of that month and if such date falls between the 16<sup>th</sup> and 31<sup>st</sup> of the month, then the Agreement shall commence on the 1<sup>st</sup> 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 **2% 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 reserves all rights to lease, sublease, or license space on the tower to third party additional users. All future third party additional users shall seek ground space from LESSOR in a separate agreement and pay LESSOR directly for such ground space, whether or not the collocation would physically require additional ground space or not. Utility providers are not considered additional users under this paragraph. Ground layout and space to such third party additional users requires LESSEE's consent, not to be unreasonably withheld, conditioned or delayed. 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: Vice President – Field Network

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

Site # 144 – North Territorial & Spencer  
JC3666-13  
Draft Date: January 11, 2016

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 168.26 feet to the POINT OF BEGINNING:

thence N 64°22'50" W 22.50 feet;  
thence N 25°37'10" E 40.00 feet;  
thence S 64°22'50" E 50.00 feet;  
thence S 25°37'10" W 40.00 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 2,000 sq. ft. or 0.046 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: January 11, 2016

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 168.26 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: January 11, 2016

Exhibit “B”

(See attached Survey)



## **COST RECOVERY SERVICES AGREEMENT**

This Cost Recovery Services Agreement (the "Agreement") is made effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between COST RECOVERY CORP, LLC., an Ohio Limited Liability Company ("Cost Recovery"), with its principal office located at 800 Enterprise Parkway, Ravenna, Ohio 44266, and Northfield Township Police Department, 8350 Main St Whitmore Lake, MI 48189 (the "Client").

WHEREAS, Cost Recovery is a service company that provides billing and related services to providers of Public Safety Services;

WHEREAS, Client provides Public Safety Services and wishes to engage Cost Recovery on an exclusive basis to provide billing and related services to Client;

NOW, THEREFORE, in consideration therefore Cost Recovery and Client hereby agree as follows:

### **SECTION 1: RESPONSIBILITIES OF COST RECOVERY.**

- A. Cost Recovery shall perform billing and collection and related activities for all public safety services rendered by Client, collectively the "Public Safety Services," as more fully identified in Appendix A, attached hereto and incorporated herein.
- B. Cost Recovery shall establish, communicate to Client and monitor procedures for the implementation of Cost Recovery's billing for the Public Safety Services. Cost Recovery shall instruct Client and its employees on procedures and information to provide the responsible party information to Cost Recovery for the Public Safety Services as necessary for Cost Recovery's system of billing and collection.
- C. Cost Recovery shall prepare and submit initial claim forms for the Public Safety Services to third-party payors.
- D. Cost Recovery shall notify Client if it becomes aware that additional documentation is necessary to substantiate a claim for the Public Safety Services either on initial submission of a claim or upon further inquiry by a Payor or responsible party. If requested by Client, Cost Recovery can assist with the development of documentation sufficient to file a claim.
- E. Cost Recovery shall post payments it receives for the Public Safety Services to the individual responsible party accounts and shall report overpayments according to the following:  
\_\_\_\_ Client will issue refunds and provide notice of same along with check numbers to Cost Recovery on a monthly basis.  
\_\_\_\_X\_\_\_\_ Cost Recovery will process the refund and invoice the community monthly.

- F. Cost Recovery shall provide telephone support during reasonable business hours to assist Payors and responsible parties who request information about their bills for Public Safety Services. Cost Recovery shall process all written and oral requests for information received by Cost Recovery pertaining to the Client's accounts in a timely manner.
- G. Cost Recovery shall send monthly letters requesting payment of past due Public Safety Services bills until such time as either:
  - 1. The account is paid in full; or
  - 2. Cost Recovery reasonably determines that payment will not be forthcoming; or
  - 3. The matter is referred to a collection agency; or
  - 4. Client directs Cost Recovery to discontinue such letters.

Client may require Cost Recovery to continue billing Delinquent Accounts on a case by case basis. Financial Hardship waivers are reductions and waivers of the responsible party, responsibility based on information from the individual on income and/or assets (e.g., the Federal Poverty Income Guidelines to establish poverty levels).

