

NORTHFIELD TOWNSHIP BOARD AGENDA
February 26, 2019 – 7:00 PM
8350 Main Street, 2nd Floor

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC

- PRESENTATIONS AND UPDATES
 1. Presentation from Huron River Watershed Council (HRWC) Middle Huron Partners & Stormwater Advisory Group
 2. Presentation from Kiwanis of Whitmore Lake regarding a Proposal for 75 Barker

- TOWNSHIP MANAGER UPDATE
- CORRESPONDENCE AND ANNOUNCEMENTS: Letter from Lockwood
- APPROVAL OF MINUTES:
 - January 8, 2019 Board of Trustees Special Meeting and Regular Meeting
 - February 14, 2019 Special Meeting

- AGENDA ITEMS
 1. Consider HRWC Middle Huron Partnership Contract Renewal
 2. Consider People's Express Contract Renewal
 3. Decision on how to proceed with 75 Barker
 4. Approve Police Union Contract Amendments
 5. Authorize Release of the 2019 Master Plan Draft for 63-day Public Review Period
 6. Consider request of Mary Czech-Aldrin, 9615 Main Street to amend Section 36-340. Uses permitted in the WLD-D (Whitmore Lake Downtown District) and the WLD-NV (Whitmore Lake Downtown – North Village District) to include residential uses on the first floor subject to conditional use approval.
 7. Consider request of Karen Alexa, 9230 Main Street (formerly Mickey's Pizza) to rezone the property from SR-2 (Single Family Residential-2) District zoning designation to WLD-W (Whitmore Lake Downtown-Waterfront) District zoning designation.
 8. Consider Ordinance 19-63: Amendments to Zoning Ordinance Sign Regulations
 9. Planning Commission Appointment
 10. Accept Resignation of Police Officer, Corey Johnston

* 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.

11. Consider Draft Ethics Policy

➤ CONSENT AGENDA

1. Receive the Fire Department Report
2. Receive the Police Department Report
3. Receive the Wastewater Treatment Report
4. Receive the Community Center Report
5. Receive the Code Enforcement Report
6. Receive the Financial and Fund Balance Reports

➤ TRUSTEE/LIAISON REPORTS

1. Receive the ZBA Report
2. Receive the Planning Commission Report
3. Receive the Parks and Recreation Board Report
4. Receive the Land Preservation Committee Report
5. Receive the Treasurer's Report
6. Receive the Supervisor's Report

- 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.

➤ 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.

Presentation Item 1
& Agenda Item 1



October 23, 2018

Ms. Marlene Chockley
Supervisor
Northfield Township
8350 Main St., Suite A
Whitmore Lake, MI 48189

RE: 2019-23 Contracts for the Middle Huron Partnership

Dear Ms. Chockley:

For the past two decades, the Huron River Watershed Council (HRWC) has provided support to partner municipalities and agencies through the Middle Huron Partnership to address stormwater and other pollution sources to the Huron River system. The Middle Huron Partnership has been the forum for watershed partners to work together to successfully meet state and federal requirements to reduce pollution in the middle Huron River and its tributaries. For most of this time, the effort has been funded by the partners themselves who see the value in working collaboratively and demonstrate their commitment to the goals of the Partnership through financial support.

In 2009, some of these partners came together to additionally form the Stormwater Advisory Group (SAG) to comply with requirements under the Stormwater Permits (Phase I and II) issued by the Michigan Department of Environmental Quality (DEQ). HRWC has provided services for both efforts since 2006, and now refers to the entire effort as the Partnership. These services include preparation of regulatory compliance products for the entire group, development and implementation of monitoring and education programs, group representation in discussions with the DEQ, and leveraged implementation projects. A five-year work plan (see enclosed) covering the calendar years 2019 through 2023 (the Stormwater Permit cycle) was developed and reviewed by partner representatives. Ongoing support from the partners is essential if we are to continue pollution reduction efforts to the Huron River and its tributaries, such as Mill, Boyden, Honey, Malletts, Allens, Traver, Fleming, Swift and Millers creeks.

In order to fulfill these services, HRWC is requesting the financial support of the Township in the amount of \$562.50 starting in 2019 for services to be performed over the five-year period. Other organizations also are being asked to contribute to this partnership (see enclosed budget allocation). Included you will find a contract to support these services, the 5-year work plan, the work plan "not to exceed" budget, Partner budget allocation, and an invoice schedule. Your organization or agency will be invoiced in early 2019 for the first year's assessment. If you wish, you may request a proportional quarterly invoice instead.

Please review and sign both copies of the enclosed service agreement and return one copy to me (the other is for your records). If you have any questions or concerns, please contact me directly or your designated representative. Thank you for your past support, as well as your efforts to improve the water quality of the Huron River and the wellbeing of our region.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric Lawson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ric Lawson
Middle Huron Partnership Coordinator
rlawson@hrwc.org
734.769.5123 ext. 609

enclosures

CC: Ms. Kathy Manley, Clerk



TO: Middle Huron Partners and Stormwater Advisory Group
FROM: Ric Lawson, Watershed Planner
RE: **Five-year Work Plan and Budget**
DATE: September 4, 2018

HRWC is currently providing joint services to municipalities and agencies within the Huron River Watershed in Washtenaw County for projects with similar missions: the Middle Huron Stormwater Advisory Group (SAG) to address watershed-wide compliance with state stormwater regulations, and the Middle Huron Partnership (Partnership) to reduce phosphorus contributions to meet the Total Maximum Daily Load (TMDL) for Ford and Belleville Lakes. Collectively, the combined group is referred to as the Middle Huron Partners (Partners). The current services provided were agreed to under a 6-year work plan with contracts that expire at the end of calendar year 2018.

The Partners have worked cooperatively to save effort and minimize costs, to more broadly share *lessons and ideas*, and to *more comprehensively* meet the goals of the permits and stormwater management. The proposed work plan includes activities that are essential to fulfilling the expectations set forth in the original Cooperative Agreement for the Partnership and Phase I or II Stormwater Permit regulations. The work plan is for five years, which is consistent with a five-year permit cycle for stormwater regulations.

All stormwater-regulated organizations in the Huron River Watershed submitted permit applications to the Michigan DEQ in 2013. At this time, only one permit has been issued. All other municipalities and agencies are operating on permits issued from 2003.

Timeline: This proposed work plan begins January 1, 2019 and ends December 31, 2023.

Work Plan Tasks:

Task 1: *Coordinate and facilitate Partner meetings and implement Public Participation Plan*
Rationale: Public meetings are required for the stormwater permits and are necessary for planning and coordination.

Description: The Partners meet bi-monthly to report on progress toward meeting permit requirements, phosphorus reduction goals, and implement priority activities from the Middle Huron Watershed Management Plan. Subcommittee work groups may form and meet as needed. HRWC will prepare communications for the meetings including agenda, agenda item materials, and follow-up items; facilitate meetings; and coordinate with guest speakers. Partners rotate as meeting hosts. HRWC will also post and distribute materials for Partners in compliance with the Public Participation Plan.

Task 2: *Prepare program reports for Partners*
Description: Biennial progress reports are required for the stormwater permit. HRWC will work with Partners to develop a template for progress reports to DEQ. The template will be updated to remain compliant with DEQ requirements. HRWC will compile and summarize relevant information as needed for Partner stormwater reports. Some specific Partner information will need to be added to complete reports before submittal. All reports will be published and distributed through the HRWC website.

Rationale: A broader report is being developed for efforts made to address the TMDL. HRWC drafted an online framework for TMDL success reporting. HRWC will improve the framework and begin populating it for publication in 2019 and subsequent years. Biennial reports are required for Partner permits. Regular reporting of progress toward TMDL targets will help Partners justify expenditures and investments. The reports also provide the basis for measuring and reporting progress, in general.

Task 3: Conduct water chemistry, macroinvertebrates and flow monitoring
Description: Water quality monitoring is required to provide an overall assessment of the health of the watershed and identify areas of success and in need of greater attention. HRWC will work with the Partners to plan and execute monitoring and stormwater investigation for the field seasons (April to September). Macroinvertebrate collections will take place in January, April and October. Monitoring will rotate among sites each year to minimize cost and maintain continuity of data. HRWC will work with Partners to integrate monitoring with Illicit Discharge Elimination Programs (IDEP). Work will generally include: measuring stream discharge at long-term monitoring sites (currently 10) during dry and wet weather conditions; monitor key water quality indicators at long-term sites and additional stormwater investigative sites during dry and wet weather conditions; collect a survey of macroinvertebrate diversity twice per year, with an additional winter stonefly target collection; collect targeted chemistry samples through rain events; obtain and maintain equipment; train field crews; deliver water samples to a lab; obtain lab results and enter into database; analyze and synthesize data; communicate monitoring results in report form for a general audience; present results annually at a Partner meeting; incorporate results into progress reports and other promotional media; and disseminate monitoring reports to Partners and post on HRWC website.

Rationale: Monitoring of TMDL areas is required by the stormwater permits. It is necessary to help determine pollutant hot spots and assess progress. The monitoring results are the primary indicators of success.

Task 4: Update and revise Watershed Management Plans (WMPs)
Description: A master (Middle Huron) WMP provides an assessment of conditions and problem areas in the watershed and provides an action plan for improving conditions. That provides the basis for grant applications and other project development. It was last finalized and approved in 2011. The plan needs to be revised to update information and re-evaluate project priorities. HRWC currently is in the process of implementing a strategy to update the WMP in three sections. The first (middle) section is being updated with a grant from MDEQ, and a proposal was submitted for the second (upper) section. HRWC will work with all necessary stakeholders to revise the WMP to meet requirements, and will finalize and submit revised plans to MDEQ, as necessary. While it is anticipated that most of the revision work will be covered by grant funding, time is budgeted in the work plan to cover proposal development and the required 10% match funding.

Rationale: WMP revision is not required by stormwater permits, but is necessary to facilitate coordinated management and provides the basis for securing external project funding.

Task 5: Develop priority implementation projects

Description: Building on past successful grant projects, HRWC will work with Partners to secure funding for priority projects that are consistent with WMP and other Partners' priorities. Funds for this task may also be used to participate in relevant implementation projects per guidance from the Partners. This may include advising or participating, upon request, in projects initiated by individual member organizations.

Rationale: Successful proposals will leverage the budget and keep overall costs down. Projects will help to achieve Partner goals and address permit commitments.

Task 6: Provide technical assistance to Partners on permit compliance and watershed management issues

Description: HRWC will provide support and technical assistance to Partners throughout the five-year cycle. HRWC will consult with Partner members on an as-needed basis to provide advice, information and assistance with all aspects of the stormwater permit. Further, HRWC will provide support to Partners on other non-stormwater, watershed management issues that may arise. If audited, HRWC staff will meet with state auditors regarding permit-related watershed activities. Though not known at this time, it is anticipated that new applications will be required during this 5-year period. HRWC will facilitate discussion and development of watershed-wide permit application templates and other materials. HRWC will also represent Partners at statewide meetings or relevant watershed management discussions.

Rationale: The Partners submitted jointly developed plans and documents as part of their stormwater permit applications. Joint planning can be more efficient, reduce costs, and meet overall goals more effectively. HRWC is regularly asked to provide Partner permittee support.

Task 7: Continue to implement the Public Education Plans (PEP)

Description: HRWC will develop and execute tasks to meet the PEP requirements. Major tasks include regular development and distribution of an annual calendar, implementation of the Adopt-a-Stormdrain program, development of digital and print advertising, representation at and participation in regional public events, development of other educational watershed management content for local distribution and use, and redevelopment and implementation of an evaluation survey. Details on specific task items can be found in the PEP. A detailed budget is included (appended) for PEP subtasks.

Rationale: PEP implementation is required by the stormwater permit and Partners submitted a joint PEP to MDEQ. Joint watershed education is more consistent and effective at a lower overall cost.

Budget: A task budget (appended) was prepared for the complete 5-year work plan. A budget allocation (appended) was also prepared to allocate the budget across stakeholders based on jurisdictional area and population in the watershed.

Middle Huron Partners Work Plan Budget (2019-2023)

Task Description	Item	Year					Totals
		2019	2020	2021	2022	2023	
Watershed Activities							
1 Meeting preparation and facilitation	Staff	\$ 5,850	\$ 6,084	\$ 6,327	\$ 6,580	\$ 6,844	\$ 31,685
	Direct						\$ -
	Total	\$ 5,850	\$ 6,084	\$ 6,327	\$ 6,580	\$ 6,844	\$ 31,685
2 Progress reporting	Staff	\$ 9,100	\$ 1,352	\$ 3,515	\$ 1,462	\$ 3,802	\$ 19,232
	Direct						\$ -
	Total	\$ 9,100	\$ 1,352	\$ 3,515	\$ 1,462	\$ 3,802	\$ 19,232
3 Water quality and flow monitoring	Staff	\$ 66,300	\$ 68,952	\$ 71,710	\$ 74,578	\$ 77,562	\$ 359,102
	Direct	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
	Lab costs	\$ 21,600	\$ 21,600	\$ 21,600	\$ 21,600	\$ 21,600	\$ 108,000
	Total	\$ 89,400	\$ 92,052	\$ 94,810	\$ 97,678	\$ 100,662	\$ 474,602
4 WMP Revisions	Staff	\$ 3,900	\$ 4,056	\$ 4,218	\$ 4,387	\$ 760	\$ 17,322
	Direct						\$ -
	Total	\$ 3,900	\$ 4,056	\$ 4,218	\$ 4,387	\$ 760	\$ 17,322
5 Priority Implementation projects	Staff	\$ 4,225	\$ 4,394	\$ 4,570	\$ 4,753	\$ 4,943	\$ 22,884
	Direct						\$ -
	Total	\$ 4,225	\$ 4,394	\$ 4,570	\$ 4,753	\$ 4,943	\$ 22,884
6 Technical Assistance	Staff	\$ 2,080	\$ 2,163	\$ 2,250	\$ 2,340	\$ 8,364	\$ 17,197
	Direct						\$ -
	Total	\$ 2,080	\$ 2,163	\$ 2,250	\$ 2,340	\$ 8,364	\$ 17,197
7 Public Participation and Education	Staff	\$ 41,080	\$ 42,723	\$ 44,432	\$ 46,209	\$ 48,058	\$ 222,503
	Direct	\$ 56,350	\$ 54,039	\$ 55,119	\$ 56,222	\$ 64,845	\$ 296,575
	Total	\$ 107,430	\$ 96,762	\$ 99,551	\$ 102,431	\$ 112,903	\$ 519,078
Subtotal		\$ 221,985	\$ 206,863	\$ 215,241	\$ 219,632	\$ 238,278	\$ 1,101,999
Administration	@ 5%	\$ 11,099	\$ 10,343	\$ 10,762	\$ 10,982	\$ 11,914	\$ 55,100
Total		\$ 233,084	\$ 217,207	\$ 226,004	\$ 230,614	\$ 250,192	\$ 1,157,099

- (1) Budget is "not to exceed" total. Annual carryover will be used to adjust Partner assessments.
- (2) Direct monitoring costs include cost of equipment purchase and maintenance
- (3) Lab costs included in total. Previously donated by City of Ann Arbor.
- (4) Budget based on production of an annual calendar

5-year average	\$ 231,419.89
Previous annual average	\$ 144,351
From outside sources	\$ 35,539
Previous billed annually	\$ 108,812

2019-2023 Budget and Allocation Criteria Explanation

A new work plan and budget for work to support the Middle Huron Partners was distributed prior to the meeting on June 7. No significant budget changes were suggested, so HRWC developed an allocation of the budget across all the Partners. The complete budget includes a five year period and totals \$1,072,191 in effort and expenses. See the work plan and budget for details.

The budget allocation table allocates the total budget to each municipality or agency according to several important characteristics:

1. There are two types of Partner organizations: municipalities and agencies (including counties, schools and universities). For this budget, 65% is allocated to municipalities, and 35% is allocated to agencies. Municipal allocations were determined by the combined area and population percentages in the watershed. Agency allocations were based on general size and scope of the agency.
2. The Partnership effort addresses a wide variety of watershed issues. Most of the work done by the partners is generally beneficial to the watershed across the board. 55% of the budget is allocated across all partners, using the criteria in point 1.
3. Some efforts are particularly beneficial to stormwater improvement and compliance, so that part of the budget should be allocated differently. 35% of the budget was allocated to Partners covered by stormwater regulations. This was also allocated according to criteria in point 1.
4. There are also 4 point sources (waste water treatment plants) that are addressed by Partnership activities. 10% of the budget is allocated to Partners with point sources.
5. The final budget allocations are compiled by adding the general watershed, stormwater and point source allocations.
6. The final allocation is divided into annual assessments, which will eventually be used for invoicing, starting in 2019. A minimum assessment of \$750 per year was set and adjustments were made to all other allocations.

HRWC will make every effort to gather support and participation from all community partners listed on the budget allocation, and a few others. However, if individual Partner organizations choose not to participate, those assessments will need to be reallocated, or, if new Partners are added, assessments would be reduced. Thus, the current allocation should be considered an estimate.

Middle Huron Partnership
Proposed Cost Allocation
HRWC 2019-23 Work Plan

Total Budget		\$ 1,157,099		
Stormwater	35%	\$ 404,985	Municipal	65%
Point Sources	10%	\$ 115,710	Agencies	35%
General Watershed	55%	\$ 636,404		

Municipal/Agency Name	Total Area (acres)	Total Population	% Area in Watershed	Population of community in watershed	Area of community in watershed (acres)	% Total Watershed Population	% Total Watershed Area	% Population and Land Area (1)(5)	% General	% Storm	% Point	General Assessment	Stormwater Assessment	Point Source Assessment	Total Fees Assessed	Total 6-year Adjusted Assessment	Annual Assessment
Ann Arbor	17,490	122,011	99.6	121,544	17,423	54.1	16.9	35.5	23%	32.9%	50%	\$ 146,746	\$ 133,200	\$ 57,855	\$ 337,801	\$ 337,585	\$ 67,516.99
Ann Arbor Twp	11,398	4,368	99.5	4,347	11,344	1.9	11.0	6.5	4%			\$ 26,748	\$ -	\$ -	\$ 26,748	\$ 26,532	\$ 5,306.32
Barton Hills		335	100.0	335		0.1	0.0	0.1	0%	0.1%		\$ 308	\$ 280	\$ -	\$ 588	\$ 3,750	\$ 750.00
Belleville	746	4,037	43.7	1,764	326	0.8	0.3	0.6	0%			\$ 2,277	\$ -	\$ -	\$ 2,277	\$ 3,750	\$ 750.00
Chelsea	1,487	5,055	100.0	5,055	1,487	2.2	1.4	1.8	1%		20%	\$ 7,633	\$ -	\$ 23,142	\$ 30,775	\$ 30,558	\$ 6,111.68
Dexter	931	4,290	100.0	4,290	931	1.9	0.9	1.4	1%	1.3%	20%	\$ 5,813	\$ 5,277	\$ 23,142	\$ 34,232	\$ 34,015	\$ 6,803.10
Dexter Twp	21,174	6,809	30.1	2,052	6,382	0.9	6.2	3.6	2%			\$ 14,686	\$ -	\$ -	\$ 14,686	\$ 14,470	\$ 2,893.84
Lodi Twp	22,070	6,012	22.6	1,360	4,992	0.6	4.8	2.7	2%			\$ 11,262	\$ -	\$ -	\$ 11,262	\$ 11,045	\$ 2,209.05
Northfield Twp	23,470	8,345	8.6	717	2,017	0.3	2.0	1.1	1%			\$ 4,705	\$ -	\$ -	\$ 4,705	\$ 3,750	\$ 750.00
Pittsfield Twp	17,870	39,730	15.7	6,219	2,797	2.8	2.7	2.7	2%	2.5%		\$ 11,329	\$ 10,284	\$ -	\$ 21,613	\$ 21,396	\$ 4,279.29
Scio Twp	21,167	17,918	99.9	17,907	21,174	8.0	20.5	14.2	9%		10%	\$ 58,934	\$ -	\$ 11,571	\$ 70,505	\$ 70,289	\$ 14,057.79
Superior Twp	22,734	13,324	54.8	7,296	12,449	3.2	12.1	7.7	5%			\$ 31,677	\$ -	\$ -	\$ 31,677	\$ 31,460	\$ 6,292.03
Van Buren Twp	23,084	29,595	32.7	9,687	7,556	4.3	7.3	6.8	4%			\$ 24,064	\$ -	\$ -	\$ 24,064	\$ 23,847	\$ 4,769.46
Webster Twp	22,941	6,384	16.1	1,026	3,687	0.5	3.6	2.0	1%			\$ 8,338	\$ -	\$ -	\$ 8,338	\$ 8,121	\$ 1,624.23
Ypsilanti	3,027	21,091	91.1	19,224	2,759	8.5	2.7	5.6	4%	5.2%		\$ 23,216	\$ 21,073	\$ -	\$ 44,290	\$ 44,073	\$ 8,814.67
Ypsilanti Twp	20,187	56,888	38.7	22,020	7,814	9.8	7.6	8.7	6%	8.1%		\$ 35,926	\$ 32,610	\$ -	\$ 68,536	\$ 68,320	\$ 13,663.92
Municipal Subtotal	229,796	346,193		224,844	103,138	100	100	100									
WCWRC								42.5	15%	21.2%		\$ 94,665	\$ 85,927	\$ -	\$ 180,592	\$ 180,375	\$ 36,075.05
WCRC								42.5	15%	21.2%		\$ 84,665	\$ 85,927	\$ -	\$ 180,592	\$ 180,375	\$ 36,075.05
Ann Arbor Schools					770			6.0	2%	3.0%		\$ 13,384	\$ 12,131	\$ -	\$ 25,495	\$ 25,279	\$ 5,055.76
University of Michigan					3,178			3.1	3%	4.5%		\$ 20,136	\$ 18,277	\$ -	\$ 38,413	\$ 38,196	\$ 7,639.28
Totals								100.0	100%	100.0%	100%	\$ 636,404	\$ 404,985	\$ 115,710	\$ 1,157,188	\$ 1,157,188	\$ 231,438

Data sources:
Population estimates were provided by SEMCOG in July 2017 and are based on the 2010 US Census
Areas are based on a GIS analysis of municipality and Middle Huron Watershed boundaries by the Huron River Watershed Council

**Middle Huron Partnership
Proposed Budget Billing Schedule*
2019-2023**

Municipal/Agency Name	2013-18 Annual Assessment	Mean Annual Assessment	2019	2020	2021	2022	2023
Ann Arbor	\$ 33,743.83	\$ 67,516.99	\$ 50,637.74	\$ 59,077.36	\$ 67,516.99	\$ 75,956.61	\$ 84,396.23
Ann Arbor Twp	\$ 763.00	\$ 5,306.32	\$ 3,979.74	\$ 4,643.03	\$ 5,306.32	\$ 5,969.61	\$ 6,632.90
Barton Hills	\$ 303.50	\$ 750.00	\$ 562.50	\$ 656.25	\$ 750.00	\$ 843.75	\$ 937.50
Belleville	\$ 250.00	\$ 750.00	\$ 562.50	\$ 656.25	\$ 750.00	\$ 843.75	\$ 937.50
Chelsea	\$ 1,278.83	\$ 6,111.68	\$ 4,583.76	\$ 5,347.72	\$ 6,111.68	\$ 6,875.64	\$ 7,639.60
Dexter	\$ 2,345.33	\$ 6,803.10	\$ 5,102.32	\$ 5,952.71	\$ 6,803.10	\$ 7,653.49	\$ 8,503.87
Dexter Twp	\$ 402.50	\$ 2,893.94	\$ 2,170.46	\$ 2,532.20	\$ 2,893.94	\$ 3,255.69	\$ 3,617.43
Lodi Twp	\$ 307.17	\$ 2,209.05	\$ 1,656.79	\$ 1,932.92	\$ 2,209.05	\$ 2,485.19	\$ 2,761.32
Northfield Twp	\$ 250.00	\$ 750.00	\$ 562.50	\$ 656.25	\$ 750.00	\$ 843.75	\$ 937.50
Pittsfield Twp	\$ 2,298.50	\$ 4,279.29	\$ 3,209.47	\$ 3,744.38	\$ 4,279.29	\$ 4,814.20	\$ 5,349.11
Scio Twp	\$ 2,245.00	\$ 14,057.79	\$ 10,543.34	\$ 12,300.56	\$ 14,057.79	\$ 15,815.01	\$ 17,572.23
Superior Twp	\$ 919.67	\$ 6,292.03	\$ 4,719.02	\$ 5,505.53	\$ 6,292.03	\$ 7,078.53	\$ 7,865.04
Van Buren Twp	\$ 693.17	\$ 4,769.46	\$ 3,577.10	\$ 4,173.28	\$ 4,769.46	\$ 5,365.65	\$ 5,961.83
Webster Twp	\$ 218.00	\$ 1,624.23	\$ 1,218.17	\$ 1,421.20	\$ 1,624.23	\$ 1,827.26	\$ 2,030.29
Ypsilanti	\$ 4,751.33	\$ 8,814.67	\$ 6,611.00	\$ 7,712.83	\$ 8,814.67	\$ 9,916.50	\$ 11,018.33
Ypsilanti Twp	\$ 7,556.67	\$ 13,663.92	\$ 10,247.94	\$ 11,955.93	\$ 13,663.92	\$ 15,371.91	\$ 17,079.90
WCWRC	\$ 21,855.83	\$ 36,075.05	\$ 27,056.29	\$ 31,565.67	\$ 36,075.05	\$ 40,584.44	\$ 45,093.82
WCRC	\$ 21,855.83	\$ 36,075.05	\$ 27,056.29	\$ 31,565.67	\$ 36,075.05	\$ 40,584.44	\$ 45,093.82
Ann Arbor Schools	\$ 4,346.17	\$ 5,055.76	\$ 3,791.82	\$ 4,423.79	\$ 5,055.76	\$ 5,687.73	\$ 6,319.70
University of Michigan	\$ 2,427.67	\$ 7,639.28	\$ 5,729.46	\$ 6,684.37	\$ 7,639.28	\$ 8,594.19	\$ 9,549.10
Totals	\$ 108,812.00	\$ 231,437.62	\$ 173,578.21	\$ 202,507.92	\$ 231,437.62	\$ 260,367.32	\$ 289,297.02

* Actual assessments will be reduced by any previous year carryover

PROFESSIONAL SERVICE CONTRACT

Project: Middle Huron Partnership

Agreement is made this twenty-third of October, 2018 by the Northfield Township, 8350 Main St., Suite A, Whitmore Lake, MI, 48189 (Partner), and the Huron River Watershed Council (Council), 1100 North Main, Suite 210, Ann Arbor, Michigan, 48104.

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I – SCOPE OF SERVICES

The Council will provide services as described in the Statement of Work (Middle Huron Partnership Work Plan).

ARTICLE II – COMPENSATION

From January 1, 2019 through December 31, 2023, the Partner will pay the Council for watershed management services (Management Services) an amount not to exceed \$3,750.00 over the five-year life of the contract, payable in five installments according to the schedule attached hereto (Billing Schedule). The initial installment shall be \$562.50. Each installment shall be payable within 20 days from the date of the invoice of Management Services.

ARTICLE III – REPORTING OF CONSULTANT

Section 1 - The Council is to coordinate activities with the Partner and will cooperate and confer with individuals as necessary to ensure satisfactory work.

Section 2 – When applicable, the Council will submit annual reports and a final written report to the Partner.

ARTICLE IV – TERM

This contract begins on January 1, 2019 and ends on December 31, 2023.

ARTICLE V – PERSONNEL

The parties agree that the Council is neither an employee nor an agent of the Partner for any purposes.

ARTICLE VI – INSURANCE REQUIREMENTS

The Council will maintain at its own expense during the term of this contract, the following insurance:

1. Worker's Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.
3. Council will indemnify the Partner and its officers, employees and agents from all liability of any sort that may result from injury or death to any person or loss or damage to any property in the performance of any services funded in whole or in part under this Agreement.

ARTICLE VIII – COMPLIANCE WITH LAWS AND REGULATIONS

The Council will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the American Disabilities Act.

ARTICLE IX- EQUAL EMPLOYMENT OPPORTUNITY

The Council will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status,

PROFESSIONAL SERVICE CONTRACT

Project: Middle Huron Partnership

veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of business).

The Council will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Council agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Council, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief.

ARTICLE X – ASSIGNS AND SUCCESSORS

This contract is binding on the Partner and Council, their successors and assigns. Neither the Partner nor the Council will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XI – TERMINATION OF CONTRACT

Either party may terminate the contract by giving thirty (30) days written notice to the other party. In the event of termination of contract by either party, any Partner funds not disbursed at that time will be returned by the Council to the Partner.

ARTICLE XII – EQUAL ACCESS

The Council shall provide the services set forth in the Statement of Work without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIII – OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public.

ARTICLE XIV – PAYROLL TAXES

The Council is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the Partner against such liability.

ARTICLE XV – CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the Partner and the Council will be incorporated into this contract by written amendments signed by both parties.

Northfield Township

Huron River Watershed Council

By: _____
Marlene Chockley, (date)
Supervisor

By: Laura Rubin 10/23/2018
Laura Rubin, (date)
Executive Director

**NORTHFIELD TOWNSHIP
Township Board Special Meeting
Minutes
February 14, 2019**

CALL TO ORDER

The meeting was called to order at 7:02 P.M. by Supervisor Chockley at 8350 Main Street.

INVOCATION/PLEDGE

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Absent with notice
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present (arrived 7:07 P.M.)

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Community Center Director Tammy Averill
Township Manager Steven Aynes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Chockley moved, Chick supported, that the agenda be adopted as presented.
Motion carried 5—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Sue Shink, 600 W. Joy Road, County Commissioner and member of the Land Preservation Committee, spoke in favor of the contribution for the preservation of a 75 acre farm. She reported that the Washtenaw County Natural Areas Preservation Program has added \$10,000 toward the purchase.

BOARD MEMBER COMMENTS

Zelenock thanked everyone present for being available for the special meeting.

[Otto arrived].

AGENDA ITEMS

1.

**Hiring of Full-time Police Officer:
Michael Buxton**

- ▶ **Motion:** Chockley moved, Chick supported, not hired Michael Buxton be hired as a Full-time Police Officer a step 2 salary of \$56,060.68 per year with a start date of March 11, 2019, pending successful passing of physical and background check.
Motion carried 6—0 on a voice vote.

2.

**Hiring of Paid On-Call Fire Fighter:
Sam Walsh**

- ▶ **Motion:** Chockley moved, Manley supported, to hire Sam Walsh as a Paid On-Call Fire Fighter at a probationary level I wage of \$10 per hour pending successfully passing physical and background checks.
Motion carried 6—0 on a voice vote.

3.

**Resolution 19-601: Letter of Support for
Historical Society Grant Application**

- ▶ **Motion:** Chockley moved, Chick supported, to approve Resolution 19-601 in support of the application for a certified local government grant for the Northfield Township Historical Society to complete the historic context for the Northfield Township Phase I Survey, and to authorize the Supervisor to send a letter of support.

Dockett said he does not understand why the Township is getting involved. Board members said the request is only for support for the grant, not for funding from the Township.

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

4.

**\$2000 Contribution to Assist in the Preservation
of a 75 Acre Northfield Township Farm**

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve \$2,000 as matched funds to assist in the preservation of a 75 acre working farm and authorizing a letter to Ann Arbor City Council offering the matched funds, contingent upon project approval.

**Northfield Township Board Meeting
Minutes of Special Meeting
Public Safety Building; 8350 Main Street
February 14, 2019**

Board members expressed concerns (including that communities surrounding Ann Arbor do not have input on the decisions about the parcels that are purchased, the Board does not have a policy regarding donations of this type, this has not been done for other parcels, and this is subsidizing a private land owner) and support (including that surveys show a majority of Northfield Township residents support open space and farmland preservation, other Townships have made similar donations, and the property has met the rigorous criteria for preservation).

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

5.

Grant Application to Request Matching Funds from Washtenaw Urban County for Community Center

- ▶ **Motion:** Chockley moved, Otto supported, to authorize the application to Urban County for matching funds to repair and improve to the Community Center, to identify a Township match of up to \$35,000, and to set up an *ad hoc* committee to determine what repairs and improvements should be included in the application.

Chockley said this request is very similar to one funded for Ypsilanti Township, and it would allow the Township to participate in the Meals on Wheels program and provide needed maintenance. She said the application must be submitted by March 22nd and the decision will be made in April.

The Board discussed the work that needs to be done on the Community Center, future possible improvements, and maintenance and renovation needs of other Township buildings.

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

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 _____, 2019.

Kathleen Manley, Clerk

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

6.

Payment of Open Bills

- ▶ **Motion:** Chockley moved, Manley supported, to approve payment of open bills (expected check run date 2-15-2019) for a total of \$104,866.13 from all funds in the Municipal Investment Fund (MIF) account.
Motion carried 6—0 on a roll call vote.

SECOND CALL TO THE PUBLIC

Sue Shink thanked the Board for approving the donation for the preservation of the 75 acre farm in the Township and the support of the Northfield Township Historical Society grant application.

BOARD MEMBER COMMENTS

Board members wished everyone a Happy Valentine's Day, requested that a discussion of ethics be added to a future agenda, requested that a decision about the disposition of 75 Barker Road be added to a future agenda, noted that taxes are due today without penalty, and thanked the public watching on television.

ADJOURNMENT

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

The meeting adjourned at 7:50 P.M.

KIWANIS FOUNDATION OF WHITMORE LAKE

The purpose of this proposal by the Kiwanis Foundation of Whitmore Lake is the Restoration and refurbishment of the historical property located at 75 Barker. Working in conjunction with the residents of Northfield Township we intend to transform this property from eyesore to asset.

The Kiwanis Foundation would rent the building from Northfield Township for the sum of one dollar per year on a 3 year lease with the following conditions of use:

Prior to reopening our Rummage Sale we would address and satisfy any serious safety and accessibility issues as outlined by the architect.

After reopening the store we would continue the renovation to ensure the building met the Michigan Building Code to satisfy Certificate of Occupancy.

Moving forward we plan to continue the renovation and restoration of the inside and outside of the building.

The Kiwanis Foundation of Whitmore Lake supports that 75 Barker Road parking be used as a community parking and will agree on language in the rental agreement in support of this issue. We would also stipulate that the Township would be responsible for any improvements to the parking lot as outlined by the architect. The Township would also maintain the parking lot including snow and ice removal.

Long term outlook: After completion of the ground floor renovations the Foundation, would investigate the feasibility of the restoration of the upper floor of the building.

Signed Margaret Reddell
President

Township Manager's Report prepared by Steve Aynes for the February 12, 2019 Board Meeting

Proposed Wastewater Treatment Retention Tank

The Township Board has scheduled this issue to be discussed at the March 26 Board Meeting. The Board wanted to schedule this far enough in the future that the public is adequately notified of the date. The Newsletter being sent to all to all citizens receiving an assessment notice later in February will contain further information about the meeting and inviting the public to attend.

A decision is needed to include or not include this proposed project in the 2019/2020 Fiscal Year Budget which begins July 1, 2019.

Budget for the next Fiscal Year

The use of the funds received by the Township sets the stage for what does or does not happen in the Fiscal Year 2019/20 (this is July 1, 2019-June 30, 2020). If the Public has ideas for how money should be spent in the Township next year, please contact the Township Board members or myself. Work has started on the next budget with the intention of providing a draft budget to the Board by May 1, 2019.

Capital Improvement Plan

I will be preparing the Capital Improvement Plan (CIP) for the five Fiscal Years starting July 1, 2019. The CIP is intended to cover 5 years with the first year to be concurrent with the current budget. As part of the next year's budget process, the new draft CIP should be presented to the Board May 1 concurrent with the Budget Process.

Community/Senior Center

The two trees and stumps adjacent to the Center have now been removed. This allows access to fixing the roof. The three proposals presented last summer are still committed. Staff will be evaluating qualifications and the materials (including warranties) with the goal of bringing this to the Board for action at the February 26 meeting.

Closure of Township Offices

I directed the closure of the Township Offices for 2 ½ days last week due to safety concerns for citizens, Township employees, and consultants. I made this decision in light of the Storm Warnings, the closure of Washtenaw County Offices, and the Governor's declaration of an Emergency for some of this time. I also consulted with Safety Director Wagner. I appreciate the understanding of the Board and citizens of Northfield Township. The Office staff have been busy catching up on the most essential tasks first.



February 15, 2019

M. Paul Lippens, AICP, NCI
MCKENNA
28 West Adams Street, Suite 1000
Detroit, MI 48226

Hello Paul,

I wanted to provide an update following the committee meeting with Northfield Township. After further investigation, Lockwood is unable to move forward with its RFP proposal as it exists. The dynamics have changed in the area with two competing senior housing deals within the target area: Lyon Township and Hamburg Township. In addition, there is a multifamily apartment deal in Green Oak Township. Lockwood Companies will need more time to investigate the market and assess what can work on the Northfield Township site.

Lockwood's goal is to provide a plan which both meets the goals of Northfield Township and is financially viable.

Please contact me with any questions.

A handwritten signature in black ink, appearing to read 'Steve Gabrys', is written over the text 'Please contact me with any questions.' The signature is fluid and cursive.

Steve Gabrys
Director of Development

NORTHFIELD TOWNSHIP
Township Board Special Meeting
Minutes
January 8, 2019

CALL TO ORDER

The meeting was called to order at 6:25 P.M. by Supervisor Chockley at 8350 Main Street. Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

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

Also present:

Public Safety Director William Wagner
Township Labor Attorney Stacy Belisle
Township Manager Steven Aynes
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Chockley moved, Chick supported, that the agenda be adopted as presented.

In answer to a question from Zelenock, Belisle recommended the discussion about the attorney-client privileged matter be discussed in closed session.

Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

None present.

BOARD MEMBER COMMENTS

None.

CLOSED SESSION

- ▶ **Motion:** Chockley moved, Otto supported, that the Board go into closed session pursuant to MCL 15.268(8)(h) to receive written attorney-client privileged communication.

Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Chockley moved, Otto supported, that the Board return to open session.

Motion carried 7—0 on a voice vote.

ACTION AS RESULT OF CLOSED SESSION

- ▶ **Motion:** Chockley moved, Chick supported, to accept the resignation of Police Officer Jason Scuereb pursuant to sections 27.4 and 33.6 of the Collective Bargaining Agreement. The Township shall pay Officer Scuereb for his accrued Personal Time Off up to 60 days and accrued Compensatory Time. The Township shall provide Officer Scuereb severance in the amount of two months' salary, and Officer Scuereb will sign a Severance and Settlement Agreement. The total cost to the Township is 16,792.34.

Motion carried 7—0 on a roll call vote.

SECOND CALL TO THE PUBLIC

None.

BOARD MEMBER COMMENTS

There was discussion about whether the property at 75 Barker Road is on the tax rolls. Dockett said he wants a statement from the Township attorney about it. Aynes said he will ask the attorney for that.

ADJOURNMENT

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

The meeting adjourned at 7:08 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 _____, 2019.

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP Township Board Minutes January 8, 2019

CALL TO ORDER

The meeting was called to order at 7:08 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

Beliger provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

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

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Chockley moved, Manley supported, that the agenda be amended to remove Item 5 to allow for attorney review.

Otto suggested simply tabling the item at that point in the agenda.

Chockley withdrew her motion.

- ▶ **Motion:** Chockley moved, Manley supported, that the agenda be adopted as presented.
Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, recommended reappointment of Sam Iaquinto to the Planning Commission, commented on the proposed WWTP holding tank, and asked that the website be updated with the 2019 meeting dates for the Township Board and the Planning Commission.

BOARD MEMBER RESPONSE

Board members thanked everyone for attending, agreed with the recommendation for Iaquinto's appointment to the Planning Commission, said updating of the website should be a priority, and noted that the Township Board will be required to send a postcard to residents before incurring the expense of a Wastewater Treatment Plant (WWTP) retention basin.

TOWNSHIP MANAGER REPORT/UPDATE

Aynes referred to his written report. He highlighted upcoming budget planning, and noted that he is asking the Board to set a date for public input on a Wastewater Treatment Plant (WWTP) retention basin.

- ▶ **Motion:** Otto moved, Zelenock supported, to accept the Michigan Pond Hockey alcohol management plan that was provided in the Township Manager's Report.

There were questions from some Board members about details, including the cost.

Otto withdrew her motion pending discussion of Agenda Item 1.

There was discussion about the expenditure for removal of two trees due to safety concerns. Several Board members said the work should be bid out.

- ▶ **Motion:** Dockett moved, Chick supported, that tree removal work included in the Manager's Report not be done until three bids have been received.

Zelenock said the Board has given the Township Manager the authority to spend up to \$5,000.

Motion failed 3—4 on a roll call vote, Zelenock, Otto, Beliger, and Chockley opposed.

The Board discussed when to schedule review of goals and objectives. It was agreed this will be at the February 26th meeting, starting at 6:30 P.M.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

APPROVAL OF MINUTES

One correction was made to the Special Meeting minutes, and three minor corrections were made to the Regular Board Meeting minutes.

- ▶ **Motion:** Chockley moved, Manley supported, that the minutes of the December 11, 2018 Special Board Meeting and Regular Board Meeting be approved as amended. **Motion carried 7—0 on a voice vote.**

ACTION AGENDA ITEMS

1.

Police and Fire Department Services During Michigan Pond Hockey Events

- ▶ **Motion:** Otto moved, Chick supported, that Northfield Township waive fees, up to \$3,000, for public safety services provided by the Township to the Michigan Pond Hockey Association for the 2019 Pond Hockey Classic event.

The Board and Wagner discussed how the cost for this would be covered, and whether the same services will be provided at no charge for all non-profit events. Wagner noted the Township no longer charges for these services for 4th of July Fireworks, but the Township Board has covered the cost in the Police budget.

- ▶ **Amendment to motion:** Otto moved, Zelenock supported, to amend the motion to state the expense for public safety services would be funded from the General Fund.

Attorney Burns said there is no requirement for the Township to charge for police services.

- ▶ **Amended motion:** Otto moved, Zelenock supported, that Northfield Township waive fees for public safety services, up to \$3,000, provided by the Township to the Michigan Pond Hockey Association for the 2019 Pond Hockey Classic event, with the expense to be funded from the General Fund.

The economic importance to the community of the event compared to the relatively small cost for police services was discussed. Wagner said the cost of services has typically been charged to the event when alcohol is serviced and for lengthier events.

Amended motion carried 6—1 on a roll call vote, Dockett opposed.

Motion: Otto moved, Chockley supported, the Township Board authorizes up to \$600 from the General Fund for an ATV rental for the 2019 Pond Hockey event, and if for any reason the event does not take place, the allocation for the ATV will not be utilized.
Amended motion carried 6—1 on a roll call vote, Dockett opposed.

2.

Establish a Committee to Review and Update the Civic Event Policy

- ▶ **Motion:** Chockley moved, Zelenock supported, to establish an administrative committee consisting of Paul Burns, William Wagner, Steven Aynes, and Jennifer Carlisle to review and update the Civic Event Policy by the second meeting in March for adoption by the Board of Trustees.
Motion carried 7—0 on a roll call vote.

- ▶ **Motion:** Otto moved, Chick supported, to accept the Pond Hockey alcohol management plan for the 2019 Pond Hockey Civic Event Permit, with the amended changes to #9, that an ATV will be provided to the Fire Department for Fire Department use at Northfield Township's expense.
Motion carried 7—0 on a roll call vote.

3.

Approve Michigan Association of Fire Fighters (MAFF) Union Contract

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve the Michigan Fire Fighter union contract Union Contract as negotiated by Chief Wagner and labor attorney Stacy Belisle with the Michigan Fire Fighters union.

Wagner briefly reviewed the three-year contract, noting that it allows for the potential of hiring full-time firefighters, and wages will be applied retroactively to July 1, 2018.

Motion carried 7—0 on a roll call vote.

4.

Wastewater Treatment Plant Request for Certification Pay Increases

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the salary increases for Wastewater Treatment Plant staff Brian McDonald for \$2,000, distributed at an hourly rate, for passing the Class B exam, and for John White and Mike Spirl for \$1,750 each, distributed at an hourly rate, for passing the Class C exam, according to the policy established by the Township Board in August of 2018.
Motion carried 7—0 on a voice vote.

5.

Consider Reimbursement to a Resident for Expenses Related to a Sewer Backup

- ▶ **Motion:** Chockley moved, Beliger supported, to table *Consideration of Reimbursement to a Resident for Expenses Related to a Sewer Backup* to allow for attorney review. **Motion carried 6—0—1 on a roll call vote, Dockett abstaining.**

6.
Board and Commission Appointments

Chockley explained her reasoning for her Planning Commission choices, including a desire to balance the need for institutional memory with allowing opportunities for new members.

- ▶ **Motion:** Chockley moved, Beliger supported, to reappoint Larry Roman to the Planning Commission for a three year term ending December 31, 2021. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Chockley moved, to appoint Kim Pohl to the Planning Commission for a three year term ending December 31, 2021. **Motion died for lack of second.**

In answer to a question, Burns said he will research whether Board members can make nominations for Planning Commission appointments. It was noted that Sam Jaquinto will continue to serve until another appointment is made to the Commission.

- ▶ **Motion:** Otto moved, Beliger supported, that Greg Kolecki be appointed to the Zoning Board of Appeals for a three year term ending December 31, 2021. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Beliger supported, that Scott Gustafson be appointed to the Zoning Board of Appeals for a three year term ending December 31, 2021. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Chockley moved, Zelenock supported, that Scott Chisholm, Christopher Salata, and Gary Wilson be appointed to the Board of Review as regular members, and Dan Smith be appointed as an alternate, all for two year terms. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Beliger moved, Chockley supported, that Caro Short be appointed to the Parks and Recreation Board for a term ending July 1, 2019. **Motion carried 6—0 on a voice vote, Dockett not present.**

7.
Review and Discuss Documents from the December 11, 2018 Special Board Meeting Concerning Wastewater Treatment Contracts

Township Attorney Burns reviewed the history of the Wastewater Treatment Plant from the 1970s, including:

- A 1972 lawsuit filed by Lakeland property owners resulted in the plant permit being modified to allow the plant to increase discharge to 250,000 gallons/day, and that was increased in 1979 to 700,000 gallons/day.
- In 1991 by court order the capacity was increased to 1,300,000. Hamburg Township was allowed additional capacity if it opted to, but it did not.

- In 2002 the capacity was increased to 2.25 million gallons/day.
- In 2004 the Township agreed to sell 200,000 gallons/day for a specific geographic area of Green Oak Township, with them being obligated to pay for taps at the rate in effect at the time of purchase.

Willis said the last plant expansion was in 1998 to increase the capacity to 1.3 million gallons.

Chockley noted inquiries are coming in regarding possible small residential projects, but with the improvements to US-23 there may also be interest in larger developments. Burns said the issue of whether to build a retention basin is a policy decision, not a legal one. He said a sufficient revenue stream would be required to cover the capital costs of a basin; it is easier to sell bonds if there are more connection fees.

Willis said in his opinion a basin is needed only for wet weather conditions, and this is the least expensive way to increase capacity for growth. The cost and where the funding would come from was discussed. Willis said every municipal sewer system has to deal with storm water infiltration, and there is no realistic way to stop that infiltration.

The need to get public input and the legal requirement to send a postcard for any borrowing of \$250,000 or more was discussed. It was agreed to set a public hearing for the March 26th Township Board meeting.