- H. Within twenty (20) days after the end of each month, Cost Recovery shall provide Client with the following information on Public Safety Services:
  - 1. a monthly report providing an alphabetized responsible party listing for the particular month with dates of service and charges;
  - 2. a monthly receipt and adjustment report with payment dates, descriptions, amounts, adjustment dates, and adjustment amounts;
  - 3. a monthly report showing month-to-date and year-to-date Public Safety Services and amounts;
  - 4. A monthly report of accounts showing charges, receipts, and adjustments; and
  - 5. Other similar reports reasonably requested by Client.
- I. Cost Recovery shall appoint a liaison who shall be responsible for maintaining open lines of communication on all issues related to the billing and collection of the Public Safety Services and meet with Client or its representatives at such times as reasonably requested by Client.

- J. To the extent that Cost Recovery maintains computerized data and records on Client's Public Safety Services, Cost Recovery shall "back up" such data and records on a daily basis and shall keep such daily back-ups off site.

SECTION 2: RESPONSIBILITIES OF CLIENT.

- A. Client is solely responsible for its operation of the Public Safety Services, including appropriate state and federal licensure and certifications of its personnel and equipment.
- B. Client shall establish the following procedures:

  X   Client will utilize Cost Recovery's lockbox procedure at the sole cost and expense of Cost Recovery for the receipt of written billing inquiries, correspondence and payments.

       Client will receive all payments and correspondence at Client's address and make all deposits. Client will notify Cost Recovery of all collections and forward all supporting documentation, including all denials and correspondence, to Cost Recovery within 10 (10) days from the date of Client's receipt.

**RESIDENT BILLING**

Client will be responsible for determining the Resident and Non Resident status before submitting the incident to Cost Recovery.

**BILLING DIRECTIVE:**

       CRC is directed to bill and attempt collections from all responsible parties without regard to residency.

       CRC is directed to bill and attempt collections from only non residents

       CRC is directed to insurance only bill Residents and attempt final collections from Non Residents.

**DELINQUENT ACCOUNT DIRECTIVE:**

       Client hereby authorizes Cost Recovery to refer Delinquent Accounts to a collection agency designated by Client only with written authority/without written authority from Authorized Liaison.

  X   Client hereby authorizes Cost Recovery to write-off Delinquent Accounts as not collectible without written authority from Client.  
All supporting documentation regarding the action taken by Cost Recovery staff will be kept on file by the date the action took place for review or auditing purposes.

- C. Client shall establish reasonable charges for the Public Safety Services. Client shall provide Cost Recovery, in writing, with the following information upon or prior to commencement of Cost Recovery's services and within five (5) days of any changes to such information:
1. Client's Public Safety Services fee schedule, attached hereto as Appendix A, as amended from time to time;
  2. The correct name, address, and federal tax identification number of Client;
- D. Client shall attempt to collect the information sufficient to file a completed claim from the involved parties when the Public Safety Services are provided, but will not delay or withhold services pending insurance information. Client will attempt to obtain the information to file a completed claim from the recipient of the services if the information was not collected at the time the services were rendered.
- E. Client shall at all times be ultimately responsible for obtaining and maintaining appropriate original supporting documentation sufficient for Cost Recovery to meet its duties hereunder, including but not limited to completed copies of the documentation set out in Appendix C (Paper Forms) the services rendered and equipment provided, and responsible party information and any signatures, notices, acknowledgements, consents and authorizations as may be necessary. Client shall submit to Cost Recovery within fifteen (15) days of the date of service copies of all such supporting documentation.
- F. Client shall respond promptly to all reasonable requests of Cost Recovery relating to supporting documentation and information concerning the Public Safety Services. Client shall provide Cost Recovery, in writing, any additional information as may reasonably be requested by Cost Recovery in order to substantiate a Public Safety Services charge, either on initial submission or upon later inquiry by either the responsible party or a Payor.
- G. Client shall designate an Authorized Liaison as designated who shall be responsible for maintaining open lines of communication on all issues relating to the subject matter of this Agreement and meeting with Cost Recovery or its representatives on a regular basis. Client represents and warrants that at all times the Authorized Liaison will have the authority to direct Cost Recovery on behalf of the Client.
- Authorized Liaison: Lieutenant Tim Greene – Police Operations
- H. Client shall review all reports provided by Cost Recovery for accuracy. Unless Client notifies Cost Recovery in writing of any inaccuracies in reports within sixty (60) days after the reports are provided to Client, the reports shall be deemed final.