8.
Resolution No. 19-600: Policy and Guidelines for 2019 Property Tax Poverty Reductions

- ▶ **Motion:** Chockley moved, Chick supported, to adopt Resolution No. 19-600, Northfield Township Policy and Guidelines for 2019 Property Tax Poverty Reductions. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

9.
Authorize the Treasurer to Sign the Security Agreement Between First National Bank in Howell and Northfield Township

- ▶ **Motion:** Zelenock moved, Otto supported, to authorize the Treasurer to sign the Security Agreement Between First National Bank in Howell and Northfield Township from January 31 to March 31, 2019. **Motion carried 7—0 on a roll call vote.**

10.

Authorize the Treasurer to Sign the Insured Cash Sweep (ICS) Deposit Placement Agreement between First National Bank in Howell and Northfield Township

- ▶ **Motion:** Zelenock moved, Otto supported, to authorize the Treasurer to sign the Insured Cash Sweep (ICS) Deposit Placement Agreement between First National Bank in Howell and Northfield Township. **Motion carried 7—0 on a roll call vote.**

11.

Approve Payment of Open Bills (expected check run date 01-09-2019)

- ▶ **Motion:** Chockley moved, Otto supported, to approve payment of Open Bills (expected check run date 01-09-2019) for a total of \$108,263.95 from all funds in the Municipal Investment Fund (MIF) account. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

12.

Accept Check Disbursement Report for Paid Bills (check date from 12-11-19 to 01-03-2019)

- ▶ **Motion:** Chockley moved, Otto supported, to accept the Check Disbursement Report for Paid Bills (check date from 12-11-19 to 01-03-2019) for a total of \$305,609.61 from all funds in the Municipal Investment Fund (MIF) account. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

CONSENT AGENDA

- ▶ **Motion:** Chockley moved, Chick supported, to accept the consent agenda as presented. **Motion carried 7—0 on a voice vote.**

TRUSTEE/LIAISON REPORTS

- ▶ **Motion:** Chockley moved, Zelenock supported, to accept the consent agenda as presented. **Motion carried 7—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

David Gordon commented on the proposal for construction of a Wastewater Treatment Plan basin and use of the Board's time on agenda items.

BOARD MEMBER COMMENTS

Board members noted the March 26th agenda will include a public hearing on the sewer expansion proposal and how it will be paid for, commented on lack of progress on action on goals and objectives, and noted Parks and Recreation will meet on January 17th.

ADJOURNMENT

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

The meeting adjourned 10:07 P.M.

Submitted by Lisa Lemble.

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

Approved by the Township Board on _____, 2019.

Kathleen Manley, Clerk

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

NORTHFIELD TOWNSHIP
Township Board Special Meeting
Minutes
February 14, 2019

CALL TO ORDER

The meeting was called to order at 7:02 P.M. by Supervisor Chockley at 8350 Main Street.

INVOCATION/PLEDGE

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Absent with notice
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present (arrived 7:07 P.M.)

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Community Center Director Tammy Averill
Township Manager Steven Aynes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Chockley moved, Chick supported, that the agenda be adopted as presented.
Motion carried 5—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Sue Shink, 600 W. Joy Road, County Commissioner and member of the Land Preservation Committee, spoke in favor of the contribution for the preservation of a 75 acre farm. She reported that the Washtenaw County Natural Areas Preservation Program has added \$10,000 toward the purchase.

BOARD MEMBER COMMENTS

Zelenock thanked everyone present for being available for the special meeting.

[Otto arrived].

AGENDA ITEMS

1.
Hiring of Full-time Police Officer:
Michael Buxton

- ▶ **Motion:** Chockley moved, Chick supported, not hired Michael Buxton be hired as a Full-time Police Officer a step 2 salary of \$56,060.68 per year with a start date of March 11, 2019, pending successful passing of physical and background check.
Motion carried 6—0 on a voice vote.

2.
Hiring of Paid On-Call Fire Fighter:
Sam Walsh

- ▶ **Motion:** Chockley moved, Manley supported, to hire Sam Walsh as a Paid On-Call Fire Fighter at a probationary level I wage of \$10 per hour pending successfully passing physical and background checks.
Motion carried 6—0 on a voice vote.

3.
Resolution 19-601: Letter of Support for
Historical Society Grant Application

- ▶ **Motion:** Chockley moved, Chick supported, to approve Resolution 19-601 in support of the application for a certified local government grant for the Northfield Township Historical Society to complete the historic context for the Northfield Township Phase I Survey, and to authorize the Supervisor to send a letter of support.

Dockett said he does not understand why the Township is getting involved. Board members said the request is only for support for the grant, not for funding from the Township.

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

4.
\$2000 Contribution to Assist in the Preservation
of a 75 Acre Northfield Township Farm

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve \$2,000 as matched funds to assist in the preservation of a 75 acre working farm and authorizing a letter to Ann Arbor City Council offering the matched funds, contingent upon project approval.

**Northfield Township Board Meeting
Minutes of Special Meeting
Public Safety Building; 8350 Main Street
February 14, 2019**

Board members expressed concerns (including that communities surrounding Ann Arbor do not have input on the decisions about the parcels that are purchased, the Board does not have a policy regarding donations of this type, this has not been done for other parcels, and this is subsidizing a private land owner) and support (including that surveys show a majority of Northfield Township residents support open space and farmland preservation, other Townships have made similar donations, and the property has met the rigorous criteria for preservation).

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

**5.
Grant Application to Request Matching Funds
from Washtenaw Urban County
for Community Center**

- ▶ **Motion:** Chockley moved, Otto supported, to authorize the application to Urban County for matching funds to repair and improve to the Community Center, to identify a Township match of up to \$35,000, and to set up an *ad hoc* committee to determine what repairs and improvements should be included in the application.

Chockley said this request is very similar to one funded for Ypsilanti Township, and it would allow the Township to participate in the Meals on Wheels program and provide needed maintenance. She said the application must be submitted by March 22nd and the decision will be made in April.

The Board discussed the work that needs to be done on the Community Center, future possible improvements, and maintenance and renovation needs of other Township buildings.

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

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 _____, 2019.

Kathleen Manley, Clerk

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

6.

Payment of Open Bills

- ▶ **Motion:** Chockley moved, Manley supported, to approve payment of open bills (expected check run date 2-15-2019) for a total of \$104,866.13 from all funds in the Municipal Investment Fund (MIF) account.
Motion carried 6—0 on a roll call vote.

SECOND CALL TO THE PUBLIC

Sue Shink thanked the Board for approving the donation for the preservation of the 75 acre farm in the Township and the support of the Northfield Township Historical Society grant application.

BOARD MEMBER COMMENTS

Board members wished everyone a Happy Valentine's Day, requested that a discussion of ethics be added to a future agenda, requested that a decision about the disposition of 75 Barker Road be added to a future agenda, noted that taxes are due today without penalty, and thanked the public watching on television.

ADJOURNMENT

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

The meeting adjourned at 7:50 P.M.

People's Express Inc.

P.O. Box 505
Whitmore Lake, MI. 48189
PH: 734-449-0110
Fax: 734-449-0840

2/18/19

From:

Tammy Pierson,
Office manager,
People's Express Inc.
Phone: (734) 449 -0110

To:

Kathy Manley
Township Clerk,
Phone: (734) 449-2880 ext. 22
manleyk@northfieldmi.gov

Hello Kathy,

People's Express Inc. would like to be added as an Agenda item for the February 26, 2019 meeting held at 7:00pm

Regarding the People's Express Inc. Transportation contract renewal, with Northfield Township for the continued amount of \$10,000.

The contract duration is January 1, 2019 and expires December 31, 2019.

I have enclosed 8 (eight) copies of this cover letter, the 2019 Contract for renewal and the 2017-2018 quarterly ride information.

Please include this cover letter, a copy of the contract for renewal and a copy of the quarterly ride information with board packets to be looked over before the February 26, 2019 Meeting.

Thank you,



Tammy Pierson
Office Manager,
People's Express Inc.
(734) 449-0110

People's Express Inc.

P.O. Box 505
Whitmore Lake, MI. 48189
PH: 734-449-0110
Fax: 734-449-0840

CONTRACT

Northfield Township/People's Express Inc.

Duration of contract January 1, 2019 through December 31, 2019

This contract is entered into by Northfield Township (hereinafter referred to as Township) and People's Express of 10 Jennings Road, Whitmore Lake, MI, a non-profit corporation (hereinafter referred to as PEX). This contract begins January 1st, 2019 and expires December 31th, 2019.

1. Purpose

The purpose of this contract is to provide transportation assistance to citizens of Northfield Township and provide a system for payment for services by users and to provide a mechanism by which the Township can provide assistance to citizens of Northfield Township who require low-cost transportation.

2. Scope and Description of Services

PEX will perform in a timely fashion for the benefit of the residents of the Township, transportation services in this agreement and made part hereof.

PEX will at all times maintain its equipment in good mechanical condition in conformity with all applicable safety regulations, and will keep all vans and/or buses in clean condition, subject to inspection by the Township at all times. PEX warrants that it now has and will continue to have during the term of this Agreement all necessary licenses, certification, or other documents required by any governmental

agency, federal or state, which authorize or permit the operation of a public transportation service, including, but not limited to, inspection and certification by the Michigan Department of Transportation.

PEX will provide copies of certificates from the Michigan Department of Transportation for all vehicles that operate within the Township.

PEX will utilize drivers for this service who are properly qualified and lawfully licensed for the service provided in the vehicles used, and have received appropriate safety training. Drivers shall display proper courtesy toward passengers and maintain a neat and clean appearance. PEX shall Maintain appropriate signage upon its vehicles as to be easily identified by the users of the service.

3. Terms of Payment Services

The Township shall pay to PEX the sum of \$10,000.00 annually. With this contract, PEX can leverage an additional \$10,000.00 in federal funds, bringing Township-funded transportation to \$20,000.00 annually. The parties agree that PEX shall charge any resident of the Township utilizing its services \$2.00 for each one-way trip within the Township, and no more than \$4.00 per round-trip. Seniors and persons with disabilities will pay half price at \$1.00 each way for service. Trips going to the Ann Arbor-Ypsilanti Urban Area will cost Township residents between \$5 and \$7 each way.

4. Legal Standing of the Parties

The parties of this Agreement mutually agree that PEX, as of the date of the Agreement, is not a mass transportation authority as provided under Act 55 of 1963 MCLA 5.3475 eq. seq. It is further agreed, that in the event PEX becomes a regional transportation authority, which expands service to communities bordering the Township with Salem Township, Green Oak Township, Ann Arbor Township, etc., that upon the date of such expansion this Agreement will be renegotiated by the parties to reflect efficiency and reduce the annual costs of the Township by an amount up to twenty (20%) percent dependent upon the size of the Michigan Department of Transportation grant received. In the event the parties are unable to reach a modified agreement, either party may terminate this Agreement upon ninety (90) days' notice to the other.

5. Unavoidable Delay

In the event of severe weather conditions, road conditions, strikes or conditions totally beyond PEX's reasonable control, PEX shall notify the Township and its appropriate local officials in as much advance as possible of the effect of such conditions on service. PEX shall provide substitute vehicles, which are adequate in its judgment, in the event of mechanical problems or other inability to provide service.

6. Insurance

PEX shall carry and keep in force a comprehensive general liability insurance policy covering the use, maintenance, and operation of its vehicles in amounts not less than the following:

Five Million (\$5,000,000.00) Dollars combined single limit of liability for each occurrence for Bodily Injury Liability and Property Damage Liability.

Such policy shall be in a form reviewed and approved by the Township. Upon execution of this Agreement, PEX shall have the Township named as an additionally insured on its policies. PEX, its successors, assigns, officers, directors, employees, and agents shall hold the Township and its employees and legal officials harmless from any liabilities, obligations, losses, damages, claims, or costs, including legal fees and expenses incurred by or asserted against PEX resulting from any of the following:

1. Failure of PEX to operate bus service and conformance with law or this contract;
2. Violation of PEX of any of the provisions of this Agreement;
3. Any act or failure by any officers, director, employee, or agent of PEX; and
4. Any injury to a person, loss of life, or destruction of property rising out of or relating to the operation of this service.

PEX will promptly notify the Township in writing of any claim or liability which PEX believes to be covered under this paragraph. PEX shall promptly accept tender of defense in connection with any claim or liability which PEX has herein agreed to identify and the Township shall be kept promptly informed of the status of the proceedings and shall promptly be furnished with copies of all documents filed or service upon Plaintiff's and shall be furnished in advance with copies of all documents for proposed to be filed and served by his defense counsel. In the event of suit, PEX shall not without first obtaining approval of the Township, settle or compromise any claims, suit, or action proceeding in respect to which PEX has agreed in writing in the event there is any prospect that the Township shall be named as Defendant or looked to for any payment of any sum arising out of litigation.

PEX hereby waives any and all right to indemnification and subrogation from the Township for any and all claims, and will obtain a waiver of indemnification and subrogation for any and all claims with respect to the Township from its insurance carrier. PEX will provide a copy of both its waiver and its insurance carrier's waiver to the Township.

7. Prohibited Interests

The parties to this Agreement certify that no member, officer, or employee of PEX or the Township, having direct or indirect control over this Agreement, shall, during his/her employment or tenure with the Township, and two (2) years thereafter, have any interest direct or indirect in this Agreement or the proceeds of it.

8. Equal Employment Opportunity

In the event of PEX's violation of Federal or State civil rights laws, or allegations of noncompliance with any civil rights regulation shall permit the Township to void this Agreement, and sanctions or penalties if imposed upon the Township shall be the responsibility of PEX. During the performance of this contract, PEX agrees as follows:

1. That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, national origin, ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2. That if it hires additional employees to perform this contract or any portion of it, it will determine the availability, in accordance with the state law, minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers, if bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligation under the Department of Human Rights and the Department's Rule and Regulations for the State of Michigan. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department of Human Rights and the contracting agency will recruit employees from other sources when necessary to fulfill its obligations under this Agreement.
5. That it will submit reports as required by the State authorizing, furnish all relevant information may from time to time be requested and in all respects comply with the Elliot Larson Act, Rules and Regulations of the Equal Opportunity Commission of the Federal Government.

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the City or State of Michigan, for purposes of investigation to ascertain compliance with State law.

10. Independent Contractor.

PEX's relationship with Township under this Agreement is that of independent contractor and not that of employee, partner, or joint venture. PEX shall be responsible for payment of any and all expenses associated with PEX's activities under this Agreement. PEX shall be responsible for payment of its own federal, state, and local taxes. PEX shall not participate in Township's fringe benefit plans or programs, and shall not enter into any agreement or commitment on behalf of Township nor hold itself out as having such authority.

11. Notices

All notices required pursuant to this Agreement shall be in writing and shall be served upon the parties at the address listed in this Agreement. Delivery to an officer authorized to receive notices or the mailing of the notice by registered mail, return receipt requested, shall be sufficient notice.

12. Governing Laws

This Agreement shall be interpreted under and governed by the laws of the State of Michigan.

13. Compliance with Laws

PEX agrees to comply with all applicable statues, ordinances, and regulations of the United States and State of Michigan, and units of local government.

In witness, the parties have executed this Agreement on the dates recorded below:

PEOPLE'S EXPRESS

By: Douglas Anderson

Its: DIRECTOR

Date: _____

NORTHFIELD TOWNSHIP

By:

Its: SUPERVISOR

Date: _____

By:

Its: MANAGER

Date: _____

People's Express Inc. (PEX)
Rides for Northfield Township Residents
For January – December 2018

	2018 Jan – Mar Qtr	2018 Apr – Jun Qtr	2018 Jul – Sep Qtr	2018 Oct – Dec Qtr	2018 Year-To- Date Total		Memo: 2018 B/(W) than 2017	
Out-of-Town	431	466	485	492	1,874		471	
In-Town	<u>248</u>	315	<u>402</u>	<u>413</u>	<u>1,378</u>		<u>429</u>	
TOTALS	679	781	887	905	3,252		900	
MEMO: CATEGORIES							Category Percentage	
REGULAR	134	153	164	176	627	19.28%	210	
SENIOR	212	234	266	270	982	30.20%	248	
HANDICAPPED	148	140	164	162	614	18.88%	-97	
SR HANDICAPPED	<u>185</u>	<u>254</u>	<u>293</u>	<u>297</u>	<u>1,029</u>	<u>31.64%</u>	<u>539</u>	
TOTALS	679	781	887	905	3,252	100.00%	900	

MEMO: 2017 Data								
	2017 Jan – Mar Qtr	2017 Apr – Jun Qtr	2017 Jul – Sep Qtr	2017 Oct – Dec Qtr	2017 Full Year Total			
Out-of-Town	305	360	380	358	1,403			
In-Town	<u>203</u>	<u>190</u>	<u>283</u>	<u>273</u>	949			
TOTALS	508	550	663	631	2,352			
MEMO: CATEGORIES							Category Percentage	
REGULAR	100	99	119	99	417	17.73%		
SENIOR	119	185	205	225	734	31.21%		
HANDICAPPED	134	192	192	193	711	30.23%		
SR HANDICAPPED	<u>155</u>	<u>74</u>	<u>147</u>	<u>114</u>	<u>490</u>	20.83%		
TOTALS	508	550	663	631	2,352	100.00%		

Northfield Township

To: Board of Trustees

From: Janet Chick

Memorandum

75 Barker Rd.

The Township Board has been deliberating the status of 75 Barker for several years. The current board has obtained comprehensive documentation regarding code issues, renovation issues and estimates, and real estate estimates along with other pertinent information.

This information has made it possible to now make an informed decision on how to proceed with determining the future of this property.

As part of the information and documentation received, the Board has been provided three options to choose from. It is time to decide.

NORTHFIELD TOWNSHIP

P.O. BOX 576
75 BARKER ROAD
WHITMORE LAKE
MICHIGAN 48189

DATE: April 7, 1993
TO: NORTHFIELD TOWNSHIP BOARD OF TRUSTEES
FROM: ALBERT T. SMITH, BUILDING INSPECTOR
RE: 2ND FLOOR HALL RENTALS

Telephone:
(313) 449-2880 or
(313) 449-2116

In reference to the 2nd floor hall as rental for gatherings.

After investigating and finding the floor has settled as much as 2 to 3 inches in one area plus other settling areas, it is my recommendation that the 2nd floor not be used.

Posted 4-7-93

Albert T. Smith

Albert T. Smith
Building Inspector

Barker Rd

002

**CORNERSTONE**

Cornerstone Engineering, Inc.
48813 West Road
Wixom, Michigan 48393

tel 248.449.7640
fax 248.449.7641
www.cstone.net

Memorandum

Project:	<u>Whitmore Lake Fire Hall</u>	Date:	<u>March 12, 2004</u>
Client:	<u>Whitmore Lake Kiwanis Club</u>	Job Number:	<u>03371.WLK</u>
Subject:	<u>Building Study</u>	Memo No:	<u>001</u>
Attention:	<u>Mrs. Pam Woodworth</u>	From:	<u>Andy Robertson</u>

As requested, Cornerstone Engineering, Inc. has performed a structural investigation of the Fire Hall at 75 Barker Road, Whitmore Lake, Michigan. Original building drawings were unavailable for this study. Existing structural members were analyzed based on field measurements.

The Whitmore Lake Kiwanis Club has proposed to use the second floor of the old fire hall as a location for assembly and meeting purposes. The second floor is composed of wood floor joists spaced at 16" center to center that span east-west across steel girders that are spanning north-south. The girders are supported on steel posts located along the north and south walls.

Floor Issues:

In a report from McNamee, Porter, & Seeley, Inc. dated March 21, 1997, the second floor was found to have a live load capacity of 60 psf (pounds per square foot). This was based on the floor joists being the limiting structural element. A copy of this report is attached for reference.

For the proposed use as an assembly area, the second floor will be required to have a minimum live load capacity of 100 psf. The existing W18 girders have the capacity to handle the 100 psf requirement, but the wood floor joists do not. The floor will need to be reinforced to meet the new requirement. Possible methods of reinforcement include adding supports to reduce the span of the floor joists or adding additional floor joists.

Floor Reinforcement with Steel:

One possible method of reinforcement would entail adding steel beams and posts similar to the existing steel post and girder support system. The beams would run parallel to the existing girders and would support the bottom of the joists half way between the existing girders. Posts would support the new beams at the north and south walls. An additional post could be added towards the middle of the garage in order to reduce the required beam size and save on material costs. See the attached sketches SK-1 and SK-2 for floor reinforcement plans. SK-1 shows steel reinforcement option #1 with three posts per new beam. SK-2 shows steel reinforcement option #2 with two posts per new beam. Please note that beam sizes shown on the sketches are preliminary and for cost estimation purposes only.

Reinforcing with steel has its drawbacks. Existing lights, electrical conduit, garage door supports, and duct work would need to be relocated for the beams to be installed. The new post locations may partially obstruct some windows. The steel work would need to be performed by a qualified steel contractor.

**CORNERSTONE**

Cornerstone Engineering, Inc.
48813 West Road
Wixom, Michigan 48393

tel 248.449.7640
fax 248.449.7641
www.crstone.net

The thickness of the concrete floor slab is not known. Footings at the new post locations would have to be added if the existing slab is less than 8" thick.

Steel reinforcement option #1 would cost approximately \$17,500. Steel reinforcement option #2 would cost approximately \$26,500. These estimates do not include footings or engineering and construction document preparation fees.

Floor Reinforcement with Wood:

Instead of using steel, the floor may be reinforced by installing additional floor joists. This would require every joist to be doubled up by sistering a new 2x10 joist (spruce-pine-fir No. 2 or better) to each existing 2x10 joist. The new joists should bear on the existing angle that is welded to the web of the existing girder.

The existing joist bridging will need to be removed while the new joists are installed. Each new joist will have to be cut, slid into place, and fastened to an existing joist. In some areas, interferences such as electrical conduit and air ducts may need to be reworked or temporarily relocated.

The benefit of this option is that the new joists may be installed using volunteer labor, which will save on construction costs. Using a contractor, the wood reinforcement option would cost approximately \$14,500. If volunteer labor is used to install the new joists, costs could be reduced to approximately \$2,500. This value for volunteer labor is for material costs only and does not include the cost of tools or equipment.

Kitchen Floor:

The second floor kitchen at the back of the fire hall is composed of 2x10 joists at 16" on center, similar to the second floor over the garage. Instead of being supported on steel girders the joists are supported by an interior masonry wall, an exterior masonry wall, and a mid-span wall running through the office on the first floor.

The mid-span wall has numerous openings and is covered by drywall. The sizes of any beams, posts, or wall studs are hidden by the drywall and there are no construction documents for this wall. Holes must be cut in the drywall to determine the structural makeup of the wall, and then the wall may need to be reinforced to support the new load requirement on the second floor.

The joists of the kitchen floor will have to be reinforced to meet the new load requirement. As part of this reinforcement, the drywall and drop ceilings will have to be removed. The joists should then be doubled up as described above. The joists that are cracked or split and need to be replaced.

The kitchen floor reinforcement will interfere with normal operation of the township office below. The schedule for this reinforcement will have to be coordinated with the township office.

Masonry Concerns:

The exterior walls of the building are composed of masonry. Up to the second floor level, the walls are composed of 12" masonry blocks. From the second floor up to the roof, the walls are composed of 8" masonry block.

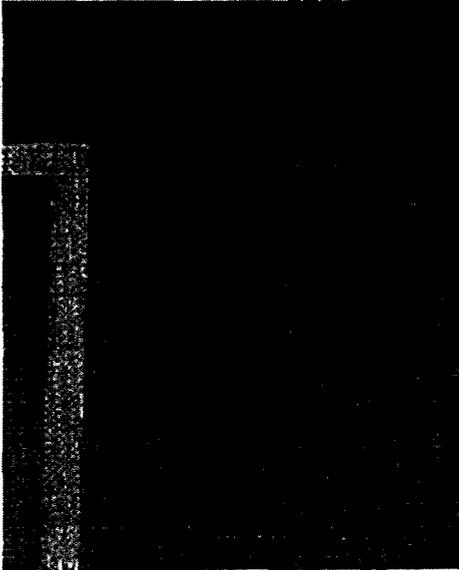
**CORNERSTONE**

Cornerstone Engineering, Inc.
48813 West Road
Wixom, Michigan 48393

tel 248.449.7640
fax 248.449.7641
www.crstone.net

There are multiple cracks in the exterior walls at various levels and locations. The causes of these cracks vary. Probable causes for these cracks include trucks backing into the wall, water seeping into the joints and freezing, and girders bearing on the block wall causing excessive bearing pressure failure. It appears that the steel girders used to bear directly on the masonry block, but now the girders are supported on steel posts. Installing guard posts on each side of the garage doors will help prevent vehicles from hitting the wall and creating further damage.

Examples of the cracks are shown in the pictures below. Picture A shows a crack near the garage door that runs along the down spout and then over to an adjacent window. Picture B shows a crack at the rear of the building that propagates from the roof through the window in the women's restroom and into the blocks below.

Picture A**Picture B**

The cracks in the masonry need to be addressed in order to prevent further deterioration. To solidify the wall near the cracks, fill the voids in the block with grout. Carefully remove the face of a block, pump grout into the blocks below, and then reinstall the face of the block. The cracks should then be sealed to prevent water infiltration.

Special care should be taken when blocks near windows are filled with grout. The lintels above the windows and doors will need to be analyzed for the additional load of the grout. Failure to do so may result in undesirable deflections and possible problems with the proper function of the windows or doors.

Estimated costs for repairing cracks and grout filling the cracked masonry walls will be approximately \$3,000. This does not include costs for reworking lintels.



CORNERSTONE

Cornerstone Engineering, Inc.
48813 West Road
Wixom, Michigan 48393

tel 248.449.7640
fax 248.449.7641
www.crstone.net

Final Comments:

For the second floor to be used as a meeting space for the Kiwanis Club, the floor must be reinforced to meet the 100 psf load requirement. The floor reinforcement methods described in this report are only schematic and should be used to help determine which reinforcement option would be preferred. The cost estimates shown are only approximate. When a reinforcement method is decided upon, a Professional Engineer should review the final construction methods and should specify the proper material sizes and connections.

Please contact our office with any questions or comments.

Attachments: Letter from McNamee, Porter, & Seeley, Inc. Dated March 21, 1997
Cornerstone Engineering, Inc. sketches SK-1 and SK-2 Dated March 12, 2004

[2528 ON YR/XL] 00:01 00:00 01/14/04 WED 16:00

Mr. Osbert Williams
March 20, 1997
Page 2

- 2. Based on our load calculations, the timber beams can safely support a maximum live load of approximately 60 pounds per square foot (psf). The building code requirement for "light commercial storage" is approximately 125 psf.

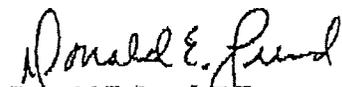
CONCLUSIONS

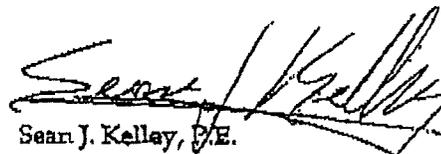
- 1. The live load capacity of the second floor (60 psf) does not meet the current building code requirement of 125 psf for storage purposes.
- 2. Based on our load calculations, the second floor can safely support storage of boxes similar to those currently in-place, provided they are not stacked on top of one another. Even though the floor does not meet current code for "light commercial storage", it is safe to store a single tier of storage boxes without the risk of a structural failure.

We trust that this report meets your needs and expectations regarding storage of records on the second floor of your fire hall.

Feel free to call either of us if you have any questions, comments or concerns.

Sincerely,


Donald E. Lund, P.E.
Senior Vice President


Sean J. Kelley, P.E.

dh

k:\mps\letters\firerep.doc

[ZST9 ON XE/XL] 00:9Y 05A 90/9Y/10
Brighton, MI 48116
Telephone: (510) 220-2112
F-x: (510) 220-0054



McNAMEE, PORTER & SEELEY, INC.

Ann Arbor • Brighton • Detroit • Escanaba • Grand Rapids • Lansing

March 21, 1997

COPY

*Place into Property File
for Top Fire Hall
RPA*

Mr. Osbert Williams, Supervisor and
Northfield Township Board
75 Barker Road
Whitmore Lake, MI 48189

Re: Structural Observations and Analysis of the Northfield Township Fire Hall

Dear Mr. Williams and Township Board Members:

BACKGROUND

The upper floor of the Northfield Township Fire Hall is currently condemned for public use. The Township would like to use the upper floor for storing records. The Township retained McNamee, Porter & Seeley, Inc. to determine if the upper floor is safe for record storage and if so, to identify a safe loading capacity.

The second floor of the Northfield Township Fire Hall consists of a hardwood floor supported on timber beams. The timber beams span approximately eleven feet and are supported on steel I-beam girders. The steel girders are approximately 37 feet long and are supported on steel columns. McNamee analyzed each structural component, supporting the second floor, for structural capacity.

WORK SCOPE

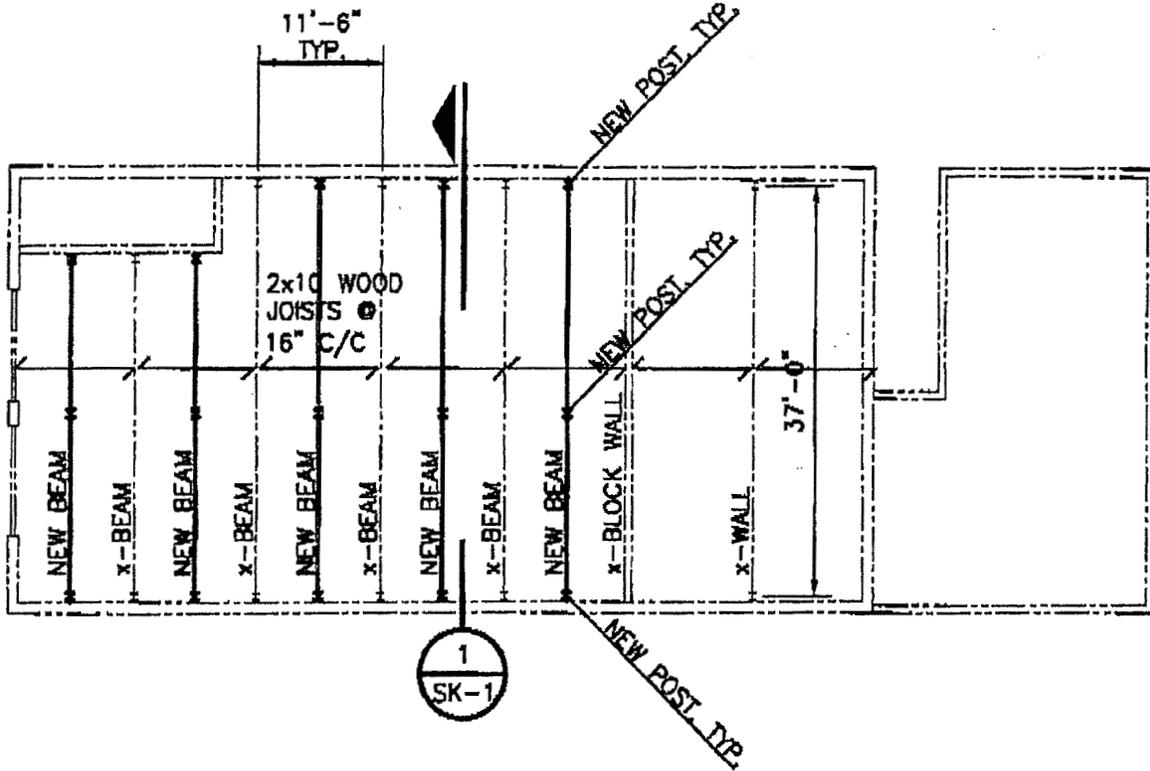
The Work Scope consisted of the following tasks:

1. Visit the site and measure the size and spacing of the columns, beams and girders that support the second floor. Take photographs of key details.
2. Develop sketches of the building's structural framing.
3. Conduct load capacity calculations, based on the field measurements.
4. Identify the maximum allowable safe load capacity of the second floor and compare this with current building code requirements.

FINDINGS

1. The timber beams are the controlling factor with respect to the load capacity of the second floor (over the fire trucks). The structural adequacy of the steel girders and steel columns exceeds that of the timber beams.

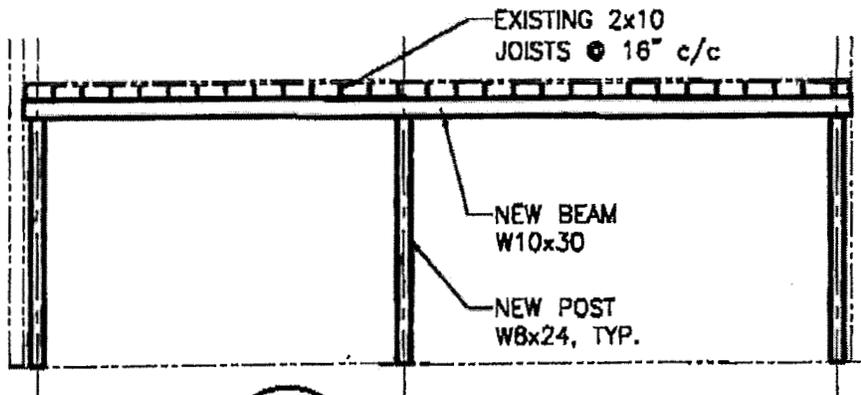
J:\JOBS\2003\0371.WLK\Cad\Steel Option #1.dwg, 03/12/2004 11:12:48 AM, arobertson, Cornerstone Engineering, Inc.



2nd FLOOR STEEL REINFORCEMENT OPTION #1



SCALE: 1/16" = 1'-0"

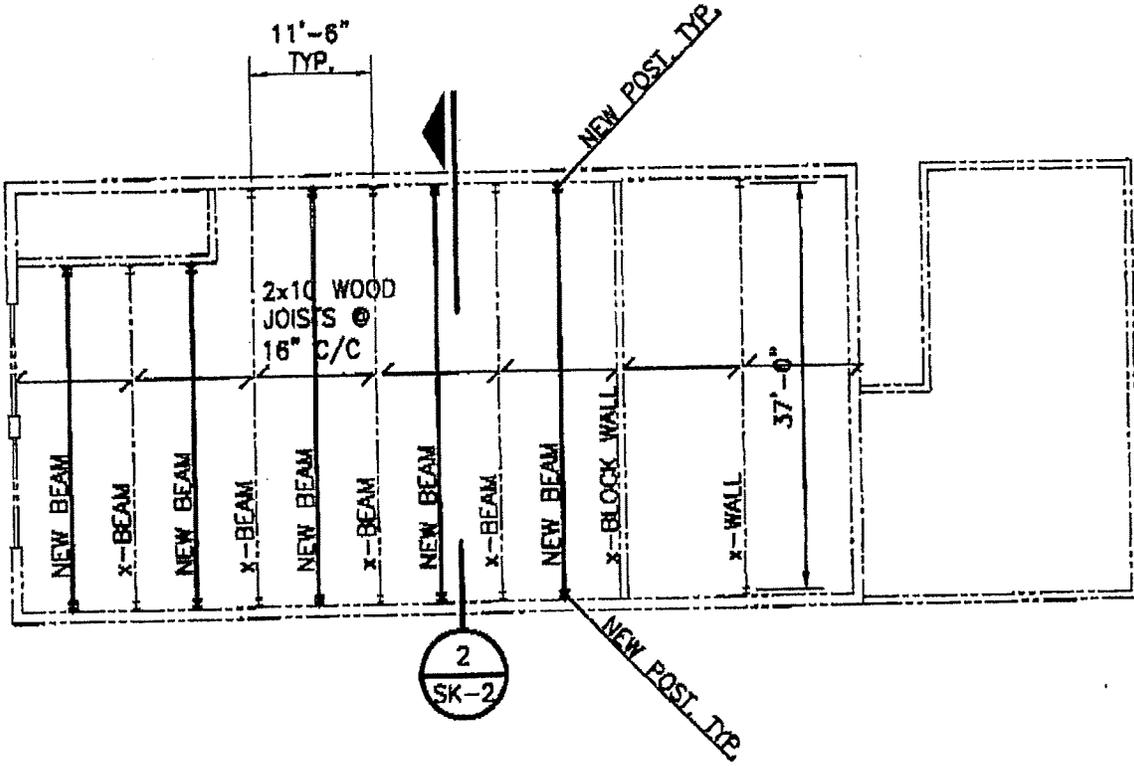


SECTION

SCALE: 1/8" = 1'-0"

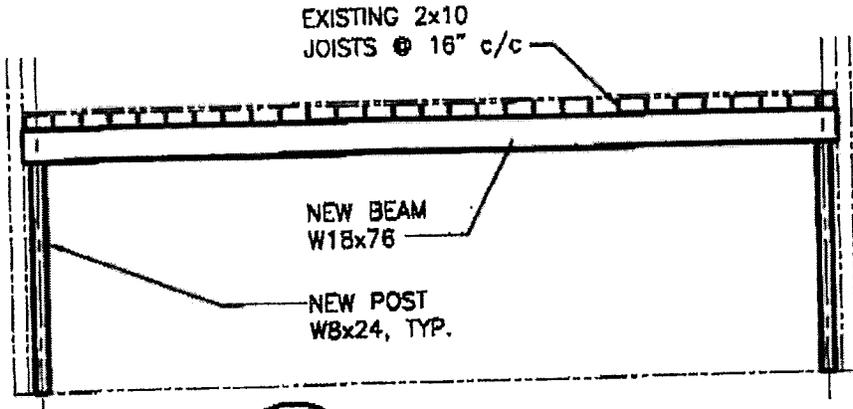
CLIENT: WHITMORE LAKE KIWANIS		PROJECT: FIRE HALL	
 <p>CORNERSTONE Cornerstone Engineering, Inc. 48813 West Road Wilson, Michigan 48393</p>	DESIGNED: A. ROBERTSON	JOB No.: 03371.WLK	
	DRAWN: A. ROBERTSON	FILE:	
	CHECKED: F. SCHWARZKOPF	SHEET No.:	
	DATE: MARCH 12, 2004		SK-1

J:\JOBS\2003\03371.WLK\Cad\Steel Option #2.dwg, 03/12/2004 11:12:42 AM, arubertson, Cornerstone Engineering, Inc.



2nd FLOOR STEEL REINFORCEMENT OPTION #2

SCALE: 1/16" = 1'-0"



SECTION

SCALE: 1/8" = 1'-0"

CLIENT: WHITMORE LAKE KWANIS  CORNERSTONE Cornerstone Engineering, Inc. 48813 Weol Road Whitman, Michigan 48393 tel 248.449.7640 fax 248.449.7641 www.cstone.net	PROJECT: FIRE HALL	
	DESIGNED: A. ROBERTSON	JOB No.: 03371.WLK
DRAWN: A. ROBERTSON	FILE:	
CHECKED: F. SCHWARZKOPF	SHEET No.:	
DATE: MARCH 12, 2004	SK-2	



104 south main street chelsea, michigan 48118 734.475.3660 (fax) 734.475.1992

COMMERCIAL

RESIDENTIAL

INDUSTRIAL

www.dangerousarchitects.com

dangerousarchitect@att.net

DARING SOLUTIONS - EXTRAORDINARY RESULTS

17 October 2018

Code Violations and Preliminary Cost Estimate
75 Barker Road, Whitmore Lake, MI.
For Northfield Township



104 south main street chelsea, michigan 48118 734.475.3660 (fax) 734.475.1992

www.dangerousarchitects.com

dangerousarchitect@att.net

CREATING SOLUTIONS • EXTRAORDINARY RESULTS

COMMERCIAL

RESIDENTIAL

INDUSTRIAL

17 October 2018

Mr. Steve Aynes, Township Manager

Northfield Township

RE: Code Issues for 75 Barker Road,

Whitmore Lake, MI 48189

75 Barker Road, the former Northfield Township administration building and fire hall, is a two-story block structure built in the 1940s with a one-story wood frame addition on the south side from the 1960s. The two-story portion is Type IIIB construction consisting of block exterior walls, a wood bowstring truss roof, and a second floor structure of wood floor joists on exposed steel beams bearing on exposed steel columns at the lower level. The one-story addition is Type VB construction in a residential style. No portion of the building has any sort of fire suppression system. The total floor area is 7710 square feet (gross), with each floor of the original block structure having 3200 square feet and the addition having 1310 square feet.

The only official current occupant is National In Home Services' office space which includes the entire addition and the southeasternmost 21 feet of the first floor of the block structure for a total of 2156 square feet. The rest of the building is being evaluated for potential business and mercantile occupancies. Currently, the first floor of the block structure exists as a garage space with two overhead doors on the road side and some smaller auxiliary rooms at the rear, including one toilet room. There is a stair at the north corner leading to the second floor, which used to serve as a gathering space, featuring a large open area surrounded by a stage, kitchenette, restrooms, and storage spaces. This space has only one code-compliant exit door, to the east

In 1993, the Northfield Township Building Department officially banned unauthorized use of the second floor space in writing, citing a sagging second floor structure as a hazard. The second floor of the building has remained unoccupied since. A structural study was done by Cornerstone Engineering in 2004 which outlined the extent of – and possible solutions for – the structural issues. It is our understanding that addressing all concerns brought up in the 2004 report and bringing the building up to meet current codes would reenable occupancy of the second floor.

We have consulted the applicable zoning and building authorities throughout the process of generating this report. It has been recommended that all parties meet with Larry Pickle and/or Craig Strong of Carlisle Wortman Associates at some point (prior to actual renovation drawings) to discuss the code evaluation, as they would likely be involved in the approval process of any work done on the building. We have also performed our own walk through at the 75 Barker Road building and noted the deficiency's in the contiguous buildings which would need to be upgraded for either business or retail use. We have prepared an accompanying set of existing condition drawings for this same building and have listed the same code issues on these drawings. The following is a written list of code issues at the existing old firehouse at 75 Barker Road and a preliminary cost estimate for the construction costs to remedy them.



104 south main street chelsea, michigan 48118 734.475.3660 (fax)734.475.1992

www.dangerousarchitects.com dangerousarchitect@att.net DESIGN SOLUTIONS EXTRAORDINARY RESULTS

Site:

- Parking is not required for the zone in which this building falls, but there are requirements for parking lots that front on a street as the existing lot does. The code of ordinances states that no more than 25 percent or 60 feet – whichever is greater – of the frontage can be parking. The current lot exceed this, but it is unlikely that the township will choose to enforce this on an existing lot. What is more likely to be enforced is the requirement of a 30 inch decorative masonry wall between the lot and the street. Again, because the lot is existing, we have not included either of these potential changes in the cost estimate. [Northfield Township Code of Ordinances Article XII Section 36-339]
- One out of every 25 parking spots provided is be required to be barrier free. Currently, 24 spots are provided, one of which has been designated as barrier free, meeting this requirement. However, wherever barrier free parking spots do occur, a vertical sign is required to establish said spots at least 60 inches above the ground, either on individual poles or on the face of the building in front of the spot. [International Code Council A117.1 502.7]
- Sidewalks or wheel stops are required where the parking spots face the building in order to create a pedestrian accessible path along the façade. This walkway must be at least 48 inches wide to allow accessible access to the exterior doors along the walkway. We recommend delineating this walkway with wheel stops, which would push the parking northeast and require a re-stripping of the lot. [NTCO Article XII Section 36-341(3)b]

Occupancy:

- The Northfield Township Building Department officially banned unauthorized use of the second floor in writing in 1993. Thus, in order to utilize the second story in any way, it must be demonstrated that the requirements of the 2004 structural survey by Cornerstone Engineering are met. As the existing wood joists are over-spanned for commercial loading, this would include reinforcing the existing second floor structure by doubling up wood joists at the current locations.
- The maximum allowable occupancy for a second story of Business (B) or Mercantile (M) occupancy with only one exit – regardless of square footage – is 29. There is also a limit of 75 feet for the continuous travel path from any point to an exit. While it is possible to simply post an occupancy limit for a space, there are multiple areas on the second floor in the kitchen, bathrooms, and other auxiliary spaces which have a common path of travel to the nearest exit of more than 75 feet. The only way to utilize these spaces in any way is to add a second exit. This could potentially be done with a fire escape stair from the second floor on any side other than the southwest wall. We recommend installing a fire escape stair from the existing barred door on the southeast wall, leading toward the parking lot through the gap between the addition and original building. [International Building Code Table 1006.3.2(2)]
- The maximum allowable floor area for a second story which is not wheelchair accessible is 3000 square feet (currently, the second story is 3200 square feet). This requirement may or may not be enforced on existing building conditions. We recommend satisfying this requirement with a new mechanical room (see Mechanical section for details), as service spaces are not usually included in the occupiable space calculation. [IBC 1104.4.1]



Building Envelope:

- The roof structure at the second floor must be insulated in some way. If the second floor ceiling is repaired or replaced, the insulation could go above the ceiling, and if the ceiling is removed altogether, spray foam insulation could be used along the underside of the roof sheathing.
- There are multiple locations with cracks in the exterior block, as cited in the 2004 Cornerstone survey. These cracks would have to be patched and the blocks may need to be replaced.
- The northwesternmost windows on both stories must be filled in, as they violate the fire separation distance from the neighboring house and the façade as a whole is in violation of the maximum allowable penetration percentage for said fire separation distance. [IBC Table 705.8]
- The glass in all of the windows on the original block structure is single pane and is not up to energy code. However, there is a provision which allows the existing windows to remain if storm windows are placed in front, which is our recommendation. [International Energy Conservation Code 503.1.1]

Accessibility:

- The exterior door on the northeast wall with direct access to the former firehouse space does not currently meet the accessibility code but can be made to by simply mirroring the swing of the door (so that it would swing north to east outwards). [ICC A117.1 404.2.3.2]
- The door from the former firehouse space into the stairwell also does not meet accessibility codes. Mirroring the swing of the door in the existing opening might be permissible but would be cutting it close with relationship to the garage door assembly and may not fully comply. A safer option would be to move the door at least one foot towards the exterior wall. [ICC A117.1 404.2.3.2]
- All exterior doors must comply with the ½" maximum height difference between sill and paving for accessibility. A slight cutting and repaving will be necessary. [ICC A117.1 303.3]

Interior Stair:

- The existing stair to the second floor has a tread depth of 10½" and large difference in riser height between the final riser and the rest of the risers. The 2015 IBC states that these violations are acceptable under a referenced section of the 2015 International Existing Building Code. However, the IEBC has since been updated to 2018 and the new code does not have the same reference for that section. It is unlikely that this slight discrepancy would be enforced, but in the case that it is, it should suffice to say that the project complies with the written intent of the applicable IBC. [IBC 1011.5.2]
- The western handrail on the stair is loose and must be properly fastened. [IBC 1011.11]
- If the building is to be used for Business (B) occupancy, a 30-minute fire rated enclosure must be constructed around the stair at the second floor. Most likely, this would only affect the upper floor access and partition wall and the door to the former firehouse space, as the first floor walls themselves should be able to achieve this rating as is. This enclosure is not required for Mercantile (M) occupancies. [IEBC 802.2.1.5 and 802.2.1.9]

Fire Rating:

- The steel beams and wood floor structure at the second floor must be fire rated in case of a fire on the main floor. This rating can be achieved with a rated ceiling assembly or with new intumescent paint. A ceiling would also reduce sound transfer between units.



104 south main street chelsea, michigan 48118 734.475.3660 (fax) 734.475.1992

www.dangerousarchitects.com dangerousarchitect@att.net DESIGN SOLUTIONS - EXTRAORDINARY RESULTS

COMMERCIAL
RESIDENTIAL
INSTITUTIONAL

Plumbing:

- For both Business (B) or Mercantile (M) occupancy, the plumbing code requires one barrier free toilet and lavatory on the first floor. If the second story is able to be occupied and the building is Business (B) occupancy, two additional toilet rooms are required on the first floor to satisfy requirements for the second floor. In any case, all toilet rooms must comply with the barrier free requirements, which the existing toilet room does not and thus must be removed. [International Plumbing Code Table 403.1]
- The building is required to have two drinking fountains and one service sink. [IPC Table 403.1]
- The toilet room in the current business occupancy (National In Home Services) does not meet accessibility code. However, it is unlikely that it would be required to be modified, as no other significant work is being done in the tenant space and there is an existing and unmodified interior accessible route to the toilet rooms to be installed in the adjacent garage space. [ICC A117.1 604.2]
- The existing toilet rooms on the second floor do not meet accessibility code. Because the second floor itself is not barrier free, having barrier free toilet rooms on the second floor would not contribute to the necessary facilities. However, if the toilet rooms are to remain functional in any fashion, they would still be required to meet accessibility code. Thus, the second floor toilet rooms must be renovated to be barrier free or removed altogether. [ICC A117.1 604.2]

Mechanical:

- While we are not certain of the capacity of the existing HVAC system, it is certain that a new furnace would be required to heat the second floor spaces. Likewise, a new condenser will be required for cooling. These systems could be housed in a room on the second floor which is at least 88 square feet, which could potentially satisfy the requirement of reducing the floor area of the second floor, as mechanical rooms are rarely counted in space occupancy calculations. This issue needs further evaluation during a design development stage.
- The second floor attic must also be ventilated with some sort of forced air exchange. The vents on the northwest and southeast facades suggest some sort of louver ventilation system, although the extent and functionality of such a system is unknown without inspecting the attic space. It is likely the building will require repair or replacement of any such system for air exchange.

Electrical:

- Exterior lights with a hardwired battery backup are required within three feet of any exterior door. We recommend new wall packs. [International Building Code 1008.3.2.5]
- Emergency exit lights must be installed at every exterior door and at the stairway. [IBC 1013.1]
- Interior spaces must have emergency lighting with battery backup to satisfy the exit lighting code.
- The vines hanging the exterior electric feed at the southwest of the building must be removed.

Please call or write with questions.

Thank you,

Scott McElrath, President
Dangerous Architects PC

75 BARKER ROAD - CODE REVIEW AND ASSOCIATED ESTIMATED CONSTRUCTION COSTS - 10.17.18			
Description - per code deficiency	Mercantile	Business	Cost
Site			
Parking lot frontage reduction	?	?	
Decorative masonry wall	?	?	
Barrier free parking sign at barrier free space	X	X	\$300.00
Wheel stops along building, re-stripe parking lot	X	X	\$2,000.00
Occupancy			
Floor structure reinforcement at second floor	X	X	\$15,000.00
New exterior door and stair from second floor	X	X	\$17,500.00
Building Envelope			
Insulate roof structure and walls at second floor	X	X	\$10,000.00
Remove vines	X	X	\$300.00
Patch and repair exterior block at cracks	X	X	\$2,000.00
Fill in windows where too close to neighbors (2)	X	X	\$500.00
Storm windows over existing	X	X	\$3,000.00
Accessibility			
New entry door and frame at ground level	X	X	\$1,500.00
Relocate stair door and patch wall	X	X	\$1,000.00
Asphalt cutting and new concrete apron at doors	X	X	\$1,000.00
Interior Stair			
Fasten handrail	X	X	\$250.00
New fire enclosure and interior door at top of stair		X	\$3,000.00
Fire Rating			
Fire rate second floor structure and ceiling assembly	X	X	\$11,000.00
Plumbing			
New barrier free accessible toilet room at main floor	X	X	\$10,000.00
Additional new toilet rooms (2) at main floor		X	\$20,000.00
Remove or remodel second floor toilet rooms	X	X	\$10,000.00
New drinking fountains (2)	X	X	\$1,500.00
New service sink	X	X	\$500.00
Associated plumbing demolition	X	X	\$5,000.00
Mechanical			
New second floor furnace and duct distribution	X	X	\$20,000.00
Repair or replace air exchange system	X	X	\$5,000.00
Toilet room exhaust fans	X	X	\$1,000.00
Electrical			
New exterior lights and wall packs (2)	X	X	\$800.00
Upgrade/replace second floor electrical system	X	X	\$15,000.00
New emergency lighting on both floors	X	X	\$3,500.00
New exit lights (3)	X	X	\$900.00
Subtotal:			
	\$138,550.00	\$161,550.00	
Builder Overhead & Profit (15%)	\$20,782.50	\$24,232.50	
Architect/Engineer Fee (6%)	\$8,313.00	\$9,693.00	
Permits	\$2,000.00	\$2,000.00	
Contingency (15%)	\$20,782.50	\$24,232.50	
TOTAL PRELIMINARY PROJECT ESTIMATE:	\$190,428.00	\$221,708.00	



104 south main street chelsea, michigan 48118 734.475.3660 (fax)734.475.1992

COMMERCIAL

RESIDENTIAL

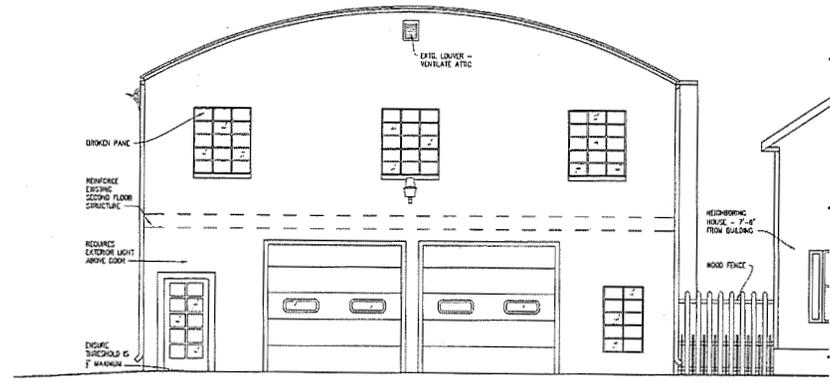
INSTITUTIONAL

www.dangerousarchitects.com dangerousarchitect@att.net

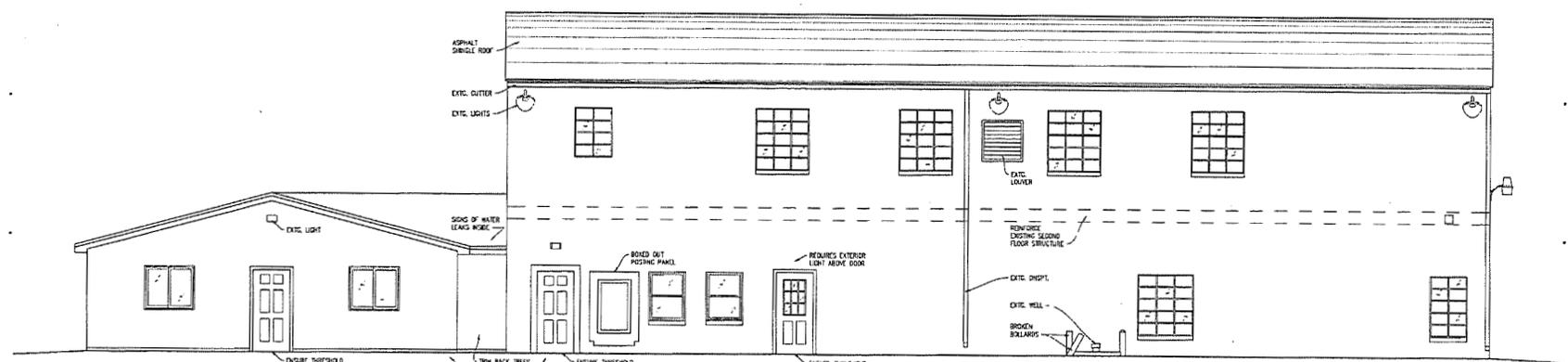
SMILING SOLUTIONS . EXTRAORDINARY RESULTS

Notes:

1. Above estimated costs are based on 2018 material and labor process, costs will be higher in 2019.
2. Whenever addition/remodel projects arise, the inevitable question arises; would it be less expensive to tear down the existing building and build a new one? Most of the time, unless the existing building has severe foundation or structural issues, the answer is no; it is still less expensive to renovate the existing. The total building costs are up to \$200 per square foot. Even if rounded down to \$175 per square foot, this equates to \$1.35 million, plus demolition which would easily be \$40,000. We have, in this report, identified estimated costs for code violations. Obviously, there will be additional costs for non-code related build out projects if the township elects to renovate the building, such as new finishes, office space, etc. Typical build out costs run about \$60 per square foot. The National In Home Services space requires minimal new finishes and only has a few code violations. Taking the remaining 5554 square feet, \$60 per square foot results in roughly \$333,240 and adding the above identified code violation costs is still significantly less than demolition and the cost of a new building.



EXISTING NORTH ELEVATION
SCALE: 1/4" = 1'-0"
BAR#



EXISTING EAST ELEVATION
SCALE: 1/4" = 1'-0"
BAR#

DANCEROUS Architects
 104 South Main Street
 Chelsea, MI 48118
 313.481.1111
 www.dancerous.com

PROJECT
 NORTHFIELD TOWNSHIP
 EVALUATION OF CODE
 VIOLATIONS AT
 75 BARRER RD
 BENTONVILLE, MI 48105

ISSUE	DATE

EX2

November 19, 2018

To: Northfield Township Board of Trustees

From: Northfield Township DDA Board, Barbara Griffith(chair)

Re: Evaluation of options for 75 Barker Building and grounds

Dear Board of Trustees:

In our October 22, 2018 DDA meeting, the DDA and DPG members thoroughly discussed the architect report regarding code violations and preliminary cost estimates for the site of the old fire station at 75 Barker Rd. After a lengthy evaluation of the report, we arrived at four possible scenarios for the building:

1. Leave it as is. Do nothing.
2. Leave as is. Ask for a potential renter to perform leasehold improvements.
3. Demolition. Sell the property for development.
4. Demolition. Create a nicely landscaped municipal parking lot, owned by township.

Option #1 was not well-received, since it would just perpetuate the blight, eyesore and liability of the building, and preclude legally renting it.

Option #2 was not thought to be very feasible, due to the expense expected of a renter.

Option #3 would take the property completely out of the township's ownership and control.

Option #4 was found to be the least expensive option, and would encourage more businesses to locate in the downtown area, since parking constraints have always been a concern for potential business owners. Therefore, this is the recommendation of the DDA.

Respectfully,

Barbara Griffith, DDA chairperson



December 4, 2018

Northfield Township

% Mr. Paul E. Burns, Esq.
Law Office of Paul E. Burns
133 West Grand River
Brighton, Michigan 48116

RE: Restricted Appraisal Report

Commercial Building
75 Barker Road, Whitmore Lake
Northfield Township, Michigan 48189

Frohm & Widmer, Inc. File No. 18-83C

Dear Mr. Burns:

Corresponding with your request, I have prepared a Restricted Appraisal Report for the above described property. This report will conclude to a market value for the subject property in its present condition. Given the questionable structural integrity of the building, I will first conclude to a market value assuming the building is structurally sound and deduct the estimated costs to repair the building, as obtained from the October 17, 2018 report of the Preliminary Cost Estimate prepared by **Dangerous Architects, PC**. Also at your request, I have concluded to a market value for the land “as if vacant” and deducted an estimated demolition cost to arrive at the market value of the site assuming it is vacant and available to be developed at its highest and best use. The market value conclusions will be expressed in terms equivalent to cash, and contemplates ownership in fee simple estate. The subject property was observed on November 20, 2018. As such, this appraisal will provide opinions of market value for the subject property, effective November 20, 2018. Pertinent definitions used in the valuation process are supplied in the accompanying Restricted Appraisal Report.

The subject property consists of a one (1) and 2-story building, with a gross building area (GBA) of 7,710 square feet and occupies a site of 32,228 square feet, or ±0.74 acres. As of the date of valuation, the property was partially occupied, on a month-to-month basis, by an office tenant that occupies ±2,156 square feet of first floor space. The balance of the building is vacant and use of the second floor is banned for unauthorized use due to a sagging second floor structure that is considered a hazard. More detailed physical and economic information involving the subject property is supplied in the accompanying Appraisal Report.

John R. Widmer, Jr., MAI has performed an inspection of the subject property, where the property was observed from inside and exterior, and has also observed each comparable relied upon in this appraisal, and personally made the necessary investigations and analyses pertinent to this appraisal problem. The accompanying report details the method of the appraisal together with data gathered during my investigations. I certify that I have no past, present, or contemplated interest in the subject, and neither my employment nor fee is dependent upon the value estimate reported.

All market analysis has been prepared, and the appraisal has been reported in conformance with the **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition**, as well as all Professional Appraisal Standards and Code of Professional Ethics of the **Appraisal Institute**. When the intended users include parties other than the client, an Appraisal Report must be provided. When the intended users do not include parties other than the client, a Restricted Appraisal Report may be provided. The essential difference between these two (2) options is in the content and level of information provided. The appropriate reporting option and the level of information necessary in the report are dependent on the intended use and the intended users.

USPAP requires that the report prominently state which option is used. It is noted, the main difference between the two options are in three areas, namely: 1.) an Appraisal Report may have the client as the only intended user but may also have other intended users, while a Restricted Appraisal Report must have the client as the only intended user; 2.) in an Appraisal Report, specified parts of the research and development must be summarized, while in a Restricted Appraisal Report, those same parts need only be stated; and, 3.) an Appraisal Report requires the appraiser to summarize the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, while a Restricted Appraisal Report does not have this requirement.

Accordingly, a Restricted Appraisal Report must include a prominent use restriction that limits the use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the Appraiser's workfile. Prior to entering into this agreement, the appraiser and client discussed the limitations on use of the appraisal, and the client understands the limited utility of this Restricted Appraisal Report. **Based on the appraisal engagement agreement, market value will be established and reported in an Restricted Appraisal Report, in conformance with Standards Rule 2-2(b).**

A party receiving a copy of an Appraisal Report or Restricted Appraisal Report in order to satisfy disclosure requirements does not become an intended user of the appraisal unless the appraiser identifies such party as an intended user as part of the assignment. For each appraisal assignment, an appraiser must:

- 1.) identify the problem to be solved;
- 2.) determine and perform the scope of work necessary to develop credible assignment results; and,
- 3.) disclose the scope of work in the report.

An appraiser must properly identify the problem to be solved in order to determine the appropriate scope of work. The appraiser must be prepared to demonstrate that the scope of work is sufficient to produce credible assignment results. Scope of work includes, but is not limited to:

- the extent to which the property is identified;
- the extent to which tangible property is inspected;
- the type and extent of data researched; and,
- the type and extent of analyses applied to arrive at opinions or conclusions.

Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use.

The Appraisal Report and the Restricted Appraisal Report both require, at a minimum, the appraiser to state the following items:

- (i.) the identity of the client and any intended users, by name or type;
- (ii.) the intended use of the appraisal;
- (iv.) the real property interest appraised;
- (v.) the type and definition of value and cite the source of the definition;
- (vi.) the effective date of the appraisal and the date of the report;
- (ix.) the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
- (xi.) clearly and conspicuously, state all extraordinary assumptions and hypothetical conditions and, state that their use might have affected the assignment results; and,
- (xii.) include a signed certification in accordance with Standards Rule 2-3.

The four (4) remaining items mainly differ by a single word, with the statement option still applicable for the Restricted Appraisal Report, while in an Appraisal Report, the appraiser is required to *summarize* the following items:

- (iii.) information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment;
- (vii.) the scope of work used to develop the appraisal;
- (viii.) the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; and,
- (x.) when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion.

Also, corresponding with USPAP, the accompanying Restricted Appraisal Report will include a signed certification, which is acknowledged as being an integral part of the Restricted Appraisal Report. Said certification denotes that the undersigned accepts full responsibility for all elements of the certification, for the assignment results, and for the contents of the Restricted Appraisal Report. The signing appraisers are responsible for the decision to rely upon the work of others contributing in the appraisal process. Likewise, the signing appraisers are required to have a reasonable basis for believing that any individual performing the work is competent and have no reason to doubt that the work of said individual is credible. The names of individuals providing significant real property appraisal assistance who do not sign a certification must be stated in the certification. USPAP does not require that the description of assistance be contained in the certification, however, the extent of the significant assistance provided by others must be summarized. In this instance, it will be disclosed that no one provided real property appraisal assistance in the preparation of this Restricted Appraisal Report.

Page 4
Mr. Paul E. Burns, Esq.
December 4, 2018

This letter of transmittal is not an appraisal, however, it is part of the accompanying Restricted Appraisal Report, which reveals the data used and methods applied in estimating market value. The above opinion is subject to the assumptions and limiting conditions contained within this Restricted Appraisal report. I am available to answer any questions you may have regarding the contents or methods employed in this appraisal. If further assistance is required, please call at your convenience.

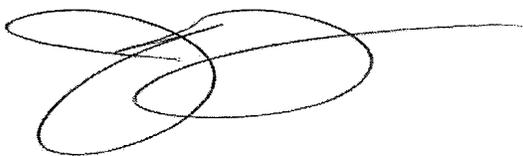
After a thorough analysis of all pertinent data and information, and subject to the extraordinary assumptions, hypothetical conditions, and standard limiting conditions presented herein, the following fee simple market values, each effective November 20, 2018, apply:

“As-is” Market Value	\$215,000
“As if Renovated” Market Value	\$570,000
“As if Vacant” Market Value	\$105,000

This letter of transmittal is not an appraisal, however, it is part of the accompanying Restricted Appraisal Report, which reveals the data used and methods applied in estimating market value. The above opinion is subject to the assumptions and limiting conditions contained within this Restricted Appraisal report. I am available to answer any questions you may have regarding the contents or methods employed in this appraisal. If further assistance is required, please call at your convenience.

Respectfully submitted,

FROHM & WIDMER, INC.



John R. Widmer, Jr., MAI
Certified General Appraiser No. 1201000280
jwidmer@frohmwidmer.com
Direct line: 248-471-6767 ext. 11

/jrw

INTRODUCTION: Corresponding with **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition**, an appraiser may communicate the results of the appraisal in one of two options, namely: Appraisal Report [Standards Rule 2-2(a)], or Restricted Appraisal Report [Standards Rule 2-2(b)]. The essential difference between these two options is in the content and level of information provided. The appropriate reporting option and the level of information necessary in the report are dependent on the intended use and the intended users.

USPAP requires that the report prominently state which option is used. It is noted, the main difference between the two options are in three areas, namely:

- 1.) An Appraisal Report may have the client as the only intended user but may also have other intended users, while a Restricted Appraisal Report must have the client as the only intended user.
- 2.) In an Appraisal Report, specified parts of the research and development must be summarized, while in a Restricted Appraisal Report, those same parts need only be stated.
- 3.) An Appraisal Report requires the appraiser to summarize the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, while a Restricted Appraisal Report does not have this requirement. Accordingly, a Restricted Appraisal Report must include a prominent use restriction that limits the use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the Appraiser's workfile.

The Appraisal Report and the Restricted Appraisal Report both require, at a minimum, the appraiser to *state* the following items:

- (i.) the identity of the client and any intended users, by name or type;
- (ii.) the intended use of the appraisal;
- (iv.) the real property interest appraised;
- (v.) the type and definition of value and cite the source of the definition;
- (vi.) the effective date of the appraisal and the date of the report;
- (ix.) the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
- (xi.) clearly and conspicuously, state all extraordinary assumptions and hypothetical conditions and, state that their use might have affected the assignment results; and,
- (xii.) include a signed certification in accordance with Standards Rule 2-3.

The four (4) remaining items mainly differ by a single word with an Appraisal Report required to *summarize* the following items, while the Restricted Appraisal Report will conversely only *state*:

- (iii.) information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment;
- (vii.) the scope of work used to develop the appraisal;
- (viii.) the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; and,
- (x.) when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion.

Introduction - continued:

Based upon the agreement for this appraisal, market value will be established for the subject property within a Restricted Appraisal Report. Therefore, it is important to prominently state that the use of this appraisal is limited to the client, and that the rationale for how the opinions and conclusions have been rendered may not be understood properly without additional information in the appraiser's workfile. Prior to entering into this agreement, the appraiser and client discussed the limitations on use of the appraisal, and the client understands the limited usability of this Restricted Appraisal Report. The conclusions rendered herein can be reported within an Appraisal Report at some time in the future, if necessary.

CLIENT/INTENDED USER: The client and intended user of this appraisal report is:

Northfield Township
% Mr. Paul E. Burns, Esq.
Law Office of Paul E. Burns
133 West Grand River
Brighton, Michigan 48116

This report is intended for use only by the above identified client. Use of this report by others is not intended by the appraiser.

INTENDED USE OF APPRAISAL REPORT: This report is intended only for the use of the client, to be used for internal review of a possible sale or disposition of the property. This report is not intended for any other use.

PURPOSE OF THE APPRAISAL: The purpose of this appraisal is to provide opinions of the fee simple market values for the subject property under three (3) scenarios. This valuation considers the prevailing market conditions as of November 20, 2018, the most recent date of property observation.

COMPETENCY STATEMENT: The Appraiser has the appropriate knowledge, education and experience to complete this assignment with competence. The Appraiser's qualifications are submitted in the **Addendum** of this Restricted Appraisal Report.

DEFINITION OF MARKET VALUE: Within USPAP, market value is a type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights), as of a certain date, under specific conditions set forth in the definition of the term identified by the appraiser as applicable in an appraisal. Forming an opinion of market value is the purpose of many real property appraisal assignments, particularly when the client's intended use includes more than one intended user. The conditions included in market value definitions establish market perspectives for development of the opinion. These conditions may vary from definition to definition but generally fall into three categories:

- 1.) the relationship, knowledge, and motivation of the parties (i.e., seller and buyer);
- 2.) the terms of sale (e.g., cash, cash equivalent, or other terms); and,
- 3.) the conditions of sale (e.g., exposure in a competitive market for a reasonable time prior to sale).

A current economic definition agreed upon by agencies that regulate federal financial institutions in the United States of America is:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1.) buyer and seller are typically motivated;
- 2.) both parties are well informed or well advised, and acting in what they consider their own best interests;
- 3.) a reasonable time is allowed for exposure in the open market;
- 4.) payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
- 5.) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.¹

¹ Federal Register / Vol. 75, No. 237 / Friday, December 10, 2010 / Notices

PROPERTY INTEREST APPRAISED: Definitions of various ownership interests that may apply in a real property appraisal are provided below:

Fee simple interest: Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.²

Leased fee interest: The ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires.³

Leasehold interest: The right held by the lessee to use and occupy real estate for a stated term and under the conditions specified in the lease.⁴

As of the effective date of this appraisal, there is no known unrelated party, or arm's length, long-term lease encumbrance in place on the effective date of valuation. It is known, however, there is a month-to-month lease for a portion of the first floor. As such, market value will be established on the basis of ownership in fee simple estate.

DATE OF APPRAISAL: December 4, 2018

EFFECTIVE DATE OF VALUE: November 20, 2018

² The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 5

³ Ibid, page 72

⁴ Ibid

SCOPE OF WORK: Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use. This Restricted Appraisal Report is intended to assist the client with measuring market value of the property, to be used in a pending divorce proceeding. The client has been informed that should the results of this Restricted Appraisal Report need to be shared with or relied upon by a third party, the results can be presented within an Appraisal Report at some point in the future. The scope of any real estate appraisal assignment relates to the extent and manner in which research is conducted, data is gathered, and analysis applied. Each of these components is based implicitly upon the purpose of the appraisal and its intended use, each previously outlined. The general scope of work for this assignment included the following:

- Identification of the subject property by its legal description, real property tax identification number and the commonly as-known-as addresses. In defining the subject properties, the following data sources have been reviewed:
 - Northfield Township Assessment records
 - www.bsasoftware.com database records
 - Copy of the month-to-month lease
 - Copy of the Code Violations and Preliminary Cost Estimate prepared by **Dangerous Architects, PC**
 - CoStar database records

Amongst the above data sources, information was sufficient to quantify physical characteristics of the subject parent properties.

- John R. Widmer, Jr., MAI observed the property on November 20, 2018, when photographs were taken.
- At the time of the property observation, the neighborhood was driven and the development patterns were noted.
- Identification relevant demographic factors through a combination of internet search engines, www.semcog.org, www.stdbonline.com, and CoStar database.

Once the subject property was defined, a review of generally accepted methods of measuring market value were reviewed. The most acceptable techniques for arriving at the various indications of fee simple market value for subject are:

The Income Approach, in which the projected gross income is based on market lease terms, and after allowance for reasonably anticipated expenses, is capitalized or discounted at a rate of return required by investment capital. This rate is commensurate with the risk of ownership and expected remaining length of the lease. Operating expenses are based on an analysis of reported expenses for the subject property, comparable properties and industry trends.

Scope of Work - continued:

The Sales Comparison, also referred to as the “*Market Approach*”, is a method of estimating market value whereby a subject is compared with other similar properties that have sold, are listed or have pending offers. The most important premise is the market will determine a price for the property being appraised in the same manner it establishes a price of comparable, competitive properties. Essentially, this is a systematic procedure for carrying out “*comparative shopping*”. This approach is generally regarded as the most reliable, when an abundance of bona fide sales data is available. For this appraisal problem, the Sales Comparison Approach is considered a relevant means of establishing a value for the land, assuming demolition of the existing improvement, and the building “as if structurally sound”.

In each approach it is a requirement to develop sufficient comparable data to apply in the valuation, on the premise its marketability is not impacted by its physical characteristics. Within this appraisal, data sources relied upon to research vacant lands sales, improved building sales, and improved building rentals, in no particular order, includes the following:

- Appraisal files of Frohm & Widmer, Inc.
- www.loopnet.com
- www.realcomponline.com
- www.bsasoftware.com
- CoStar Group, Inc. [Comps and Property databases]
- Commercial brokerage companies, active in the sale of land and improved properties, or the leasing of improved properties in the subject’s competitive market area
- Discussion with Appraiser peers related to prior appraisal assignments of like properties
- Discussion with Developers active in the competitive sub-market
- Review of various business periodicals, i.e., Crain’s Detroit Business, used as source material for comparable sale and leasing leads.

Ultimately, the final selection of comparable sales will represent what is determined to be the most representative indication of value for the subject property. For each sale relied upon herein, data confirmation will have been attempted through the seller, buyer, broker, or other know participant to the transaction.

As discussed, the opinions of value concluded herein will be reported in a Restricted Appraisal Report. Accordingly, a Restricted Appraisal Report must include a prominent use restriction that limits the use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the Appraiser’s workfile. Likewise, for this report, detailed presentation of comparables and discussion of the adjustment process will not be included. However, all data, rationale and reasoning for adjustments has been retained in the Appraisal workfile, and will resemble what would eventually be provided within an Appraisal Report, if necessary.

Scope of Work - continued:

A requirement within the **Uniform Standards of Professional Appraisal Practice (USPAP)** 2018-2019 Edition is:

If known prior to accepting an assignment and/or if discovered at any time during the assignment, an appraiser must disclose to the client, and in the subsequent report certification:

- 1.) any current or prospective interest in the subject property or parties involved; and,
- 2.) any services regarding the subject property performed by the appraiser within the 3-year period immediately preceding acceptance of the assignment, as an appraiser or in any other capacity.

There are some cases in which the appraiser is asked by the client not to reveal that he or she has appraised that particular property. In such cases, the fact that the appraiser previously appraised the property is confidential information. If the occurrence of a prior appraisal is confidential, and disclosure of prior appraisals is a condition of a potential new assignment or a requirement of USPAP, the appraiser must decline the new assignment, because the appraiser could not make the requested disclosure. Corresponding with this requirement, I must report that I have not provided real estate appraisal services or any other services for this property within the 3-year period immediately preceding acceptance of this assignment.

EXTRAORDINARY ASSUMPTIONS: An extraordinary assumption is “*an assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser’s opinions or conclusions.*” Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.⁵ As provided within USPAP, an extraordinary assumption may be used in an assignment only if:

- it is required to properly develop credible opinions and conclusions;
- the appraiser has a reasonable basis for the extraordinary assumption;
- use of the extraordinary assumption results in a credible analysis; and,
- the appraiser complies with the disclosure requirements set forth in USPAP for extraordinary assumptions.

The market values reported herein are conditioned upon the following extraordinary assumptions:

- 1.) The property is free a clear of any adverse environmental conditions, whether in the form of surface or sub-surface soil contamination and/or building material contaminates. While not an expert in measuring the potential for environmental contamination, I did not observe any obvious form of environmental contamination. Correspondingly, the value is conditioned upon the fact there are no environmental conditions that would have an adverse influence on either value or marketability of the property. Should any adverse environmental conditions arise, I reserve the right to review these findings and the value estimate and make any revisions, if necessary.
- 2.) The property’s legal boundaries exhibited within this appraisal are accurate, as recent title policies identifying the subject property was not supplied. The site’s dimensions and land area are based on information obtained from the Northfield Township Assessment records. Should a future survey indicate a variation in the legal description or net site area, I reserve the right to review any variances to establish whether there would be any impact on value and marketability reported in this appraisal.
- 3.) For this appraisal, the subject’s gross building area (GBA), physical and structural conditions and the costs to make the property structurally sound have been based upon the Code Violations and Preliminary Cost Estimate report and drawings, prepared by **Dangerous Architects, PC**, with each dated October 17, 2018. In this instance, the GBA and costs reported are considered to be reliable and will be applied in this valuation. Should future architectural drawings or space plans suggest a variation in GBA, I reserve the right to review any variances to establish whether there would be any impact on value and/or marketability reported in this appraisal.

⁵ Uniform Standards of Professional Appraisal Practice (USPAP), 2018-2019 Edition, page 4

HYPOTHETICAL CONDITIONS: A hypothetical condition is “a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.” Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.⁶

As provided within USPAP, a hypothetical condition may be used in an assignment only if:

- use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison;
- use of the hypothetical condition results in a credible analysis; and,
- the appraiser complies with the disclosure requirements set forth in USPAP for hypothetical conditions.

When a value opinion is subject to a hypothetical condition, the report must clearly and conspicuously disclose the assumption or condition and state that its use might have affected the value conclusion. There are no hypothetical conditions associated with the opinions of value presented herein.

OWNERSHIP HISTORY: The current owner of record is Northfield Township, who had used the property as an administration building and fire hall. The township has vacated the property and leases a portion of the building to an unrelated party. There have been no sales of the subject property in the 3-years preceding the effective date of the subject property.

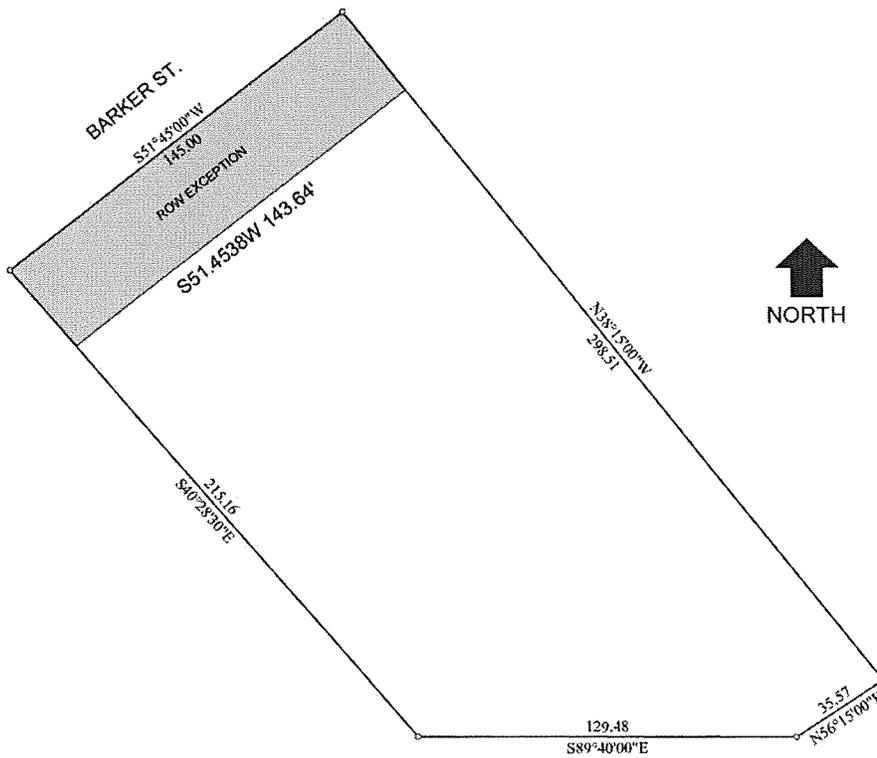
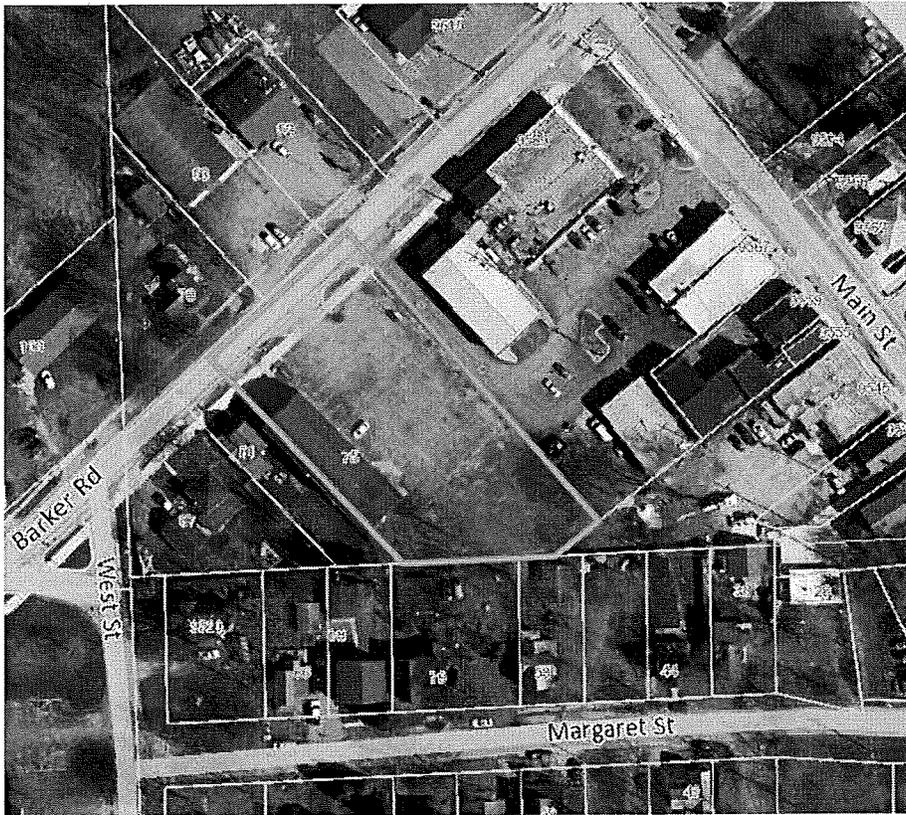
LEGAL DESCRIPTION: The subject property is commonly addressed 75 Barker Road, Whitmore Lake (Northfield Township), Michigan 48189. The property has a formal tax parcel number of B-02-05-254-002, and a legal description, as obtained from Northfield Township Assessment Rolls, is supplied below:

NO. 5-67C, COMMENCING AT WEST ¼ CORNER OF SECTION 5, THENCE N01.4500E 107.58 FEET, THENCE N51.4500E 88.74 FEET TO P.O.B.; THENCE S40.2830E 215.16 FEET TO E/W ¼ LINE, THENCE S89.4000E 129.48 FEET, THENCE N56.1500E 35.57 FEET, THENCE N38.1500W 298.51 FEET, THENCE S51.4500W 145.00 FEET TO P.O.B.; PART OF NE 1/4, SECTION 5, T1S-R6E.

Included on the following page is a copy of the Plat Map for this property, which is followed by a sketch of all site boundaries, using DeedPlotter+™.

⁶ Uniform Standards of Professional Appraisal Practice (USPAP), 2018-2019 Edition, page 4

RESTRICTED APPRAISAL REPORT
75 BARKER ROAD, WHITMORE LAKE
NORTHFIELD TOWNSHIP, MICHIGAN



SITE CHARACTERISTICS: An objective summary of site characteristics follows:

CONFIGURATION:	The subject site is located on the south side of Baker Road between Main and West Streets. The site is irregular in shape and provides a total of ±144 feet of frontage along Barker Road.
GROSS SITE AREA:	37,277 square feet, or ±0.856 acres
NET SITE AREA:	32,228 square feet, or ±0.740 acres (net of the Barker Road ROW)
TOPOGRAPHY:	Level and at road elevation
EXPOSURE:	Good
INGRESS/EGRESS:	There is one (1) paved access drive
UTILITIES:	Public utilities include natural gas, electricity, telephone service and city sewer. The property is serviced by a private well for water.
IMPROVEMENTS:	The site is developed with a ±7,710 square foot building.
L:B RATIO:	4.18 to one (net site area ÷ GBA)
FLOOR AREA RATIO:	0.239 (GBA ÷ net site area)
SITE IMPROVEMENTS:	The primary improvement to the site is asphalt paving for the driveways and parking spaces. In addition, there is a landscaping area on the south end of the site.
SUB-SOIL COND.:	Assumed stable
WETLANDS:	None
USE RESTRICTIONS:	There do not appear to be any unusual easements or encumbrances that would adversely impact value and/or marketability of the subject.
FLOOD CONDITIONS:	According to the National Flood Insurance Rate Map program, community panel 26161C0092E, effective as of April 3, 2012, the property is located in an area of minimal flood hazard.
ENVIRONMENTAL:	Please refer to Assumptions and Limiting Conditions section for specific assumption involving the site's environmental status.
FUNCTIONAL:	The parcel size, configuration and topographical conditions impacting the property provide for average utility characteristics and the site could accommodate a number of uses.

BUILDING CHARACTERISTICS: For best visualization of exterior and interior building finishes, please refer to the forthcoming photographs. Provided below is a general summary of building specifications:

- YEAR BUILT:** The 2-story building was constructed in the 1940s and the 1-story addition was constructed in the 1960s.
- BUILDING AREA:** The 2-story building has a gross building area (GBA) of $\pm 3,200$ square feet per floor. The 1-story addition contains $\pm 1,310$ square feet. The total gross building area is $\pm 7,710$ square feet.
- FOUNDATION/FRAMING:** Reinforced concrete trench type foundation, with concrete block and structural steel column and truss framing.
- FLOOR STRUCTURE:** Floor surfaces consist of concrete slab on the ground level and wood flooring on the second floor.
- ROOF STRUCTURE:** The two-story section has a wood bowstring truss roof and the one-story section has a residential style pitched roof.
- EXTERIOR WALLS:** The exterior walls of the 2-story section consist of masonry block and the 1-story section consists of residential wood frame with siding on the exterior walls.
- INTERIOR FINISH:** The 1-story section is built-out for an office use with typical, average quality office finishes. The office area extends into the south ± 846 square feet of the first floor of the 2-story section. The balance of the 2-story section's first floor consists of unfinished garage space. The second floor of the 2-story section is built-out as a gathering space with a stage on the north end and two (2) restrooms and a kitchen on the south end of the space, with a large open area in the remainder of the floor space.
- HVAC:** The occupied office area is assumed to have an adequate package HVAC system. The adequacy of the HVAC for the garage and second floor area is unknown, reportedly the second floor needs a new HVAC system.
- ELECTRICAL:** The power supply to the building is assumed to be adequate for general commercial use. The occupied office area is assumed to have an adequate electrical system. The remainder of the building, particularly the second floor requires improvements.
- PLUMBING:** The building is not sprinkled, and has four (4) restrooms, however, none of them comply with the barrier free requirements.

Building Characteristics - continued:

FUNCTIONAL: With the exception of the occupied office space, the balance of the building basically consists of open space. This effectively makes the vacant space unusable as of the this date, but ready to be renovated for some adaptable commercial use.

CONDITION: The building is in below-average to fair condition and in need of repairs to correct code violations and structural issues. The Code Violations and Preliminary Cost Estimate report that was provided for this analysis, identified the issues related to the property and the cost to correct each. A copy of the report is included as an attachment to this Restricted Appraisal Report. The costs for both retail and office uses were provided. The total cost for a retail re-development was \$190,428 or ±\$24.70 per square foot of gross building area. The total cost for an office re-development was \$221,708 or \$28.75 per square foot of gross building area. In my opinion, most of the costs are speculative when the re-use of the space is unknown. The total cost for plumbing, mechanical and electrical is \$93,200 or ±\$12.09 per square foot. Without knowing how a new owner/tenant intends to use the space, these repairs may be of no value to them or perhaps a redundant cost. They may be unnecessary or misplaced for the planned re-use of the space. Rather than spend the money up-front, it is considered most reasonable to hold it back for a tenant improvement allowance if the property is leased to a tenant that cannot finance their own tenant improvements. For this analysis, I have concluded that building should be made structurally sound and the vacant space left “as is” and marketed as shell space. The necessary costs that will be taken from the Dangerous report are summarized below:

	\$	\$/SF
Floor structure reinforcement at second floor	\$15,000	\$1.95
New exterior door and stair from second floor	17,500	2.27
Insulate roof structure and walls at second floor	10,000	1.30
Remove Vines	300	0.04
Patch and repair exterior block at cracks	2,000	0.26
Fill-in windows where too close to neighbors (2)	500	0.06
Fire rate second floor structure and ceiling assembly	11,000	1.43
<i>sub-total Hard Costs:</i>	\$56,300	\$7.30
Builder Overhead & Profit (15%)	\$8,445	\$1.10
Architech/Engineer Fee (6%)	3,378	0.44
Permits	1,000	0.13
Contigency (15%)	8,445	1.10
Total Code Violation & Structural Repairs	\$77,568	\$10.06

Building Characteristics - continued:

Once an end-user is found for the vacant sections of the building, user-specific improvements can then be applied to suit the space for each use. In this instance, a cost of \$30 per square foot will be applied for first floor retail use, and \$50 per square foot will be applied for upper-level office use.

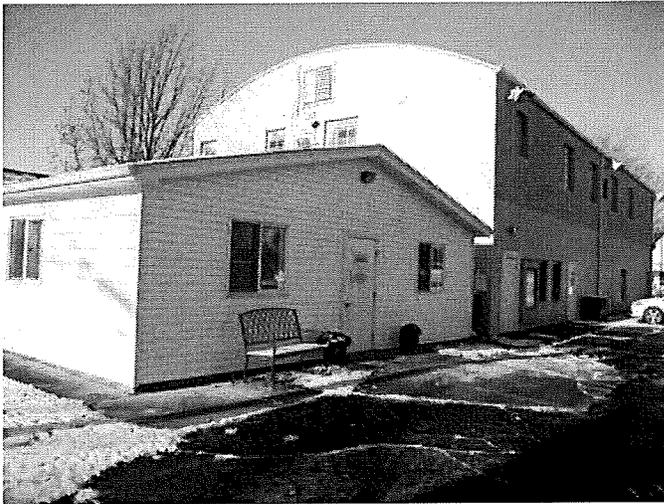
The following table identifies the total costs that will be applied to measure an "as is" market value:

	<u>\$/SF</u>	<u>\$</u>	<u>SF</u>
Structural/Code Violation Repairs	\$10.06	\$77,568	7,710
Retail Warm-box Finishes	\$30.00	70,620	2,354
Office Finishes	\$50.00	160,000	3,200
<i>sub-total Costs:</i>		<u>\$308,188</u>	
Contingency	15%	<u>46,228</u>	
Total Renovation Cost	\$45.97	\$354,416	

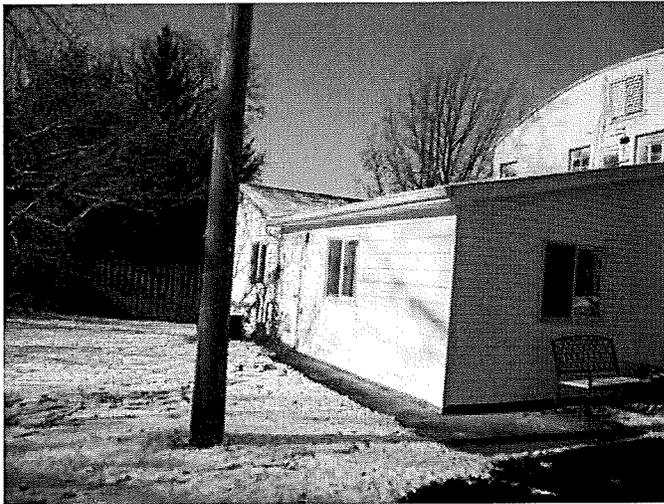
In reviewing the possible uses for this property, a conversion of the upper-level for apartment usage has also been considered. However, given potential renovation costs and achievable rentals for residential usage, this alternative has been disregarded further in the analysis.



NORTH AND WEST ELEVATIONS FROM
BARKER ROAD



EAST ELEVATION SHOWING THE
OCCUPIED OFFICE AREA WHICH
EXTENDS INTO THE FIRST FLOOR OF
THE 2-STORY BUILDING TO JUST
BEFORE THE SECOND DOOR OF THE 2-
STORY BUILDING



SOUTH ELEVATION OF THE OCCUPIED
OFFICE SECTION OF THE BUILDING



VIEW OF THE FIRST FLOOR OF THE 2-STORY BUILDING (GARAGE SPACE)



VIEW OF THE SECOND FLOOR OF THE 2-STORY BUILDING LOOKING TOWARD THE KITCHEN AND RESTROOMS



VIEW OF THE CONFERENCE ROOM IN THE OCCUPIED OFFICE AREA

ZONING: The subject property is located in a WLD-DD, Whitmore Lake Downtown District. The downtown (WLD-D) sub-district is intended to promote a unified vision for transforming the historic commercial core of the Whitmore Lake community focused on mixed-use development, increased land use intensity, and improved public amenities that is oriented as much to the needs of the pedestrian as to those of the automobile. The flexibility in use regulation inherent in the overall WLD regulations, paired with the prescriptive physical development regulations in the section, will result in a compact, walkable environment that creates new opportunities for investment while protecting quality attributes of the existing area. These regulations are also intended to: (1) Encourage the incubation of a residential element within the traditional downtown core to foster a 24-hour community. (2) Establish a development pattern in which new buildings and building modifications enhance the character of the existing built environment. (3) Orient building entrances and storefronts to the street to add visual interest, put "eyes on the street" for enhanced crime surveillance, increase pedestrian traffic, and create memorable outdoor spaces. (4) Limit the impact of off-street parking areas which interrupt the flow and consistency of the "street wall." (5) Enhance a sense of place and contribute to the sustainability of the township. (6) Allow a pattern of development which will encourage transportation alternatives (walking, biking, and transit) to reduce automobile dependence and fuel consumption. (7) Visually distinguish the downtown area from the north village and waterfront subdistricts by encouraging full use of property, consistency, and density while respecting adjacent residential areas. (8) Add value to property. (b) Form-based regulations. Downtown buildings and sites will be developed in a manner which contributes to the character of the area by maximizing the value of the property and continues the traditional street wall of adjacent historic buildings.

This district will allow the most likely uses of the subject property, which are office, retail and residential uses.

INCOME APPROACH: For a leased fee valuation this approach is relevant and has been applied. As a This approach, based on the principle of anticipation, reflects investor thinking and motivations. Essentially, an investor anticipates, among other things, earning income from their equity investment and in effect, is trading a sum of present day dollars for anticipated future dollars to be derived from an income-producing property. The objective of this approach is to equate the anticipated future dollars with the present value or required investment dollars. Since future dollars are worth less than present dollars, the future dollars must be discounted, fundamentally reflecting the inherent risk and waiting time involved.