- I Client agrees that during the term and any renewal terms of this Agreement to place all its Public Safety Services accounts with Cost Recovery and not to retain or engage any other person or entity to perform the same or similar functions for or on behalf of Client.

SECTION 3: COMPENSATION. Cost Recovery's base charges for its responsibilities under this Agreement shall be twenty five percent (25%) of collections received by Cost Recovery or Client for the Public Safety Services. Cost Recovery's compensation shall not be reduced for any refunds or denied claims unless such refund or denial was a direct result of Cost Recovery's negligence. Cost Recovery agrees to make payment directly to Client within fifteen (15) days of the end of the preceding month or Cost Recovery will invoice the Client within the same time period in the event that the Client elects to receive all payments directly. Cost Recovery's base charges shall not change unless reimbursement levels from any third-party payor(s) materially change, in which case, the parties shall negotiate in good faith changes to Cost Recovery's base charges, with any changes being agreed upon in writing by the parties and attached hereto as an addendum to this Agreement. If no agreement is reached within a timely manner, then Cost Recovery's base charges shall remain in effect unless Cost Recovery provides thirty (30) days advance written notice to terminate this Agreement.

SECTION 4: ALLOCATION OF RISK: LIABILITY INSURANCE.

- A. As between the parties, each party to this Agreement shall be and remain legally responsible for its own acts or omissions, and for those of its affiliates, employees, and agents, who are involved by such party in matters related to this Agreement on such party's behalf, and each party to this Agreement shall be financially responsible for all damages, expenses, liabilities or other costs of whatever kind that are determined by such court of competent jurisdiction to be caused by that party's acts or omissions.
- B. Throughout the term of this Agreement, each party shall, at its own expense, continuously maintain in full force and effect comprehensive general liability insurance coverage consistent with prevalent standards in the community for each party. Cost Recovery shall also maintain an employee dishonesty policy and a crime fidelity bond. Client shall also maintain comprehensive professional liability insurance for the Public Safety Services. Client's agreement to these terms does not constitute a waiver of any immunity or defense of the Client or its employees, agents or representatives as may be available at law or in equity.
- C. The obligation of either party to perform under this Agreement shall be excused during each period of delay caused by matters such as fires, riots, flood, strikes, shortages of fuel, power, raw materials or supplies, government orders, freight embargo, transportation delays, or acts of God, which are reasonably beyond the control of the party obligated to perform.
- D. Notwithstanding the foregoing, in no event shall Cost Recovery have any liability to Client or any Payor, whatsoever, for incidental or consequential damages. Cost Recovery shall not be liable for any overpayments to the responsible parties. Nor shall Cost Recovery be liable to Client or any Payor for any errors or omissions relating to any reports provided by Cost Recovery to Client deemed final pursuant to Section 2(H).

#### SECTION 5: TERM OF AGREEMENT.

- A. The term of this Agreement is for a period of 365 days beginning on the \_\_\_ day of \_\_\_\_, 20\_\_\_. The agreement will renew automatically at the end of each term for additional periods of 365 days, unless either party gives written notice to the other of termination of this Agreement, no later than thirty (30) days prior to the expiration of the then current term of the Agreement.
- B. This Agreement may be terminated at any time by either party for good cause. Good cause to terminate by Cost Recovery shall exist if Client fails to make payment to Cost Recovery when due after written notice from Cost Recovery and a five (5) day opportunity to cure, or if Client fails to abide by any other term of the Agreement after written notice from Cost Recovery and a thirty (30) day opportunity to cure. Good cause to terminate by Client exists if Cost Recovery fails to abide by any term of this Agreement after written notice from Client and a thirty (30) day opportunity to cure.
- C. After the termination of this Agreement, Cost Recovery shall continue to provide collection services for all accounts received for billing prior to the date of termination for at least six (6) months or until such further time as the parties shall agree, and Cost Recovery shall be entitled to receive the compensation set forth in Section 3 for such continued services.
- D. Upon termination of Cost Recovery's services, Cost Recovery shall prepare a detailed listing of accounts receivable and the aging of all unpaid accounts. These reports shall be delivered to the Client promptly upon payment of all then remaining amounts due to Cost Recovery.

#### SECTION 6: RECORDS, AUDITS, AND CONFIDENTIALITY.

- A. Client Records. All original supporting documentation as set forth in Section 2 maintained by Client shall be the sole and exclusive property of Client. Cost Recovery and its authorized representatives shall have the right to inspect and copy Client's records upon request during reasonable business hours for the purpose of verifying the Public Safety Services provided and calculating the compensation payable under Section 3.
- B. Cost Recovery Records. Any copies of original documentation provided by Client to Cost Recovery and any information, data, files and records received, created, or used by Cost Recovery, and the intermediate material and the media upon which such data are inscribed, are the sole and exclusive property of Cost Recovery ("the Cost Recovery Records"). During the term of this Agreement, Cost Recovery shall make available the Cost Recovery Records upon request during reasonable business hours for inspection and

copying by Client or its authorized representatives. At Client's sole expense, Client or its auditors may audit Cost Recovery's handling of Client's Public Safety Services accounts from time to time to include a review of Cost Recovery's billing efforts, the adequacy of cash controls, the promptness of recording and remitting payments, compliance with this Agreement, and any other reasonable audit procedures and tests.

- C. Confidentiality. Subject to Section 9, Cost Recovery shall maintain the confidentiality of any of Client's patient data, lists or records, fee schedules, financial records and statements, and any other information designated in writing as confidential or proprietary by Client to the extent permitted by law. Client shall maintain the confidentiality of Cost Recovery's computer software and resulting or related processes or documentation of the software used by Cost Recovery, methods of operation of its comprehensive billing services, and any other information designated in writing as confidential or proprietary by Cost Recovery.

SECTION 7: NON-SOLICITATION. Unless the parties otherwise mutually agree in writing, during the term and any renewal term of this Agreement, and for a one-(1) year period commencing with the later of the date the Agreement terminates or expires without renewal or the date Cost Recovery discontinues providing services under Section 5(C), each party agrees not to solicit for employment or engagement, or employ or engage, directly or indirectly, or through any third party rendering services on behalf of such party, anyone who was employed by the other party during the term and any renewal term of this Agreement.

SECTION 8: COMPLIANCE. Notwithstanding any other provisions of this Agreement, Client expressly agrees that Cost Recovery has the right to suspend submission of any and all claims if Cost Recovery finds evidence of misconduct on the part of Client or if any governmental entity issues any guidance, rulings or regulations that prohibit billing or any of the elections made by Client. Cost Recovery will provide reasonable and timely notice to Client of such suspension and make reasonable and timely efforts to resolve the issue(s) leading to suspension of claim submission with Client. In the event that an investigation is required to resolve the suspension, each party agrees to cooperate in such investigation. Cost Recovery shall not be liable to Client for any failure to perform its obligations nor for any damages that do not result from its own negligence or fraud.

SECTION 9: MEDIATION. In the event of any disagreement which cannot be amicably settled between Client and Cost Recovery related to this Agreement, such disagreement shall be submitted to Mediation by a Mediator selected by agreement of the parties.

SECTION 10: MISCELLANEOUS.

- A. Notice. Any notice, request, consent and other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given (a) when received, if personally delivered or sent by telecopy, (b) within one day after being sent by a recognized overnight delivery service, or (c) within five days after being sent by

registered or certified mail, return receipt requested, postage prepaid, to the parties at the respective addresses set forth below:

If to Cost Recovery:	Cost Recovery Corp, LLC. 800 Enterprise Parkway Ravenna, Ohio 44266 (330) 626-5450 Attention: Chris Knapp
If to Client:	Northfield Township Police Department 8350 Main St Whitmore Lake, MI 48189 Tax Id: 38-1812291 Attention: Lt. Tim Greene