The successive steps in the conversion of net income to an estimate of value are:

- estimate all forms of potential gross rental income;
- estimate stabilized vacancy and collection allowance;
- calculate effective gross income by subtracting the appropriate vacancy and collection allowance from the gross potential rental income;
- estimate operating expenses for the property;
- calculate net operating income by subtracting expenses from effective gross income;
- establish the appropriate capitalization technique; and,
- estimate value by implementing the selected capitalization technique.

The two most widely used and acceptable methods of income capitalization are direct and yield capitalization, also known as a Discounted Cash Flow (DCF) Analysis. These methods are based on diverse measures of expected earnings and involve different assumptions concerning the relationship between the expected earnings and value. For this analysis, only direct capitalization is deemed relevant, with this valuation methodology defined as follows:

Direct Capitalization is a method used to convert an estimate of a single year's income expectancy into an indication of value in one direct step, either by dividing the net income estimate by an appropriate capitalization rate or by multiplying the income estimate by an appropriate factor. Direct capitalization employs capitalization rates and multipliers extracted or developed from market data. Only one year's income is used. Yield and value change are implied, but not explicitly identified.⁷

Direct capitalization utilizes an overall rate which is applied directly to net income in order to obtain an indication of value. An overall capitalization rate (R_o) is defined as: *an income rate for a total real property interest that reflects the relationship between a single year's net operating income expectancy and the total property price or value.*⁸ The overall rate most typically is developed by market extraction. Given a sale in which the net income and sales price is known, the overall rate can be developed from that sale. Overall rates developed in this manner are direct reflections of the market.

⁷ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 491

⁸ Ibid, Page 493

Income Approach - continued:

If sufficient data to extract overall rates is not abundant, it is sometimes necessary to utilize a mortgage-equity band of investment method, defined as: *a technique in which the capitalization rates attributable to components of a capital investment (debt and equity) are weighted and combined to derive a weighted average rate attributable to the total investment.*⁹ This method of developing an overall rate requires an estimate of current financing terms available for a property and the equity dividend rate, or more commonly known as the “cash-on-cash” rate of return, required to attract equity capital. In this case, the overall rate represents a weighted average of financing and equity requirements of the investment. This method best serves as a test of market-derived overall rates. For instance, with market-derived overall rates and available financing known commodities, this method can be used to calculate a forced “cash-on-cash” rate of return. If the result does not appear reasonable for the subject’s property type and sub-market, market variables must be reviewed.

In the capitalization process, value is equal to income divided by the capitalization rate, or:

$$\text{Value} = \text{Income} \div R_o$$

This algebraic equation can be used to solve for the capitalization rate as follows:

$$R_o = \text{Income} \div \text{Value}$$

When analyzed properly, direct capitalization is accurate, however, a slight misrepresentation in the analysis of overall rates may result in substantial fluctuation in value. This process is most accurate when viewing stable or level income flows. When valuing a multi-tenant property, direct capitalization does not always account for extreme fluctuations in income streams, mainly relating to non-stabilized occupancy parameters. Likewise, one of the more important factors in employing direct capitalization is to extract and apply overall rates in a consistent manner.

Based on a review of the income characteristics of the subject leases direct capitalization is considered the most applicable technique in the valuation.

Subject Lease Discussion: The current month-to-month lease is with National Staffing & Home Care, Inc., who took occupancy of the space in June 2014. The lease was written for 1-year, and has been on a month-to-month basis since July 2015. The lease suggests this tenant is to occupy a total of 1,431 square feet, which includes 1,331 square feet in the 1-story portion, and two (2) 50 square foot offices in the 2-story section of the building. It is noted, however, the actual physically occupied space equates to ±2,156 square feet. On this basis, the total monthly rent of \$980 equates to a unit rate of ±\$5.45 per square foot. This tenant is also required to pay all utilities for the building.

⁹ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, Page 495

Income Approach - continued:

Market Rent Discussion: Market rental data for both retail space and office space has been researched, and the information relied upon herein is summarized below:

OFFICE RENTALS:

NO.	ADDRESS	COMMUNITY	GBA	SF LEASED	LEASE DATE	RENT \$/SF	EXP. BASIS	G +U \$/SF
1	107 East Main St.	Pinckney	7,600	1,600	05/04/18	\$12.00	NNN	\$8.00
2	3554 Avon St.	Hartland Twp.	9,380	1,025	08/13/18	\$10.01	Gross +U	\$10.01
3	731 Grand River	Fowlerville		624	02/04/18	\$13.46	Gross +U	\$13.46
4	8143 Grand River	Brighton Twp.	2,288	1,250	05/06/16	\$9.12	Gross	\$7.62
5	8143 Grand River	Brighton Twp.	2,288	1,100	03/18/16	\$10.36	Gross	\$8.86
6	714 East Grand River	Howell		650	02/27/17	\$13.85	Gross	\$12.35
				<i>minimum:</i>		624	\$9.12	\$7.62
				<i>maximum:</i>		1,600	\$13.85	\$13.46
				<i>average:</i>		1,042	\$11.47	\$10.05

RETAIL RENTALS:

NO.	ADDRESS	COMMUNITY	GBA	SF LEASED	LEASE DATE	RENT \$/SF	LEASE TYPE	NNN \$/SF
1	1732 Old US 23	Hartland Twp.	9,296	2,070	6/8/2016	\$11.52	Gross	\$7.02
2	22 Barker Street	Whitmore Lake	4,745	2,805	listed	\$11.12	Gross	\$6.62
3	2848 S. Old US 23	Brighton Twp.	9,000	1,850	listed	\$12.97	Gross +U	\$9.97
4	8020 Grand River	Brighton Twp.	9,000	1,300	listed	\$15.00	Gross +U	\$12.00
5	8020 Grand River	Brighton Twp.	9,000	1,100	listed	\$15.00	Gross +U	\$12.00
6	3540 Avon St.	Hartland	2,040	2,040	listed	\$10.00	Gross +U	\$7.00
7	125 South Grand Ave.	Fowlerville	2,080	1,040	listed	\$8.65	Gross	\$4.15
8	907 East Main St.	Pinckney	3,416	3,416	listed	\$13.00	NNN	\$13.00
				<i>minimum:</i>		1,040	\$8.65	\$4.15
				<i>maximum:</i>		3,416	\$15.00	\$13.00
				<i>average:</i>		1,791	\$12.44	\$9.69

After considering adjustments for location and physical characteristics, market rent for office use is reconciled at ±\$12.00 per square foot on a Gross +utilities basis. Market rent for the retail use has been reconciled at ±\$10.00 per square foot on a triple net (NNN) basis.

Income Approach - continued:

Frictional Vacancy: With general market parameters presented, the concept of various forms of vacancy and how that would potentially impact the subject property needs to be addressed. Initially, the form of vacancy will be defined:

Frictional vacancy is the amount of vacant space needed in a market for its orderly operation. In a stabilized market, where supply and demand are in balance, frictional vacancy allows for move-ins and move-outs. In markets for income producing property, frictional vacancy measures the lost rental income as leases roll over and expire.¹⁰ A primary method of measuring this level of vacancy is to determine market oriented leasing parameters such as renewal probability, time to re-lease space, and ultimately the total lease term for market space. Frictional vacancy is often calculated, as follows:

market lease term (years):	5
renewal probability:	60.0%
rollover probability:	40.0%
re-leasing period (months):	12.0
weighted average lag vacancy (months):	4.80
total lease cycle (months):	64.80
weighted average lag vacancy:	7.4%

The above example depicts over a long-term hold, the degree by which a specified property would be subject to loss of rental income.

Considering the locations and below market rents of the subject properties, it is more probable than not that the lease agreements will be extended, such that risk or exposure to loss of rental income is nominal. Based on each of these factors, a frictional vacancy of 7.5% will be applied in this valuation. The only other adjustment applied in this category includes an allowance for credit/collection loss, which will be applied at 0.5%.

Operating Expense: For this appraisal, operating expenses will be segregated into the following sub-categories:

- ◇ Real Estate Taxes, which will be iterated as if the property is no longer exempt
- ◇ Insurance
- ◇ Common Area Maintenance (CAM)
- ◇ Management Fee
- ◇ Owner's expense (N/R)
- ◇ Capital Reserve (N/R)

¹⁰ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 328

Income Approach - continued:

Direct Capitalization Process: With a net income forecast established for the subject properties, it is now necessary to review capitalization parameters. In reviewing an achievable overall rate for the subject properties several sources have been reviewed, including market extracted cap rates and rates obtained from investor survey information. Included below is a table summarizing the calculation of net operating income (NOI) and the valuation of the property "As-if Renovated" and "As-is":

Revenue:			
Existing Office Space (G+U)	2,156 SF @	\$12.00 per SF =	\$25,872
Grade-level Retail Use (NNN)	2,354 SF @	10.00 per SF =	23,540
Upper-level Office Use (G+U)	3,200 SF @	12.00 per SF =	38,400
Total Base Rent	7,710	\$11.39 per SF =	\$87,812
Real estate tax recovery		0.25 per SF	1,959
CAM & insurance recovery		0.93 per SF	7,180
Miscellaneous revenue		0.00 per SF	0
Potential gross income		\$12.57 per SF	\$96,950
LESS: Frictional vacancy		7.5%	7,271
Interim effective gross income			\$89,679
LESS: collection loss		0.5%	448
Effective gross income		\$11.57 per SF	\$89,231
Operating expenses:			
Real estate taxes		\$0.83 per SF =	\$6,415
Insurance		0.55 per SF =	4,241
CAM		2.50 per SF =	19,275
Management fee		4.0% of EGI =	3,569
Owner's expense (N/R)		0.25 per SF =	1,928
Capital reserve (N/R)		0.30 per SF =	2,313
	<i>sub-total:</i>	\$4.89 per SF	\$37,740
Net operating income (NOI)		\$6.68 per SF	\$51,491
Overall capitalization rate			9.00%
"As-if Renovated" Market Value		\$74.20 per SF	\$572,118
		<i>rounded to:</i>	\$570,000
Total Renovation Costs			(354,416)
"As-is" Market Value			\$215,584
		<i>rounded to:</i>	\$215,000
		\$/SF GBA:	\$27.89
		\$/SF land area:	\$6.67

Customarily, appraisal conclusions are rounded to reflect the lack of precision associated with value opinions. As such, the fee simple market values, effective November 20, 2018, have been reconciled by the Income Approach, as follows:

"As if Renovated" Market Value	\$570,000
"As-is" Market Value	\$215,000

Income Approach - continued:

The above values have been tested applying a sales comparison approach, in the “As-if Renovated” scenario only. A summary of improved sales relied upon herein is provided below:

NO.	PROPERTY	USE	GBA	SALE DATE	PRICE	\$/SF	NO. STY.	YR. BLT.	YR. RENO.	LAND AC.	L:B RATIO
1	9545-9551 Main St.	Retail & Res.	8,154	06/29/16	\$300,000	\$36.79	2	1899	1998	0.638	3.41
2	9541 Main St.	Retail & Res.	1,568	07/08/16	\$147,000	\$93.75	2	---	1999	0.073	2.03
3	200 Barker St.	Retail to Church	6,160	07/19/16	\$599,000	\$97.24	1	2000	---	2.110	14.92
4	100-102 Barker St.	Office	2,250	04/07/17	\$200,000	\$88.89	1	2000	---	0.422	8.17
5	9531-9535 Main St.	Retail & Res.	4,020	10/03/18	\$199,500	\$49.63	1 & 2	1880	2011	0.249	2.70

minimum: \$36.79
maximum: \$97.24
average: \$73.26

The above sales represent mixed-use properties in the subject’s immediate neighborhood. While not ideal similar in terms of physical characteristics, they do offer support for a limited sampling of property sales in this area. As shown, unit pricing prior to consideration of any adjustments range widely from ±\$37 to ±\$97 per square foot. The examination of adjustments in a sales comparison analysis looks for differences between the comparables and the subject. Adjustments are made to the comparables, in comparison to the subject, in the following order:

TRANSACTIONAL (applied in sequence):

- 1.) Property rights conveyed
- 2.) Financing terms
- 3.) Conditions of sale
- 4.) Expenditures immediately after purchase
- 5.) Market conditions

CUMULATIVE:

- Location characteristics
- Physical characteristics
- Economic characteristics
- Legal characteristics (Use/Zoning)
- Non-realty components of value

Adjustments to the comparables should only be made when direct comparison between like properties warrant such adjustments. Appraisal theory defines this process as paired data analysis, which is a “*quantitative technique used to identify and measure adjustments to the sale prices or rents of comparable properties; to apply this technique, sales or rental data on nearly identical properties except for one characteristic is analyzed to isolate the single characteristic’s*

Income Approach - continued:

*effect on value or rent*¹¹. Where possible, all adjustments that will be considered will be supported through paired comparisons. Otherwise adjustments will be considered based on knowledge in this marketplace, and experience in appraising similar type properties. When examining adjustments identified above, the comparables do provide support for the “As-if Renovated” valuation of ±\$75 per square foot, as reconciled in the income approach.

“AS IF VACANT” MARKET VALUATION: In order to measure highest and best use of the property, it is also necessary to establish market value for the site “as if vacant” and available to be developed. In measuring market value for the underlying site, only a Sales Comparison Approach has been applied. Based upon parameters supplied previously relative to market research, a summary of the sales applied is provided below:

NO.	ADDRESS	COMMUNITY	ACRES	SF	LEASE DATE	PRICE	PRICE \$/SF	USE
1	6910 Whitmore Lake Rd.	Green Oak Twp.	3.15	137,214	05/21/15	\$1,262,000	\$9.20	Hotel
2	3811 Grand Oaks Dr.	Genoa Twp.	2.19	95,396	5/31/2016	\$350,000	\$3.67	Day Care
3	Latson Rd. & Grand Oaks Dr.	Genoa Twp.	2.31	100,624	10/31/16	\$800,000	\$7.95	Retail
4	N/S of I-96 Service Dr.	Genoa Twp.	2.56	111,514	11/09/16	\$737,500	\$6.61	Hotel
5	175 Barker Rd.	Northfield Twp.	2.60	113,256	09/05/18	\$310,000	\$2.74	Transportation lot
6	10000 Crouse Rd.	Hartland	0.82	35,719	05/21/18	\$78,234	\$2.19	Unknown
						<i>minimum:</i>	\$2.19	
						<i>maximum:</i>	\$9.20	
						<i>average:</i>	\$5.39	

Given the range in unit pricing, the physical and economic factors impacting these properties must be considered. The examination of adjustments in a sales comparison analysis looks for differences between the comparables and the subject, and applied in the same fashion as presented previously in testing the value conclusion by the income approach.

¹¹ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 399

“As-if Vacant” Market Valuation - continued:

The sample of sales included herein represent the most recent and relevant commercial zoned land in the general region. For this sample, the most recent and geographically similar sale is located only a short distance to the west of the subject, and sold with a garage structure in-place. After considering an adjustment for this improvement, a unit price equates to ±\$2.50 per square foot. Further adjusting for zoning and site utility provides an adjusted unit rate of roughly \$4.50 per square foot. As such, a contributory value for the subject’s underlying land, effective as of November 20, 2018, can be reasonably estimated, as follows:

32,228 SF @ \$4.00 per SF =	\$128,912
32,228 SF @ \$5.00 per SF =	\$161,140
Market Value Land “As-if Vacant”	\$145,000
LESS: Demolition	<u>40,000</u>
Reconciled Market Value:	\$105,000
	\$/SF: \$3.26
	\$/acre: \$141,920

EXPOSURE TIME: A reasonable exposure time is one of a series of conditions in most market value definitions. Exposure time, one of a series of conditions in most market value definitions and always presumed to precede the effective date of appraisal, is defined as follows:

The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market.¹²

The reasonable exposure period is a function of price, time and use, not an isolated estimate of time alone. As an example, a property could have been on the market for a period of two years at a price of \$2,000,000, which informed market participants considered unreasonable. Thereafter, the owner reduces the price to \$1,600,000 and starts to receive offers, culminating in a transaction at \$1,400,000 6-months later. While an actual exposure time was 2.5 years, the reasonable exposure time would be 6-months at a value range of \$1,400,000 to \$1,600,000.

A large sampling of sales within this market provided exposure periods generally averaging 12-months, with a few providing an average exposure period of up to 24-months. Based upon interviews with market participants, plus review of historical information, it has been concluded a reasonable exposure time for the subject would have been ±12 months, assuming pricing within the general range of that indicated as the subject’s market value.

¹² Uniform Standards of Professional Appraisal Practice, 2018-2019 Edition, page 4

STANDARD APPRAISAL LIMITING CONDITIONS: This Restricted Appraisal Report is subject to the following limiting conditions, as well as those which have been specifically set forth within the analysis:

- Use of this appraisal report is contingent upon fulfillment of the appraisal contract, whether written or oral. Upon full payment of all sums due the appraiser, this appraisal report becomes property of the client subject to all restrictions upon disclosure and use included herein and made a part hereof. The report and its conclusions will not be released to a third party by the appraiser or his employees without the client's consent. This limitation on release does not apply to market data or other information obtained by the appraiser for use within the report.
- Neither all nor part of the contents of this report, especially conclusions as to value and the identity and affiliations of the appraiser, shall be disseminated to the public through advertising, public relations media, news media, sales media or any other public means of communication without the prior written consent and specific approval of the appraiser.
- By receipt and acceptance of this report, the client acknowledges that, unless otherwise specifically agreed to elsewhere in writing, the fee for this appraisal report does not include any subsequent services such as meetings, conferences, depositions, hearings, trial preparation, attendance and testimony at trial, or any other dissemination or defense of the appraisal and its conclusions by the appraiser. These services, if requested, will be invoiced and paid on an hourly basis at the standard hourly rate of the appraiser at the time of the actual service.
- No responsibility is assumed for matters legal in character nor is any opinion rendered as to title, which is assumed to be good. All existing liens and encumbrances have been disregarded, except as noted otherwise, and the property is appraised as though free and clear under responsible ownership and competent management.
- Other information identified in this report as being furnished by others is believed to be reliable but no responsibility is assumed for its accuracy.
- No survey or analysis of the property has been made. Unless otherwise noted, investigation into hidden or underground conditions of the subject has not been undertaken and no opinion is offered in this regard. This limiting condition includes, but is not limited to, adverse soil conditions, hidden structural defects, hazardous materials, toxins and infestation.
- Information concerning market data was obtained from buyers, sellers, brokers, attorneys, trade publications or public records, and to the extent possible, was examined for accuracy and is believed to be reliable. Comparable sales data and sources are confidential and for purposes of this report only.
- Exhibits in the report are intended to assist a reader in visualizing the property and its surroundings; drawings are not intended as surveys; no responsibility is assumed for cartographic accuracy nor are drawings intended to be exact in size, scale or detail.

Standard Appraisal Limiting Conditions - continued:

- Unit values applied to the subject parcel as a whole are applicable only to the entire parcel as defined. All unit values or other means of comparison should not be applied to other properties or individual sub-parcels or divisions of the subject. It is also inappropriate to make a partition based upon fractional or minority ownership interests, unless specifically addressed within the appraisal report.
- All areas and dimensions have been checked on the ground, where practical. If furnished by the person(s) requesting the appraisal, or from public records, I assume areas and dimensions to be reasonably accurate. In the absence of registered surveys, land areas may be based upon representations made, and no responsibility is assumed for discrepancies which may become evident from a licensed survey of the property.
- I have not made a specific compliance survey and analysis of the property to determine whether it is in conformity with the various detailed requirements of the Americans with Disabilities Act (ADA). It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of ADA. If so, this fact could negatively impact value and/or marketability of the property. Since I have no direct evidence relating to this issue, I did not consider possible non-compliance with the requirements of the ADA in estimating cash value of the property.
- The appraiser assumes no responsibility for economic, physical, political, or demographic factors, which may affect or alter the opinions in this report if said economic, physical, political, or demographic factors change after the effective date of value. The appraiser is not obligated to predict future political, economic, or social trends and/or events. All conclusions and opinions expressed in this appraisal report apply to the effective date of valuation set forth in the letter of transmittal contained within this report.

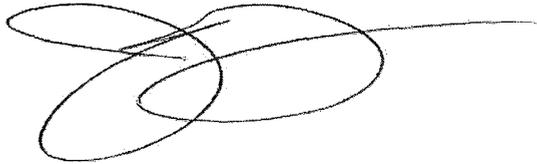
CERTIFICATION: I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions, and conclusions;
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition**; and, all Code of Professional Ethics and Standards of Professional Appraisal Practice of the **Appraisal Institute**.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- John R. Widmer, Jr., MAI has made an inspection of the property that is the subject of this report, inspected all comparables utilized in substantiation of market value for the subject, and personally made the necessary investigations and analyses pertinent to valuing the property.
- James C. Flatley, III (Certified General Appraiser No. 12010011839) provided real property appraisal assistance to the person signing this certification.
- As of the date of this report, John R. Widmer, Jr., MAI has completed the continuing education program for Designated Members of the **Appraisal Institute**.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the 3-year period immediately preceding acceptance of this assignment.
- I am licensed in the state of Michigan as a certified general appraiser, and as stipulated by Michigan law, “*appraisers are required to be licensed and are now regulated by the Michigan Department of Licensing and Regulatory Affairs, PO Box 30018, Lansing, Michigan 48909*”.

Certification - continued:

- In my opinion, fee simple market values for the subject property have been reconciled, as follows:

“As-is” Market Value	\$215,000
“As-if Renovated” Market Value	\$570,000
“As-if Vacant” Market Value	\$105,000



John R. Widmer, Jr., MAI
Certified General Appraiser No. 1201000280
jwidmer@frohmwidmer.com
Direct line: 248-471-6767 ext. 11

DATE: December 4, 2018



104 south main street chelsea, michigan 48118 734.475.3660 (fax) 734.475.1992

COMMERCIAL

RESIDENTIAL

INSTITUTIONAL

www.dangerousarchitects.com dangerousarchitect@att.net DARING SOLUTIONS > EXTRAORDINARY RESULTS

17 October 2018

Code Violations and Preliminary Cost Estimate
75 Barker Road, Whitmore Lake, MI.
For Northfield Township



109 south main street chester, michigan 48118 734.475.3660 (fax) 734.475.1992

www.dangerousarchitects.com

dangerousarchitect@mail.net

MAKING SOLUTIONS • EXTRAORDINARY RESULTS

COMMERCIAL
RESIDENTIAL
INSTITUTIONAL

17 October 2018

Mr. Steve Aynes, Township Manager
Northfield Township

RE: Code Issues for 75 Barker Road,

Whitmore Lake, MI 48189

75 Barker Road, the former Northfield Township administration building and fire hall, is a two-story block structure built in the 1940s with a one-story wood frame addition on the south side from the 1960s. The two-story portion is Type IIIB construction consisting of block exterior walls, a wood bowstring truss roof, and a second floor structure of wood floor joists on exposed steel beams bearing on exposed steel columns at the lower level. The one-story addition is Type VB construction in a residential style. No portion of the building has any sort of fire suppression system. The total floor area is 7710 square feet (gross), with each floor of the original block structure having 3200 square feet and the addition having 1310 square feet.

The only official current occupant is National In Home Services' office space which includes the entire addition and the southeasternmost 21 feet of the first floor of the block structure for a total of 2156 square feet. The rest of the building is being evaluated for potential business and mercantile occupancies. Currently, the first floor of the block structure exists as a garage space with two overhead doors on the road side and some smaller auxiliary rooms at the rear, including one toilet room. There is a stair at the north corner leading to the second floor, which used to serve as a gathering space, featuring a large open area surrounded by a stage, kitchenette, restrooms, and storage spaces. This space has only one code-compliant exit door, to the east

In 1993, the Northfield Township Building Department officially banned unauthorized use of the second floor space in writing, citing a sagging second floor structure as a hazard. The second floor of the building has remained unoccupied since. A structural study was done by Cornerstone Engineering in 2004 which outlined the extent of – and possible solutions for – the structural issues. It is our understanding that addressing all concerns brought up in the 2004 report and bringing the building up to meet current codes would reenable occupancy of the second floor.

We have consulted the applicable zoning and building authorities throughout the process of generating this report. It has been recommended that all parties meet with Larry Pickle and/or Craig Strong of Carlisle Wortman Associates at some point (prior to actual renovation drawings) to discuss the code evaluation, as they would likely be involved in the approval process of any work done on the building. We have also performed our own walk through at the 75 Barker Road building and noted the deficiency's in the contiguous buildings which would need to be upgraded for either business or retail use. We have prepared an accompanying set of existing condition drawings for this same building and have listed the same code issues on these drawings. The following is a written list of code issues at the existing old firehouse at 75 Barker Road and a preliminary cost estimate for the construction costs to remedy them.



104 south main street chelsea, michigan 48118 734.475.3660 (fax) 734.475.1992

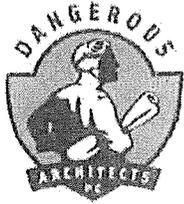
www.dangerousarchitects.com dangerousarchitert@att.net

Site:

- Parking is not required for the zone in which this building falls, but there are requirements for parking lots that front on a street as the existing lot does. The code of ordinances states that no more than 25 percent or 60 feet – whichever is greater – of the frontage can be parking. The current lot exceed this, but it is unlikely that the township will choose to enforce this on an existing lot. What is more likely to be enforced is the requirement of a 30 inch decorative masonry wall between the lot and the street. Again, because the lot is existing, we have not included either of these potential changes in the cost estimate. [Northfield Township Code of Ordinances Article XII Section 36-339]
- One out of every 25 parking spots provided is be required to be barrier free. Currently, 24 spots are provided, one of which has been designated as barrier free, meeting this requirement. However, wherever barrier free parking spots do occur, a vertical sign is required to establish said spots at least 60 inches above the ground, either on individual poles or on the face of the building in front of the spot. [International Code Council A117.1 502.7]
- Sidewalks or wheel stops are required where the parking spots face the building in order to create a pedestrian accessible path along the façade. This walkway must be at least 48 inches wide to allow accessible access to the exterior doors along the walkway. We recommend delineating this walkway with wheel stops, which would push the parking northeast and require a re-stripping of the lot. [NTCO Article XII Section 36-341(3)b]

Occupancy:

- The Northfield Township Building Department officially banned unauthorized use of the second floor in writing in 1993. Thus, in order to utilize the second story in any way, it must be demonstrated that the requirements of the 2004 structural survey by Cornerstone Engineering are met. As the existing wood joists are over-spanned for commercial loading, this would include reinforcing the existing second floor structure by doubling up wood joists at the current locations.
- The maximum allowable occupancy for a second story of Business (B) or Mercantile (M) occupancy with only one exit – regardless of square footage – is 29. There is also a limit of 75 feet for the continuous travel path from any point to an exit. While it is possible to simply post an occupancy limit for a space, there are multiple areas on the second floor in the kitchen, bathrooms, and other auxiliary spaces which have a common path of travel to the nearest exit of more than 75 feet. The only way to utilize these spaces in any way is to add a second exit. This could potentially be done with a fire escape stair from the second floor on any side other than the southwest wall. We recommend installing a fire escape stair from the existing barred door on the southeast wall, leading toward the parking lot through the gap between the addition and original building. [International Building Code Table 1006.3.2(2)]
- The maximum allowable floor area for a second story which is not wheelchair accessible is 3000 square feet (currently, the second story is 3200 square feet). This requirement may or may not be enforced on existing building conditions. We recommend satisfying this requirement with a new mechanical room (see Mechanical section for details), as service spaces are not usually included in the occupiable space calculation. [IBC 1104.4.1]



104 south main street eastland, michigan 48118 734.475.3660 (fax) 734.475.1992

COMMERCIAL

RESIDENTIAL

INSTITUTIONAL

www.dangerousarchitects.com dangerousarchitect@att.net

BRING SOMETHING EXTRAORDINARY HOME

Building Envelope:

- The roof structure at the second floor must be insulated in some way. If the second floor ceiling is repaired or replaced, the insulation could go above the ceiling, and if the ceiling is removed altogether, spray foam insulation could be used along the underside of the roof sheathing.
- There are multiple locations with cracks in the exterior block, as cited in the 2004 Cornerstone survey. These cracks would have to be patched and the blocks may need to be replaced.
- The northwesternmost windows on both stories must be filled in, as they violate the fire separation distance from the neighboring house and the façade as a whole is in violation of the maximum allowable penetration percentage for said fire separation distance. [IBC Table 705.8]
- The glass in all of the windows on the original block structure is single pane and is not up to energy code. However, there is a provision which allows the existing windows to remain if storm windows are placed in front, which is our recommendation. [International Energy Conservation Code 503.1.1]

Accessibility:

- The exterior door on the northeast wall with direct access to the former firehouse space does not currently meet the accessibility code but can be made to by simply mirroring the swing of the door (so that it would swing north to east outwards). [ICC A117.1 404.2.3.2]
- The door from the former firehouse space into the stairwell also does not meet accessibility codes. Mirroring the swing of the door in the existing opening might be permissible but would be cutting it close with relationship to the garage door assembly and may not fully comply. A safer option would be to move the door at least one foot towards the exterior wall. [ICC A117.1 404.2.3.2]
- All exterior doors must comply with the ½" maximum height difference between sill and paving for accessibility. A slight cutting and repaving will be necessary. [ICC A117.1 303.3]

Interior Stair:

- The existing stair to the second floor has a tread depth of 10½" and large difference in riser height between the final riser and the rest of the risers. The 2015 IBC states that these violations are acceptable under a referenced section of the 2015 International Existing Building Code. However, the IBC has since been updated to 2018 and the new code does not have the same reference for that section. It is unlikely that this slight discrepancy would be enforced, but in the case that it is, it should suffice to say that the project complies with the written intent of the applicable IBC. [IBC 1011.5.2]
- The western handrail on the stair is loose and must be properly fastened. [IBC 1011.11]
- If the building is to be used for Business (B) occupancy, a 30-minute fire rated enclosure must be constructed around the stair at the second floor. Most likely, this would only affect the upper floor access and partition wall and the door to the former firehouse space, as the first floor walls themselves should be able to achieve this rating as is. This enclosure is not required for Mercantile (M) occupancies. [IEBC 802.2.1.5 and 802.2.1.9]

Fire Rating:

- The steel beams and wood floor structure at the second floor must be fire rated in case of a fire on the main floor. This rating can be achieved with a rated ceiling assembly or with new intumescent paint. A ceiling would also reduce sound transfer between units.



104 south main street chelsea, michigan 48118 734.479.3660 (fax) 734.475.1992

www.dangerousarchitects.com dangerousarchitect@att.net DANNIS SHERIDAN - EXECUTIVE DIRECTOR

Plumbing:

- For both Business (B) or Mercantile (M) occupancy, the plumbing code requires one barrier free toilet and lavatory on the first floor. If the second story is able to be occupied and the building is Business (B) occupancy, two additional toilet rooms are required on the first floor to satisfy requirements for the second floor. In any case, all toilet rooms must comply with the barrier free requirements, which the existing toilet room does not and thus must be removed. [International Plumbing Code Table 403.1]
- The building is required to have two drinking fountains and one service sink. [IPC Table 403.1]
- The toilet room in the current business occupancy (National In Home Services) does not meet accessibility code. However, it is unlikely that it would be required to be modified, as no other significant work is being done in the tenant space and there is an existing and unmodified interior accessible route to the toilet rooms to be installed in the adjacent garage space. [ICC A117.1 604.2]
- The existing toilet rooms on the second floor do not meet accessibility code. Because the second floor itself is not barrier free, having barrier free toilet rooms on the second floor would not contribute to the necessary facilities. However, if the toilet rooms are to remain functional in any fashion, they would still be required to meet accessibility code. Thus, the second floor toilet rooms must be renovated to be barrier free or removed altogether. [ICC A117.1 604.2]

Mechanical:

- While we are not certain of the capacity of the existing HVAC system, it is certain that a new furnace would be required to heat the second floor spaces. Likewise, a new condenser will be required for cooling. These systems could be housed in a room on the second floor which is at least 88 square feet, which could potentially satisfy the requirement of reducing the floor area of the second floor, as mechanical rooms are rarely counted in space occupancy calculations. This issue needs further evaluation during a design development stage.
- The second floor attic must also be ventilated with some sort of forced air exchange. The vents on the northwest and southeast facades suggest some sort of louver ventilation system, although the extent and functionality of such a system is unknown without inspecting the attic space. It is likely the building will require repair or replacement of any such system for air exchange.

Electrical:

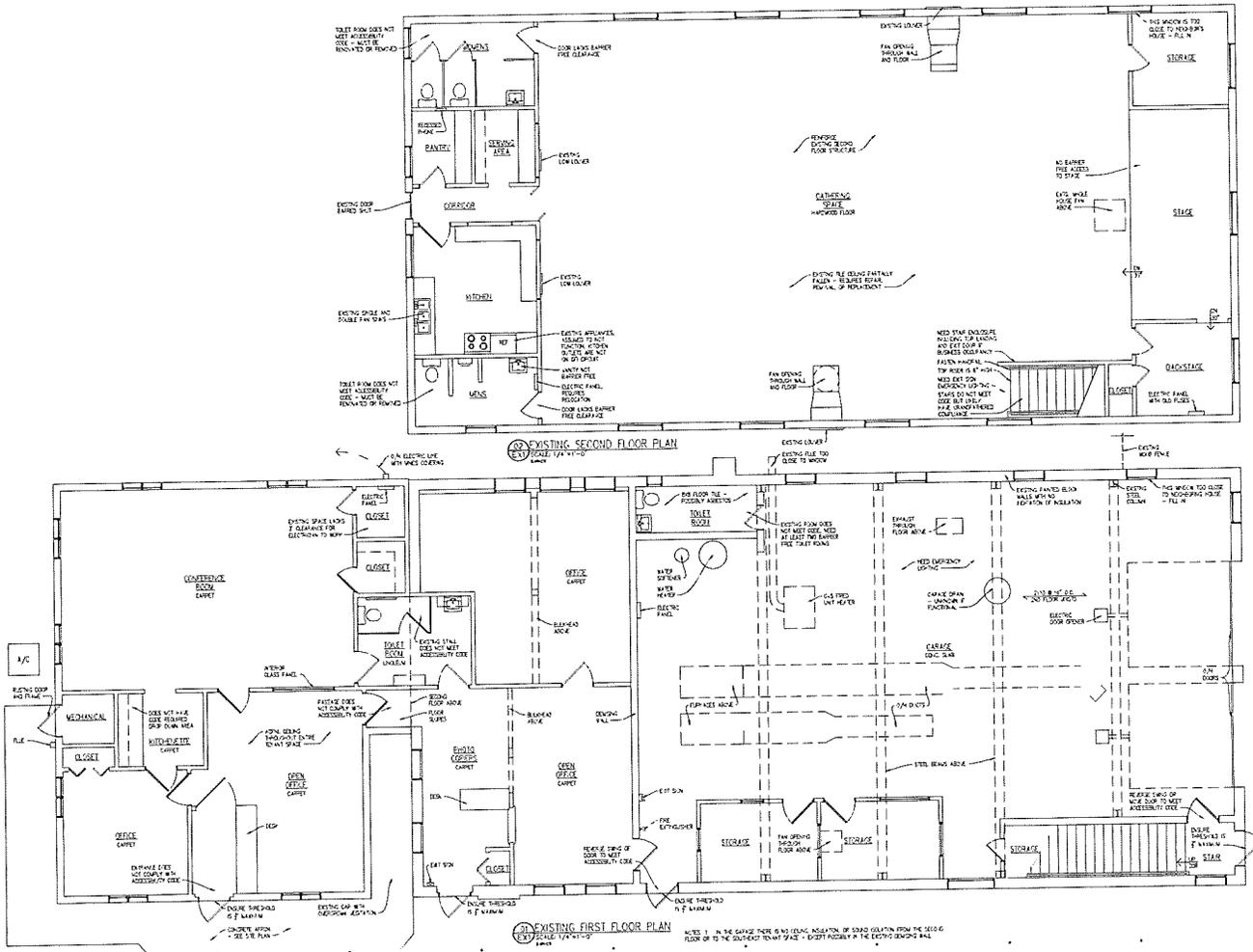
- Exterior lights with a hardwired battery backup are required within three feet of any exterior door. We recommend new wall packs. [International Building Code 1008.3.2.5]
- Emergency exit lights must be installed at every exterior door and at the stairway. [IBC 1013.1]
- Interior spaces must have emergency lighting with battery backup to satisfy the exit lighting code.
- The vines hanging the exterior electric feed at the southwest of the building must be removed.

Please call or write with questions.

Thank you,

Scott McElrath, President
Dangerous Architects PC

75 BARKER ROAD - CODE REVIEW AND ASSOCIATED ESTIMATED CONSTRUCTION COSTS - 10.17.18			
Description - per code deficiency	Mercantile	Business	Cost
Site			
Parking lot frontage reduction	?	?	
Decorative masonry wall	?	?	
Barrier free parking sign at barrier free space	X	X	\$300.00
Wheel stops along building, re-stripe parking lot	X	X	\$2,000.00
Occupancy			
Floor structure reinforcement at second floor	X	X	\$15,000.00
New exterior door and stair from second floor	X	X	\$17,500.00
Building Envelope			
Insulate roof structure and walls at second floor	X	X	\$10,000.00
Remove vines	X	X	\$300.00
Patch and repair exterior block at cracks	X	X	\$2,000.00
Fill in windows where too close to neighbors (2)	X	X	\$500.00
Storm windows over existing	X	X	\$3,000.00
Accessibility			
New entry door and frame at ground level	X	X	\$1,500.00
Relocate stair door and patch wall	X	X	\$1,000.00
Asphalt cutting and new concrete apron at doors	X	X	\$1,000.00
Interior Stair			
Fasten handrail	X	X	\$250.00
New fire enclosure and interior door at top of stair		X	\$3,000.00
Fire Rating			
Fire rate second floor structure and ceiling assembly	X	X	\$11,000.00
Plumbing			
New barrier free accessible toilet room at main floor	X	X	\$10,000.00
Additional new toilet rooms (2) at main floor		X	\$20,000.00
Remove or remodel second floor toilet rooms	X	X	\$10,000.00
New drinking fountains (2)	X	X	\$1,500.00
New service sink	X	X	\$500.00
Associated plumbing demolition	X	X	\$5,000.00
Mechanical			
New second floor furnace and duct distribution	X	X	\$20,000.00
Repair or replace air exchange system	X	X	\$5,000.00
Toilet room exhaust fans	X	X	\$1,000.00
Electrical			
New exterior lights and wall packs (2)	X	X	\$800.00
Upgrade/replace second floor electrical system	X	X	\$15,000.00
New emergency lighting on both floors	X	X	\$3,500.00
New exit lights (3)	X	X	\$900.00
Subtotal:	\$138,550.00	\$161,550.00	
Builder Overhead & Profit (15%)	\$20,782.50	\$24,232.50	
Architect/Engineer Fee (6%)	\$8,313.00	\$9,693.00	
Permits	\$2,000.00	\$2,000.00	
Contingency (15%)	\$20,782.50	\$24,232.50	
TOTAL PRELIMINARY PROJECT ESTIMATE:	\$190,428.00	\$221,708.00	



PERMITS

CONTRACT

PROJECTIONS

PROJ. NO.

ISSUE

DATE

EX-1

PROFESSIONAL SEAL

REGISTERED PROFESSIONAL ARCHITECT

STATE OF MICHIGAN

NO. 48118

DAVID J. BARNER

15000 W. BARNER RD.

ANN ARBOR, MI 48106

APPRAISAL QUALIFICATIONS
of
JOHN R. WIDMER, JR., MAI

APPRAISAL EXPERIENCE

Over 32-years experience in the real estate appraisal field. Principal activities have included a wide range of income property valuation, primarily within the southeast Michigan region, with additional activity in outstate Michigan and northern Ohio. Appraisal assignments primarily include comprehensive narrative reporting of market value for owner-user and investment oriented properties. Additional experience includes appraisal review and consultation for an assortment of litigation matters, involving various property types. Real estate related services include property owner representation in ad valorem appeals filed with the Michigan Tax Tribunal.

ILLUSTRATION OF APPRAISAL EXPERIENCE

- 1990-Present: **Frohm & Widmer, Inc.** - specializing in the appraisal of income producing properties; extensive experience also with regard to owner/user properties and "going-concern" valuations; property types include but are not limited to, shopping centers, apartments, office and industrial buildings, and special use properties. Appraisals and consultation completed for tax and zoning appeals, estate and probate matters, mortgage financing, litigation involving foreclosed properties, condemnation procedures, feasibility analysis for new construction, establishing bid and/or sale prices, investment analysis and annual portfolio reviews for institutional investors. Additional appraisal related activity includes fee review assignments.
- 1986-1990: **Independent Fee Appraiser** - specializing in the preparation of narrative appraisal reports on various income producing properties. Appraisal assignments sub-contracted through local fee appraisers. Consulting services included condominium and single-family subdivision market studies, zoning appeal, and lease analyses.

ASSOCIATED CLIENTELE

Appraisals prepared for various local and national commercial banks, life insurance companies, governmental agencies, municipalities, attorneys, accountants, developers, institutional and private investors.

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Member, Appraisal Institute (MAI No. 9038 - August 1991)

(As of the date of this report, John R. Widmer, Jr. has completed the continuing education program for Designated Members of the Appraisal Institute)

Member - MAI Admissions Review Committee, Michigan Chapter

Member - Region III Ethics/Review and Counseling Committee

Certified General Appraiser - Permanent I.D. No. 1201000280 (through 7/31/2019)

GENERAL EDUCATION

Eastern Michigan University, Ypsilanti, Michigan (December 1985)

Bachelor Business Administration - Real Estate and Finance majors

Real Estate Related Courses:	Introduction to Real Estate Appraisal
	Property Management
	Real Estate Development (Ind. Study)
	Land Use Planning
	Economics
	Real Estate Law
	Real Estate Financing
	Investment Analysis

APPRAISAL EXAMINATIONS SUCCESSFULLY COMPLETED

American Institute of Real Estate Appraisers - Course 1A-1/8-1
"Real Estate Appraisal Principles"

American Institute of Real Estate Appraisers - Course 8-2
"Residential Valuation"

American Institute of Real Estate Appraisers - Course 1A-2
"Basic Valuation Procedures"

American Institute of Real Estate Appraisers - Course 1B-A
"Capitalization Theory and Techniques, Part A"

American Institute of Real Estate Appraisers - Course 1B-B
"Capitalization Theory and Techniques, Part B"

American Institute of Real Estate Appraisers
"Comprehensive Examination"

SPECIALIZED APPRAISAL EDUCATION

American Institute of Real Estate Appraisers - Course SPP
"Standards of Professional Practice"

American Institute of Real Estate Appraisers - Course 2-1
"Case Studies in Real Estate Valuation"

American Institute of Real Estate Appraisers - Course 2-2
"Report Writing and Valuation Analysis"

Appraisal Institute - Course 410
"Standards of Professional Practice - Part A (USPAP)"

Appraisal Institute - Course 420
"Standards of Professional Practice - Part B"

Appraisal Institute - Course 430
"Standards of Professional Practice - Part C"

Appraisal Institute - Course 520
"Highest and Best Use and Market Analysis"

APPRAISAL SEMINARS

A sampling of appraisal seminars I have attended include:

Leased Fee Valuation - Appraisal Institute
Valuation of Partial Interests - Appraisal Institute
Discounted Cash Flow Analysis - Appraisal Institute
Market Rate Extraction - Appraisal Institute
Current Issues & Misconceptions in the Appraisal Process - Appraisal Institute
Appraisal of Retail Properties - Appraisal Institute
Analyzing Operating Expenses - Appraisal Institute
Feasibility, Market Value, Investment Timing: Option Value - Appraisal Institute
Small Hotel/Motel Valuation - Appraisal Institute
Introduction to GIS Applications for Real Estate Appraisal - Appraisal Institute
Online Internet Search Strategies for Appraisers - Appraisal Institute
Michigan Appraisal Law - Appraisal Institute

I have presented the following seminars:

Understanding Appraisals (Commercial Lending Group - Michigan National Corporation)
"Nuts and Bolts" of the Market Approach (International Association of Assessing Officers)
Michigan Property Tax (Lorman Education Services)

NOTABLE APPRAISAL ASSIGNMENTS

Office:

Wilshire Plaza
(3) Class "A" Office bldgs.
3-story/547,000 SF
Troy, MI

Michigan National Bank
Corporate Headquarters
27777 Inkster Road
Farmington Hills, MI

American Center
Class "A" Office/Retail
25-story/623,773 SF
Southfield, MI

Standard Federal HQ
Class "A" Office
6-story/450,000 SF
Troy, MI

Columbia Center
Class "A" Office/Retail
13-story/250,000 SF
Troy, MI

Timberland Office Center
class A office park
355,000 square feet
Troy, MI

Volkswagen of N.A.
Headquarters - ±330,000 SF
Auburn Hills, MI

Retail:

Hudson's Department Store
Northland Center
Southfield, MI

Westwood Mall
enclosed regional mall
456,000 square feet
Jackson, MI

Meadowbrook Village
open-air "lifestyle center"
Rochester Hills, MI

Northland Mall
enclosed regional center
Southfield, MI

Grand Traverse Mall
enclosed regional center
Garfield Twp., MI

Fountain Walk
open-air "lifestyle center"
Novi, MI

Industrial:

Metro Airport Center
Foreign trade zone
297,941 square feet
Romulus, MI

Centerpoint Business Park
GM/Etkin joint venture
146 acres
Pontiac, MI

Reid Road Warehouse
Multi-tenant
673,534 square feet
Grand Blanc, MI

Office/research portfolio
AEW Capital Management
±400,000 square feet
Plymouth Twp., MI

Residential:

Franklin Park Towers
1,135 unit elevator project
Southfield, MI

The Willits
Luxury condos/CBD Retail
Birmingham, MI

Hidden Lake
Private, lakefront community
330 units, ±380 acres
Green Oak Township, MI

The Hamlet
954 unit P.D.D.
Canton Township, MI

Miscellaneous:

Forest Lake CC
Bloomfield Twp., MI

Suburban Collection
Novi Expo Center
Novi, MI

Townsend Hotel
full-service, luxury hotel
Birmingham, MI

Parking lots at DTW
13,600 spaces, long-term,
"off-airport" parking
Romulus, MI

EDS deep injection well
Valuation impact study
Romulus, MI

MIS - Motorsports Super
Speedway
Brooklyn, MI

SSIHM Monroe Campus
Motherhouse, accessory
land and structures
Monroe, MI

Multi-use:

Farmington Founders Park
Municipal recreation park
93.80 acres
Farmington Hills, MI

Treetops Resort
4-season Recreational
resort
Gaylord, MI

RECENT REPRESENTATIVE LIST OF CLIENTS

Financial Institutions:

Bank of America
JPMorgan Chase Bank
PNC Bank
TCF National Bank
Talmer Bank
Huntington Bank
Fifth Third Bank
People's Bank
The Private Bank
Level One Bank
Comerica Bank
First National Bank in Howell

Mortgage Companies:

AMI Capital, Inc.
AMRESO, Inc.
Bloomfield Acceptance Corp.
Eichler, Fayne & Associates
Hartger & Williard
J.E. Robert Company
Keycorp Mortgage, Inc.
Washington Mortgage Financial
Washington Capital

Attorneys:

Jackier Gould, PC
Hallahan & Associates, PC
Monaghan, PC
Honigman Miller Schwartz & Cohn, LLP
Frasco Caponigro Wineman & Scheible, PC
Secrest Wardle, PC
Sullivan & Leavitt, PC
Miller, Canfield, PLC
Wright Penning & Beamer, PC
Eastman & Smith Ltd.
Kerr, Russell and Weber, PLC
Steinhardt Pesick & Cohen, PC

Development/Investment:

AEW Capital Partners, LP
Biltmore Properties
Damavoletes Properties
Etkin Equities, Inc.
JP Morgan Investment Mgt., Inc.
JFK Investment Group
Kojaian Management
R.A. DeMattia Company
The Farbman Group
The Selective Group

Corporations:

Argus Corporation
Botsford General Hospital
Catherine McAuley Health Systems
Clark Refining & Marketing
Country Building Supplies
Daughters of Charity of St. Vincent dePaul
Roush Technologies
Environmental Disposal Systems, Inc.
Hines Park Lincoln Mercury
Jackson National Life
JCPenney
LDJ Electronics
McDonald Ford
Northwest Propane
Phillips Service Industries
Rush Trucking
Ticor Title Insurance Company
World Computer Corporation

Institutional Lenders:

AEGON USA Realty Advisors
Alexander Hamilton Life
CIBC World Markets
Citi Mortgage
IDS Financial Services
The Equitable of Iowa
Nomura Asset Capital Corporation
United of Omaha Life
Starwood Mortgage Capital, LLC

Government Related:

FDIC
FNMA
State of Michigan
M-DOT

Municipalities:

Adrian, Auburn Hills, Bear Creek Twp., Big Rapids, Birmingham, Cambridge Twp., Clinton Twp., Farmington, Farmington Hills, Garfield Twp., Greenville, Livonia, Marion Twp., Orchard Lake Village, Port Huron, Rochester Hills, Royal Oak, Southfield, Taylor, Tecumseh, West Bloomfield Twp., Westland

RICK SNYDER GOVERNOR	STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS BUREAU OF PROFESSIONAL LICENSING	M926238
CERTIFIED GENERAL APPRAISER LICENSE		
JOHN RUSSELL WIDMER JR		
LICENSE NO. 1201000280	EXPIRATION DATE 07/31/2019	AUDIT NO 3219136
THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN		

To: Mr. Dockett

From: Steve Aynes, Township Manager

RE: Requested Information Regarding 75 Barker

Date: January 22, 2019

You requested that I secure from Mr. Burns on his stationary a statement regarding the amount of taxes that would be paid if 75 Barker was on the tax roll.