- B. Assignment. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, personal representatives and assigns of each party to the Agreement, but no rights, obligations or liabilities of Client or Cost Recovery under this Agreement shall be assigned without the thirty (30) days prior written notice to the other party.
- C. Independent Contractor. It is understood and agreed that Cost Recovery is an independent contractor to Client, and there shall be no joint venture, partnership, agency or employment relationship between the parties.
- D. Partial Invalidity. The parties do not intend for any provision of this Agreement to violate any public policy, statutory or common law rules, regulations, treaties or decisions of any government, or any agency of any government. If any part of this Agreement is void, voidable or unenforceable, the remainder of the Agreement will continue to be valid and enforceable and the offending term must be modified to the minimum extent necessary to make the Agreement valid.
- E. Entire Agreement; Modification. This Agreement and the attached Appendices constitute the entire agreement of the parties on the subject matter of this Agreement and supersedes any previous communications or agreements between the parties. No waiver, modification or amendment of any of the terms of this Agreement shall be effective without a writing signed by both parties.
- F. Construction. Ohio laws govern all matters arising out of this Agreement without reference to any conflict of laws provisions that apply laws from another jurisdiction. This Agreement is to be construed as if the parties drafted it jointly.
- G. Necessary Acts. The parties may execute this Agreement in any number of counterparts and shall execute any and all documents and perform any acts necessary to carry out the purposes and provisions of this Agreement.



- H. No Third-Party Beneficiaries. Nothing in this Agreement will confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities.

The parties are signing this Agreement on the date stated in the introductory clause.

COST RECOVERY CORP, LLC.  
“Cost Recovery”

\_\_\_\_\_  
“Client”

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

APPENDIX A  
CLIENT COST SCHEDULE

Client has established the following cost schedule for Public Safety Services:

<u>Service</u>	<u>Cost</u>
----------------	-------------



## Proprietary Cost Schedule for Law Enforcement Incidents

ON SCENE TIME	30 Min.	45 Min.	60 Min.	75 Min.	90 Min.	105 Min.
Vehicles	\$193	\$193	\$193	\$193	\$193	\$193
Officers	\$25	\$38	\$50	\$63	\$75	\$88
Reconstruction	\$50	\$75	\$100	\$125	\$150	\$175

NOTE: Fee schedule subject to change when time on scene exceeds 8 hours.

COURT TIME AND WITNESS INTERVIEW @ \$80/Hour

*NOTE: This Cost Study was completed by Cost Recovery Corp, LLC and should remain confidential without distribution to any outside party without CRC's consent.*

Telephone 888-607-5644 Fax 937-846-0896 Cell 937-269-4860  
[www.costrecoverycorp.com](http://www.costrecoverycorp.com)



January 18, 2016

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

**Re: Whitmore Lake Road SAD Construction Bids**

Dear Mr. Fink:

On September 16, 2015, construction bids were received for the above referenced project. Five (5) bids were received and are summarized on the attached tabulation.

The lowest bid was received from Joe Raica Excavating of Fowlerville. The bid was approximately \$50,000 below Tetra Tech's projection and, therefore, we feel it is a competitive and fair price for the work.

Tetra Tech has worked with this firm previously and have found them to be a reliable and conscientious contractor. This company also successfully completed the culvert replacement on Northfield's WWTP access drive several years ago.

Tetra Tech recommends the bid be awarded to Joe Raica excavating in the amount of \$473,994.75. This work will involve complex underground construction on both public right-of-way and private property. Unforeseen conditions may occur requiring adjustment to the approach. For these reasons, we suggest the Township budget for a contingency of 5 to 10% of this bid amount. The assessment calculations included a contingency of \$41,263.

Additionally, Northfield Township will need to separately purchase grinder pumps and pump valves for the project. These will be provided by Dubois-Cooper who is a representative for the manufacturer. We recommend the Township initially purchase all 21 curb stop valve kits to accommodate the planned district and 5 grinder pump kits which represent the current properties who have a building that will be initially connected. We also recommend that three spare pump cores be purchased for the WWTP staff to have in inventory. The quote for these materials is \$35,945 and these costs were budgeted within the assessment calculations.

Several property owners have not executed an easement stating their refusal to connect. Should these properties change their opinion prior to construction, additional grinder pump kits will need to be purchased at a future time.



TETRA TECH

Tetra Tech will be present at the February 9 board meeting to answer any questions about this recommendation. It will be important for the board to take action at this meeting as the holding period for the bid could expire if this award is delayed.

Sincerely,

Brian M. Rubel, P.E.  
Vice President

Palmer Enterprises, Inc.