Mr. Burns sent the attached e-mail in response to this request. He decided that this is an accessing matter, not a legal matter. He declined to make further comment.

Mr. Tom Monchak, Township Assessor, advised that the property was not on the list of taxable properties for 2018. He has provided the attached information as an example of what the taxes might have been for 2018 if 75 Barker was on the tax roll.

75 Barker

Estimate of 2018 Tax Income for Northfield Township

<u>Taxing Authority</u>	<u>Original Roll</u>	
NORTHFIELD TWP	\$	78.32
NFLD POLICE	\$	440.92
NFLD FIRE	\$	198.68
BUILDING BOND	\$	76.18
<hr/>		
SubTotal	\$	794.10
<hr/>		
(Summer) Admin Fee	\$	10.45
(Winter) Admin Fee	\$	30.63
<hr/>		
Grand Totals	\$	835.18

To: Township Board
From: Steve Aynes, Township Manager
RE: 75 Barker St. Update
Date: February 21, 2019

The Board approved the Goal Priorities for 2017-2018 which included improvements to both the building and the parking lot at 75 Barker.

The initial step was the Architecture Review completed October 17, 2018 and provided to the Board.

The Board approved having an appraisal of the property. That was completed and provided to the Board.

The DDA has submitted a letter recommending demolition of the building

Kiwanis plans to submit a new proposal for their use of the building.

In January shortly after the New Year holidays I was asked to meet with several members of Kiwanis to discuss their continued interest in the use of 75 Barker. I have made it clear several times that this decision is up to the Board. I was asked if I could have the Architect prepare an additional cost estimate and list of improvements. I contacted the Architect and he responded quickly and at no expense to the Township.

I provided Kiwanis this information from the Architect about what would have to be done to the building and exterior including the parking lot. See attached. This is dated 1-8-19. If the Board agreed to lease a portion of the building to Kiwanis, detailed lease would have to be negotiated. The building would have to be brought into compliance with all applicable requirements of the Township and the State of Michigan and any other applicable governmental unit before being allowed to open for business.

Does the Board have sufficient information to make decisions about the direction the Township should take with 75 Barker or is there anything else you want the Staff and/or consultants to do?

75 BARKER ROAD - CODE REVIEW AND ASSOCIATED PRELIMINARY ESTIMATED CONSTRUCTION COSTS for use of FIRST FLOOR ONLY - 1.8.19	
Description - per code deficiency	Cost
Site	
Decorative masonry wall	\$2,000.00
Barrier free parking sign at barrier free space	\$300.00
Wheel stops along building, re-stripe parking lot	\$2,000.00
Building Envelope	
Remove vines	\$300.00
Patch and repair exterior block at cracks	\$2,000.00
Fill in windows where too close to neighbors (2)	\$500.00
Storm windows over existing	\$3,000.00
Accessibility	
New entry door and frame at ground level	\$1,500.00
Relocate stair door and patch wall	\$1,000.00
Asphalt cutting and new concrete apron at doors	\$1,000.00
Fire Rating	
Fire rate and insulate second floor structure and ceiling assembly	\$13,500.00
Plumbing	
New barrier free accessible toilet room at main floor	\$10,000.00
New drinking fountains (2)	\$1,500.00
New service sink	\$500.00
Associated plumbing demolition	\$5,000.00
Mechanical	
Toilet room exhaust fans	\$500.00
Electrical	
New exterior lights and wall packs (2)	\$800.00
New emergency lighting	\$2,000.00
New exit lights (3)	\$900.00
Subtotal:	\$48,300.00
Builder Overhead & Profit (15%)	\$7,245.00
Architect/Engineer Fee (7%)	\$3,381.00
Permits	\$2,001.00
Contingency (15%)	\$7,245.00
TOTAL PRELIMINARY PROJECT ESTIMATE:	\$68,172.00

Note: The costs listed are for preliminary estimation only and are based on January 2019 construction costs. Costs will rise over time.

**Northfield Township
Police Department**

Memo

To: Township Board of Trustee's
From: Chief William Wagner
cc: Steve Aynes
Date: February 12, 2019
Re: POAM and COAM contract approval

Attached to this memo are the changes to both the POAM (Police Officers Association of Michigan) and the COAM (Command Officers Association of Michigan). Both of these contracts are nearly identical with the exception of the wage scale. I am attaching only the changes to the contract but will email the current full contract in case someone would like to compare. Board members will have a color copy to see the track changes. Pages 1-15 are the changes to the POAM contract. The same changes will occur in the COAM contract. Page 16 of the packet (not numbered) is the change wage scale table for the Command contract. The last 2 pages of packet are a letter of understanding that was approved by the board several years ago. The only changes to this letter are that full time new hires were added as well as the years of previous service and step at which they will start is identified.

**NORTHFIELD TOWNSHIP
AND
POLICE OFFICERS ASSOCIATION OF
MICHIGAN
COLLECTIVE BARGAINING AGREEMENT
July 1, 2018 – June 30, 2022**

ARTICLE V – AUTHORIZATION FOR DUES/FEES
DEDUCTION UNION SECURITY

~~5.1: A bargaining unit employee may sign an authorization for deduction of dues/fees for membership in the Union. The authorization for deduction of dues/fees may be revoked by the bargaining unit member upon written notice to the Employer, with copy to the Union. 5.1: Employees who are members of the recognized bargaining unit who are not members of the Union may join the Union by initiating their Union application form and dues deduction authorization form.~~

~~5.2: The amount of dues/fees shall be designated by written notice from the Union to the Employer. If there is a change in the amount of dues/fees, such change shall become effective the month following transmittal of the written notice to the Employer. The Employer shall deduct the dues/fees once each month from the pay of the employees that have authorized such deductions.~~

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

~~5.3: Deduction of dues/fees shall be remitted to the Union at 27056 Joy Rd., Redford, MI 48239-1949. In the event a refund is due an employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain the appropriate refund from the Union. 5.3: Any employee of the Township covered by this Agreement who is not a member of the Union and who does not make application for membership within thirty (30) days from the effective date of this Agreement or from the date he or she first becomes a member of the bargaining unit, whichever is later, will as a condition of continued employment, pay to the Union a service fee as a contribution toward the administration of this Agreement, an amount equal to the membership dues of the Union. Employees who fail to comply with this requirement will be discharged within thirty (30) days after receipt of written notice to the Township from the Union unless otherwise notified by the Union in writing within said thirty (30) days and provided that the Union will release the Township from fulfilling the obligation to discharge if during such thirty (30) day period the employee pays the membership dues or service fee in accordance with this Agreement.~~

~~5.4: If an authorized deduction for an employee is not made, the Employer shall make the deduction from the employee's next pay after the error has been called to the Employer's attention by the employee or Union. 5.4: The Township agrees to deduct from the wages of an employee covered by this Agreement who is not a member of the Union, all Union service fees uniformly required as provided in a written authorization in accordance with the standard form used by the Union, provided that said form will be executed by the employee. The written authorization for Union service fee deduction will remain in full force during the period of this Agreement.~~

~~5.5: The Union will protect, save harmless and indemnify the Employer from any and all claims, demands, suits and other forms of liability by reason of action taken by the Employer for the purpose of complying with this article of the agreement. 5.5: Each employee and the Union hereby authorizes the Township to rely upon and to honor certification by the Police Officers Association of Michigan or its agent regarding specific dollar amounts to be deducted and the legality of the adopting action specifying such amounts of Union dues and service fees, which dues and service fees will be sent to the Police Officers Association of Michigan, 27056 Joy Road, Redford, Michigan 48239-9165. The amounts of dues and service fees deducted will be expressed in terms of specific dollars and cents to be deducted at the end of the first month following signing of the collective bargaining agreement, and on the first pay period thereafter.~~

~~5.6: Unless otherwise provided in this article, all matters pertaining to a bargaining unit employee establishing or reestablishing membership in the Union, including requirements established by the Union for providing paid services to non-union bargaining unit employees, shall be governed by the internal conditions mandated by the Union pursuant to its authority under section 10 (2) of the Public Employment Relations Act. 5.6: The Union agrees to save and hold harmless the Township from damages or other financial loss which the Township may be required to pay or suffer as a consequence of enforcing the above provision.~~

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

ARTICLE VI – GRIEVANCE PROCEDURE

- A. Step 3: Township Personnel Committee. If the matter is not satisfactorily settled at Step 2, the steward may submit the written grievance to the Township Manager.

ARTICLE XVI – RATIFICATION BONUS AND RETROACTIVITY

16.1: ~~23.5:—~~Each Full-time Officer shall receive a one thousand dollar (\$1,000.00) signing bonus. Each Part-time Officer shall receive a five hundred dollar (\$500.00) signing bonus. All wage increases set forth in this Agreement shall be retroactive to July 1, 2018.

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

ARTICLE XVII - UNIFORMS AND EQUIPMENT

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

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

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

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

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

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

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

Full-time: \$500.00 annual payment effective ~~12-01-04~~made on first pay period in month of December.

Part-time: \$300.00 annual payment made on first pay period in month of December.
effective ~~12-01-04~~

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

ARTICLE XVIII – FUNERAL LEAVE

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

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

ARTICLE XX – INSURANCE / RETIREE HEALTH CARE

20.1: Life Insurance.

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

20.2: Health Insurance.

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

The parties further recognize and acknowledge that as a result of the enactment of the Affordable Care Act, the Township cannot guarantee the structure, plan or design of any health insurance plan offered, or the availability of any such plan, as the structure and terms of potential health care plans available to the Township are uncertain at the time of executing this agreement as a result of the

Affordable Care Act. The Township will honor the hard caps currently offered and the funds expended for the hard caps will be utilized for the benefit of the union members. In light of the Affordable Care Act, management and the union will agree on a health care plan that is mutually agreeable, which meets criteria set forth above and which complies with the Affordable Care Act. The plan selected by management and the union ~~will~~may not be exclusive to the police department employees and ~~will~~may be available to all Township employees.

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

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

Each Calendar year, or part thereof, the Township will calculate the maximum amount that would be payable for health insurance for each employee from the patrol and command bargaining units that is participating in this Plan, consistent with the then current hard caps under MCL 15.563. This total amount shall be allocated and paid into a medical expense reimbursement fund ("FUND") as necessary to satisfy the Township's obligations under this Plan.

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

1. The Township shall provide and pay the medical insurance premiums for a ~~BCBSM, BCN65, Deduct \$3,000/20%/OV\$30~~ BCN Blue Cross/Blue Shield Simply Blue HAS PPO Silver \$2,700 Plan for each participating employee to the extent that the health insurance premiums for the employee are less than the applicable hard cap under MCL 15.563.
2. Contribute the balance allocated and remaining in the FUND for each participating employee to an individual Health Savings Account ("HSA"), not to exceed the maximum allowable deductible amount for the employee under the Internal Revenue Code. To the extent practicable, contributions to employee HSA's shall be made in equal amounts on July 1 and January 1 of each year. However, upon a showing of need and at the request of an employee, the Township may make advance contributions to an individual's HSA, not to exceed the applicable annual hard cap.
3. To the extent monies remain available in the FUND after satisfaction of its obligations under 1 and 2 above, the Township shall supplement the HSA contributions for employees in the insurance coverage class (i.e. single, 2 person, family). Allocations under this subsection 3 shall be first made to the insurance coverage class with the least difference between the annual insurance premium costs and the applicable hard cap.
4. Any FUND balance not allocated or paid under 1 through 3 above shall revert to the Township.

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

~~D.C.~~ To the extent HSA contributions are made in advance, employees separating from employment for any reason shall be required to account for expenditures made for the HSA for the current calendar year, and return any unused portion attributable to the unused advance portion of the contribution made. HSA contributions received in advance, but expended for appropriate medical expenses prior to separation, shall not be subject to repayment. The Township is authorized to deduct the amount due as repayment from any last paycheck or benefit otherwise payable to the separating employee.

~~E.D.~~ Notwithstanding anything herein to the contrary, the Township shall not be required to pay for any premium, contribution or expense of the Plan in excess of the aggregate amount calculated for the hard caps for all participating employees. It shall be the sole responsibility of each participating employee to obtain, maintain, and pay for health insurance premiums, medical expenses, and prescription costs not covered by the Plan. With the consent of the Township, which shall not be unreasonably withheld, the Union may designate a different insurance policy to be used by its members under this Plan, which shall not affect the amount payable by the Township under the terms of this Plan. It is understood that contributions from the FUND to employee HSA's may be considered taxable income for the employee and subject to penalties unless properly accounted for and used by the employee. Liability for HSA use shall be the sole responsibility of the employee.

~~F.E.~~ It is understood that the provisions of the Plan are intended to be in lieu of any payment or contribution obligation on the part of the Township with respect to retiree health care.

~~G.F.~~ Employees eligible for alternative medical insurance from another source at reasonable expense are not eligible to participate in the Plan. Each employee shall disclose to the Township the availability of alternative medical insurance from another source. By providing the Township with appropriate proof of alternative medical insurance from another source, qualified employees that are ineligible for participation in the Plan shall be entitled to an annual bonus equal to \$4,000, pro-rated for the months of ineligibility, and which will be paid in December of each year. Employees who leave employment prior to the December eligibility date shall receive a pro-rated payment.

~~H.G.~~ In the event the Township is subjected to any tax, penalty, fine, or expense by the federal government on account of not directly providing medical or health insurance for the bargaining unit employees, the employer and the union will within thirty (30) days begin negotiations to comply with the law and avoid such tax, penalty, fine, or expense.

ARTICLE XXII – LEAVES OF ABSENCE

MILITARY LEAVE

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

MATERNITY LEAVE

22.2: When an employee's physician states, in writing, that she cannot work due to pregnancy, such employee will be allowed to use her accumulated PTO for said leave of absence. In addition, the unpaid personal leave section of this Agreement will be applicable to maternity leave.

UNPAID PERSONAL LEAVES

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

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

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

ARTICLE XXIII – WAGES

23.1: Police Officers will receive a 2.5% raise each year for the duration of this agreement. ~~In~~As of July 1, 2018, each Police Officer shall receive a six percent (6%) raise. ~~In~~On July 1, 2019 and July 1, 2020, each Police Officer shall receive a five percent (5%) raise. ~~In~~On July 1, 2021, each Police Officer shall receive a four percent (4%) raise. These increases ~~is~~ increase ~~are~~ is reflected in the charts below.

23.2: Full-time Officers' Annual Compensation:

	07/01/2018 – 06/30/2019	07/01/2019 – 06/30/2020	07/01/2020 – 06/30/2021	07/01/2021 – 06/30/2022
Starting	\$42,879.30	\$45,023.27	\$47,274.42	\$49,165.40
After one (1) year	\$50,458.42	\$52,981.33	\$55,630.40	\$57,855.62
After two (2) years	\$56,060.08	\$58,863.08	\$61,806.24	\$64,278.49
After three (3) years	\$59,538.54	\$62,515.46	\$65,641.24	\$68,266.89
After four (4) years	\$62,494.78	\$65,619.52	\$68,900.50	\$71,656.51

23.3: Part-time Officers Hourly Compensation:

	07/01/2018 – 06/30/2019	07/01/2019 – 06/30/2020	07/01/2020 – 06/30/2021	07/01/2021 – 06/30/2022
Zero to two (2) years	\$17.71	\$18.60	\$19.53	\$20.31
After two (2) years	\$21.18	\$22.24	\$23.35	\$24.28
After three (3) years	\$22.50	\$23.63	\$24.81	\$25.80
After four (4) years	\$25.22	\$26.48	\$27.80	\$28.91

ARTICLE XXIV – OVERTIME AND RECALL

24.1: Overtime, for full-time employees, is defined as time actually worked in excess of ~~eighty-four~~ ~~forty~~ (40) ~~hours~~ ~~in~~ ~~one~~ ~~two~~ (1.2) weeks. Overtime will be compensated either in pay at the rate of time and one-half (1 ½) the employee's hourly rate, or in compensatory time at time and one-half (1 ½) the overtime hours worked, at the option of the employee. Election of pay or compensatory time will be on an occurrence by occurrence basis, budget permitting. If the employee does not request compensatory time, he or she will automatically be paid overtime.

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

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

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

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

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

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

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

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

24.10: The changes made to this Article shall be adopted only if the short shift is eliminated. If the short shift is not eliminated, Article XXIV – Overtime and Recall from the previous POAM Officers Contract shall apply. If the changes made to this article do not take place, the officers' workweek shall consist of 80 hours in a two-week period.

ARTICLE XXV – HOLIDAY PAY

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

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving
President's Day	Friday following Thanksgiving

Good Friday (half day)
Memorial Day
July Fourth
Labor Day

Christmas Eve
Christmas Day
New Year's Eve (full day)

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

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

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

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

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

25.6: Upon separation, an amount shall be paid, prorated for the holidays that occurred while the officer was employed during the calendar year.

ARTICLE XXVI – DUTY DISABILITY BENEFITS

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

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

26.3: To the extent that an officer has utilized Personal Time Off ("PTO") in the two week period before workers' compensation coverage begins, then the Township shall credit the officer's PTO in the amount of PTO time used in the two week period. If the officer receives compensation during the two-week period prior to the initiation of workers' compensation coverage, then the

officer shall reimburse the Township for wages provided by the workers' compensation carrier for the same period.

ARTICLE XXVII – SICK / VACATION / PERSONAL DAYS

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

~~27.12: "Sick", "Vacation" and "Personal" days are included in one classification: Personal Time Off ("PTO"). The above classifications of leave time will be condensed into one (1) Class: Personal Time Off ("PTO").~~

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

~~27.34: The PTO's will be utilized for vacation leave, sick leave, as well as personal days. Employees will be allowed to use PTO time as they have in the past.~~

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

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

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

~~27.87: Employees may elect to receive pay in lieu of accrued and unused PTO that has been carried over from the prior fiscal year; provided however, that the payout shall not reduce an officer's PTO bank below one hundred and twenty (120) hours, at their current rate of pay in effect.~~

~~A. Requests must be made in writing or e-mail to the employee's immediate supervisor up to twice per calendar year.~~

~~B. The employee will receive the PTO payout within four (4) weeks after notice on a regularly scheduled pay period at their current rate of pay. Employee may be paid sooner under extenuating circumstances upon approval of the Director of Public Safety or his designee.~~

Formatted: Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

27.68: Scheduling:

~~A. The Schedule shall be posted before/by the 1st of the month prior to the month scheduled.~~

Formatted: Superscript

~~B. Vacation/Time Off Requests may make use of PTO or compensatory time.~~

Formatted: Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

C. Time Off Requests submitted before/by the 1st of the month prior to Posting shall be honored by seniority, shall not be unreasonably denied and shall be approved or denied in timely fashion, not to exceed two (2) weeks from the 1st of the month prior to posting.

Formatted: Superscript

Formatted: Superscript

D. Time Off Requests submitted on/after the 1st of the month prior to posting, including after the schedule is posted, shall not be unreasonably denied; shall be honored in the order received, regardless of seniority; and shall be approved or denied in timely fashion, not to exceed two (2) weeks from when requested.

Formatted: Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

Formatted: Superscript

E. A denial of a Time Off Request shall not preclude an Officer from being allowed to Exchange Shifts with another.

Formatted: Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

ARTICLE XXIX – HOURS OF WORK

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

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

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

29.4: The Employer may transfer employees to other shifts for manpower needs. The transfer may occur voluntarily, based on seniority, or the transfer may be forced, based on the employee with the least amount of seniority. ~~employee transferred will be the employee with the least amount of seniority.~~

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

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

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

ARTICLE XXXIII – COMPENSATORY TIME

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

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

33.3: Employees will be allowed to use compensatory time as they have in the past. It is understood that the Public Safety Director has the right to deny the taking of compensatory time, taking into consideration the operating needs of the department.

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

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

A. Requests must be made in writing or email to the employee's immediate supervisor up to twice per calendar year.

B. The employee will receive the compensatory time payout within four (4) weeks after notice, on a regularly scheduled pay period at their current rate of pay. Employee may be paid sooner under extenuating circumstances upon approval of the Director of Public Safety or his/her designee.

Formatted: Indent: Left: 1", No bullets or numbering

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

ARTICLE XXXV – TERMINATION OF AGREEMENT

35.1: This Agreement will be in full force and effect from ~~July 1, 2013~~ July 1, 2018 -to and including ~~June 30, 2022~~ June 30, 2015 and will continue in full force and effect until a written notice of desire to cancel or terminate the Agreement is served by either party upon the other.

35.2: Either party may serve upon the other a notice, at least sixty (60) days prior to ~~June 30, 2015~~ June 30, 2022, advising that such party desires to modify this Agreement.

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

SIGNATURES:

ARTICLE XXIII – WAGES

23.1: Command Officers will receive a raise each year for the duration of this agreement. As of July 1, 2018, each Command Officer shall receive a six percent (6%) raise. On July 1, 2019 and July 1, 2020, each Command Officer shall receive a five percent (5%) raise. On July 1, 2021, each Command Officer shall receive a four percent (4%) raise. These increases are reflected in the charts below.

23.2: Sergeants: 13% over the highest paid Police Officer's base salary.

07/01/2018 - 06/30/2019: \$70,619.10

07/01/2019 – 06/30/2020: \$74,150.05

07/01/2020 – 06/30/2021: \$77,857.56

07/01/2021 – 06/30/2022: \$80,971.85

23.3: Lieutenants: 10% over the highest paid Sergeant's base salary.

07/01/2018 - 06/30/2019: \$77,681.01

07/01/2019 – 06/30/2020: \$81,565.05

07/01/2020 – 06/30/2021: \$85,643.31

07/01/2021 – 06/30/2022: \$89,069.03

**LETTER OF UNDERSTANDING OF
COLLECTIVE BARGAINING AGREEMENT BETWEEN
NORTHFIELD TOWNSHIP
AND THE
POLICE OFFICERS ASSOCIATION OF MICHIGAN**

JULY 1, 2018 – JUNE 30, 2022

In an effort to attract more experienced officers, Northfield Township (“the Employer” or “the Township”) and the Police Officers Association of Michigan (“POAM” or “the Union”) agree to allow the Public Safety Director to set the pay rate for both part time and full time officers covered under the July 1, 2018 – June 30, 2022 Collective Bargaining Agreement (“CBA”).

Any part time officer hired with five (5) or more years of Michigan Commission on Law Enforcement Standards (“MCOLES”) certified officer road experience will start at second step of the pay table in section 23.3 of the CBA. Any full time officer hired with five (5) or more years of MCOLES certified officer road experience will start at the second step of the pay table in section 23.2 of the CBA following completion of FTO training.

Any part time officer hired with fifteen (15) or more years of MCOLES certified officer road experience will start at third step of the pay table in section 23.3 of the CBA. Any full time officer hired with fifteen (15) or more years of MCOLES certified officer road experience will start at the third step of the pay table in section 23.2 of the CBA following completion of FTO training.

Any part time officer hired with 25 or more years of MCOLES certified officer road experience will start at fourth step of the pay table in section 23.3 of the CBA following completion of FTO training. Any full time officer hired with 25 or more years of MCOLES certified officer road experience will start at the fourth step of the pay table in section 23.2 of the CBA following completion of FTO training.

The wage scales referenced in this letter apply only to officers hired after the date this letter is executed by the Township and the Union. This letter does not impact or affect the wages of any current officer employed by the Township.

AFFIRMATION

IN WITNESS WHEREOF, the parties agree that this Letter of Understanding is non-precedent setting and that neither party can use this agreement in any future negotiations and/or arbitration proceedings not directly related to this Letter of Understanding. The parties agree that this Letter of Understanding shall expire with the expiration of the CBA.

FOR THE UNION

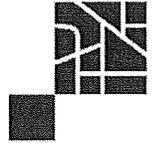
FOR THE EMPLOYER

President

William Wagner, Public Safety Director

Date: _____

Date: _____



MCKENNA

Memorandum

TO: Planning Commission, Charter Township of Northfield

FROM: Paul Lippens, AICP; Director of Urban Design and Mobility

SUBJECT: Authorization of the 63-day public review of the 2019 Master Plan

DATE: February 21, 2019

Dear Township Board:

Planning Commission voted to recommend that the Township Board authorize the 2019 Master Plan for a 63-day public review. The vote took place at the Planning Commission meeting on February 20th. At the meeting the Planning Commission requested four minor revisions be made to the plan. Planner Paul Lippens will attend Tuesday February 26th meeting with the Township Board and respond to any comments.

At this time, we recommend the Township Board authorize the 2019 Master Plan for 63-day public review period.

Respectfully submitted,

McKENNA ASSOCIATES

Paul Lippens, AICP
Director of Transportation and Urban Design

Irvin Wyche,
Assistant Planner

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Steve Aynes
Date: 2/21/19
Re: Rezoning Requests for 9615 Main St., and 9230 Main St.

Dear Township Board,

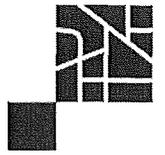
The Planning Commission held Public Hearings on Wednesday, February 20, 2019 to consider two zoning requests:

- Mary Czech, owner of the parcel at 9615 Main St. (formerly occupied by Family Video), request to amend the text of the current zoning classification of WLD-D (Whitmore Lake Downtown – Downtown) district to include first floor residential. The applicant wishes to convert a part of the first-floor space to residential. There is an existing occupied second floor residential space. As we understand it, a portion of the first floor would remain a leasable commercial space.
- Karen Alexa, owner of the parcel at 9230 Main St. (formerly Mickey’s Pizza), request to rezone the parcel from its current zoning classification of SR-2 (Single Family Residential) to WLD-W (Whitmore Lake Downtown – Waterfront). The applicant proposes to sell the property to allow for a re-establishment of the retail/service/commercial use.

Both requests were reviewed at the February 20, 2019 Planning Commission meeting and were recommended for approval by the Board of Trustees. Information is attached.

Sincerely,

Steve Aynes
Northfield Township Manager



MCKENNA

January 31, 2019

Mary Bird
Zoning Coordinator
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

Subject: Rezoning Request – Family Video (Mary Czech); 9615 Main Street; Application Dated January 31, 2019

Dear Ms. Bird:

Mary Czech, the owner of the parcel at 9615 Main Street (Parcel ID#: B-02-05-253-005), requests to amend the text of the current zoning classification of WLD-D (Whitmore Lake Downtown - Downtown) District to include first floor residential. The applicants parcel is approximately 0.425 acres and is located on the west side of Main Street, just north of the Barker intersection. The site was formerly occupied by Family Video and the commercial space is currently vacant. The applicant wishes to convert a part of the first-floor space to residential. There is an existing occupied second floor residential space. As we understand it a portion of the first floor would remain a leasable commercial space. We have reviewed the request and offer the following comments:

Site Photo: 9230 N. Main Road (Source: Google Maps 2019)



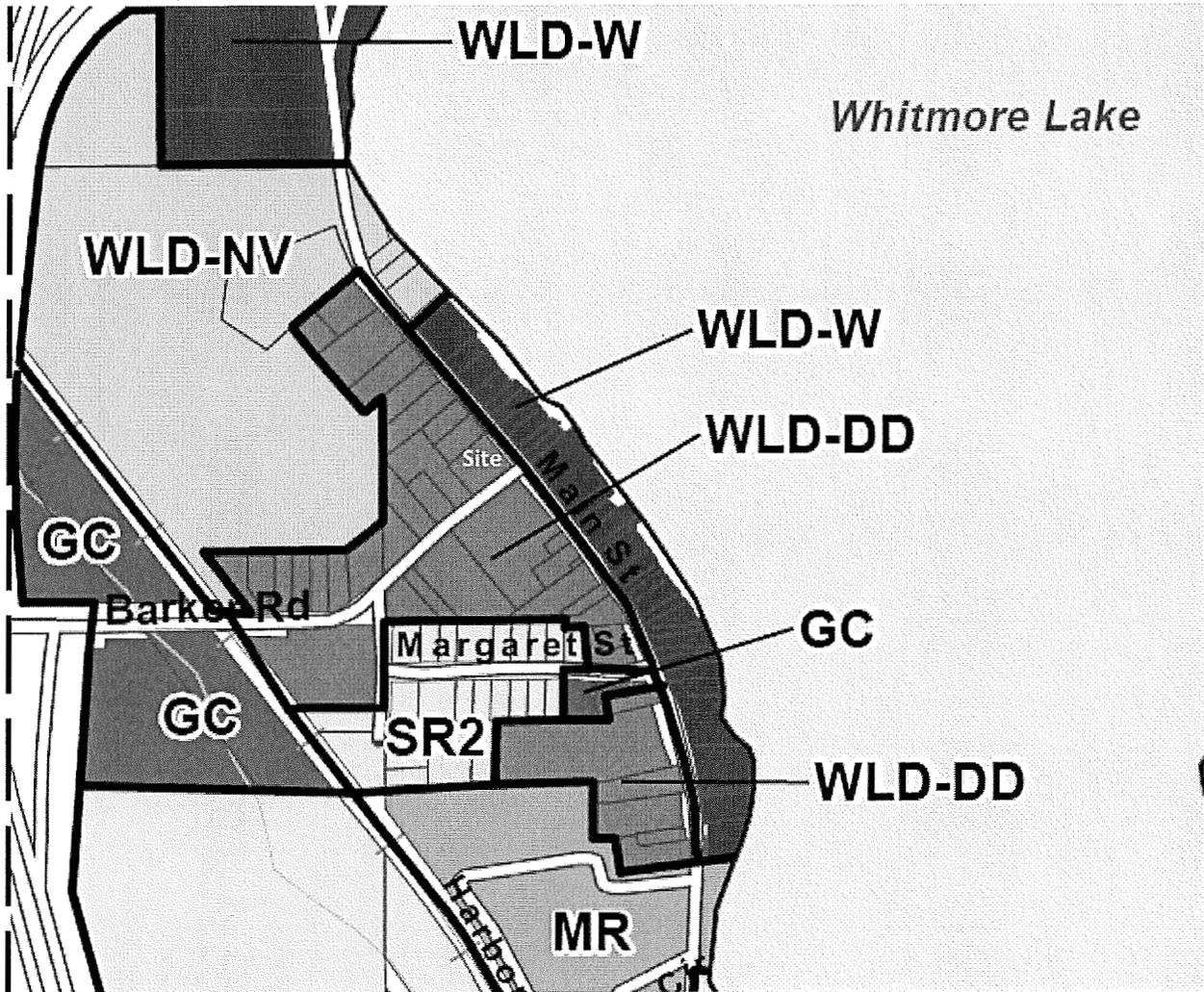
HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



Zoning: 9230 N. Main Road



A. REVIEW COMMENTS

1. **Existing Conditions.** The application is made by a site that occupied by an existing retro-fitted residential structure with a commercial space to house a Family-video that is now vacant. The house has an existing residential tenant on the second floor. The site has a small parking area along the south side of the property.



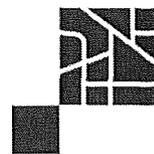
The current land use, future land use, and existing zoning classifications of the site and surrounding parcels are summarized in the table below:

Location	Existing Land Use	Future Land Use	Existing Zoning
Site	Vacant commercial, occupied residential	VC- Village Center – Mixed Use	WLD-DD Whitmore Lake Downtown
North	Single Family Residential use	VC- Village Center – Mixed Use	WLD-DD Whitmore Lake Downtown
West	Commercial Use	VC- Village Center – Mixed Use	WLD-DD Whitmore Lake Downtown
South	Commercial Use	VC- Village Center – Mixed Use	WLD-DD Whitmore Lake Downtown
East	Single Family Residential use	VC- Village Center – Mixed Use	WLD-W Whitmore Lake Waterfront

2. **Required Information.** Section 36-1005 of the Zoning Ordinance describes information required for any petition involving an amendment to the official Zoning Map. The information required to enable a review of the request has been obtained from the applicant.
3. **Master Plan.** The Future Land Use designation of the property is VC, Village Center - Mixed Use. The Township is currently updating its Master Plan; however, a fair amount of planning has been conducted in the Downtown and North Village areas that support a more flexible approach to residential uses in the downtown area. The Downtown Strategic Action Plan and Design Framework specifically supports first floor retail in Townhomes, mixed use buildings, and senior housing. The framework also creates a new Future Land Use designation of Village Center – Cottage Retail, which supports single family and duplex housing in the downtown area. Downtown Strategic Action Plan and Design Framework has been approved by the Planning Commission and the Township Board with the stated intent of adopting it as part of the current Master Plan update. The proposed text amendment is consistent with the Planning policy of the Township.
4. **Zoning.** The existing zoning district is WLD-D, a text amendment to the WLD-D is proposed to permit first-floor residential.:

Permitted Uses in the WLD-D District

- a. Single family residential (Upper Floors Only)
- b. Two-family dwellings (Upper Floors Only)
- c. Multiple Family dwellings (Upper Floors Only)



- d. Home occupations (Upper Floors Only)
- e. Business and professional offices.
- f. Medical and dental offices.
- g. Retail uses including food services retail and general retail.
- h. Motels and hotels.
- i. Restaurants without drive-through.
- j. Personal service establishments like tailor, laundry, dress maker etc.
- k. Essential Services.
- l. Bed and Breakfast Inns.
- m. Financial services without a drive-through.
- n. Family child care homes, adult foster care family homes, foster family homes and foster family group homes.

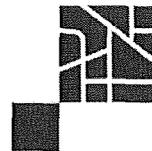
Conditional Uses in the WLD-D District

- a. Printing, lithographic and blueprinting services.
- b. Light industrial and research-oriented uses.
- c. Places of worship, cemetery or public building.
- d. Funeral homes.
- e. Animal hospitals or clinics.
- f. temporary outdoor sales when done in conjunction with business on site.
- g. A few other uses that would not fit in or be feasible on the subject site such as vehicle dealership etc.

5. Zoning Ordinance Findings of Fact Required. Section 36-1006(a) of the Zoning Ordinance provides the following findings of fact that must be evaluated and stated by the Planning Commission when it makes a recommendation on a Zoning Ordinance amendment:

a. Whether or not the requested zoning change is justified by a change in conditions since the original ordinance was adopted, or by an error in the original ordinance.

The requested rezoning is justified to allow for a use that had existed in the downtown area and particularly the homes on the west side of main street north of Barker Road. While past Master Plans supported the future development of residential in the Downtown and North Village areas as being exclusively on the upper floors. The 2016 North Village Plan and the 2017 Downtown Strategic Action Plan and Design Framework support first-floor residential in appropriate design contexts, recognizing a change in economic conditions of both the retail and housing markets in the Township. The proposed text amendment is compatible with the existing/prior use of the district.



- b. The precedents, and the possible effects of such precedents, which might result from approval or denial of the petition.** In this case, a text amendment to permit first-floor residential as a conditional use in the WLD-D and WLD-NV district is preferable to rezoning the site to WLD-W because it will not set a precedent for rezoning WLD-D properties to accommodate first-floor residential uses.
- c. The capacity of the township or any other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved.** The existing and proposed uses in the WLD-D district are not likely to exceed the capacity of the Township to provide services to the site/area. The proposed rezoning is being requested to change the zoning on the site to accurately reflect the proposed and prior use of the property.
- d. Effect of approval of the petition on the condition and/or value of property in the Township or in adjacent municipalities.** The adjacent zoning classifications of the sites to the north, south and west is WLD-D and the east is WLD-W. We are not aware of any impacts to the values of the adjacent properties expected from the text modification. We note that residential properties to the north, which have first-floor residential are currently legal non-conforming uses. The proposed change will bring these properties more into compliance with the Ordinance.
- e. Relation of the petition to the adopted land use development plan of the township, and of other government units where applicable.** As previously stated, the Future Land Use designation of the site in the Master Plan is Village Center Mixed Use. The 2017 Downtown Strategic Action Plan and Design Framework supports first floor residential through mixed use buildings and townhomes.

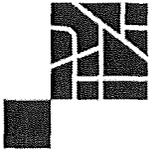
B. PROPOSED TEXT AMENDMENT TO ACCOMMODATE FIRST-FLOOR RESIDENTIAL IN THE WLD ZONING DISTRICTS

The recommended text amendment follows. New Text is underlined. Removed text is ~~struck through~~.

Sec. 36-340. - Uses permitted.

(a) Authorized uses are identified in the table below. The uses permitted in the WLD are arranged in a unique manner, referring to the uses permitted in other districts.

(b) If a use is not listed but is similar to other uses within a category, the zoning administrator may make the interpretation that the use is similar to other uses, and is permitted to the same extent and under the same conditions as the similar use



Permitted Uses

Uses which are permitted by right (P); uses subject to conditional use approval (C); not permitted uses (NP); or uses permitted on upper floors only and subject to conditional use approval on the first floor (UP/C)

	WLD-D	WLD-W	WLD-NV
Single-family dwellings and any use, building, or structure accessory thereto	UP/C	P	UP/C
Two-family dwellings and any use, building, or structure accessory thereto	UP/C	C	UP/C
Multiple-family dwelling and any use, building, or structure accessory thereto	UP/C	C	UP/C
Home occupations	UP/C	P	UP/C

C. RECOMMENDATION

We recommend that the Planning Commission recommend that the Township Board of Trustees approve the applicant's request to amend the text of the WLD-D District and the WLD-NV District in include first-floor residential subject to conditional use approval for the following reasons:

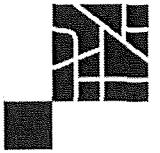
1. The proposed WLD-D and WLD-NV zoning would be consistent with recommendations for change in the current Master Plan update for the area.
2. The proposed WLD-D and WLD-NV zoning recognizes the existing land use pattern in the area which is includes legal non-conforming first floor residential in the WLD-D Zoning District.
3. The uses permitted in WLD-D and WLD-NV zoning amendment would be compatible with existing conditions, zoning classifications, and permitted uses on neighboring sites.
4. The proposed WLD-D and WLD-NV zoning amendment is consistent with the pattern of development in the area.
5. The proposed WLD-D and WLD-NV zoning amendment does not take away from a community need in the downtown area in the area.
6. The proposed WLD-D and WLD-NV zoning amendment zoning fulfills all of the Findings of Fact of Section 36-1006(a)(1) through (5) of the Zoning Ordinance.

Respectfully submitted,

MCKENNA



Paul Lippens, AICP, NCI
Director of Urban Design and Mobility



February 15, 2019

Mary Bird
Zoning Coordinator
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

Subject: Rezoning Request – Mickey’s Pizza (Karen Alexa)/9230 Main Street; Application Dated January 23, 2019

Dear Ms. Bird:

Karen Alexa, the owner of the parcel at 9230 Main Street (Parcel ID#: B-02-05-368-006), requests to rezone the parcel from its current zoning classification of SR-2 (Single Family Residential) District to WLD-W (Whitmore Lake Downtown - Waterfront) District. This parcel is approximately 0.08 acres and is located on the east side of N. Main Street, just south of East Shore Drive intersection. The site was formerly occupied by Mickey's Pizza restaurant which has remained vacant since 2016 and has been out of business since 2015 per Assessor's records. The applicant proposes to sell the property to allow for a re-establishment of the retail/service/commercial use. We have reviewed the request and offer the following comments:

Site Photo: 9230 N. Main Road (Source: Google Maps 2019)





COMMENTS

1. **Existing Conditions.** The site is a small parcel occupied by an existing single story building. The site has a small parking area and a few trees along the rear (east) property line. The property was occupied by Mickey's Pizza restaurant since the 1960's (per the applicant), and the restaurant use was discontinued in 2015, per Assessor's records.

The current land use, future land use, and existing zoning classifications of the site and surrounding parcels are summarized in the table below:

Location	Existing Land Use	Future Land Use	Existing Zoning
Site	Vacant – Mickey's Pizza building	MDR - Medium Density Residential	SR-2 Single Family Residential
North	Mixed use building – vacant first story, apartment second story	MDR - Medium Density Residential	SR-2 Single Family Residential
West	Single Family Residential use	MDR - Medium Density Residential	MR – Multiple Family Residential
South	Single Family Residential use	MDR - Medium Density Residential	SR-2 Single Family Residential
East	Single Family Residential use	MDR - Medium Density Residential	SR-2 Single Family Residential

2. **Required Information.** Section 36-1005 of the Zoning Ordinance describes information required for any petition involving an amendment to the official Zoning Map. The information required to enable a review of the request has been obtained from the applicant.
3. **Master Plan.** The Future Land Use designation of the property is MDR Medium Density Residential (1/4 ac to 1 acre lots). The intent of this designation is to allow for 1 to 4 dwelling units per acre depending upon the availability of sewer. The Master Plan also describes the future development in terms of five subareas of the Township. The site is in the Central Subarea (#5) where a mix of single family residential, multiple family residential, commercial, office and other uses were planned for and expected. The existing land use survey conducted in 2014 at the time of the last Master Plan update *incorrectly* identified the use of this parcel and its neighbors to the north as residential uses. As a result, at the time of designation of the future land use categories, it appears that the plan assigned a residential designation to the subject property and its neighbors.

Based on the Township history and commonly known information, the site has been occupied by a commercial use for decades. A retracing of the zoning on the property indicates that the parcel and



its neighbors were always zoned single family residential and the designation was not changed anytime in the past several years. Mickey's Pizza was operating as a legal non-conforming use in the SR-2 district, just like the gas station located at the corner of N. Main and East Shore. Upon discontinuance of the use in 2015, the applicant had 365 days under the provisions of Section 36-902 (2) Zoning Ordinance, to re-commence the use. After the expiration of this period, the parcel no longer was protected as a legal non-conforming use and is required to now be used in conformance with the underlying zoning.

The use or conversion of the subject site and the 2 parcels to its north for exclusively single family residential uses is unrealistic due to challenges in compliance with current residential codes and possible contamination in the soil from the gas station. The subject site and the properties to its north are more suited to a neighborhood commercial type designation, rather than a single family designation. The Master Plan is currently in the process of being reviewed by the Planning Commission and the change in the zoning of the subject site and its neighbors to the WLD-W district would be part of our recommendation. Such a rezoning would allow for the creation of continuous zoning district extending along the east side of Main Street southwards from the existing Harbor Club beach area, to include the Church, gas station, mixed use building and subject site.

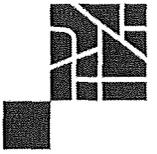
4. **Zoning.** The existing zoning district is SR-2 and the proposed district is WLD-W. Permitted and conditional uses in the SR-2 district are as follows:

Permitted Uses in the SR-2 District:

- a. Single-family dwelling and any use, building or structure accessory thereto.
- b. Family child care homes, adult foster care family homes, foster family homes and foster family group homes.
- c. Home occupations.
- d. An open space development where a minimum of 50 percent of the total buildable area is permanently preserved as dedicated open space.

Conditional Uses in the SR-2 District

- a. Two-family dwelling and any use, building or structure accessory thereto.
- b. Public utility structure located on the surface of the ground including but not limited to transformer substations, pumping stations, communications relay stations, gas and steam regulation valves and stations; provided that storage of materials, inoperative equipment, vehicles, or supplies shall be located in a building, that no personnel shall be quartered or employed on the premises, and that structure shall be designed, erected, and landscaped in such a manner as to conform as much as possible with the character of this district.
- c. Commercial communications apparatus, if located on existing commercial communications or electrical towers, or other existing appropriate structure.



- d. An open space development where less than 50 percent of the total buildable area is permanently preserved as dedicated open space.
- e. Bed and breakfast operations.
- f. Child care and group child care homes.
- g. A church, synagogue, cathedral mosque, temple or other building used for public worship.
- h. A cemetery.

Permitted Uses in the WLD-W District

- a. Single family residential.
- b. Home occupations.
- c. Business and professional offices.
- d. Medical and dental offices.
- e. Essential Services.
- f. Bed and Breakfast Inns.
- g. Financial services without a drive-through.
- h. Family child care homes, adult foster care family homes, foster family homes and foster family group homes.

Conditional Uses in the WLD-W District

- a. Two-family dwellings.
- b. Multiple Family dwellings.
- c. Personal service establishments like tailor, laundry, dress maker etc.
- d. Restaurants without drive-through.
- e. Retail uses including food services retail and general retail.
- f. Printing, lithographic and blueprinting services.
- g. Motels and hotels.
- h. Light industrial and research-oriented uses.
- i. Places of worship, cemetery or public building.
- j. Funeral homes.
- k. Animal hospitals or clinics.
- l. temporary outdoor sales when done in conjunction with business on site.
- m. A few other uses that would not fit in or be feasible on the subject site such as boat sales, marina, vehicle dealership etc.

5. Zoning Ordinance Findings of Fact Required. Section 36-1006(a) of the Zoning Ordinance provides the following findings of fact that must be evaluated and stated by the Planning Commission when it makes a recommendation on a Zoning Ordinance amendment:

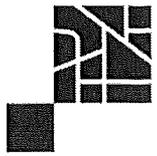
- a. Whether or not the requested zoning change is justified by a change in conditions**



since the original ordinance was adopted, or by an error in the original ordinance.

The requested rezoning is justified to allow for a use that had existed on the site for decades and was not accurately represented on the existing land use survey of the Master Plan. The proposed use of the site is a continuation of a use that has previously existed. However, due to the expiration of the non-conforming use protections offered by the Ordinance, rezoning is the only viable option for the applicant to make the use possible. The proposed use is compatible with the existing/prior use of the site.

- b. The precedents, and the possible effects of such precedents, which might result from approval or denial of the petition.** Any precedents or effects of such precedents of rezoning the site from SR-2 to WLD-W might be future rezoning petitions of the parcels to the north of the subject site on the east side of Main Street. Such rezoning will be recommended in the current rewrite of the Master Plan. The rezoning of the subject site to WLD-W and possibly the parcels to its north in the future will help create a continuous zoning district on the east side of Main Street and avoid the creation of a spot zone.
- c. The capacity of the township or any other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved.** The existing and proposed uses in the WLD-W district are not likely to exceed the capacity of the Township to provide services to the site/area. The proposed rezoning is being requested to change the zoning on the site to accurately reflect the proposed and prior use of the property.
- d. Effect of approval of the petition on the condition and/or value of property in the Township or in adjacent municipalities.** The adjacent zoning classifications of the sites to the north, south and east is SR-2, while it is zoned MR multiple family residential to the west. As noted above, the current rewrite of the Master Plan envisions a similar WLD-W zoning for the parcels to the north. The rezoning will enable the non-conforming use of the property to become a legal approved use. We are not aware of any impacts to the values of the adjacent properties that would occur if the site is rezoned from SR-2 to WLD-W.
- e. Relation of the petition to the adopted land use development plan of the township, and of other government units where applicable.** As previously stated, the Future Land Use designation of the site in the Master Plan is medium density residential which appears to be inaccurate and is proposed for change.



RECOMMENDATION

We recommend that the Planning Commission recommend that the Township Board of Trustees approve the applicant's request to rezone the subject site from SR-2 to WLD-W for the following reasons:

1. The proposed WLD-W zoning would be consistent with recommendations for change in the current Master Plan rewrite for the area.
2. The proposed WLD-W zoning recognizes the existing land use pattern in the area which is incorrectly documented in the survey of the current Master Plan.
3. The uses permitted in WLD-W zoning are compatible with existing conditions, zoning classifications, and permitted uses on neighboring sites.
4. The proposed WLD-W zoning is consistent with the pattern of development in the area.
5. The proposed WLD-W zoning does not take away from a community need for SR-2 zoning in the area.
6. The proposed WLD-W zoning fulfills all of the Findings of Fact of Section 36-1006(a)(1) through (5) of the Zoning Ordinance.

Respectfully submitted,

McKENNA ASSOCIATES, INCORPORATED

Paul Lippens, AICP, NCI
Director of Urban Design and Mobility

Vidya Krishnan
Senior Planner

ORDINANCE NO. 19-63

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, TO AMEND THE SIGN REGULATIONS ORDINANCE, ARTICLE XXVI, SECTIONS 36-788 through SECTION 36-805

Whereas The Planning Commission has reviewed the Township's Sign Regulations Ordinance Article XXVI and,

Whereas The Planning Commission believes that the changes will make the sign regulations more clear and defensible for content neutrality and,

Whereas, The Planning Commission finds it necessary to remove sign definitions from Section 36-29 of the Zoning Ordinance into the Sign Regulations, Article XXVI. While it is best to have general zoning ordinance definitions in one article, sign-related definitions are best kept in the sign article so they are easier to administer and understand and,

Whereas, The Planning Commission finds it necessary to add new definitions to describe sign types and included graphics. By having clear definitions of sign types, it will become much easier to adopt and administer regulations of these sign types later in the article and

Whereas, The Planning Commission wishes to amend Article XXVI - Sign Regulations, Sections 36-788 through sections 36-805 to create a more clear sign regulation ordinance.

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

Section 1: Article II. Definitions-Definitions., Section 36-29 remove the following:

Sign means any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession, or industry which is located upon any land or in any building, in such manner as to attract attention from outside the premises.

Sign, billboard. See *Sign, outdoor advertising.*

Sign, direction or information, means a sign identifying a street or designating the location of a community or institution of public or quasi-public nature or the opening of an event of public interest, but not including signs pertaining to real estate, and not including any advertising matter.

Sign, electronic message, or (EMS) means an electrically activated changeable sign whose variable message capability can be electronically programmed.

Sign, freestanding, means an identification sign supported by a structure independent of any other structure. Identification signs on water towers or other elevated tanks should be considered as free standing signs.

Sign, ground, means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. See *Sign, freestanding.*

Sign, identification, means a sign which carries only the name of the firm, the major enterprise, or the principal product or service offered for sale on the premises, or a combination of these things, only to identify location of said premises and not to advertise, and allocated only on the premises on which the firm, major enterprise, or principal product or service is situated.

Sign, outdoor advertising, means a sign, including billboards, on which the written or pictorial information is intended to advertise a use located on other premises, and which is intended primarily for advertising purposes, erected by the outdoor advertising industry in the conduct of the outdoor advertising business.



Typical Portable Sidewalk Sign

Sign, portable sidewalk, means a sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. See illustration below. These signs are usually, but not always, placed along the sidewalk or road frontage of a business to advertise specials, specific items, or events that are offered on-site. Portable sidewalk signs that advertise off-site specials, specific items, or events are prohibited.

Sign, wall, means any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

Section 2: Article XXVI Sign Regulations - Purpose, Section 36-788 through Registry, Section 36-805; remove the following:

Sec. 36-788. - Purpose.

- (a) The purpose of this article is to regulate all exterior signs placed for exterior observance so as to protect property values, to protect the character of the various neighborhoods in the township, to protect health and safety, and to protect the public welfare.
- (b) The principal features are the restriction of advertising to the use of the premises on which the sign is located and the restriction of the total sign area permissible per site. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building, or use. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. With respect to signs advertising business uses, it is specifically intended, among other things, to avoid excessive competition and clutter among sign displays in their demand for public attention. It is further intended that all signs within one complex or center be coordinated with the architecture in such a manner that the overall appearance is harmonious in color, form, and proportion.
- (c) It is also intended by this article that all temporary signs erected for directional purposes, for public information or to call attention to special events shall be confined to those that are of general public interest and that such signs shall be limited to the giving of information.

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

Sec. 36-789. - General sign regulations.

The following general sign regulations apply to all zoning districts within the township:

- (1) **Traffic control.** No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) **Sign character and setbacks.** All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum 15-foot setback from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) **Permit required.** Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated. Strings of pennants or flags attached to or part of a sign, or independently displayed for purposes of advertising, unless permitted elsewhere within these provisions, shall be prohibited.
- (4) **Sign height.**
 - a. No freestanding sign shall exceed a height of 15 feet.
 - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

1. Existing grade prior to construction; or
 2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- c. In cases where the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

Sec. 36-790. - Signs permitted in all zoning districts.

Subject to the other conditions of this chapter, the following signs shall be permitted anywhere within the township:

- (1) One sign shall be permitted for all building contractors, one for all professional design firms and one for all lending institutions on sites under construction, each sign not to exceed six square feet overall, with not more than a total of three such signs permitted on one site. The above signs may be combined into a single sign not to exceed 32 square feet in area. The sign shall be confined to the site of the construction, construction shed, or construction trailer and shall be removed within 14 days of the issuance of a certificate of occupancy.
- (2) One temporary real estate "for sale" sign located on the property and not exceeding six square feet in area shall be permitted for each lot. If the lot or parcel has multiple frontages, one additional sign not exceeding six square feet in area shall be permitted on the property on each street frontage. Under no circumstances shall more than two such signs be permitted on a lot. Such signs shall be removed within seven days following the sale.
- (3) Street banners advertising a public entertainment or event, if such banners are approved by the township board and in locations designated by the township board, may be displayed 14 days prior to and seven days after the public entertainment or event.
- (4) Name, directional and informational signs and emblems of service clubs, places of worship, civic organizations, and quasi-public uses shall be permitted on private property and set back in accordance with these standards. Each sign shall not be more than three square feet in area. The top of such sign shall not exceed eight feet above grade. In the event that more than one sign is to be placed at one location, all civic organizations and service clubs signs must be consolidated and confined within a single frame, and all signs for places of worship shall be consolidated and confined within a single frame which may be separate from that for civic organizations and service clubs.

(Ord. of 7-22-2013, § 62.03; Ord. of 6-4-2014, § 62.03)

Sec. 36-791. - Signs permitted in recreation-conservation and agricultural districts.

Signs permitted in recreation-conservation and agricultural districts include:

- (1) One incidental sign advertising the type of farm products grown on the farmstead premises. Such sign shall not exceed 32 square feet in area.
- (2) One sign for each public street frontage identifying a park, or school building, other authorized use, or a lawful nonconforming use, each sign not to exceed 18 square feet in area.

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

Sec. 36-792. - Signs permitted in residential districts.

Signs permitted in residential districts include:

- (1) One sign for each public street frontage advertising a recorded subdivision or development, each sign not to exceed 18 square feet in area. Such sign shall be removed within one year after the sale of 90 percent of all lots or units within said subdivision or development.
- (2) One sign on each street frontage of a new multiple-family development advertising the new dwelling units for rent, not to exceed 18 square feet in area. Such sign shall be removed within 60 days of the initial rental of 90 percent of the dwelling units within the development or within the first phase, whichever is applicable.
- (3) One sign for each public street frontage identifying a multiple-family building, subdivision, or development, not having commercial connotations, each sign not to exceed 18 square feet in area.
- (4) One sign advertising "for rent" or "vacancy" may be placed on each frontage of a rental residential development provided that such sign shall not exceed three square feet in area and is incorporated into the identification sign permitted in subsection (3) of this section.
- (5) One sign for each public street frontage identifying a school, church, public building, other authorized use or lawful nonconforming use, each sign not to exceed 18 square feet in area.

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

Sec. 36-793. - Signs permitted in business and industrial districts.

- (a) A sign, except billboards, which shall be regulated as set forth in section 36-794, in LC, GC, RO, WLD-D, WLD-NV, WLD-W, and RTM districts, is permitted only where it identifies an enterprise occupying the same lot upon which the sign is located and shall conform to the following regulations:
 - (1) An identification sign, limited to one sign per building, may be affixed to a wall of the building. If the building contains more than one enterprise, as in a shopping center, each enterprise located therein may have one such sign. Total sign area for wall signs shall not exceed two square feet for each foot of length of the wall to which it is affixed. Wall signs shall not project more than one foot from the wall face, as measured to the farthest face of the sign except as noted in this section.
 - (2) Where more than one sign is permitted on a wall face, the minimum horizontal distance between such signs shall be two feet.
 - (3) One freestanding identification sign may be erected for an individual lot, or group of lots developed as one lot, when not provided for by subsections (a)(4) and (a)(5) of this section, following, and shall not exceed 36 square feet in area for offices and eighty (80) square feet in area for other uses. If the lot fronts on more than one street, the total permitted sign area may be divided among two or more such signs, provided, however, that the maximum permitted sign area shall not be exceeded.
 - (4) One freestanding identification sign may be erected for a research park or office center, or combined research park/office center. Such sign shall not exceed 36 square feet in area and shall contain only the name of the park or office center. If the lot fronts on two or more collector or arterial streets, one such sign may be permitted for each such frontage.
 - (5) One freestanding identification sign stating the name of a shopping center or commercial development, and four major tenants therein, may be erected for a shopping center or other integrated group of store or commercial buildings. Sign design, color, and font must be coordinated and complementary. The sign area shall not exceed one square foot per front foot of

building, or buildings, for which it is erected; however, such sign shall not exceed 200 square feet in area. If the lot fronts on two or more collector or arterial streets, one such sign may be permitted for each such frontage.

- (6) Identification signs for rear or side entrances shall be permitted, at the rate of one such sign for each entrance, provided that the area of each such sign shall not exceed four square feet. The area shall not be included in the area limitations set forth elsewhere in this section.
 - (7) Wall signs shall not extend above the top edge of walls.
 - (8) One projecting sign may be permitted for each first floor business within the WLD district. The projecting sign may be a maximum of eight square feet in area (each side) and shall be included in the total amount of wall signs permitted for the subject building. Changeable copy shall not be permitted as part of projecting signs. Projecting signs must provide a clear distance of eight feet from the sidewalk or private drive or parking lot to the bottom edge of the sign. Projecting signs may extend over abutting sidewalk, but shall not extend over public or private roadways or parking areas. Signs which extend into the road right-of-way shall require approval by the county road commission. The leading edge of a projecting sign shall not extend more than four feet from the face of the building that it is attached to.
 - (9) Portable sidewalk signs may be permitted in the LC—Local Commercial, the GC—General Commercial Districts, the WLD-D, WLD-NV, and the WLD-W districts, subject to the following:
 - a. The maximum area of a portable sidewalk sign is seven square feet per side with no dimension greater than 3½ feet. One portable sidewalk sign shall be permitted per business. In the instance where a business owns over 160 feet in frontage on a public roadway one additional portable sidewalk sign may be permitted. In no case shall more than two portable sidewalk signs be permitted per business. Portable sidewalk signs shall have a maximum of two sides.
 - b. The sign shall be located on the building side of the sidewalk where applicable, and placed in such a manner that a pedestrian travel area width of five feet is maintained between the sign and any street elements, including the back of curb.
 - c. The sign shall not interfere with the view, access to, or use of the subject and adjacent property. There shall be no obstruction of ingress and egress to any building caused by the sign.
 - d. A sign permit from the township is not required for any portable sidewalk sign displayed.
 - e. Sidewalk signs shall be moved inside of the business after business hours.
 - (10) Window and door signs shall be permitted and shall not be included in total sign area computation set forth in subsection (a)(1) of this section if said signs do not occupy more than 25 percent of the total window area of the floor level on which displayed for any one building. If window signs occupy more than 25 percent of said window area for any one building, they shall be treated as exterior wall signs and shall conform to the standards of this section.
- (b) In LI and GI districts, a sign, except billboards, which shall be regulated as set forth in section 36-794, is permitted only where it identifies a business occupying the lot upon which the sign is located. Such signs shall conform to the following regulations:
- (1) An identification sign, limited to one sign per building, may be affixed to a wall of the building. If the building contains more than one enterprise, each enterprise may have one such sign, similarly affixed. Total sign area shall not exceed one square foot for each foot in length of the wall to which it is affixed. A wall sign shall not project more than one foot from the face of the wall, measured to the farthest face of the sign.
 - (2) One freestanding identification sign may be erected for an industrial park, district, or subdivision, or for an individual lot or group of lots. The area of such sign shall not exceed 80 square feet. If the lot fronts on two or more collector or arterial streets, one sign may be permitted on each such frontage.

- (3) Identification signs for rear or side entrances shall be permitted, at the rate of one for each entrance, provided that the area of each such sign shall not exceed four square feet. The area shall not be included in the area limitations set forth elsewhere in this section.
- (4) Wall signs shall not extend above the top edge of walls.
- (c) Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted at the opening of a new business or for a special event or sale in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

Sec. 36-794. - Billboards (outdoor advertising signs).

Billboards shall be permitted in the LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and the GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) **Spacing.** Billboards shall be spaced so that not more than three billboard structures may be located per linear mile of street or highway regardless of the fact that such billboards may be located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.
- (2) **Display areas.** Billboards that face U.S. 23 within and appropriate zoning district shall have a maximum surface display area of 672 square feet, known as a bulletin billboard. Billboards that face all other streets within the township within an appropriate zoning district shall have a maximum surface display area of 288 square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall be considered a single sign for the purposes of calculating maximum sign area.
- (3) **Height.** The billboard shall not exceed 30 feet above the average grade of:
 - a. The ground on which the billboard sits; or
 - b. The grade of the abutting roadway, whichever is higher.
- (4) **Placement on roof.** The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) **Setbacks.** No billboard shall be located closer than 50 feet to a non-right-of-way property line and must maintain a minimum of 15 feet from any right-of-way on the property pursuant to section 36-789(2). No billboard shall project over public property. Billboard signs shall be no closer than 25 feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards shall not be located within 300 feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within 1,000 feet of an existing residence.
- (6) **Illumination.** Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:

- a. The billboard shall possess automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over the ambient light levels measured at the following distance in relation to billboard size:
 1. A distance of 150 feet for sign faces less than or equal to 300 square feet;
 2. A distance of 200 feet for sign faces greater than 300 square feet but less than or equal to 378 square feet;
 3. A distance of 250 feet for sign faces greater than 378 square feet but less than 672 square feet; and
 4. A distance of 350 feet for sign faces equal to 672 square feet.
 - b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.
 - c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
 - d. No digital or LED billboard shall be located within 4,000 feet of another digital or LED billboard or within 3,000 feet of a nondigital or non-LED billboard.
 - e. The rate of change between two static messages shall be one second or less.
 - f. There shall be a minimum of no less than seven seconds between copy changes.
 - g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
 - h. The digital or LED billboard will not distract, endanger, or disorient motorists.
- (7) **Construction.** Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

Sec. 36-795. - Signs for automobile service stations.

Signs for automobile service stations shall be regulated as set forth in section 36-793(a). In addition, the following regulations shall apply:

- (1) The permitted wall sign or legend may be attached either to a wall of the building or to the canopy of a fuel pump island.
- (2) One permanent sign for the purpose of advertising gasoline prices and similar announcements, when mounted on a freestanding structure or on the structure of another permitted sign, may be installed along each street frontage, provided that clear views of street traffic by motorists or pedestrians are not obstructed in any way. Such signs shall not exceed six square feet in area. All temporary signs for such purposes and all banners, streamers, flags (other than state or national flags) and similar advertising objects shall be prohibited.

(Ord. of 7-22-2013, § 62.08; Ord. of 6-4-2014, § 62.08)

Sec. 36-796. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district pursuant to section 36-793 and subject to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50 percent of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every 30 seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign (in square feet) and distance measured perpendicular to the sign face in accordance with the following table:

Maximum Light Levels of Electronic Signs

Maximum Allowed Ambient Light Level	Area of Sign (sq. ft.)	Measurement of Distance (ft.)*
0.3 footcandles	10	32
0.3 footcandles	15	39
0.3 footcandles	20	45
0.3 footcandles	25	50
0.3 footcandles	30	55
0.3 footcandles	35	59
0.3 footcandles	40	63
0.3 footcandles	45	67
0.3 footcandles	50	71
0.3 footcandles	55	74
0.3 footcandles	60	77

*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

Sec. 36-797. - Exemptions.

The following types of signs are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- (1) Signs of a noncommercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his public duty, such as directional signs, regulatory signs, and informational signs.
- (2) Temporary signs announcing any public, charitable, educational, or religious event or function, located entirely within the premises of that institution and set back not less than 15 feet from the property line. Maximum sign area shall be 24 square feet. Such signs shall be allowed no more than 14 days prior to the event or function and must be removed within seven days after the event or function. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground mounted, the top shall be no more than six feet above ground level.
- (3) Names of buildings, dates of erection, monument citations, commemorative tablets and the like, when carved into stone, concrete, or similar material or made of other permanent type construction and made an integral part of the structure.
- (4) Signs directing traffic movement onto a property or within a property, not exceeding eight square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- (5) Temporary real estate directional signs, not exceeding three square feet in area and four in number, showing a directional arrow and placed back of the property line, shall be permitted on approach routes to an "open house" and shall be displayed only during daylight hours. The tops of such signs shall not exceed three feet in height.
- (6) Political campaign signs announcing candidates seeking public political office and other data pertinent thereto.
- (7) National, state, municipal, and university flags.
- (8) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

Sec. 36-798. - Prohibited signs.

The following signs are prohibited anywhere within the township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words except as provided in section 36-794(4).

- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which contain or consist of pennants, ribbons, streamers, spinners, strings of light bulbs, or other similar devices.
- (4) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (5) Signs which are pasted or attached to utility poles, trees, or other signs, except as provided in section 36-797(8).
- (6) Signs which move in any manner or have a major moving part or give an illusion of motion unless otherwise permitted by these regulations.
- (7) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of suspension or attachment.
- (8) All temporary signs, unless authorized elsewhere within this chapter.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

Sec. 36-799. - Permit and fees.

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.
- (b) The application shall contain the following information:
 - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
 - (2) The signature of the property owner concurring in submittal of said application.
 - (3) An accurate survey drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
 - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

Sec. 36-800. - Illumination.

- (a) The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
- (b) No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except that movement showing the date, the time, and the temperature exclusively may be permitted. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-796(6). Illumination for LED billboards shall be regulated pursuant to section 36-794(6). Nothing contained in this article shall, however, be construed as preventing the use of lights or decorations related to religious and patriotic festivities.
- (c) No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.13; Ord. of 6-4-2014, § 62.13)

Sec. 36-801. - Computation of surface area.

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.

(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

Sec. 36-802. - Removal.

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall remove the sign. The township shall also remove the sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the township shall remove it in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee conducts the same type of business and agrees to maintain the signs as provided in this article or changes the copy on the signs to advertise the type of business being conducted on the premises, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

Sec. 36-803. - Nonconforming signs.

Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

Sec. 36-804. - Responsibilities for signs.

The following regulations apply to all signs, except those signs permitted in sections 36-790, 36-791, and 36-792(a), (b) and (d):

- (1) The advertiser is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) Signs shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

Sec. 36-805. - Registry.

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, advertiser, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

Section 3: Article XXVI Sign Regulations - Purpose, Section 36-788 through Registry, Section 36-805; add the following:

Sec. 36-788. - Purpose.

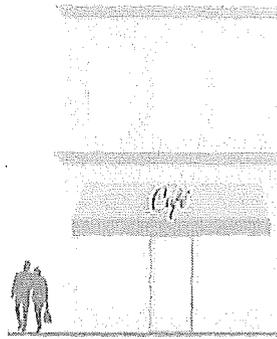
The purpose of this article is to provide regulations for signs in a manner that will minimize their negative effects while allowing for creative and effective communication of information. These regulations are intended to balance the public and private interests, with the goal of promoting a safe, well-maintained, vibrant, and attractive community while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse, and otherwise communicate information. It is a basic tenet of this article that unrestricted signage does not benefit the community. The objectives of this Article are:

- (a) **Public Safety.** To promote free flow of motorized and non-motorized traffic and protect motorists, passengers, and pedestrians from injury and property damage caused by, or which may be fully or partially attributable to, visual clutter that confuses or misleads traffic, obstructs vision and is potentially harmful to property values, businesses, and community appearance, and to protect public safety by prohibiting or removing signs that are structurally unsafe or poorly maintained.
- (b) **Community Aesthetics.** To preserve the appearance of the township by preventing the placement of oversized signs that are out of scale with surrounding buildings and structures, or the placement of signs with materials or illumination that detracts from the character of the surrounding area, so as to protect the character of neighborhoods in the Township, and to protect the public welfare.
- (c) **Effective Communication.** To encourage the appropriate design, scale, and placement of signs in a manner that communicates effectively to the intended reader.
- (d) **Economic Development.** To allow for adequate and effective signage for businesses to inform, identify, and communicate effectively.
- (e) **Ease of Administration.** To have standards and administrative review procedures that are simple for property owners, tenants, and sign installers to understand and follow, and are easily enforceable by Township staff.
- (f) **Reduce Blight.** To reduce blight caused by poorly maintained signs and the proliferation of signs beyond what is permitted in this article.

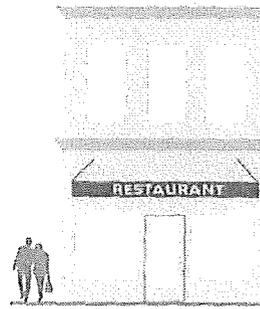
(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

Sec. 36-789. - Definitions.

- (a) **Sign Definitions, Sign Types.** The following definitions apply to types of signs based on the characteristics of the sign without respect to the content of the message:
 - (1) **Animated Sign.** A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or osculating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. An "Animated Sign" does not include an "Electronic Message Sign" as defined in this chapter.
 - (2) **Awning Sign or Canopy Sign.** A sign that is painted on or attached to an awning or canopy.

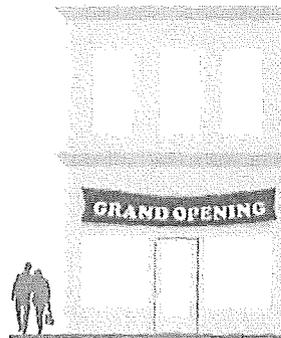


Awning Sign



Canopy Sign

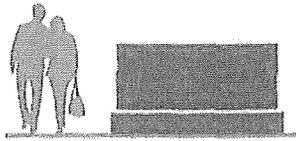
- (3) **Banner Sign.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat either to a wall or temporarily to a permanent sign face.



Banner Sign

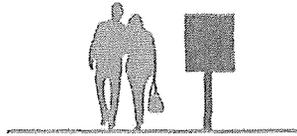
- (4) **Billboard.** See *Outdoor Advertising Sign*.
- (5) **Building-Mounted Sign.** Display sign that is painted on, adjacent to or attached to a building wall, door, and window or related architectural feature including building directories, canopy signs, projecting signs or marquee signs, wall signs, and window signs.
- (6) **Changeable Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change, either automatically through electrical or electronic means, or manually through the placement of copy and symbols on a panel mounted in or on a track system.
- (7) **Electronic Message Sign (EMS).** An electrically activated changeable copy sign whose variable message capability can be electronically programmed.
- (8) **Festoon.** A string of ribbons, pennants, spinners, streamers, tinsel, small flags, pinwheels, or lights, typically strung overhead and/or in loops.
- (9) **Flag.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached to a permanent conforming pole or attached flat to a wall.
- (10) **Freestanding Sign.** Any sign that is affixed to the ground surface and supported by one or more uprights, poles, pylons, monuments, or braces placed in the ground and independent of any building or other structure. Signs on water towers or other elevated tanks should be considered as free standing signs.

- a. **Freestanding Sign, Ground Sign or Monument Sign.** A freestanding sign supported by structures, columns, braces, or other supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A Ground Sign or Monument Sign must have a solid supporting base equal to or greater than the width of the sign face constructed of a decorative and durable material, and shall have no separations between the sign face and the base.



Monument Sign

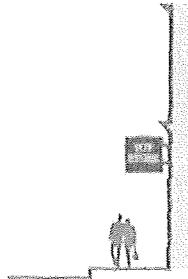
- b. **Freestanding Sign, Pole Sign.** A type of freestanding sign that is elevated above the ground on poles or braces.



Pole Sign

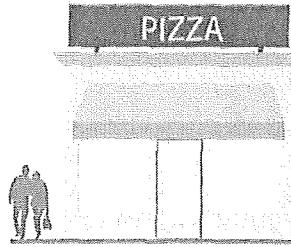
- (11) **Incidental Sign.** A small sign, usually 2 square feet or less, designed and located to be read only by people within the site and generally not visible or legible from the right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating hours of business, no smoking signs, signs used to designate bathrooms, handicapped signs, traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices, and other signs providing information to be read at close proximity. The Zoning Administrator shall determine whether a sign is an Incidental Sign, based on the visibility of the sign from the lot line and right-of-way and/or the number of signs in close proximity of each other, and the Zoning Administrator may deny a Incidental Sign if it is a sign that is regulated by another standard in this Article.
- (12) **Interior Sign.** A sign placed within a building, but not including a window sign as defined by this Ordinance, that is not visible from any public street, sidewalk, alley, park or public property.
- (13) **Mural.** Any image or design that is painted or otherwise attached flat to a wall that is primarily artwork and does not function like a sign. For purposes of this Ordinance, a mural shall not be considered a sign. The Building Official or Zoning Administrator shall as necessary make a determination as to whether a design is a mural or a sign.
- (14) **Outdoor Advertising Sign.** A sign intended to advertise a use located on other premises and which is intended primarily for advertising purposes. Such sign, by virtue of its size and scale, would constitute the principal use of the premises on which the sign is located.
- (15) **People Sign.** A portable sign held by a person and displayed for the purposes of expressing a message.
- (16) **Projecting Sign.** A display sign attached to or hung from a structure projecting from and supported by the building and extending beyond the building wall, building line or street right-

of-way line. A "Projecting Sign" is differentiated from a "Wall Sign" based on the distance the sign projects from the surface of the building.



Projecting Sign

(17) **Roof Sign.** A display sign that is erected, constructed and maintained on or above the roof of the building, or that extends above the roofline.



Roof Sign

(18) **Street Furniture Sign.** A sign applied to or affixed to the seat or back of a bench, lamp post, garbage can, tree, utility pole, or other public street furniture.

(19) **Temporary Sign.** A sign, with or without a structural frame, intended for a limited period of display.

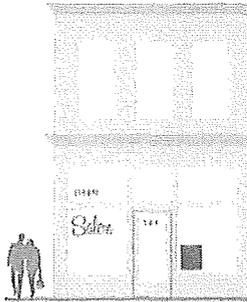
- a. **Temporary Sign, Air-Activated Sign.** A Temporary Sign that is an air inflated object, which may be of various shapes, is made of flexible fabric, rests on the ground or structure and is equipped with a portable blower motor that provides a constant flow of air into the device. Air-activated signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
- b. **Temporary Sign, Balloon Sign.** A Temporary Sign that is an air inflated object, which, unlike air-activated signs, retains its shape. A balloon sign is made of flexible fabric, rests on the ground or structure, and may be equipped with a portable blower motor that provides a constant flow of air into the device. Balloon signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
- c. **Temporary Sign, Portable Sidewalk, Sandwich Board, or A-Frame Sign.** A sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. Such sign is usually placed along the sidewalk or road frontage of a business and is capable of being moved within the zoning lot on which it is located or from one zoning lot to another. Often referred to as "sidewalk signs," sandwich board signs include, but are not limited to, so called "A" frame, "T" shaped, or inverted "T" shaped stands.

- d. **Temporary Sign, Support Pole Sign.** A Temporary Sign that is attached as an appendage to a sign, sign support, light pole, utility pole, or any part of a pole or support.
 - e. **Temporary Sign, Yard Sign.** A portable temporary sign or sign board that is freestanding and temporarily anchored or secured to the ground.
- (20) **Vehicle Sign.** Any sign on a vehicle, trailer, truck, and similar vehicle used for transport, where the primary purpose of the vehicle is for transportation as part of the normal course of business.
- (21) **Wall Sign.** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and displays only one sign surface. A wall sign shall not project from the surface of the building wall more than 12 inches.



Wall Sign

- (22) **Window Sign.** A sign affixed to a window or so as to be observable from the exterior of the window to which such sign is located or affixed, including signs located inside a building but visible from the outside of the building.



Window Sign

(b) **Sign Definitions, General.**

- (1) **Abandoned Sign.** A sign or supporting structure that is no longer regularly maintained or a sign located on a lot with a vacant building. Whether a sign has been abandoned shall be determined by the intent of the sign owner and shall be governed by the applicable Case Law and Statutory Law on abandoned structures.
- (2) **Alteration.** Any change in copy, color, size, or shape, which changes appearance of a sign, or a change in position, location, construction, or supporting structure of a sign, except that a non-structural copy change on a sign is not an alteration.

- (3) **Awning.** A fireproof space frame structure with translucent flexible reinforced vinyl or canvas covering designed in awning form, and extending outward from the building wall.
- (4) **Building Frontage.** The length of the front (entry) portion of a building occupied by a single tenant, often facing a street fronting to the premises on which the tenant is located.
- (5) **Canopy.** A multi-sided overhead structure used as a common building architectural feature.
 - a. **Canopy, Attached.** A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points.
 - b. **Canopy, Freestanding.** A multi-sided overhead structure supported by columns, but not enclosed by a wall.
- (6) **Clearance.** The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.
- (7) **Damaged Sign.** A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized, or destroyed.
- (8) **Decorative Display.** A decorative display designed for the entertainment or cultural enrichment of the public and intended to serve as a cosmetic adornment rather than to convey a message. A decorative display shall not be considered a sign and shall be temporary in nature.
- (9) **Directional Sign.** A sign that controls or directs traffic, pedestrian, or parking movements.
- (10) **Grade, Sign.** The average elevation of an area within a horizontal radius, equal to the height of the sign, extending around sign base
- (11) **Height, Sign.** The vertical distance measured from the sign grade at the center point of the sign location to the highest point of the sign.
 - a. **Height, Maximum.** Shall be measured from sign grade to the highest edge of the sign surface or its projecting structure.
 - b. **Height, Minimum.** Shall be measured from sign grade to the lowest edge of the sign surface or its projecting structure.
- (12) **Illegal Sign.** A sign for which no valid permit was issued by the Township at the time such sign was erected, or a sign that is not in compliance with the current zoning chapter and does not meet the definition of a nonconforming sign.
- (13) **Noncombustible Material.** Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- (14) **Nonconforming Sign.** A sign that was lawful at the time of its construction but which is not in compliance with current ordinance provisions for signs.
- (15) **Owner.** A person, firm, partnership, association, company, or corporation and/or its legal heirs, successors, and assigns.
- (16) **Sign.** Any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession,

or industry which is located upon any land attached on or attached to any building, in such manner as to attract attention from outside the premises.

- (17) **Sign Area.** The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed, as long as those supports do not contain signs. An awning shall not be deemed to be a sign frame.
- (18) **Sign Copy.** The words and images constituting the message of a sign.
- a. **Sign Copy, Animated Copy.** Any type of sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means.
 - b. **Sign Copy, Changeable.** Moveable letters or other forms of sign copy, not including animated copy, that can be altered by natural, mechanical or electrical means without replacing the sign copy area.
- (19) **Unsafe Sign.** A sign that is not properly secured; is in danger of falling or has otherwise been found to be in a condition that is hazardous to the public health, safety or welfare by the Building Official or Code Enforcement Officer.

Sec. 36-790. - General sign regulations.

The following general sign regulations apply to all zoning districts within the township:

- (1) *Traffic control.* No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) *Sign character and setbacks.* All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum setback of 15 feet from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) *Permit required.* Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated.
- (4) *Sign height.*
 - a. No freestanding sign shall exceed a height of 15 feet above the sign grade.
 - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at the center of the sign grade to the top of the highest attached component of the sign.
 - c. In cases where the sign grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the sign grade at the base of the sign is

equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

- (5) *Maintenance.* All portions of signs and sign structures shall undergo maintenance as needed to keep them in good repair and working order.
- (6) *Illumination.* The following regulations shall apply to all signs.
 - a. The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
 - b. No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-797(6). Illumination for LED billboards shall be regulated pursuant to section 36-796(6). Nothing contained in this article shall, however, be construed as preventing the use of lighting as a decorative display.
 - c. No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

Sec. 36-791. - Signs permitted in recreation-conservation and agricultural districts.

Signs permitted in the AR and RC zoning districts include the following:

	AR and RC Districts (Single-Family Lots)	AR and RC Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Yard Signs (temporary in nature)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (permanent in nature)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.

Yard Signs (semi-permanent in nature, small)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 180 days in a calendar year
---	---

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

Sec. 36-792. – Signs permitted in residential districts.

Signs permitted in the LR, MR, MHP, SR1, and SR2 zoning districts include the following:

	LR, MR, MHP, SR1, and SR2 Districts (Single-Family Lots)	LR, MR, MHP, SR1, and SR2 Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Permanent Wall Signs	Not permitted	Maximum Area: 32 sq. ft.
Yard Signs (temporary in nature)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (permanent in nature)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.
Yard Signs (semi-permanent in nature)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 180 days in a calendar year	

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

Sec. 36-793. - Signs permitted in business districts.

Signs permitted within the LC, GC, RO, WLD-D, WLD-NV, WLD-W, PSC, and RTM zoning districts include the following:

	LC and GC Districts	WLD-D, WLD-NV, and WLD-W Districts	RO, PSC, and RTM Districts
Permanent Freestanding Signs	Maximum Number: 1 per street frontage of the lot. Maximum Area: 36 sq. ft. per sign, except that a lot with multiple tenants may have 1 sq. ft. per front foot of building provided the sign does not exceed 200 sq. ft.		
Freestanding Canopy Signage	Maximum Area: On a lot with an approved freestanding canopy, 6 sq. ft. of sign area is permitted on each side of the freestanding canopy.		
Permanent Wall Signs	Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building Maximum Area: 2 sq. ft. for each foot of length of the front wall to which the sign is affixed. Minimum Separation Distance Between Wall Signs: Where there are 2 or more wall signs, the minimum distance between such signs must be at least 2 feet.		
Permanent Projecting Sign	Not permitted in LC and GC.	Maximum Number: 1 per first floor business. Maximum Area: 8 sq. ft., which is included in the total amount of wall signage for the building. Minimum Height (Vertical Clearance): 8 feet from the grade below to the bottom of the sign. Maximum Projection: Up to 4 feet from the face of the building.	Not permitted in RO, PSC, and RTM.
Rear and Side Entrance Location Wall Signs	Maximum Number: 1 per rear or side entrance to the building. Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.		
Yard Signs	Maximum Area (Total): 32 sq. ft. per lot Maximum Height: 8 feet		
Portable Sidewalk Signs	Maximum Number: 1 per business, plus up to 1 additional sidewalk sign per business if the business has more than 160 feet of lot frontage. Maximum Area: 7 sq. ft. per side of the sidewalk sign. Maximum Height and Width: 3.5 feet. Location: On the building side of the sidewalk, provided that a pedestrian travel area of at least 5 feet is maintained, that there is no obstruction of ingress or egress to any building caused by the sign, and that the sign shall not interfere with the view, access to, or use of the subject or adjacent property. Duration: The sidewalk sign may only be placed outdoors when the building is open to the public.		Not permitted in RO, PSC, and RTM
Window and Door Signs	Maximum Area (Total): 25% of the window and door area. Any area of window or door signage exceeding 25% of the window and door area shall be counted as wall signage.		

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

Sec. 36-794. – Signs permitted in industrial districts.

Signs permitted within the LI and GI zoning districts include the following.

	LI and GI Districts
Permanent Freestanding Signs	<p>Maximum Number: 1 per street frontage of the lot.</p> <p>Maximum Area: 80 sq. ft. per sign.</p>
Permanent Wall Signs	<p>Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building.</p> <p>Maximum Area: 1 sq. ft. for each foot of length of the front wall to which the sign is affixed.</p>
Rear and Side Entrance Location Wall Signs	<p>Maximum Number: 1 per rear or side entrance to the building.</p> <p>Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.</p>
Yard Signs	<p>Maximum Area (Total): 32 sq. ft. per lot</p> <p>Maximum Height. 8 feet</p>

Sec. 36-795 –Signage in Conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM and Non-residential PUD Districts

Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted in conjunction with an approved temporary use permit in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the temporary use permit and sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

Sec. 36-796. - Billboards (outdoor advertising signs).

Billboards shall be permitted in LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) *Spacing.* Billboards shall be spaced so that not more than three (3) billboards structures may be located per linear mile of street or highway regardless of the fact that such billboards may be

located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.

- (2) *Display areas.* Billboards that face U.S. 23 within an appropriate district shall have a maximum surface display area of six-hundred seventy-two (672) square feet, known as a bulletin billboard. Billboards facing all other streets within the township within an appropriate zoning district shall have a maximum surface display area of two-hundred eighty-eight (288) square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall not be considered a single sign for the purposes of calculating maximum sign area.
- (3) *Height.* The billboard shall not exceed thirty (30) feet above the average grade of:
 - a. The ground on which the billboard sits; or
 - b. The grade of the abutting roadway, whichever is higher.
- (4) *Placement on roof.* The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) *Setbacks.* No billboard shall be located closer than fifty (50) feet to a non-right-of-way property line and must maintain a minimum of fifteen (15) feet from any right-of-way on the property. No billboard shall project over public property. Billboard signs shall be no closer than twenty-five (25) feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards are prohibited from locating within three-hundred (300) feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within one-thousand (1,000) feet of an existing residence.
- (6) *Illumination.* Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:
 - a. A billboard shall have automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over ambient light levels measured at the following distance in relation to billboard size, rounded to the nearest whole square foot:

Billboard Sign Face Area (sq. ft.)	Distance from Sign (ft.)
0 – 300	150
301 – 378	200
379 – 671	250
672	350

- b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.

- c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
 - d. No digital or LED billboard shall be permitted within four-thousand (4,000) feet of another digital or LED billboard or three-thousand (3,000) feet of a nondigital or non-LED billboard.
 - e. The rate of change between two static messages shall be one second or less.
 - f. There shall be a minimum of no less than seven (7) seconds between copy changes.
 - g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
 - h. The digital or LED billboard will not distract, endanger, or disorient motorists.
- (7) *Construction.* Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

Sec. 36-797. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district and to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50% of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every thirty (30) seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign rounded to the nearest whole square foot, and the distance measured perpendicular to the sign face in accordance with the following table:

Sign Face Area (sq. ft.)	Distance from Sign (ft.)*
0 – 10	32
11 – 15	39
16 – 20	45
21 – 25	50

26 – 30	55
31 – 35	59
36 – 40	63
41 – 45	67
46 – 50	71
51 – 55	74
56 +	77

*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

Sec. 36-798. - Exemptions.

The following types of signs shall not require a permit and are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- (1) Signs erected by an official governmental agency or a public officer in the performance of their public duty, as necessary to preserve the health, safety, and welfare of the community.
- (2) Sign copy carved into stone, concrete, or other similar material or permanent type construction and made an integral part of the structure or architecture of the building.
- (3) Signs recognizing an official national or state historical site or building.
- (4) Directional signs as necessary to direct traffic movement onto a property or within a property, not exceeding eight (8) square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- (5) Incidental signs, subject to the approval of the Zoning Administrator.
- (6) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet. The basis for exempting these types of signs is for the public safety benefit provided informing people that trespassing is prohibited.
- (7) Address numbers, being essential for public safety and emergency response, with a numeral height no greater than six (6) inches for each dwelling unit and eighteen (18) inches for any other use, including multiple-family buildings. The Police Chief or Fire Chief may approve a larger numeral height if deemed necessary for public safety and emergency response.
- (8) Interior signs.

- (9) Vehicle signs, provided the vehicle is licensed, registered, and lawfully parked in accordance with this Ordinance.
- (10) Any lawful sign in a public or private right-of-way installed by an authorized public agency.
- (11) Temporary signs authorized elsewhere within this chapter.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

Sec. 36-799. - Prohibited signs.

The following signs are prohibited anywhere within the Township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words.
- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (4) All temporary signs, unless authorized elsewhere within this chapter.
- (5) Abandoned signs.
- (6) Festoons, except for decorations commemorating a holiday or approved in conjunction with a temporary land use.
- (7) Street furniture signs, unless otherwise permitted within this chapter.
- (8) Signs attached to other signs, unless otherwise permitted within this chapter.
- (9) Animated signs.
- (10) Roof signs.
- (11) Illegal signs.
- (12) Damaged signs.
- (13) Unsafe signs.
- (14) People signs. The basis for prohibiting people signs is that the movement and proliferation of people signs would degrade traffic safety and community aesthetics.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

Sec. 36-800. - Permit and fees.

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign

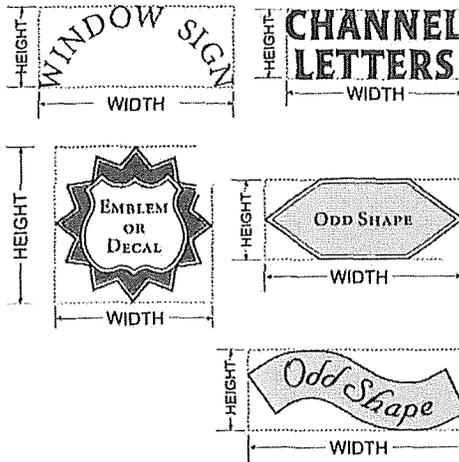
permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.

- (b) The application shall contain the following information:
 - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
 - (2) The signature of the property owner concurring in submittal of said application.
 - (3) An accurate detailed drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
 - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

Sec. 36-801. - Computation of surface area.

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.



(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

Sec. 36-802. - Removal.

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall take action to force the removal of the sign. The township shall also remove a sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the Township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises, thereby making the sign an Abandoned Sign. If the owner or lessee fails to remove the sign, the township shall take action to force the removal of the sign in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee agrees to maintain the signs as provided in this article, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

Sec. 36-803. - Nonconforming signs.

- (a) Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.
- (b) Nonconforming signs must be brought into compliance with the standards of this ordinance for all projects that require site plan approval.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

Sec. 36-804. - Responsibilities for signs.

The following regulations apply to all signs:

- (1) The sign user is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) When or where applicable, signs requiring a permit shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

Sec. 36-805. - Registry.

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, sign user, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

Secs. 36-806—36-831. - Reserved.

Section 4: Miscellaneous

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

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

Section 5: Effective Date

The provisions of this Zoning Code amendment are hereby ordered to take effect the day following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this ____ day of ____, 2019.

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

Marlene Chockley, Supervisor

ATTEST:

Kathy Manley, Clerk

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

A. The above Ordinance was passed by the Northfield Township Board of Trustees on the _____ day of _____, 2019. The names of the members voting thereon and how each member voted was as follows:

Yeas:

Nays:

Absent

B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the ___th day of ___, 2019, and;

C. The effective date of the above Ordinance is the ___th day of ___ 2019.

NORTHFIELD TOWNSHIP BOARD

By: _____

Kathy Manley, Clerk

Memo

To: Northfield Township Board of Trustees

From: Marlene Chockley, Supervisor

RE: Planning Commission Appointment

Date: February 26, 2019

Trustees,

I recommend Sam Iaquinto for reappointment to the planning commission for a term expiring December 2022.

Thank you for your consideration.

Marlene Chockley

**Northfield Township
Police Department**

Memo

To: Township Board of Trustees

From: Bill Wagner

cc: Jen Carlisle

Date: February 19, 2019

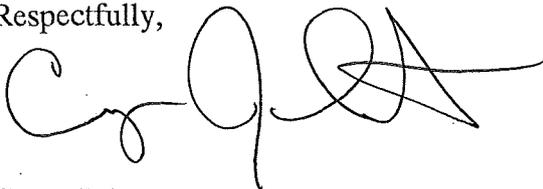
Re: Accept resignation letter of Corey Johnston

Attached to this memo is the resignation letter of full time police officer Corey Johnston. Corey arrived to work on Monday February 18th 2019 and advised the Sgt. Shultz that he would be resigning at the end of this shift. There are many rumors as to a reason for his resignation but Officer Johnston never advised me as to a reason for his resignation.

Director William Wagner
Northfield Township Police Department

As of 02/19/2019, I am submitting my resignation from the Northfield Township Police Department, as a certified Police officer. I had enjoyed working as an Officer for your Department. I would like to thank you for any opportunities which you had provided me to excel while employed. I worked with a group of highly skilled Officers, most of which I consider friends, who I will greatly miss. Lastly, I would like to thank the Township board for accepting me to the position when I started my career.

Respectfully,

A handwritten signature in black ink, appearing to read 'Corey Johnston', with a stylized flourish at the end.

Corey Johnston

02/18/2019

Northfield Township Board of Trustees

Memorandum

To: Northfield Township Board of Trustees

From: Jacqueline Otto, Trustee

Kathy Manley, Trustee

Date: February 21, 2019

Attached is a draft of the Code of Ethics recommended by the Michigan Township Association for board review and consideration. In addition, attached is a Township Law eLetter from Fahey, Schultz, Burzych, Phodes, PLC regarding Ethical Considerations for Township Officials.



chapter_3ethics_polic
y.pdf



2015.04.30%20April
%20Twp%20E-Letter.j

Ethics

3.1 Code of Ethical Conduct

The township board recognizes that to carry out its mission of service to the community, the township board, officials, employees and volunteers must earn the full confidence of the [redacted] Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs, unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering township programs and services.

3.2 Applicability

The Code of Ethical Conduct includes the following policies that shall apply to all elected and appointed officials, employees and volunteers.

3.3 Implementation

As an expression of the standards of conduct for elected and appointed officials, employees and volunteers expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, employees and volunteers. Township officials, appointees, employees and volunteers shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the Code of Ethical Conduct shall be annually reviewed by the township board, boards and commissions, appointees, employees and volunteers. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

3.4 Compliance and Enforcement

The Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, employees and volunteers. Each person has the

primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions, department heads, managers and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Ethical Code of Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified by the board. *The township board may also have the option to remove members of boards, commissions and committees as the law allows.* A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

3.5 Reporting Improper Actions *(general policy)*

Suspected improper actions shall be reported to the appropriate authority.