58021 Gravier Avenue  
New Haven, MI 48048

586-749-8597

ITEM NO	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT
1	Maintenance	1	LS	\$118,000.00	\$118,000.00	\$118,000.00	\$65,000.00	\$65,000.00	\$65,000.00
2	Leaky Control	15	LS	\$17,600.00	\$17,600.00	\$17,600.00	\$10,000.00	\$10,000.00	\$10,000.00
3	Acids Vessel	1	LS	\$3,600.00	\$3,600.00	\$3,600.00	\$1,600.00	\$1,600.00	\$1,600.00
4	Cleaning	1	LS	\$17,500.00	\$17,500.00	\$17,500.00	\$7,847.96	\$7,847.96	\$7,847.96
5	Utility Investigation	2	EA	\$1,050.00	\$2,100.00	\$2,100.00	\$1,760.00	\$1,760.00	\$1,760.00
6	Steel Casing Pipe, 24-inch Jarsden in Place	75	LF	\$370.00	\$27,750.00	\$27,750.00	\$330.00	\$24,750.00	\$24,750.00
7	12" PVC SDR 26 Sanitary Sewer	598	LF	\$117.00	\$70,086.00	\$70,086.00	\$58.00	\$58,702.00	\$58,702.00
8	12" Sanitary Sewer, Paved in Casing	75	LF	\$55.00	\$4,125.00	\$4,125.00	\$55.00	\$4,125.00	\$4,125.00
9	3" SDR 11 HOPE Force Main	4523	LF	\$17.00	\$76,891.00	\$76,891.00	\$40.00	\$180,920.00	\$180,920.00
10	Sanitary Connection, Low Pressure Sewer	21	EA	\$2,000.00	\$42,000.00	\$42,000.00	\$1,250.00	\$26,250.00	\$26,250.00
11	1.5" SDR 9 HDPE Sanitary Sewer	2184	LF	\$21.00	\$46,074.00	\$46,074.00	\$30.00	\$65,520.00	\$65,520.00
12	Cut Sewer	21	EA	\$1,025.00	\$21,525.00	\$21,525.00	\$180.00	\$3,780.00	\$3,780.00
13	Grinder Pump, Horizontal	9	EA	\$4,225.00	\$38,025.00	\$38,025.00	\$5,970.00	\$53,730.00	\$53,730.00
14	Sanitary Connection, Gravity Sewer, 12" x 6"	4	EA	\$1,850.00	\$7,400.00	\$7,400.00	\$1,380.00	\$5,520.00	\$5,520.00
15	Sanitary Connection, Curved and Bored Manhole	1	EA	\$1,275.00	\$1,275.00	\$1,275.00	\$4,600.00	\$4,600.00	\$4,600.00
16	6" PVC SDR 40 Gravity Sewer, 12-inch	312	LF	\$71.00	\$20,412.00	\$20,412.00	\$58.50	\$21,762.00	\$21,762.00
17	48" Sanitary Sewer, Manhole	2	EA	\$3,600.00	\$7,200.00	\$7,200.00	\$3,950.00	\$7,900.00	\$7,900.00
18	48" Cast Iron Resistor Sanitary Sewer, Force Main Discharge Manhole	1	EA	\$11,600.00	\$11,600.00	\$11,600.00	\$11,040.00	\$11,040.00	\$11,040.00
19	Excavate, Ditch Connection	1	EA	\$2,700.00	\$2,700.00	\$2,700.00	\$1,100.00	\$1,100.00	\$1,100.00
20	As-Remed Structure	3	EA	\$3,900.00	\$11,700.00	\$11,700.00	\$7,600.00	\$23,070.00	\$23,070.00
21	Finishing Structure	2	EA	\$4,800.00	\$9,600.00	\$9,600.00	\$6,370.00	\$12,740.00	\$12,740.00
22	Finishing Sewer, Cleanout	2	EA	\$725.00	\$1,450.00	\$1,450.00	\$1,800.00	\$3,600.00	\$3,600.00
23	Daytime Closure, Electrical Amusement	1	AWW	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
24	Utility Construction Amusement	1	AWW	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
25	Grinder Pump, Electrical Amusement	1	AWW	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
26	Excavate, General, San Force	3,000	LF	\$2.50	\$7,500.00	\$7,500.00	\$1.80	\$5,400.00	\$5,400.00
TOTALS					\$602,110.00	\$602,110.00		\$678,216.96	\$678,216.96
BID SECURITY (5% MINIMUM)									
ADDENDA ACKNOWLEDGED									
REMARKS									
Vas									
Vas									
Fixed and Interest Bid Force									