3.6 Reporting Improper Actions of Elected and Appointed Officials *(explicit related policy option)*

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the *(designated person/township board)*. The *(designated person/township board)* will investigate the allegation and shall provide a report of their findings to the involved elected or appointed official. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

3.7 Conduct in Compliance with Laws

Township officials, employees and volunteers shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees and volunteers.

3.8 Uniformity of Enforcement

Township ordinances, policies, procedures, rules and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule or regulation.

3.9 Actions Not for Personal Gain *(general policy)*

The township board, appointees, boards and commissions, employees, and volunteers shall act in the best interest of the township, rather than for personal gain.

3.10 Actions on Behalf of Third Parties *(explicit related policy option)*

As stewards of the public interest, members of the township board, appointees, members of boards and commissions, employees and volunteers shall not appear

on behalf of the private interests of third parties before the township board, or any board, commission, committee or proceeding of the township, nor shall members of boards and commissions, or committees appear before their own bodies or before the township board on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

3.11 Conflict of Interest *(general policy)*

Township officials, appointees, boards and commissions, employees and volunteers shall not enter into any business relationships that would put them into conflict with their obligations to the township.

3.12 Disclosure of Conflict of Interest *(explicit related policy option)*

When a decision or action would create a personal financial impact, the official, appointee, employee or volunteer shall promptly disclose the conflict of interest and shall not, directly or indirectly, participate in the decision or in any manner influence others who participate in the decision or action.

3.13 Conflict of Interest *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall avoid even the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies and procedures.

3.14 Gifts and Special Benefits *(general policy)*

Gifts and special benefits will not be accepted from vendors or others who are in a position to benefit from township decisions.

3.15 Gifts and Special Benefits *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall not accept meals, tangible goods or tickets to events, if the value of the gift or special benefit exceeds \$____ *(establish an amount)*. Gifts and special benefits received that are within the ceiling amount shall be reported in writing to the township board within one week of receiving the gift or special benefit.

Alternative: Township officials, appointees, employees and volunteers shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of being compromised.

3.16 Financial Relationships

Township officials, appointees, employees and volunteers shall disclose any personal transactions, in excess of \$____, entered into with any vendor that also does business with the township.

3.17 Township Resources *(general policy)*

Township resources will be utilized efficiently and effectively, with waste avoided.

3.18 Use of Township Resources *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall not use public resources that are not available to the public in general, such as township staff time, equipment, supplies or facilities, for private gain, private purposes or personal purposes.

3.19 Personal or Political Benefit *(general policy)*

Township resources will not be used for personal or political benefit.

3.20 Personal or Political Benefit *(explicit related policy option)*

A member or candidate for the township board shall not solicit contributions or endorsements from township appointees, employees or volunteers. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own, or to prohibit soliciting contributions or endorsements from employee bargaining units.

3.21 Maintaining the Integrity of Office

A township board member who intends to enter into an office or position that is incompatible with his or her township board office shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation *(the last day he or she will hold township office)*.

A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation *(the last day he or she will hold township office)*.

3.22 Truthfulness

All information provided by township officials, appointees, boards and commissions, employees and volunteers will be truthful and complete. The township board, appointees, boards and commissions, employees and volunteers shall not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

3.23 Confidential Information *(general policy)*

Confidential information shall not be disclosed without legal authorization.

3.24 Confidential Information *(explicit related policy option)*

Township officials, appointees, boards and commissions, employees and volunteers, shall respect the confidentiality of information concerning the property, personnel or affairs of the township. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

3.25 Information Acquired

Information acquired in one's public position will not be used for personal advantage.

3.26 Community Decisions *(general policy)*

Community service is the prevailing role and responsibility in deciding matters of public policy and conducting township operations. All decisions shall consider the greater good of the entire community. The needs and concerns of the public, township officials and staff shall be monitored and considered in deliberations and decisions.

3.27 Community Decisions (*explicit related policy option*)

Township officials and appointees shall demonstrate effective approaches to solving problems. Township officials and appointees shall utilize their public forum to demonstrate how individuals with differing points of view can find common ground and seek compromises that benefit the community as a whole.

3.28 Community Role Models

Township officials, appointees, boards and commissions, employees and volunteers shall conduct themselves as role models for residents, business people and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

3.29 Quality of Life

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

3.30 Community Commitment

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

3.31 Development of Public Policy (*general policy*)

Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

3.32 Transparency (*explicit related policy option*)

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

3.33 Avoiding Undue Influence on Other Township Boards and Commissions (*explicit related policy option*)

Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions and committee proceedings.

3.34 Participation in Decision-Making (*general policy*)

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

3.35 Meaningful Participation (*explicit related policy option*)

Township board members and appointees shall perform their duties in accordance with the processes and rules of order established by their respective board or commission while governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the township board.

3.36 Meeting Inclusion

Relevant staff shall be included in all meetings that affect their respective departments.

3.37 Public Input

Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

3.38 Public Involvement

Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions and committees.

3.39 Public Interactions

Interactions by the public with township processes shall be as made as stress-free as possible.

3.40 Representation of Township Interests

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

3.41 Interactions with Others (*general policy*)

Interactions with others shall demonstrate fairness, respect, impartiality and equitable treatment.

3.42 Interactions with Others (*explicit related policy option*)

To provide an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status, township officials, appointees, employees, and volunteers shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

3.43 Interactions with Citizens

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

3.44 Responsibility of Actions

Township officials, appointees, employees and volunteers will take responsibility for their own actions and decisions.

3.45 Promises

Township officials, appointees, employees and volunteers shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

3.46 Commitments

Township officials, appointees, employees and volunteer commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

3.47 Credit

Township officials, appointees, employees and volunteers will give proper credit to those who contribute to the township's successes and accomplishments.

3.48 Discussions (*general policy*)

Township officials, appointees, employees and volunteers' discussions shall focus on the merits of positions, and shall not include attacks on the motives, character or personality of others.

3.49 Discussions (*explicit related policy option*)

The professional and personal conduct of township officials, appointees, employees and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, employees and volunteers.

3.50 Communication of Township Positions (*general policy*)

Individuals authorized to do so will, to the best of their abilities, accurately communicate official positions of the township. Personal opinions will not be misrepresented as the official position of the township.

3.51 Communication of Township Positions (*explicit related policy option*)

Township officials, appointees, employees and volunteers shall represent the official policies or positions of the township board, or other township boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, it should be explicitly stated that they do not represent their board, commission or committee or the township, nor will it be inferred that they do.

3.52 Board Communication of Township Positions

(explicit related policy option)

Township board members shall represent the official policies or positions of the township board, commission or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state they do not represent the township board or the township.

3.53 Meeting Attendance (general policy)

Township officials, appointees, employees and volunteers shall come to meetings on time and be prepared to deliberate and make decisions.

3.54 Meeting Attendance—Decorum in Debate

(explicit related policy option)

Township officials, appointees, employees and volunteers shall practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of the ideas and information are legitimate elements of a free democracy in action. Township officials, appointees, employees and volunteers will be respectful of diverse opinions.

3.55 Meeting Attendance—Respect for Moderator

(explicit related policy option)

Board members shall honor the role of the presiding officer in maintaining order and ensuring equal opportunity to provide input on matters of public policy. Board members will respect the role of the supervisor as moderator to focus discussion on current agenda items. Objections to the supervisor's actions should be voiced politely and with reason.



4151 Okemos Road
Okemos, Michigan 48864
517.381.0100
<http://www.fsbrlaw.com>

Township Law *E-Letter*

Ethical Considerations for Township Officials

Michigan law imposes some clear standards and other less-defined standards of conduct for township officials. Violations of these standards of conduct may have civil or criminal consequences. Adhering to these standards of conduct can avoid political turmoil, legal proceedings and civil or criminal liability.

Newspaper headlines sometimes highlight public board members doing wrong, injuring the public or creating the appearance of impropriety. Consider these real-life scenarios:

- A citizen involved in litigation with the township wins election as a township trustee, and then votes in favor of stopping the litigation, instead of abstaining from the vote.
- A trustee's husband is being considered by the board as a township employee, and the trustee votes on his appointment instead of abstaining.

In some instances, an action of a board member constitutes a conflict of interest and breach of an ethical obligation; not many people would disagree with the position that a board member should not be voting on decisions relating to litigation to which he or she is an adverse party. Other situations, such as participating in a vote related to the hiring of a family member, may have the appearance of impropriety, but are not necessarily a legal conflict of interest.

Township Officials' Fiduciary Duties

Michigan's ethics code is reflected in our state constitution's oath of office, which requires all township board members to swear under oath to faithfully discharge the duties of their office. This is a "fiduciary duty" owed to "all members of the public." Similar to an agent for a corporation or a trustee of an estate, a township board member's fiduciary duties require "fair dealings and disinterested conduct." But what exactly is a township board member's fiduciary duty? At the most basic level, it includes a duty of loyalty and a duty of care.

Duty of Loyalty

The duty of loyalty is inherent in administering township governance. This duty requires members to avoid conflicts of interest, self-dealing, and exploiting township information or transactions for personal gain. The duty is codified in various statutes.

A 1975 attorney general opinion explains that a conflict of interest arises when the "personal interest of a public official places him in a position where he cannot execute his public duties without affecting his private interests, thus denying the public the fair, impartial and objective judgment to which it is entitled." MCL 15.183 prohibits an officer from holding two public offices when that would cause a breach of duty such that the "dual holding of two public positions prevents a person from protecting, advancing or promoting the interests of either position." For example, since a township board member's principal loyalty lies with the township, a conflict

occurs when the township board must establish employee compensation for a local court where one board member works.

The duty of loyalty prohibits self-dealing and voting on decisions where a member will personally gain from the outcome. MCL 15.342 incorporates facets of the duty of loyalty by prohibiting all the following:

- Disclosing confidential information acquired in the course of serving the township before public disclosure is authorized by the board.
- Personally benefiting from the knowledge or use of confidential information.
- Using township resources, property and funds for personal gain or benefit.
- Negotiating or executing contracts, making loans, or issuing permits if the individual involved has a financial interest with a board member.

The Michigan Department of Treasury's Accounting Procedures Manual encourages each township to address similar ethical principles in a written policy.

Duty of Care

In addition to avoiding self-dealing and conflicts of interest, each board member has a duty of care that requires them to act in good faith and with reasonable care in managing the township. This includes, but is not limited to, fulfilling the statutory duties of the member's specific office (clerk, treasurer, and supervisor), attending meetings and casting informed votes on all decisions before the board.

Absence from meetings should not be taken lightly. The Charter Township Act even permits a township board to "compel" the attendance of board members and other officials, and makes the failure to appear after such summons "misconduct in office." MCL 42.7. Board members must also be knowledgeable of the substantive information presented to the board as well as the procedural and statutory requirements for hearings, publication and posting.

Breach of Duty

Breach of a board member's fiduciary duties can expose the member and the township to significant liability. A breach of duty may require that certain self-interested transactions be rescinded, or that the member disqualify himself from voting on the issue in the first place. When a member holds another office that is incompatible with his or her current office, the only way to avoid a breach would be to vacate one of the offices, since voting on a question may violate the duty of loyalty, but not voting on the question may violate the duty of care.

Under some circumstances, a township suffering a financial loss from a board member's breach can seek recovery from that member's bond. Township boards should review current bond amounts and determine whether they are sufficient. Will the bond cover the cost of an accountant to assist with payroll? What about the cost to contract for election services if the clerk is unable or unqualified to discharge the election duties?

Transparency regarding self-interest, conflicts, attendance at meetings and votes are also central to the Open Meetings Act and the Freedom of Information Act, which permit public scrutiny of members' official actions.

Several criminal statutes impose criminal fines and imprisonment for willful neglect of duty, false financial statements or documents, embezzlement, false statements of public finances, illegal expenditures, using public funds for non-public purposes and abuses of public records custody. In addition to the obvious criminal violations, there can be criminal liability for breach of a member's duties, including:

- Willful neglect to perform a statutory duty (i.e., ordinance publication and taking minutes). MCL 750.478.
- Publication of any false statement, checks, drafts, warrants or vouchers relating to the finances of the township. MCL 750.489.
- Commingling of township funds with personal money. MCL 750.490.
- Purchase of goods with township funds for any use other than official township business. MCL 750.490a.
- Failure to furnish township records for at least four hours per day during normal business hours. MCL 750.492.

Some of these violations are punishable by up to 1 year imprisonment and a \$1,000 fine.

Conclusion

Township board members must observe their fiduciary duties to the Township and the public, including the duty of loyalty and the duty of care. But the breadth and depth of these duties are much greater than many officials know or assume, and are comprised of multiple statutes, Attorney General Opinions and court cases.

Effective township governance is requires adherence to the ethical requirements provided by law and the faithful exercise of each board member's duty to manage township business. Townships are well-advised to invest in training their officials and preparing comprehensive ethics policies. The Michigan Township Association's model ethics policies and board member code of conduct are great resources for starting the discussion.

By: Bill Fahey, Chris Patterson, and Steve Koski

Fahey Schultz Burzych Rhodes PLC, Your Township Attorneys, is a Michigan law firm specializing in the representation of Michigan townships. Our lawyers have more than 150 years of experience in township law, and have represented more than 150 townships across the state of Michigan. This publication is intended for our clients and friends. This communication highlights specific areas of law, and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.



Copyright © 2015 Fahey Schultz Burzych Rhodes PLC

Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

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

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

wagnerw@northfieldmi.gov

January 2019

Northfield Township Fire Department

Statistical Report

Responses January 2019:	65
Responses January 2018:	61

Fire Calls: 3	
Structure Fires	0
Vehicle Fire	0
Fire Alarms	2
Outside fire	1
Smoke investigation	0

Emergency Medical Calls: 34	
Chest Pain	5
Difficulty Breathing	9
Unconscious/Cardiac Arrest	3
Diabetic/ Seizure	1
Trauma	2
Overdose	6
Abdominal pain	0
Other	9

Motor Vehicle Accidents: 25	
Injury Crashes	4
Unknown	21
Pin In	0

Public Service calls: 4		
Electrical wire down		0
Fuel Spill		0
Carbon Monoxide Alarm		2
Trees down		0
Citizen assist		2
Gas leak		0
Other		0

Mutual Aid Given 6

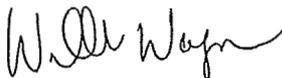
Ann Arbor Twp	Highway Crashes	6
---------------	-----------------	---

Mutual Aid Received: 6

Ann Arbor Twp	Highway Crashes	6
---------------	-----------------	---

Responses in hamlet area:	25
Responses in rural area:	8
Responses on Highway	22
Responses outside the township:	6

Average response time for the month:	6:01
--------------------------------------	------



William Wagner

Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

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

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

wagnerw@northfieldmi.gov

February 2019 Director of Public Safety Board Communication

- 1. Fire department activity for January 2019:** January was a pretty busy month with 65 calls for the month. 25 of those calls were traffic crash calls with no critical injury crashes. We have seen an increase in overdose calls recently. The only mutual aid calls were crashes on the highway with Ann Arbor Township.
- 2. Fire Department training for January:** January training consisted of Rescue Task Force medical training. This is the second part of a active shooter training where we actually practice treating the mass casualty patient. We are also finishing up with the new tanker operations training.
- 3. New Fire Truck Arrival:** The new truck will go into service any day now. When we put that truck into service we will be taking two trucks out of service. Shortly thereafter I will be requesting to sell those two trucks.
- 4. Red Barrel Update:** To date, we have taken in 33 pounds of prescription drugs. That is for a little more than six months of collection. That does not include the DEA Drug Take Back day where we collected 22 pounds in about six hours. These drugs are collected, weighed and held in storage to be taken to the DEA for disposal.
- 5. SCBA (Self Contained Breathing Apparatus) Grant:** As mentioned previously we were successful in a regional grant to replace our air packs. We are getting around \$150,000 worth of air packs for just under \$15,000. While I did not budget for this I will try to find other areas in the budget to save to cover the cost. Much of our current air bottles are obsolete and needed replacing last year.

6. Pond Hockey: As I am sure you are all aware of by now Pond Hockey had to cancel this year due to weather and ice conditions. I would encourage the planning group start meeting for the 2020 event in June.

7. Community Health Group: I have been asked to participate in a Community Health Group that has been meeting for a little over a year. And while they are not quite ready to announce some exciting plans they have for the community I believe it is a very worthwhile group that is addressing some important needs of our community. More to Come....

8. Tim Greene Update: Tim Greene's Federal case in Livingston County has now been moved to April 12-15 in Livingston County. His case in Washtenaw County involving actions that occurred in Northfield Township has been moved to May 13, 2019.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT

MONTHLY OPERATIONS REPORT



JANUARY 2019

JANUARY 2019 MONTHLY REPORT

Calls for Service	434
Arrests	8
Mutual Aid Assistance to Other Departments Inside the Township	6
Mutual Aid Assistance to Other Departments Outside the Township	4
Average Response Time	5.16

NOTES & FACTS FROM THE DEPARTMENT

DATA: 63% of total complaints answered were in the hamlet area and 37% were handled throughout the rest of the township.

TRAINING

FORMAL-Sgt. J. Robert, Det. Sgt. D. Powell and Shannon Clark –CLEMIS Training

IN-SERVICE-The Bulletproof Mind for Law Enforcement
CCLP-Suspect ID's (Lineup, Show up) (1)
CPR Training
NARCAN Training
Security Awareness Training
LEIN Re-Certification

MENTAL HEALTH INCIDENTS

In the month of January the Northfield Township Police Department was dispatched to 14 mental health/welfare check calls. Below you will find an account of a few.

- On January 27, 2019 an officer was dispatched to the 7000 block of Kearney Road for a possible attempt suicide. The caller had received text messages from the subject stating she had taken 70 pills in an attempt to harm herself. Upon entering the home the officer found the subject unconscious on the floor. The officer learned that the subject suffers from depression and alcoholism. An ambulance arrived on scene and the subject was transported to the hospital.
- On January 20, 2019 an officer was dispatched to the Margaret Street where a resident was requesting to be transported to the hospital because her mind did not feel well. The ambulance arrived and transported the subject to the hospital.
- On January 15, 2019 officers were dispatched for a welfare check on a male subject who had been transported to the VA hospital earlier in the day. It was reported that the male subject left the hospital against doctors' orders. The VA staff wanted the subject to be checked on. Upon arriving the front door was unlocked and ajar and the television was on. The officers knocked on the door and received no response. The officers then announced entry into the home to check the subject's wellbeing. The subject walked from the bedroom to the living area and was visibly intoxicated and stumbling. When the officers asked if he wanted help the subject refused. The officers asked if he was going to hurt himself and he said he was not.

ASSIST MEDICAL/FIRE DEPARTMENT

In the month of December Northfield Township Police personnel assisted medical/fire department on 30 calls for residents in need of medical attention.

DRUG OVERDOSE

- On January 15, 2019 an officer was dispatched to the 9000 Block of Walnut for a possible overdose. Upon arriving the officer was led into the house to find the male subject lying on his bed unresponsive. The officer administered two doses of NARCAN. After the fire department personnel arrived a third dose of NARCAN was administered. The subject began to revive. He sat up and was talking within minutes of the third dose of NARCAN. The subject was then transported to the hospital.

HOME INVASION

- On January 2, 2019 in the 7600 Block of Spencer – Homeowner reported that sometime between 8 am & 5 pm unknown subject(s) entered his home and removed property. The homeowner believes entry was gained through an unlocked door. If anyone saw a vehicle or subject in the area on this day, we are asking you to contact Northfield Police. No suspects or witnesses have been developed.
- On January 15, 2019 in the 9200 block of Brookside officers responded to a report of an assault, when it was determined a known individual had entered a home, uninvited, through a window. The suspect was discovered on scene and was arrested. Felony Home Invasion and Malicious Destruction of Property charges were authorized.

HIT AND RUN

- On January 23, 2019 on the 8900 Block of Lincoln –the homeowner woke to discover damage to his vehicle. The investigation revealed that some other vehicle left the roadway and struck the complainant's vehicles' driver side, front quarter panel, pushing it into the tire. The owner recalls hearing a loud noise at approximately 2-3 am. No witnesses or evidence left at the scene.
- On January 23, 2019 on the 400 Block of Ruby Lane- the homeowner observed damage to her vehicle which was parked in her driveway. The investigation revealed that a vehicle left the roadway and struck complainant's vehicle while it was parked. No witnesses or evidence was left at the scene.

CLEAR-1018 Verified Offense By Date
Agency: NR
1/1/2019 12:00:00 AM - 2/1/2019 12:00:00 AM

Offense Code	Description	Incident Count
1177	CSC 2nd Degree -Forcible Contact	1
1178	CSC 4th Degree -Forcible Contact	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	5
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	2
2305	Larceny - Personal Property from Vehicle - LFA	2
2404	Vehicle Theft UDAA (reported by your jurisdiction)	1
2602	Fraud - Swindle	1
2609	Identity Theft	1
2699	Fraud (Other)	1
2902	Damage to Property - Private Property - MDOP	1
3562	Marijuana -Possess	1
5213	Weapons, Firing of (Includes Careless, Reckless, Needless Use)	1
5309	Harassing Communications	1
8011	Accident - Fail to Stop and Identify	2
C1235	CLEMIS global - Test Offense 2	1
C2899	Juvenile - All Other	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	7
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	2
C3101	Acc, Single Motor Vehicle	6
C3145	Property Damage Traffic Crash PDA	4
C3148	Motor Vehicle - Animal Traffic Crash	2
C3199	All Other Traffic Crashes	1
C3217	Attempt Suicide Adult	1
C3225	Drug Overdose	1
C3250	Mental Health Call	2
C3299	Welfare Check	10
C3310	Family Trouble	8
C3316	Lost Property	1
C3324	Suspicious Circumstances	11
C3326	Suspicious Vehicles	4
C3328	Suspicious Persons	2
C3329	Intelligence Information	3
C3330	Assist Other Law Enforcement Agency	3
C3331	Assist Medical	34
C3332	Assist Fire Department	3
C3333	Assist Motorist	9
C3334	Assist Other Govt Agency	2
C3336	Assist Citizen	15
C3337	Assist Citizen - Vehicle Lockout	3
C3351	Civil - Landlord / Tenant	1
C3355	Civil Matter - Other	6
C3399	Miscellaneous All Other	1
C3702	Traffic Complaint / Road Hazard	4
C3704	Traffic Complaint / Abandoned Auto	3
C3706	Traffic Complaint / Vehicle Impound	2

CLEAR-1018 Verified Offense By Date

Agency: NR

1/1/2019 12:00:00 AM - 2/1/2019 12:00:00 AM

Offense Code	Description	Incident Count
C3707	Vehicle Release	1
C3708	Traffic Complaint / Private Impound	1
C3710	Traffic Complaint / Vehicle off roadway - CID	2
C3728	Traffic Complaint / Parking Complaint	4
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	1
C3803	Animal Barking Dog	1
C3804	Animal Complaint	5
C3999	Alarms All Other	2
C4040	Hazardous Traffic Citation	2
C4041	Speeding Citation	6
C4199	Other Non-Hazardous Citation	1
C4314	Veh Ins None/Expired Citation	1
L3503	Opened in Error - NR	3
L3505	Fireworks No Report - NR	1
L3507	Fingerprints - NR	7
L3510	Loud Music - NR	1
L3518	Vehicle Repossession - NR	2
L3520	Dumping Complaint - NR	2
L3521	Open Door / Window - NR	2
L3526	False Alarm - NR	10
L3535	GUN Permit, Applications, CCW Permits - NR	30
L3542	BOL - NR	4
L3547	Subpoena Service - NR	2
L3551	Sex Offender Registration/Verification - NR	1
L3552	Traffic Stop - NR	140
L3568	Local Records Check - NR	6
L3569	Assist Other Police Agency - Inside Northfield - NR	6
L3570	Assist Other Police Agency - Outside Northfield - NR	4
L3571	Disorderly Person - NR	2
L3597	Non Terminal - NR	5
L4525	Recovered UDAA - NR	1
L4599	Misc Non-Criminal - NR	1
L6501	Property Check/Directed Patrol/Vac Watch - NR	1
L6701	Follow Up - NR	2
	Sum:	434

Report Time:
2/5/2019 11:53:15 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	Jan/2019	Jan/2018	% Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
09005 DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT	0	0	-
09006 IN-CUSTODY DEATH	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	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	1	0	100.0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	0	100.0%
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	5	3	66.7%
13002 AGGRAVATED/FELONIOUS ASSAULT	0	0	-
13003 INTIMIDATION/STALKING	1	1	0%
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	2	1	100.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	-
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSES/NATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	0	1	-100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	2	0	100.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
23007 LARCENY -OTHER	0	1	-100.0%
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	2	1	100.0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	-100.0%
26003 FRAUD -IMPERSONATION	0	0	-
26004 FRAUD -WELFARE FRAUD	0	1	-100.0%
26005 FRAUD -WIRE FRAUD	0	0	-
26007 FRAUD - IDENTITY THEFT	1	1	0%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	-
27000 EMBEZZLEMENT	0	0	-

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008
Page 1 of 4

Report Time:
2/5/2019 11:53:15 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	Jan/2019	Jan/2018	% Change
28000 STOLEN PROPERTY	0	1	-100.0%
29000 DAMAGE TO PROPERTY	3	2	50.0%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	0	0	-
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	1	5	-80.0%
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	4	-100.0%
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	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	1	0	100.0%
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
72000 ANIMAL CRUELTY	0	0	-
Total for Group A	21	23	-8.7%
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	1	-100.0%
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	0	-

Report Time:
2/5/2019 11:53:15 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	Jan/2019	Jan/2018	% Change
42000 DRUNKENNESS	0	0	-
48000 OBSTRUCTING POLICE	0	1	-100.0%
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	0	-
53001 DISORDERLY CONDUCT	0	0	-
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	2	1	100.0%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	0	1	-100.0%
55000 HEALTH AND SAFETY	0	0	-
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	-
Total for Group B	2	4	-50.0%
2800 JUVENILE OFFENSES AND COMPLAINTS	1	1	0%
2900 TRAFFIC OFFENSES	0	8	-100.0%
3000 WARRANTS	10	14	-28.6%
3100 TRAFFIC CRASHES	13	10	30.0%
3200 SICK / INJURY COMPLAINT	14	10	40.0%
3300 MISCELLANEOUS COMPLAINTS	106	85	24.7%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	228	207	10.1%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	18	13	38.5%
3800 ANIMAL COMPLAINTS	6	7	-14.3%
3900 ALARMS	2	0	100.0%
4600 NON-CRIMINAL COMPLAINTS	228	207	10.1%
MISCELLANEOUS COMPLAINTS	106	85	24.7%
NON-CRIMINAL COMPLAINTS	228	207	10.1%
Total for Group C	398	355	12.1%
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	8	16	-50.0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	2	-50.0%

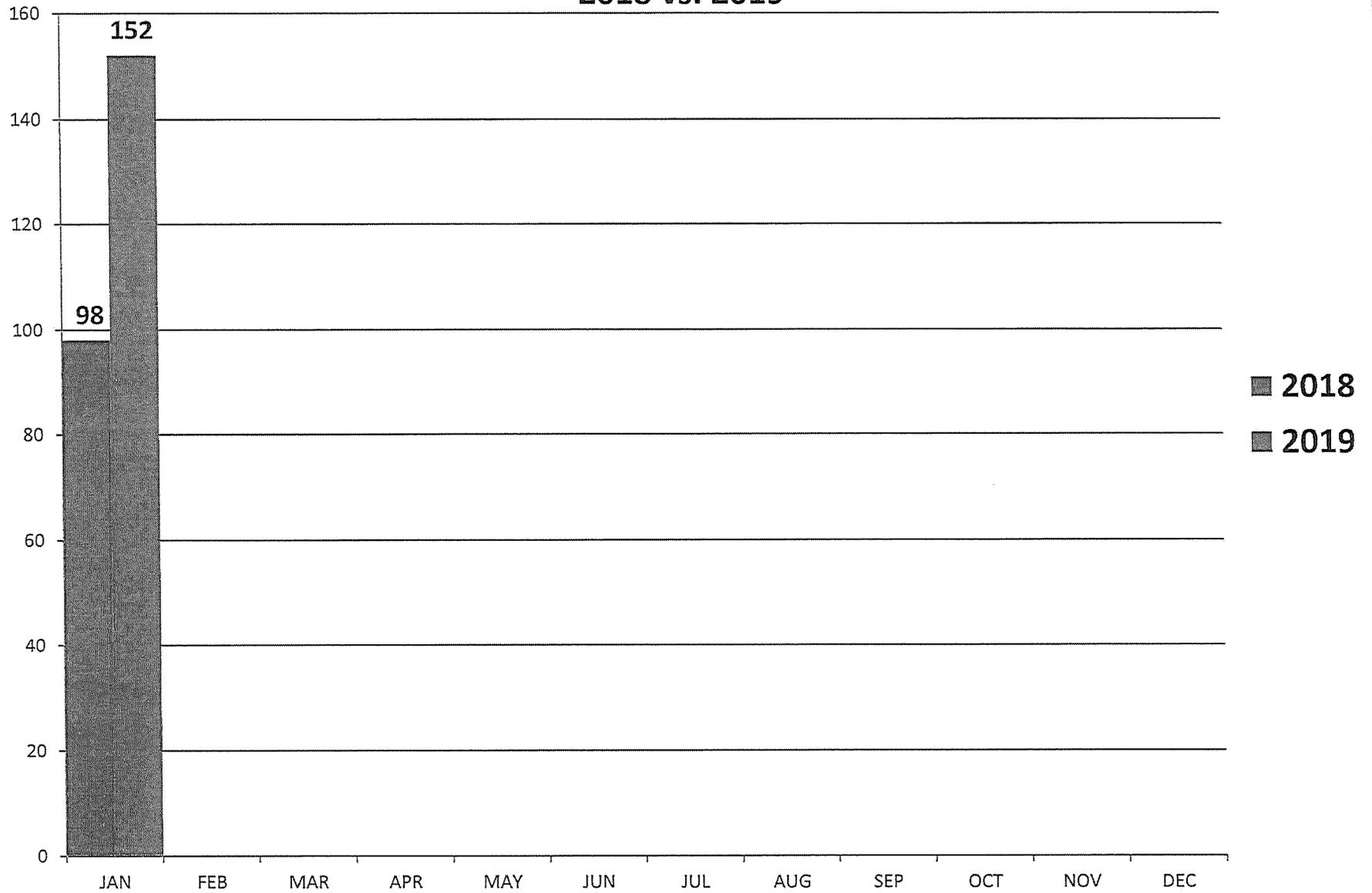
Report Time:
2/5/2019 11:53:15 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

Classification	Jan/2019	Jan/2018	% Change
4200 PARKING CITATIONS	0	0	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	1	2	-50.0%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	2	0	100.0%
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	0	1	-100.0%
HAZARDOUS TRAFFIC CITATIONS / WARNINGS	8	16	-50.0%
MISCELLANEOUS A THROUGH UUUU	2	0	100.0%
Total for Group D	12	21	-42.9%
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
FIRE CLASSIFICATIONS	0	0	-
Total for Group E	-	-	-
6000 MISCELLANEOUS ACTIVITIES (6000)	0	0	-
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200 ARREST ASSIST	0	0	-
6300 CANINE ACTIVITIES	0	0	-
6500 CRIME PREVENTION ACTIVITIES	1	0	100.0%
6600 COURT / WARRANT ACTIVITIES	0	0	-
6700 INVESTIGATIVE ACTIVITIES	2	0	100.0%
CANINE ACTIVITIES	0	0	-
COURT / WARRANT ACTIVITIES	0	0	-
INVESTIGATIVE ACTIVITIES	2	0	100.0%
MISCELLANEOUS ACTIVITIES (6000)	0	0	-
MISCELLANEOUS ACTIVITIES (6100)	0	0	-
Total for Group F	3	-	100.0%
Total for All Groups	436	403	8.2%

NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2018 vs. 2019



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

To: Northfield Township Board

From: Dan Willis Wastewater Treatment Plant Superintendent

Date:

Subject January, 2019 Report

- 1/1** Callback high level Northshore # 1 pump station.
- 1/10** Televised a storm sewer for Washtenaw Co. Road on 7 mile rd.
- 1/11** Replaced the bathroom faucet at 75 Barker
- 1/14** Started removal of the air compressor and piping in the service bld. that is no longer in use.
- 1/15** Annual inspection of sewer lines along the creek looking for any leaks.
- 1/17** Received 30yrds of asphalt millings to spread on the drive to our drying beds that is used for dumping.
- 1/22** Frozen pipe at 75 Barker advised tenet to put a heater on well switch.
- 1/23** Brian MacDonald and Dan Willis attended an asset management seminar presented by MWEA.
- 1/24** Frozen pipes burst at 75 Barker we had to repair 2 spots that broke. Discovered heat was not turned on in the fire station.
- 1/27** Callback for a power fail at N. Terr. pump station, generator switch gear failed to return to normal power and is running on generator power until repaired.
- 1/29** Pulled rags out of a pump at the Raymond pump station.
- 1/30** Hunter Lewis attended a math class for wastewater operators.
- 1/30** We had a low temp of -20 and had our 2 final tanks freeze over, we had to pull off the skimmer arms so the collector at the bottom would still turn.

January 2019

2017 Daily Average Flow	.726 MGD
2018 Daily Average Flow	.723 MGD
Maximum Daily Flow 2017	.863 MGD
Maximum Daily Flow 2018	.845 MGD
Minimum Daily Flow 2017	.604 MGD
Minimum Daily Flow 2018	.641 MGD
6 – Month Average Flow	.679 MGD
12 – Month Average Flow	.776 MGD
Total Gallons Treated 2017	22.509 MG
Total Gallons Treated 2018	22.418 MG
Rainfall (inches) 2017	1.24 in.
Rainfall (inches) 2018	0.93 in.
Connections / Tap-ins' to system	1
Miss Dig Staking's	3
Overtime hours for the month	33.0 hrs

Northfield Township Community & Senior Center

Monthly Report

January 2019

Tami Averill, Director

I. January Overview

January's weather adventures took a bite out of our scheduled activities and programs. Most of our regular programs were cancelled at least once during the month. A scheduled concert was cancelled and rescheduled. The programs during the last two weeks of the month that weren't cancelled, did experience a drop in attendance.

The Senior Nutrition program continues to run smoothly. We had 17 to 25 seniors attending lunches daily in January. Four lunches were cancelled due to snow days and the extreme temperatures. Lunches are served on Mondays, Wednesdays and Fridays at 12:15p.m.

THANK YOU to our Senior Lunch Volunteers – Ann Brindle, Linda Hartley, Ernestine Hogston, Kristina Kelley, Debbie Leibert, Christine Miles, Karen Neigebauer, Donn Sleek, Chuck Steuer, Ann Thompson, and Ethel Wagar. They always do a wonderful job!

A great big THANK YOU to our Community/Senior Center volunteers – Laura Atwell, Dolly Boggs, Angela Brown, Denise Creque, Mary Devlin, Peggy Friscia, Ruth Hague, Russ Hall, Linda Hartley, Cindy Hogston, Ernestine Hogston, Betty Jones, Alyssa Jones, Kristina Kelley & family, Dan Krebs, Phyllis Lindblade, Margaret Riddell, Shirley Samp, Donn Sleek, Ann Thompson, and Curtis Ward - for the work they contributed in January. Their hard work and dedication is appreciated.

Program planning is continual. Spring and summer programs and events are in the works. .

I continue to attend and keep minutes for the Parks & Recreation Board meetings.

I continue to serve on Whitmore Lake Health Equity Team. Meetings take place at the Community Center. This group works on addressing health and wellness concerns and suggestions for the community.

The Village of Eagle Gardens Condo Association Board of Directors continues to meet here every other month.

The Horseshoe Lake Homeowners' Association Board meeting was held at the Community & Senior Center on January 8.

Assisting patrons with a variety of issues, questions and concerns is part of the job and continually keeps me busy.

II. Program Evaluation

a. **On-Going Services**

Dr. Anthony Mastrogiacomo from South Lyon Foot & Ankle Specialists continues to offer senior foot care every other month. His next visit will be in February.

Ten items were borrowed from the Medical Loan Closet in January. We received donations of 2 walkers, a wheelchair, a rolling bed tray, 8 cases of Depends and several miscellaneous items.

We continue to have a need for donations of shower benches, shower seats, transfer benches, knee scooters, bariatric equipment and 4-wheeled walkers with seats.

Acupuncturist, Ron Hough, average 10 to 18 people for each of his 2 January sessions.

The Alzheimer's Association continues to offer a monthly Support Group here on the 3rd Monday of each month at 5:30. Their January meeting was cancelled because of the MLK Jr. Holiday.

Fifty+ people visited each Wednesday/Thursday in January to pick up needed bread, produce and other donated food items that we have available. As we were closed on Jan. 30 & 31 due to the extreme weather conditions, Living Water Church distributed the food through their warming center. Thank you to several area residents who continue to contribute farm fresh eggs, vegetables and some canned goods.

b. **On-Going Classes**

Chair Yoga (6-10 participants/week in January) continued on Tuesdays.

Gentle Yoga on Wednesday evenings had 3 participants each week. Two sessions were cancelled due to the weather.

Exercise with Becky had 6 to 9 participants at each of her weekly sessions in January. Two sessions were cancelled due to weather.

Tai Chi started a new session on January 15 with our new instructor, Patricia Zajac. She currently has 4 students. One session was cancelled due to the weather. The class will be extended to March 12 to make up for the cancellation.

The MAH Fitness winter session began on January 17. Six students are participating. One session was cancelled due to the weather. The class will be made up at the end of the session.

Cardio Drumming class had 2 to 3 people in attendance each session in January. One session was cancelled due to the weather.

Flexagility had 1 to 3 people each week in January. One session was cancelled because of the weather.

Line Dancing class had 9 participants at each class in January. One session was cancelled due to the weather.

"Homeschool Stories & Sign Language" with Christine Felton starts a new class in February that will focus on Science. We will also be adding "Story Time & Sign Language" to the schedule.

"Natural Pain Solutions" is on break. New sessions will be coming.

c. On-Going Activities

Pinochle continues every Tuesday and Thursday afternoon. Attendance is consistent at 6 to 12 players per day each week in January.

Mah Jongg Mondays continue with 4 to 6 people participating each week in January. Four to six people continue playing on Wednesdays, as well. One session for each of these was cancelled because of the weather.

The Knit, Crochet, Craft group had 3 to 4 people attending each week.

"Open Painting and Crafting Time" currently has 3 ladies participating.

The Whitmore Lake Portrait Group is in every Monday afternoon. Ten to twelve artists attend each week. The art gallery that showcases their art continues to be popular with our guests. One session was cancelled due to the weather.

We have added "Painting with Jan Rad" to our regular monthly schedule. She will offer a 2 hour class on the last Friday of each month. Ten ladies participated in the January class and completed a lovely landscape with birch trees.

Kiwanis continues to hold their regular monthly meetings and Board meetings at the Community Center.

The Crochet Mats group is hard at work! In January we had small turnouts, with 1 to 3 participants each week. Several people are away for the winter months. One session was cancelled because of the weather. Several ladies are crocheting at home while the weather is cold.

The Daisy Troop held one meeting here in January. Eleven girls and several parents attended. Their second meeting was cancelled because of weather.

The new Radio Controlled Sailboat Club continues on hold as they regroup after the unexpected passing of the club's founder. They hope to have a meeting shortly after the first of the year to discuss how they plan to continue.

d. Special Events

Thirteen people attended Pizza & a Movie night on January 25. Everyone enjoyed watching "Happy Feet."

We hosted a free concert by singer and musician, Betsy Beckerman, on January 27. The weather had a huge effect on the attendance. Six people enjoyed a very personalized program with Betsy. She told stories, answered lots of questions about the various instruments she brought along, and played songs that fit with the questions and weren't on her planned play list. It was a very special treat for those that showed up. This concert and two February concerts are being provided by the National Council on Aging, the American Federation of Musicians, and the AFM Local 625 from Ann Arbor.

Brian Delaney was scheduled to perform a free concert on January 30, but was rescheduled due to the extreme weather and the closure of the Center for the 30th and 31st. He has been rescheduled to February 27 at 1:30p.m. Michigan's State Troubadour, Neil Woodward, will be performing on February 20 at 1:30p.m.

NORTHFIELD TOWNSHIP MICHIGAN

To: Board of Trustees
From: Jim Turner
Date: 02/06/2019
Re: Code Enforcement Activity

I have 26 open complaints from 2018. These complaints range from blight issues to zoning issues. Since January 01, 2019 I have logged 22 new complaints.

Many of the new complaints have involved property owners failing to remove snow from the sidewalks in the downtown area. I have made contact with the property owners who failed to clear the sidewalks and reminded them of the sidewalk maintenance ordinance.

Six of the new complaints involve blight and inoperable vehicles. In each of these complaints I sent notices to the property owners requesting that they remove the vehicles or clean up the property as needed. I have been able to close out three of these new blight cases.

I received one property maintenance complaint involving a rental property without proper heat or hot water. I spoke with the property owner who sent a maintenance person out to resolve the issues.

I have received two complaints of work being done without permits. I have just begun follow-up on these complaints.

I have been working with the zoning administrator on several businesses who are in violation of the zoning ordinance. We have met with a three business owners and they are working towards compliance.

A property in the agriculture district was recently purchased and the new property owner is using the property for a landscape contracting business, without zoning compliance. I made contact with the property owner who completed a zoning compliance application. The zoning compliance application is currently being reviewed by the zoning administrator.