## 200-12748-14001

BIDDERS .....  
5 BIDDERS  
26 ITEMS

Here Rock H.D.D., Inc.  
2363 E. South Street  
Jackson, MI 49201  
517-764-6020

D.V. M. Ullman  
6046 Sime Drive, Suite #2  
Sterling Heights, MI 48312  
586-979-0402

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT
1	Mobilization	1	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$76,000.00	\$76,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	Lease Contract	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
3	Aerial Vantage	1	LS	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
4	Covering	1	LS	\$18,000.00	\$18,000.00	\$18,000.00	\$25,000.00	\$25,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
5	Utility Installation	2	EA	\$1,500.00	\$3,000.00	\$3,000.00	\$500.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
6	Steel Casing Pipe-24 inch Jarsala in Phase	75	LF	\$22,500.00	\$22,500.00	\$22,500.00	\$378.00	\$28,350.00	\$750.00	\$175.00	\$175.00	\$175.00
7	12" PVC SDR 26 Sanitary Street	598	LF	\$100.00	\$59,800.00	\$59,800.00	\$125.37	\$75,006.63	\$175.00	\$102,429.00	\$102,429.00	\$102,429.00
8	12" Sanitary Street-Phase in Casing	75	LF	\$42.00	\$3,150.00	\$3,150.00	\$22.72	\$1,666.50	\$171.00	\$12,825.00	\$12,825.00	\$12,825.00
9	3" SDR 11 HDPE 1 inch Man	4523	LF	\$20.75	\$93,862.25	\$93,862.25	\$27.42	\$125,111.12	\$20.00	\$90,460.00	\$90,460.00	\$90,460.00
10	Steel Connection Flange Pressure Saver	21	EA	\$852.00	\$17,892.00	\$17,892.00	\$560.00	\$13,660.00	\$1,550.00	\$32,550.00	\$32,550.00	\$32,550.00
11	1.5" SDR 9 HDPE Service Lateral	2,194	LF	\$18.25	\$40,040.00	\$40,040.00	\$17.60	\$38,614.40	\$16.00	\$35,104.00	\$35,104.00	\$35,104.00
12	On-Street	21	EA	\$1,000.00	\$21,000.00	\$21,000.00	\$355.00	\$11,235.00	\$275.00	\$5,775.00	\$5,775.00	\$5,775.00
13	Grinder Pump-Inventory	9	EA	\$4,220.00	\$37,980.00	\$37,980.00	\$3,232.00	\$29,088.00	\$3,425.00	\$34,425.00	\$34,425.00	\$34,425.00
14	Steel Connection, Gate and Box Manhole	4	EA	\$3,520.00	\$14,080.00	\$14,080.00	\$468.21	\$1,944.84	\$1,944.84	\$1,944.84	\$1,944.84	\$1,944.84
15	Service Connection, Gate and Box Manhole	1	EA	\$1,500.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,550.00	\$2,550.00	\$2,550.00	\$2,550.00
16	6" PVC Street 40 Grade Service Lateral	372	LF	\$26,040.00	\$26,040.00	\$26,040.00	\$64.75	\$24,067.00	\$11,300.00	\$11,300.00	\$11,300.00	\$11,300.00
17	48" Sanitary Street Manhole	2	EA	\$4,251.00	\$8,502.00	\$8,502.00	\$6,040.20	\$12,080.40	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00
18	48" Cast Iron Pressure-Saver Street Force Main Distribution Manhole	1	EA	\$9,560.00	\$9,560.00	\$9,560.00	\$15,845.26	\$15,845.26	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
19	6" Jetted Pipe Connection	1	EA	\$3,500.00	\$3,500.00	\$3,500.00	\$2,982.50	\$2,982.50	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
20	4" Relief Structure	3	EA	\$5,330.00	\$15,990.00	\$15,990.00	\$5,479.67	\$16,439.01	\$5,600.00	\$16,800.00	\$16,800.00	\$16,800.00
21	Existing Structure	2	EA	\$4,650.00	\$9,300.00	\$9,300.00	\$4,282.34	\$8,564.68	\$4,500.00	\$9,000.00	\$9,000.00	\$9,000.00
22	Sanitary Street Casing	2	EA	\$9,000.00	\$18,000.00	\$18,000.00	\$879.91	\$1,759.82	\$3,250.00	\$6,500.00	\$6,500.00	\$6,500.00
23	Direct Launch Electrical Allowance	1	ATW	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
24	Utility Coordination Allowance	1	ATW	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
25	Grinder Pump Electrical Allowance	1	ATW	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
26	Casualty Contract Sub Force	3,000	LF	\$2.50	\$7,500.00	\$7,500.00	\$2.32	\$6,960.00	\$2.85	\$8,550.00	\$8,550.00	\$8,550.

# QUOTATION

## DuBOIS-COOPER ASSOCIATES INCORPORATED

SPECIALIZED SALES ENGINEERING

905 Penniman • P.O. Box 6161 • Plymouth, Michigan 48170-0161

**Quoted To:**

Tetra Tech, Inc.  
710 Avis Dr.  
Ann Arbor, MI 48108

Quote Number: 1223151

Quote Date: Dec 23, 2015

Page: 1

Customer ID	Good Thru	Payment Terms	Sales Rep
TETRA TECH	1/22/16	Net 30 Days	E-One

Quantity	Item	Description	Unit Price	Amount
5.00	DH071-93	E/ONE SIMPLEX GRINDER PUMP STATION WITH 4" OR 6" INLET PIPE, 50' CABLE	4,348.00	21,740.00
3.00	D200A01A01AA	SPARE - 240V Extreme Core, Wired, Pressure Switch Level Sensing, 7' Core Cable, Candy Cane Discharge	2,565.00	7,695.00
21.00	NC0193G02	CURB STOP KIT, SS, 1-1/2" COMP, INCLUDES:	310.00	6,510.00
21.00	PB0930G05	CURB BOX ASM, PLASTIC, 48"-78", ARCH STYLE		
			Subtotal	35,945.00
			Sales Tax	
			<b>TOTAL</b>	<b>35,945.00</b>

Telephone: 734/455/6700  
Fax: 734/455/6711  
duboiscooper.com





**TETRA TECH**

January 20, 2016

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

**Re: Whitmore Lake Road SAD Construction Services**

Dear Mr. Fink:

It has been Tetra Tech's pleasure to assist Northfield Township with design and bidding services for the above project. The bids will soon be awarded and construction will initiate in 2016.

Tetra Tech feels we have delivered value during the design phase. While our contract authorization was for \$92,000, we are projecting to bill less than \$80,000 despite completing numerous additional services such as:

- Additional day and evening meetings (5) with property owners
- Design revision to accommodate right-of-way/easement restrictions as well as revisions conducted to reduce the construction cost
- Additional easement descriptions
- Extended project schedule to accommodate easement acquisition procedures

Construction services generally require assistance from the design engineer to administer the construction contract and observe the contractor's work. Additionally, underground construction often needs small changes during construction due to underground conditions that are not fully known during design. This proposal is prepared for Tetra Tech to assist Northfield Township with engineering services during construction.

**SCOPE OF SERVICES**

We propose the following scope of services:

1. Perform construction staking to lay out the Contractor's work.
2. Administer the construction contract including such items as:
  - a. Leading routine progress meetings
  - b. Reviewing pay applications
  - c. Reviewing contractor product submittals
  - d. Issuing clarifications to the contract documents
  - e. Preparing conforming to construction record drawings at the conclusion of construction
3. Subcontract with a materials testing firm to perform materials tests needed on the project. A \$5,000 allowance is included in the below fee for this service.

Tetra Tech  
710 Avis Drive, Ann Arbor, MI 48108  
Tel 734.665.6000 Fax 734.213.3003 [www.tetrattech.com](http://www.tetrattech.com)



**TETRA TECH**

4. Perform observation of the contractor's work to ensure the work is constructed in accordance with the bid documents. To save cost to the property owners, we propose this observation be completed on a part-time basis with periodic visits and more focused observation on high risk items. The effort required is highly dependent on the contractor's efficiency and competence. We have budgeted approximately 360 hours on site and the actual amount needed could be more or less.

#### **COMPENSATION**

Compensation will be based on time and materials using our standard hourly rates. We suggest a budget of \$85,000 be established. This budget will not be exceeded without your prior written approval. As successfully accomplished on past projects including the design phase, Tetra Tech will attempt to complete the work below this budget.

Our standard terms and conditions are attached and considered a part of this proposal.

#### **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.