FUND BALANCE REPORT
Fund 101: GENERAL FUND
2018-2019 FISCAL YEAR
AS OF 1/31/19

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET
TOTAL ESTIMATED REVENUES	1,298,501	1,387,068	1,603,114	1,413,029	1,413,029
TOTAL APPROPRIATIONS	1,245,166	2,201,219	1,246,574	1,428,161	1,460,066
NET OF REVENUES/APPROPRIATIONS - FUND 101	53,335	(814,151)	356,541	(15,132)	(47,037)
BEGINNING FUND BALANCE	1,550,163	1,603,499	789,348	1,145,889	1,145,889
ENDING FUND BALANCE	1,603,498	789,348	1,145,889	1,130,757	1,098,852
	Fund Bal % 129%	Fund Bal % 36%	Fund Bal % 92%	Fund Bal % 79%	Fund Bal % 75%

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

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 01/31/2019
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-426.000	PRIOR YEAR TAX INTEREST	738.44	500.00	1,466.85	(966.85)	293.37
101-000-452.000	PEDDLER'S LICENSES	255.00	150.00	0.00	150.00	0.00
101-000-453.000	CABLEVISION FRANCHISE FEES	95,856.52	98,000.00	48,845.64	49,154.36	49.84
101-000-455.000	FIBER FOOTAGE FEES	10,388.06	10,000.00	0.00	10,000.00	0.00
101-000-573.000	LCSA PPT REIMBURSEMENT	7,694.95	2,000.00	0.00	2,000.00	0.00
101-000-574.000	STATE SHARED REVENUE	709,831.00	702,352.00	495,124.00	207,228.00	70.50
101-000-590.000	GRANT INCOME	225,766.05	60,000.00	0.00	60,000.00	0.00
101-000-626.000	COPY & FOIA INCOME	165.18	100.00	51.50	48.50	51.50
101-000-655.000	ORDINANCE FINES	2,331.15	100.00	7,656.52	(7,556.52)	7,656.52
101-000-665.000	INTEREST INCOME	5,570.96	4,800.00	3,253.71	1,546.29	67.79
101-000-671.000	REIMBURSEMENT/OTHER INCOME	7,042.06	0.00	53.54	(53.54)	100.00
101-000-673.000	SALE OF FIXED ASSET	46.00	100.00	0.00	100.00	0.00
101-000-675.000	CONTRIBUTION-PRIVATE SOURCES	130.00	100.00	0.00	100.00	0.00
101-000-684.000	CELL TOWER INCOME	0.00	0.00	364.14	(364.14)	100.00
Total Dept 000		1,065,815.37	878,202.00	556,815.90	321,386.10	63.40
Dept 191 - ELECTIONS						
101-191-671.000	REIMBURSEMENT/OTHER INCOME	4,628.02	14,900.00	0.00	14,900.00	0.00
Total Dept 191 - ELECTIONS		4,628.02	14,900.00	0.00	14,900.00	0.00
Dept 253 - TREASURER						
101-253-402.000	CURRENT PROPERTY TAX	268,947.94	276,984.00	125,688.16	151,295.84	45.38
101-253-404.000	MOBILE HOME LICENSE FEES	2,788.00	2,850.00	1,421.00	1,429.00	49.86
101-253-445.000	PENALTY & INTEREST ON TAXES	4,205.57	3,500.00	0.00	3,500.00	0.00
101-253-627.000	SUMMER TAX PREPARATION	13,740.00	14,000.00	13,770.00	230.00	98.36
101-253-680.000	TAX ADMINISTRATION FEES	148,887.78	145,000.00	93,460.81	51,539.19	64.46
Total Dept 253 - TREASURER		438,569.29	442,334.00	234,339.97	207,994.03	52.98
Dept 336 - CONTRIBUTIONS						
101-336-625.000	SEWER ADMINISTRATION	48,560.00	46,157.00	0.00	46,157.00	0.00
101-336-694.000	NON-MOTORIZED PATH	2,140.84	0.00	0.00	0.00	0.00
Total Dept 336 - CONTRIBUTIONS		50,700.84	46,157.00	0.00	46,157.00	0.00
Dept 412 - PLANNING/ZONING DEPT						
101-412-477.000	ZONING COMPLIANCE PERMITS	12,450.00	9,500.00	5,300.00	4,200.00	55.79
101-412-608.000	VARIANCES/APPEALS	4,235.00	2,000.00	2,975.00	(975.00)	148.75
101-412-609.000	REZONING/CONDITIONAL USE PMTS	0.00	0.00	1,450.00	(1,450.00)	100.00
101-412-614.000	PLANNING FEES	1,875.00	0.00	0.00	0.00	0.00
101-412-637.000	SPLIT APPLICATIONS	405.00	1,000.00	(650.00)	1,650.00	(65.00)
101-412-671.000	REIMBURSEMENT/OTHER INCOME	680.00	1,500.00	0.00	1,500.00	0.00
Total Dept 412 - PLANNING/ZONING DEPT		19,645.00	14,000.00	9,075.00	4,925.00	64.82
Dept 666 - COMMUNITY CENTER						
101-666-590.000	GRANT INCOME	8,000.00	100.00	8,000.00	(7,900.00)	8,000.00
101-666-643.000	CC TRIPS	5,059.00	4,000.00	3,546.00	454.00	88.65
101-666-644.000	CC PROGRAMS	7,969.00	6,500.00	5,586.54	913.46	85.95

User: YVETTE
DB: NorthfieldPERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-666-671.000	REIMBURSEMENT/OTHER INCOME	92.26	4,985.50	0.00	4,985.50	0.00
101-666-676.000	CONTRIBUTIONS - SCC	2,235.40	1,750.00	1,298.00	452.00	74.17
Total Dept 666 - COMMUNITY CENTER		23,355.66	17,335.50	18,430.54	(1,095.04)	106.32
Dept 753 - RECREATION BOARD						
101-753-677.000	CONTRIBUTION - PARKS AND RECREATION	400.00	100.00	0.00	100.00	0.00
Total Dept 753 - RECREATION BOARD		400.00	100.00	0.00	100.00	0.00
TOTAL REVENUES		1,603,114.18	1,413,028.50	818,661.41	594,367.09	57.94
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-701.000	SALARIES	11,249.90	10,000.00	4,999.94	5,000.06	50.00
101-101-715.000	SOCIAL SECURITY	765.00	765.00	382.51	382.49	50.00
101-101-807.000	MEMBERSHIP DUES	9,339.43	10,200.00	2,614.00	7,586.00	25.63
101-101-836.000	WELFARE COSTS	10,000.00	0.00	0.00	0.00	0.00
101-101-860.000	FUEL & MILEAGE	190.46	500.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLICATIONS	7,087.06	7,500.00	5,399.15	2,100.85	71.99
101-101-956.000	MISCELLANEOUS	800.00	800.00	10.00	790.00	1.25
101-101-957.000	TRAINING & DEVELOPMENT	214.00	550.00	0.00	550.00	0.00
Total Dept 101 - TOWNSHIP BOARD		39,645.85	30,315.00	13,405.60	16,909.40	44.22
Dept 171 - SUPERVISOR						
101-171-701.000	SALARIES	12,500.00	12,500.00	7,211.55	5,288.45	57.69
101-171-715.000	SOCIAL SECURITY	956.25	956.25	551.68	404.57	57.69
101-171-807.000	MEMBERSHIP DUES	0.00	120.00	0.00	120.00	0.00
101-171-860.000	FUEL & MILEAGE	282.13	400.00	0.00	400.00	0.00
101-171-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-171-957.000	TRAINING & DEVELOPMENT	987.50	750.00	0.00	750.00	0.00
Total Dept 171 - SUPERVISOR		14,725.88	15,226.25	7,763.23	7,463.02	50.99
Dept 172 - TOWNSHIP MANAGER						
101-172-701.000	SALARIES	66,346.26	75,000.00	43,269.30	31,730.70	57.69
101-172-704.000	CLERICAL/DEP /SUPER/ELECTION	29,429.10	29,532.60	17,004.23	12,528.37	57.58
101-172-715.000	SOCIAL SECURITY	10,934.55	11,648.65	6,561.47	5,087.18	56.33
101-172-716.000	HOSPITALIZATION	20,917.67	26,268.73	16,006.05	10,262.68	60.93
101-172-717.000	LIFE/DISB. INSURANCE	816.90	838.50	504.00	334.50	60.11
101-172-718.000	PENSION	5,192.28	7,500.00	4,326.90	3,173.10	57.69
101-172-722.000	CONTROLLER	48,060.00	47,736.00	27,378.68	20,357.32	57.35
101-172-807.000	MEMBERSHIP DUES	130.00	300.00	0.00	300.00	0.00
101-172-818.000	CONTRACTUAL SERVICES	1,392.92	4,050.00	2,190.00	1,860.00	54.07
101-172-850.000	COMMUNICATION	488.98	612.00	354.54	257.46	57.93
101-172-860.000	FUEL & MILEAGE	125.72	500.00	0.00	500.00	0.00
101-172-927.000	ALLOCATE TO DEPARTMENTS	(41,127.87)	(32,748.00)	0.00	(32,748.00)	0.00
101-172-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-172-957.000	TRAINING & DEVELOPMENT	495.50	750.00	113.00	637.00	15.07
Total Dept 172 - TOWNSHIP MANAGER		143,202.01	172,488.48	117,708.17	54,780.31	68.24

User: YVETTE
DB: NorthfieldPERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 191 - ELECTIONS						
101-191-702.000	SALARIES	3,443.00	12,000.00	10,727.00	1,273.00	89.39
101-191-715.000	SOCIAL SECURITY	263.40	0.00	47.35	(47.35)	100.00
101-191-727.000	SUPPLIES	1,462.98	5,000.00	828.53	4,171.47	16.57
101-191-818.000	CONTRACTUAL SERVICES	600.00	1,000.00	1,025.00	(25.00)	102.50
101-191-851.000	POSTAGE	1,018.43	1,200.00	1,829.38	(629.38)	152.45
101-191-900.000	PRINTING & PUBLICATIONS	2,690.21	2,000.00	3,313.08	(1,313.08)	165.65
101-191-930.000	REPAIRS & MAINTENANCE	518.00	900.00	0.00	900.00	0.00
101-191-956.000	MISCELLANEOUS	0.00	100.00	0.00	100.00	0.00
Total Dept 191 - ELECTIONS		9,996.02	22,200.00	17,770.34	4,429.66	80.05
Dept 215 - CLERK						
101-215-701.000	SALARIES	12,500.00	12,500.00	7,211.55	5,288.45	57.69
101-215-703.000	DEPUTY SALARIES	41,800.00	42,730.00	24,619.08	18,110.92	57.62
101-215-715.000	SOCIAL SECURITY	4,153.95	4,224.99	2,435.03	1,789.96	57.63
101-215-716.000	HOSPITALIZATION	8,563.54	9,947.50	11,791.60	(1,844.10)	118.54
101-215-717.000	LIFE/DISB. INSURANCE	575.90	650.38	330.34	320.04	50.79
101-215-718.000	PENSION	4,180.00	4,273.20	2,461.88	1,811.32	57.61
101-215-723.000	RECORD SEC	8,850.00	12,855.00	6,590.00	6,265.00	51.26
101-215-807.000	MEMBERSHIP DUES	0.00	100.00	0.00	100.00	0.00
101-215-860.000	FUEL & MILEAGE	365.13	300.00	21.04	278.96	7.01
101-215-922.000	LATE FEES AND PENALTIES	5.00	0.00	0.00	0.00	0.00
101-215-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-215-957.000	TRAINING & DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
Total Dept 215 - CLERK		80,993.52	88,581.07	55,460.52	33,120.55	62.61
Dept 228 - INFORMATION TECHNOLOGY						
101-228-936.000	SOFTWARE	13,395.91	14,220.00	8,011.48	6,208.52	56.34
101-228-948.000	COMPUTER SERVICES	6,868.00	12,060.00	595.13	11,464.87	4.93
Total Dept 228 - INFORMATION TECHNOLOGY		20,263.91	26,280.00	8,606.61	17,673.39	32.75
Dept 247 - BOARD OF REVIEW						
101-247-706.000	BOARD OF REVIEW FEE	1,029.00	2,000.00	171.00	1,829.00	8.55
101-247-715.000	SOCIAL SECURITY	78.70	153.00	13.08	139.92	8.55
101-247-723.000	RECORD SEC	1,065.00	1,500.00	0.00	1,500.00	0.00
101-247-900.000	PRINTING & PUBLICATIONS	682.00	700.00	0.00	700.00	0.00
101-247-956.000	MISCELLANEOUS	67.61	500.00	14.00	486.00	2.80
101-247-959.000	TRIBUNALS AND DRAINS	5,658.40	10,000.00	6,178.28	3,821.72	61.78
Total Dept 247 - BOARD OF REVIEW		8,580.71	14,853.00	6,376.36	8,476.64	42.93
Dept 253 - TREASURER						
101-253-701.000	SALARIES	12,500.00	12,500.00	7,211.55	5,288.45	57.69
101-253-703.000	DEPUTY SALARIES	37,181.61	40,480.00	19,939.00	20,541.00	49.26
101-253-704.000	CLERICAL/DEP /SUPER/ELECTION	18,633.75	23,400.00	11,137.50	12,262.50	47.60
101-253-715.000	SOCIAL SECURITY	4,910.56	5,843.33	2,982.48	2,860.85	51.04
101-253-716.000	HOSPITALIZATION	10,751.40	15,180.00	3,765.25	11,414.75	24.80
101-253-717.000	LIFE/DISB. INSURANCE	560.16	718.10	278.59	439.51	38.80
101-253-718.000	PENSION	3,733.37	4,047.60	1,005.88	3,041.72	24.85
101-253-803.000	LEGAL	6,000.00	6,000.00	3,500.00	2,500.00	58.33

User: YVETTE
DB: NorthfieldPERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BGD USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-804.000	TAX STATEMENT PREPARATION	610.59	1,700.00	1,511.37	188.63	88.90
101-253-807.000	MEMBERSHIP DUES	100.00	100.00	0.00	100.00	0.00
101-253-818.000	CONTRACTUAL SERVICES	0.00	1,193.00	1,192.50	0.50	99.96
101-253-851.000	POSTAGE	3,308.12	3,800.00	1,862.22	1,937.78	49.01
101-253-860.000	FUEL & MILEAGE	577.38	600.00	347.24	252.76	57.87
101-253-927.000	ALLOCATE TO DEPARTMENTS	(39,659.88)	(17,103.00)	0.00	(17,103.00)	0.00
101-253-956.000	MISCELLANEOUS	335.29	500.00	424.25	75.75	84.85
101-253-957.000	TRAINING & DEVELOPMENT	244.50	250.00	260.50	(10.50)	104.20
Total Dept 253 - TREASURER		59,786.85	99,209.03	55,418.33	43,790.70	55.86
Dept 257 - ASSESSING						
101-257-709.000	ASST ASSESSOR	43,045.61	0.00	165.92	(165.92)	100.00
101-257-715.000	SOCIAL SECURITY	3,293.00	0.00	253.86	(253.86)	100.00
101-257-716.000	HOSPITALIZATION	17,318.12	0.00	5,254.51	(5,254.51)	100.00
101-257-717.000	LIFE/DISB. INSURANCE	592.94	0.00	0.00	0.00	0.00
101-257-718.000	PENSION	4,304.56	0.00	504.32	(504.32)	100.00
101-257-727.000	SUPPLIES	10.39	1,000.00	1,106.05	(106.05)	110.61
101-257-807.000	MEMBERSHIP DUES	13.00	250.00	0.00	250.00	0.00
101-257-818.000	CONTRACTUAL SERVICES	63,344.97	96,540.00	51,105.00	45,435.00	52.94
101-257-851.000	POSTAGE	1,981.12	2,500.00	1,908.35	591.65	76.33
101-257-860.000	FUEL & MILEAGE	31.03	200.00	0.00	200.00	0.00
101-257-900.000	PRINTING & PUBLICATIONS	1,263.12	1,500.00	30.00	1,470.00	2.00
101-257-927.000	ALLOCATE TO DEPARTMENTS	(34,277.54)	0.00	0.00	0.00	0.00
101-257-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-257-957.000	TRAINING & DEVELOPMENT	20.00	200.00	0.00	200.00	0.00
Total Dept 257 - ASSESSING		100,940.32	102,690.00	60,328.01	42,361.99	58.75
Dept 265 - HALL AND GROUNDS						
101-265-710.000	JANITORIAL SALARIES	6,174.00	6,435.00	4,222.10	2,212.90	65.61
101-265-715.000	SOCIAL SECURITY	472.33	492.28	322.98	169.30	65.61
101-265-721.000	UNEMPLOYMENT BENEFITS	0.40	0.00	0.00	0.00	0.00
101-265-727.000	SUPPLIES	10,508.21	11,000.00	7,314.70	3,685.30	66.50
101-265-731.000	WORKERS COMP INSURANCE	3,654.40	3,178.00	0.00	3,178.00	0.00
101-265-816.000	GROUNDS/CLEANG/JANITORL SERVIC	24,735.00	17,600.00	7,970.00	9,630.00	45.28
101-265-821.000	PSB MAINT & OPS ALLOCATION	39,660.31	46,667.00	0.00	46,667.00	0.00
101-265-850.000	COMMUNICATION	2,531.74	2,580.00	1,298.28	1,281.72	50.32
101-265-851.000	POSTAGE	2,128.41	2,880.00	2,193.98	686.02	76.18
101-265-910.000	INSURANCE & BONDS	10,256.00	24,790.04	0.00	24,790.04	0.00
101-265-920.000	UTILITIES	200.01	205.00	128.77	76.23	62.81
101-265-927.000	ALLOCATE TO DEPARTMENTS	(4,195.00)	(4,000.00)	0.00	(4,000.00)	0.00
101-265-929.000	GRANT EXPENSE	439.85	60,000.00	0.00	60,000.00	0.00
101-265-930.000	REPAIRS & MAINTENANCE	1,115.75	4,800.00	11,927.16	(7,127.16)	248.48
101-265-938.000	CHARGEBACKS - PRIOR TAX YEARS	1,980.74	1,250.00	191.02	1,058.98	15.28
101-265-940.000	RENTAL EQUIPMENT	5,044.37	5,500.00	3,185.42	2,314.58	57.92
101-265-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
Total Dept 265 - HALL AND GROUNDS		104,706.52	183,877.32	38,754.41	145,122.91	21.08
Dept 270 - LEGAL/PROFESSIONAL						
101-270-800.000	OTHER PROFESSIONAL FEES	0.00	1,000.00	300.00	700.00	30.00
101-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	0.00	100.00
101-270-803.000	LEGAL	87,625.31	96,000.00	49,687.44	46,312.56	51.76
101-270-806.000	ENGINEER	837.50	10,000.00	425.00	9,575.00	4.25

User: YVETTE

PERIOD ENDING 01/31/2019

DB: Northfield

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BGD USED
Fund 101 - GENERAL FUND						
Expenditures						
101-270-927.000	ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(26,600.00)	(19,000.00)	58.33
Total Dept 270 - LEGAL/PROFESSIONAL		49,162.81	67,700.00	30,112.44	37,587.56	44.48
Dept 336 - CONTRIBUTIONS						
101-336-933.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	2,500.00	2,500.00	0.00	100.00
101-336-964.000	CONTRIBUTION-FIRE & MED RES	13,718.00	0.00	0.00	0.00	0.00
Total Dept 336 - CONTRIBUTIONS		13,718.00	2,500.00	2,500.00	0.00	100.00
Dept 412 - PLANNING/ZONING DEPT						
101-412-701.000	ZONING SALARIES	0.00	17,601.00	8,189.28	9,411.72	46.53
101-412-707.000	ZBA SALARIES	15,625.00	6,000.00	3,344.14	2,655.86	55.74
101-412-715.000	SOCIAL SECURITY	1,406.64	3,396.28	2,235.68	1,160.60	65.83
101-412-716.000	HOSPITALIZATION	0.00	7,132.00	7,122.72	9.28	99.87
101-412-717.000	LIFE/DISB. INSURANCE	0.00	267.00	341.95	(74.95)	128.07
101-412-718.000	ZONING PENSION	0.00	1,759.60	812.16	947.44	46.16
101-412-723.000	RECORD SEC	6,260.00	9,620.00	5,480.00	4,140.00	56.96
101-412-726.000	PLANN COMM	9,700.00	16,800.00	7,700.00	9,100.00	45.83
101-412-741.000	UNIFORMS/GEAR & ALLOWANCE	0.00	2,000.00	0.00	2,000.00	0.00
101-412-800.000	OTHER PROFESSIONAL FEES	0.00	1,000.00	0.00	1,000.00	0.00
101-412-801.000	PLANNER FEES	41,538.25	47,250.00	47,192.50	57.50	99.88
101-412-809.000	CODE ENFORCEMENT SALARIES	200.00	20,800.00	10,050.00	10,750.00	48.32
101-412-823.000	ZONING ADMINISTRATION	16,024.75	12,000.00	16,520.00	(4,520.00)	137.67
101-412-851.000	POSTAGE	266.64	250.00	250.83	(0.83)	100.33
101-412-860.000	FUEL & MILEAGE	809.64	750.00	522.97	227.03	69.73
101-412-900.000	PRINTING & PUBLICATIONS	2,951.97	2,500.00	1,565.03	934.97	62.60
101-412-910.000	INSURANCE & BONDS	1,000.00	0.00	0.00	0.00	0.00
101-412-927.000	ALLOCATE TO DEPARTMENTS	27,053.78	0.00	0.00	0.00	0.00
101-412-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-412-957.000	TRAINING & DEVELOPMENT	0.00	1,800.00	102.00	1,698.00	5.67
Total Dept 412 - PLANNING/ZONING DEPT		122,836.67	151,425.88	111,429.26	39,996.62	73.59
Dept 448 - STREET LIGHTS						
101-448-920.000	UTILITIES	37,862.45	54,410.00	19,321.36	35,088.64	35.51
Total Dept 448 - STREET LIGHTS		37,862.45	54,410.00	19,321.36	35,088.64	35.51
Dept 449 - ROAD WORK						
101-449-805.000	PATHWAYS AND SIDEWALKS	0.00	7,670.00	0.00	7,670.00	0.00
101-449-813.000	ROADWORK	28,761.86	49,113.00	22,985.50	26,127.50	46.80
101-449-814.000	ROAD IMPROVEMENTS	133,073.03	136,000.00	92,024.00	43,976.00	67.66
101-449-929.000	GRANT EXPENSE	75,896.55	0.00	0.00	0.00	0.00
Total Dept 449 - ROAD WORK		237,731.44	192,783.00	115,009.50	77,773.50	59.66
Dept 523 - SOLID WASTE MANAGEMENT						
101-523-880.000	MAY/OCT CLEAN UP PROGRAM	2,000.00	0.00	0.00	0.00	0.00
Total Dept 523 - SOLID WASTE MANAGEMENT		2,000.00	0.00	0.00	0.00	0.00

User: YVETTE
DB: NorthfieldPERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BGD USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 666 - COMMUNITY CENTER						
101-666-701.000	SALARIES	45,892.05	46,909.00	27,029.27	19,879.73	57.62
101-666-702.000	SALARIES	0.00	18,408.00	0.00	18,408.00	0.00
101-666-710.000	JANITORIAL SALARIES	4,160.00	4,420.00	2,400.00	2,020.00	54.30
101-666-715.000	SOCIAL SECURITY	3,719.61	5,335.50	2,188.23	3,147.27	41.01
101-666-716.000	HOSPITALIZATION	8,301.19	9,997.50	6,087.55	3,909.95	60.89
101-666-717.000	LIFE/DISB. INSURANCE	617.47	690.15	358.96	331.19	52.01
101-666-718.000	PENSION	4,588.88	4,690.90	2,702.88	1,988.02	57.62
101-666-727.000	SUPPLIES	1,112.91	2,000.00	833.95	1,166.05	41.70
101-666-731.000	WORKERS COMP INSURANCE	628.40	823.50	0.00	823.50	0.00
101-666-807.000	MEMBERSHIP DUES	120.00	120.00	120.00	0.00	100.00
101-666-812.000	CC TRIPS	5,736.83	4,500.00	3,803.38	696.62	84.52
101-666-815.000	CC PROGRAMS	11,670.40	10,000.00	6,954.57	3,045.43	69.55
101-666-816.000	GROUNDS/CLEANG/JANITORL SERVIC	2,885.00	3,425.00	600.00	2,825.00	17.52
101-666-822.000	SENIOR NUTRITION	1,920.86	2,000.00	1,196.53	803.47	59.83
101-666-836.000	COMMUNITY EXPENSE	815.25	1,500.00	806.49	693.51	53.77
101-666-850.000	COMMUNICATION	2,817.36	2,760.00	1,718.37	1,041.63	62.26
101-666-851.000	POSTAGE	195.57	250.00	141.47	108.53	56.59
101-666-860.000	FUEL & MILEAGE	0.00	200.00	0.00	200.00	0.00
101-666-900.000	PRINTING & PUBLICATIONS	0.00	650.00	0.00	650.00	0.00
101-666-910.000	INSURANCE & BONDS	559.00	1,131.00	0.00	1,131.00	0.00
101-666-920.000	UTILITIES	2,591.79	2,800.00	2,189.68	610.32	78.20
101-666-922.000	LATE FEES AND PENALTIES	804.67	125.00	0.00	125.00	0.00
101-666-929.000	GRANT EXPENSE	3,718.30	100.00	0.00	100.00	0.00
101-666-930.000	REPAIRS & MAINTENANCE	2,723.13	3,500.00	5,104.48	(1,604.48)	145.84
101-666-936.000	SOFTWARE	112.50	194.40	114.30	80.10	58.80
101-666-940.000	RENTAL EQUIPMENT	2,154.91	2,160.00	1,286.42	873.58	59.56
101-666-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-666-970.000	EQUIPMENT	19.97	0.00	38.88	(38.88)	100.00
Total Dept 666 - COMMUNITY CENTER		107,866.05	129,189.95	65,675.41	63,514.54	50.84
Dept 753 - RECREATION BOARD						
101-753-727.000	SUPPLIES	207.50	0.00	180.00	(180.00)	100.00
101-753-931.000	PARK MAINTENANCE	332.36	5,000.00	363.71	4,636.29	7.27
Total Dept 753 - RECREATION BOARD		539.86	5,000.00	543.71	4,456.29	10.87
Dept 754 - LAND PRESERVATION						
101-754-810.000	CONSULTANTS	0.00	3,000.00	0.00	3,000.00	0.00
Total Dept 754 - LAND PRESERVATION		0.00	3,000.00	0.00	3,000.00	0.00
Dept 900 - CAPITAL OUTLAY						
101-900-970.000	EQUIPMENT	0.00	4,000.00	0.00	4,000.00	0.00
101-900-972.000	COMPUTER	1,948.65	1,000.00	99.19	900.81	9.92
101-900-973.000	SEWER IMPROVEMENTS	0.00	1,700.00	1,600.00	100.00	94.12
101-900-978.000	LAND ACQUISITION	15.47	8,303.00	8,303.00	0.00	100.00
Total Dept 900 - CAPITAL OUTLAY		1,964.12	15,003.00	10,002.19	5,000.81	66.67
Dept 905 - DEBT SERVICE						
101-905-985.000	PSB SHARE OF BOND PMT	90,050.69	83,334.00	0.00	83,334.00	0.00

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 905 - DEBT SERVICE		90,050.69	83,334.00	0.00	83,334.00	0.00
TOTAL EXPENDITURES		1,246,573.68	1,460,065.98	736,185.45	723,880.53	50.42
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,603,114.18	1,413,028.50	818,661.41	594,367.09	57.94
TOTAL EXPENDITURES		1,246,573.68	1,460,065.98	736,185.45	723,880.53	50.42
NET OF REVENUES & EXPENDITURES		356,540.50	(47,037.48)	82,475.96	(129,513.44)	175.34
BEG. FUND BALANCE		789,347.80	1,145,888.30	1,145,888.30		
END FUND BALANCE		1,145,888.30	1,098,850.82	1,228,364.26		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 207 - LAW ENFORCEMENT FUND						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAX	1,514,022.02	1,556,139.00	707,634.82	848,504.18	45.47
207-000-441.000	LCSA PPT Reimbursement	7,790.13	25,228.00	0.00	25,228.00	0.00
207-000-445.000	PENALTY & INTEREST ON TAXES	519.50	0.00	0.00	0.00	0.00
207-000-570.000	LIQUOR LICENSE & PERMITS	3,436.95	3,500.00	3,509.55	(9.55)	100.27
207-000-626.000	COPY & FOIA INCOME	2,400.28	2,000.00	444.00	1,556.00	22.20
207-000-635.000	EMERGENCY COST RECOVERY	1,959.75	1,000.00	0.00	1,000.00	0.00
207-000-656.000	FINES & COURT FEES	18,357.94	20,000.00	3,065.57	16,934.43	15.33
207-000-658.000	IMPOUND FEES	3,720.00	3,200.00	1,296.50	1,903.50	40.52
207-000-664.000	FEES PAID FOR OFFICER WAGES	9,191.20	8,000.00	7,778.08	221.92	97.23
207-000-671.000	REIMBURSEMENT/OTHER INCOME	2,083.08	2,000.00	904.92	1,095.08	45.25
207-000-673.000	SALE OF FIXED ASSET	1,710.00	0.00	0.00	0.00	0.00
207-000-681.000	OT REIMBURSEMENT	6,720.75	17,000.00	1,903.44	15,096.56	11.20
207-000-684.000	CELL TOWER INCOME	0.00	0.00	1,092.42	(1,092.42)	100.00
Total Dept 000		1,571,911.60	1,638,067.00	727,629.30	910,437.70	44.42
Dept 336 - CONTRIBUTIONS						
207-336-588.000	CONTRIBUTION OTHER FUND(S)	0.00	35,000.00	17,500.02	17,499.98	50.00
207-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,500.00	1,500.00	0.00	100.00
Total Dept 336 - CONTRIBUTIONS		0.00	36,500.00	19,000.02	17,499.98	52.05
TOTAL REVENUES		1,571,911.60	1,674,567.00	746,629.32	927,937.68	44.59
Expenditures						
Dept 226 - PERSONNEL						
207-226-701.000	SALARIES	168,360.22	219,806.00	53,168.38	166,637.62	24.19
207-226-702.000	SALARIES	473,454.87	440,500.00	280,333.90	160,166.10	63.64
207-226-704.000	CLERICAL/DEP /SUPER/ELECTION	70,535.01	93,466.00	44,539.20	48,926.80	47.65
207-226-708.000	SALARIES-PART TIME	38,027.00	40,000.00	44,920.25	(4,920.25)	112.30
207-226-710.000	JANITORIAL SALARIES	8,840.00	9,500.00	5,185.00	4,315.00	54.58
207-226-711.000	SALARIES-OVERTIME	46,412.58	40,000.00	37,951.73	2,048.27	94.88
207-226-714.000	HOLIDAY	34,205.05	37,032.00	34,879.52	2,152.48	94.19
207-226-715.000	SOCIAL SECURITY	66,458.34	67,394.00	40,363.77	27,030.23	59.89
207-226-716.000	HOSPITALIZATION	145,672.20	137,000.00	105,293.35	31,706.65	76.86
207-226-717.000	LIFE/DISB. INSURANCE	8,690.05	10,000.00	4,825.92	5,174.08	48.26
207-226-718.000	PENSION	66,569.22	70,096.00	35,984.27	34,111.73	51.34
207-226-719.000	EMPLOYEE FRINGE-LONGEVITY	6,750.00	7,800.00	5,400.00	2,400.00	69.23
207-226-730.000	MEDICAL TESTING	282.00	500.00	1,040.00	(540.00)	208.00
207-226-731.000	WORKERS COMP INSURANCE	29,451.20	26,000.00	0.00	26,000.00	0.00
207-226-741.000	UNIFORMS/GEAR & ALLOWANCE	6,156.00	7,000.00	6,200.00	800.00	88.57
207-226-927.000	ALLOCATE TO DEPARTMENTS	66,635.00	65,368.00	0.00	65,368.00	0.00
207-226-957.000	TRAINING & DEVELOPMENT	224.00	2,000.00	310.00	1,690.00	15.50
Total Dept 226 - PERSONNEL		1,236,722.74	1,273,462.00	700,395.29	573,066.71	55.00
Dept 265 - HALL AND GROUNDS						
207-265-721.000	UNEMPLOYMENT BENEFITS	1,121.37	0.00	0.00	0.00	0.00
207-265-821.000	PSB MAINT & OPS ALLOCATION	39,658.65	43,100.00	0.00	43,100.00	0.00
Total Dept 265 - HALL AND GROUNDS		40,780.02	43,100.00	0.00	43,100.00	0.00

User: YVETTE
DB: NorthfieldPERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 207 - LAW ENFORCEMENT FUND						
Expenditures						
Dept 270 - LEGAL/PROFESSIONAL						
207-270-722.000	CONTROLLER	6,007.50	6,300.00	0.00	6,300.00	0.00
207-270-802.000	AUDIT FEES	2,250.00	2,300.00	2,250.00	50.00	97.83
207-270-803.000	LEGAL	57,825.83	50,000.00	27,134.20	22,865.80	54.27
Total Dept 270 - LEGAL/PROFESSIONAL		66,083.33	58,600.00	29,384.20	29,215.80	50.14
Dept 301 - OPERATING COSTS						
207-301-727.000	SUPPLIES	5,214.24	7,000.00	3,244.47	3,755.53	46.35
207-301-741.000	UNIFORMS/GEAR & ALLOWANCE	1,531.52	4,000.00	559.62	3,440.38	13.99
207-301-807.000	MEMBERSHIP DUES	200.00	1,000.00	158.99	841.01	15.90
207-301-818.000	CONTRACTUAL SERVICES	19,487.21	25,000.00	14,314.51	10,685.49	57.26
207-301-820.000	DISPATCH SERVICES	65,247.00	70,040.00	38,060.75	31,979.25	54.34
207-301-850.000	COMMUNICATION	17,666.52	15,000.00	6,361.57	8,638.43	42.41
207-301-851.000	POSTAGE	214.40	250.00	198.01	51.99	79.20
207-301-900.000	PRINTING & PUBLICATIONS	421.04	500.00	615.42	(115.42)	123.08
207-301-910.000	INSURANCE & BONDS	42,833.00	34,222.00	0.00	34,222.00	0.00
207-301-922.000	LATE FEES AND PENALTIES	32.97	0.00	25.00	(25.00)	100.00
207-301-930.000	REPAIRS & MAINTENANCE	3,790.48	6,000.00	0.00	6,000.00	0.00
207-301-932.000	RADIO REPAIR	1,760.00	1,100.00	880.00	220.00	80.00
207-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	709.67	0.00	0.00	0.00	0.00
207-301-940.000	RENTAL EQUIPMENT	2,608.63	1,000.00	1,521.69	(521.69)	152.17
207-301-972.000	COMPUTER	13,387.10	15,000.00	5,275.33	9,724.67	35.17
Total Dept 301 - OPERATING COSTS		175,103.78	180,112.00	71,215.36	108,896.64	39.54
Dept 333 - TRANSPORTATION						
207-333-860.000	FUEL & MILEAGE	19,435.06	15,000.00	13,399.46	1,600.54	89.33
207-333-930.000	REPAIRS & MAINTENANCE	15,472.15	15,000.00	12,313.13	2,686.87	82.09
Total Dept 333 - TRANSPORTATION		34,907.21	30,000.00	25,712.59	4,287.41	85.71
Dept 905 - DEBT SERVICE						
207-905-985.000	PSB SHARE OF BOND PMT	90,050.69	89,617.00	0.00	89,617.00	0.00
Total Dept 905 - DEBT SERVICE		90,050.69	89,617.00	0.00	89,617.00	0.00
TOTAL EXPENDITURES		1,643,647.77	1,674,891.00	826,707.44	848,183.56	49.36
Fund 207 - LAW ENFORCEMENT FUND:						
TOTAL REVENUES		1,571,911.60	1,674,567.00	746,629.32	927,937.68	44.59
TOTAL EXPENDITURES		1,643,647.77	1,674,891.00	826,707.44	848,183.56	49.36
NET OF REVENUES & EXPENDITURES		(71,736.17)	(324.00)	(80,078.12)	79,754.12	14,715.47
BEG. FUND BALANCE		526,215.59	454,479.42	454,479.42		
END FUND BALANCE		454,479.42	454,155.42	374,401.30		

User: YVETTE

PERIOD ENDING 01/31/2019

DB: Northfield

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 211 - Fire Station # 2 Fund						
Revenues						
Dept 000						
211-000-671.000	REIMBURSEMENT/OTHER INCOME	0.00	150.00	0.00	150.00	0.00
211-000-684.000	CELL TOWER INCOME	17,024.00	17,136.00	8,625.12	8,510.88	50.33
Total Dept 000		17,024.00	17,286.00	8,625.12	8,660.88	49.90
TOTAL REVENUES		17,024.00	17,286.00	8,625.12	8,660.88	49.90
Fund 211 - Fire Station # 2 Fund:						
TOTAL REVENUES		17,024.00	17,286.00	8,625.12	8,660.88	49.90
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		17,024.00	17,286.00	8,625.12	8,660.88	49.90
BEG. FUND BALANCE			17,024.00	17,024.00		
END FUND BALANCE		17,024.00	34,310.00	25,649.12		

PERIOD ENDING 01/31/2019
& Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 214 - BARKER RD - RENTAL PROPERTY FUND						
Revenues						
Dept 000						
214-000-688.000	RENTAL INCOME	9,960.00	9,960.00	5,810.00	4,150.00	58.33
Total Dept 000		9,960.00	9,960.00	5,810.00	4,150.00	58.33
TOTAL REVENUES		9,960.00	9,960.00	5,810.00	4,150.00	58.33
Expenditures						
Dept 000						
214-000-930.000	REPAIRS & MAINTENANCE	0.00	455.00	0.00	455.00	0.00
Total Dept 000		0.00	455.00	0.00	455.00	0.00
Dept 270 - LEGAL/PROFESSIONAL						
214-270-800.000	OTHER PROFESSIONAL FEES	0.00	5,670.00	8,655.00	(2,985.00)	152.65
Total Dept 270 - LEGAL/PROFESSIONAL		0.00	5,670.00	8,655.00	(2,985.00)	152.65
TOTAL EXPENDITURES		0.00	6,125.00	8,655.00	(2,530.00)	141.31
Fund 214 - BARKER RD - RENTAL PROPERTY FUND:						
TOTAL REVENUES		9,960.00	9,960.00	5,810.00	4,150.00	58.33
TOTAL EXPENDITURES		0.00	6,125.00	8,655.00	(2,530.00)	141.31
NET OF REVENUES & EXPENDITURES		9,960.00	3,835.00	(2,845.00)	6,680.00	74.19
BEG. FUND BALANCE			9,960.00	9,960.00		
END FUND BALANCE		9,960.00	13,795.00	7,115.00		

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 01/31/2019
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND						
Revenues						
Dept 000						
216-000-402.000	CURRENT PROPERTY TAX	682,218.06	701,201.00	318,856.86	382,344.14	45.47
216-000-441.000	LCSA PPT Reimbursement	6,772.33	11,282.00	0.00	11,282.00	0.00
216-000-445.000	PENALTY & INTEREST ON TAXES	232.11	0.00	0.00	0.00	0.00
216-000-482.000	HOUSE NUMBERS	760.00	500.00	200.00	300.00	40.00
216-000-588.000	CONTRIBUTION OTHER FUND(S)	13,718.00	0.00	0.00	0.00	0.00
216-000-590.000	GRANT INCOME	39,445.53	0.00	0.00	0.00	0.00
216-000-626.000	COPY & FOIA INCOME	8.00	50.00	19.00	31.00	38.00
216-000-635.000	EMERGENCY COST RECOVERY	18,523.07	20,000.00	15,672.56	4,327.44	78.36
216-000-639.000	DRIVEWAY INSPECTIONS	250.00	500.00	290.00	210.00	58.00
216-000-665.000	INTEREST INCOME	4,674.31	0.00	4,039.30	(4,039.30)	100.00
216-000-671.000	REIMBURSEMENT/OTHER INCOME	1,313.46	2,000.00	240.00	1,760.00	12.00
216-000-673.000	SALE OF FIXED ASSET	38,594.00	60,000.00	0.00	60,000.00	0.00
216-000-675.000	CONTRIBUTION-PRIVATE SOURCES	150.00	150.00	0.00	150.00	0.00
Total Dept 000		806,658.87	795,683.00	339,317.72	456,365.28	42.64
Dept 336 - CONTRIBUTIONS						
216-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,000.00	1,000.00	0.00	100.00
Total Dept 336 - CONTRIBUTIONS		0.00	1,000.00	1,000.00	0.00	100.00
TOTAL REVENUES		806,658.87	796,683.00	340,317.72	456,365.28	42.72
Expenditures						
Dept 226 - PERSONNEL						
216-226-701.000	SALARIES	86,950.40	90,496.00	51,131.88	39,364.12	56.50
216-226-702.000	SALARIES	151,802.59	165,000.00	81,148.88	83,851.12	49.18
216-226-705.000	ADMINISTRATIVE ASSISTANT	3,272.57	5,000.00	2,019.17	2,980.83	40.38
216-226-708.000	SALARIES-PART TIME	49,383.94	56,088.00	29,366.05	26,721.95	52.36
216-226-712.000	SALARIES - OFFICERS	6,737.50	11,000.00	10,150.00	850.00	92.27
216-226-715.000	SOCIAL SECURITY	23,212.36	24,983.00	13,595.35	11,387.65	54.42
216-226-716.000	HOSPITALIZATION	19,284.90	26,116.00	14,283.78	11,832.22	54.69
216-226-717.000	LIFE/DISB. INSURANCE	909.87	1,100.00	581.91	518.09	52.90
216-226-718.000	PENSION	8,694.22	9,049.00	5,099.66	3,949.34	56.36
216-226-730.000	MEDICAL TESTING	467.00	8,000.00	190.00	7,810.00	2.38
216-226-731.000	WORKERS COMP INSURANCE	19,483.80	17,000.00	0.00	17,000.00	0.00
216-226-927.000	ALLOCATE TO DEPARTMENTS	(66,635.00)	(65,368.00)	0.00	(65,368.00)	0.00
216-226-957.000	TRAINING & DEVELOPMENT	5,801.31	12,000.00	5,829.00	6,171.00	48.58
216-226-958.000	TRAINING WAGES	8,733.00	12,000.00	6,175.00	5,825.00	51.46
Total Dept 226 - PERSONNEL		318,098.46	372,464.00	219,570.68	152,893.32	58.95
Dept 265 - HALL AND GROUNDS						
216-265-816.000	GROUNDS/CLEANG/JANITORL SERVIC	2,260.00	2,500.00	120.00	2,380.00	4.80
216-265-821.000	PSB MAINT & OPS ALLOCATION	39,658.64	43,100.00	0.00	43,100.00	0.00
Total Dept 265 - HALL AND GROUNDS		41,918.64	45,600.00	120.00	45,480.00	0.26
Dept 270 - LEGAL/PROFESSIONAL						
216-270-722.000	CONTROLLER	6,007.50	6,500.00	0.00	6,500.00	0.00
216-270-802.000	AUDIT FEES	2,250.00	2,250.00	2,250.00	0.00	100.00
216-270-803.000	LEGAL	50.00	3,000.00	1,031.25	1,968.75	34.38

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDTG USED
Fund 216 - MEDICAL RESCUE FUND						
Expenditures						
Total Dept 270 - LEGAL/PROFESSIONAL		8,307.50	11,750.00	3,281.25	8,468.75	27.93
Dept 301 - OPERATING COSTS						
216-301-727.000	SUPPLIES	7,648.56	10,000.00	5,104.50	4,895.50	51.05
216-301-741.000	UNIFORMS/GEAR & ALLOWANCE	2,083.03	10,000.00	641.76	9,358.24	6.42
216-301-807.000	MEMBERSHIP DUES	1,990.00	3,000.00	1,175.00	1,825.00	39.17
216-301-818.000	CONTRACTUAL SERVICES	1,696.99	2,000.00	1,504.71	495.29	75.24
216-301-820.000	DISPATCH SERVICES	10,809.84	11,000.00	5,512.92	5,487.08	50.12
216-301-850.000	COMMUNICATION	8,070.52	8,500.00	5,259.12	3,240.88	61.87
216-301-851.000	POSTAGE	21.53	50.00	6.70	43.30	13.40
216-301-900.000	PRINTING & PUBLICATIONS	224.64	500.00	105.00	395.00	21.00
216-301-910.000	INSURANCE & BONDS	39,363.00	37,000.00	3,089.00	33,911.00	8.35
216-301-920.000	UTILITIES	7,427.21	7,000.00	3,604.74	3,395.26	51.50
216-301-922.000	LATE FEES AND PENALTIES	32.97	0.00	0.00	0.00	0.00
216-301-929.000	GRANT EXPENSE	35,391.18	0.00	0.00	0.00	0.00
216-301-930.000	REPAIRS & MAINTENANCE	4,307.88	8,000.00	164.23	7,835.77	2.05
216-301-932.000	RADIO REPAIR	3,750.00	2,500.00	2,285.00	215.00	91.40
216-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	309.77	0.00	0.00	0.00	0.00
216-301-972.000	COMPUTER	4,865.50	7,000.00	1,880.80	5,119.20	26.87
Total Dept 301 - OPERATING COSTS		127,992.62	106,550.00	30,333.48	76,216.52	28.47
Dept 333 - TRANSPORTATION						
216-333-860.000	FUEL & MILEAGE	10,284.45	12,500.00	6,339.53	6,160.47	50.72
216-333-930.000	REPAIRS & MAINTENANCE	18,570.56	30,000.00	19,649.67	10,350.33	65.50
Total Dept 333 - TRANSPORTATION		28,855.01	42,500.00	25,989.20	16,510.80	61.15
Dept 900 - CAPITAL OUTLAY						
216-900-970.000	EQUIPMENT	8,024.80	30,000.00	14,002.26	15,997.74	46.67
216-900-974.000	VEHICLE	0.00	477,790.00	484,294.72	(6,504.72)	101.36
Total Dept 900 - CAPITAL OUTLAY		8,024.80	507,790.00	498,296.98	9,493.02	98.13
Dept 905 - DEBT SERVICE						
216-905-985.000	PSB SHARE OF BOND PMT	90,050.68	89,617.00	0.00	89,617.00	0.00
Total Dept 905 - DEBT SERVICE		90,050.68	89,617.00	0.00	89,617.00	0.00
TOTAL EXPENDITURES		623,247.71	1,176,271.00	777,591.59	398,679.41	66.11
Fund 216 - MEDICAL RESCUE FUND:						
TOTAL REVENUES		806,658.87	796,683.00	340,317.72	456,365.28	42.72
TOTAL EXPENDITURES		623,247.71	1,176,271.00	777,591.59	398,679.41	66.11
NET OF REVENUES & EXPENDITURES		183,411.16	(379,588.00)	(437,273.87)	57,685.87	115.20
BEG. FUND BALANCE		832,958.13	1,016,369.29	1,016,369.29		
END FUND BALANCE		1,016,369.29	636,781.29	579,095.42		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 217 - PSB - RENTAL PROPERTY FUND						
Revenues						
Dept 000						
217-000-688.000	RENTAL INCOME	0.00	36,000.00	21,000.00	15,000.00	58.33
217-000-695.000	RENTAL UTILITY REVENUE	0.00	2,631.00	2,183.12	447.88	82.98
Total Dept 000		0.00	38,631.00	23,183.12	15,447.88	60.01
TOTAL REVENUES		0.00	38,631.00	23,183.12	15,447.88	60.01
Expenditures						
Dept 000						
217-000-908.000	RENTAL REIMBURSEMENT	0.00	9,730.08	5,675.88	4,054.20	58.33
217-000-920.000	UTILITIES	0.00	2,631.00	427.82	2,203.18	16.26
Total Dept 000		0.00	12,361.08	6,103.70	6,257.38	49.38
TOTAL EXPENDITURES		0.00	12,361.08	6,103.70	6,257.38	49.38
Fund 217 - PSB - RENTAL PROPERTY FUND:						
TOTAL REVENUES		0.00	38,631.00	23,183.12	15,447.88	60.01
TOTAL EXPENDITURES		0.00	12,361.08	6,103.70	6,257.38	49.38
NET OF REVENUES & EXPENDITURES		0.00	26,269.92	17,079.42	9,190.50	65.02
BEG. FUND BALANCE			26,269.92	17,079.42		
END FUND BALANCE						

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 01/31/2019
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 230 - DONATION FUND						
Revenues						
Dept 000						
230-000-698.000	DONATIONS - OTHER	20.00	100.00	0.00	100.00	0.00
Total Dept 000		20.00	100.00	0.00	100.00	0.00
TOTAL REVENUES		20.00	100.00	0.00	100.00	0.00
Fund 230 - DONATION FUND:						
TOTAL REVENUES		20.00	100.00	0.00	100.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		20.00	100.00	0.00	100.00	0.00
BEG. FUND BALANCE		498.61	518.61	518.61		
END FUND BALANCE		518.61	618.61	518.61		

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 01/31/2019
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTH						
Revenues						
Dept 000						
248-000-607.000	VENDOR FEES	0.00	0.00	285.00	(285.00)	100.00
248-000-675.000	CONTRIBUTION-PRIVATE SOURCES	0.00	0.00	11.00	(11.00)	100.00
Total Dept 000		0.00	0.00	296.00	(296.00)	100.00
TOTAL REVENUES		0.00	0.00	296.00	(296.00)	100.00
Expenditures						
Dept 301 - OPERATING COSTS						
248-301-801.000	PLANNER FEES	13,695.00	0.00	0.00	0.00	0.00
248-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	0.00	0.00	333.34	(333.34)	100.00
Total Dept 301 - OPERATING COSTS		13,695.00	0.00	333.34	(333.34)	100.00
Dept 900 - CAPITAL OUTLAY						
248-900-925.000	STREETSCAPING	267.03	600.00	0.00	600.00	0.00
Total Dept 900 - CAPITAL OUTLAY		267.03	600.00	0.00	600.00	0.00
TOTAL EXPENDITURES		13,962.03	600.00	333.34	266.66	55.56
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:						
TOTAL REVENUES		0.00	0.00	296.00	(296.00)	100.00
TOTAL EXPENDITURES		13,962.03	600.00	333.34	266.66	55.56
NET OF REVENUES & EXPENDITURES		(13,962.03)	(600.00)	(37.34)	(562.66)	6.22
BEG. FUND BALANCE		48,932.50	34,970.47	34,970.47		
END FUND BALANCE		34,970.47	34,370.47	34,933.13		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
& Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 265 - NARCOTICS FUND						
Revenues						
Dept 000						
265-000-661.000	FORFEITURES	0.00	30,000.00	0.00	30,000.00	0.00
265-000-673.000	SALE OF FIXED ASSET	15,075.00	0.00	0.00	0.00	0.00
Total Dept 000		15,075.00	30,000.00	0.00	30,000.00	0.00
TOTAL REVENUES		15,075.00	30,000.00	0.00	30,000.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
265-301-727.000	SUPPLIES	238.93	5,000.00	1,256.44	3,743.56	25.13
265-301-899.000	FORFEITURE SHARING	33,012.00	0.00	0.00	0.00	0.00
265-301-956.000	MISCELLANEOUS	5,023.44	5,000.00	521.38	4,478.62	10.43
265-301-972.000	COMPUTER	0.00	5,000.00	0.00	5,000.00	0.00
Total Dept 301 - OPERATING COSTS		38,274.37	15,000.00	1,777.82	13,222.18	11.85
Dept 900 - CAPITAL OUTLAY						
265-900-970.000	EQUIPMENT	0.00	10,000.00	2,284.00	7,716.00	22.84
Total Dept 900 - CAPITAL OUTLAY		0.00	10,000.00	2,284.00	7,716.00	22.84
TOTAL EXPENDITURES		38,274.37	25,000.00	4,061.82	20,938.18	16.25
Fund 265 - NARCOTICS FUND:						
TOTAL REVENUES		15,075.00	30,000.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		38,274.37	25,000.00	4,061.82	20,938.18	16.25
NET OF REVENUES & EXPENDITURES		(23,199.37)	5,000.00	(4,061.82)	9,061.82	81.24
BEG. FUND BALANCE		145,364.50	122,165.13	122,165.13		
END FUND BALANCE		122,165.13	127,165.13	118,103.31		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 266 - FEDERAL NARCOTICS FUND						
Revenues						
Dept 000						
266-000-661.000	FORFEITURES	161,596.23	100,000.00	0.00	100,000.00	0.00
Total Dept 000		161,596.23	100,000.00	0.00	100,000.00	0.00
TOTAL REVENUES		161,596.23	100,000.00	0.00	100,000.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
266-301-727.000	SUPPLIES	3,400.18	12,000.00	9,794.80	2,205.20	81.62
266-301-956.000	MISCELLANEOUS	12,273.95	12,000.00	9,993.75	2,006.25	83.28
Total Dept 301 - OPERATING COSTS		15,674.13	24,000.00	19,788.55	4,211.45	82.45
Dept 336 - CONTRIBUTIONS						
266-336-967.000	CONTRIBUTION-LAW ENFORCEMENT	0.00	35,000.00	17,500.02	17,499.98	50.00
Total Dept 336 - CONTRIBUTIONS		0.00	35,000.00	17,500.02	17,499.98	50.00
Dept 900 - CAPITAL OUTLAY						
266-900-970.000	EQUIPMENT	18,822.00	20,000.00	0.00	20,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		18,822.00	20,000.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		34,496.13	79,000.00	37,288.57	41,711.43	47.20
Fund 266 - FEDERAL NARCOTICS FUND:						
TOTAL REVENUES		161,596.23	100,000.00	0.00	100,000.00	0.00
TOTAL EXPENDITURES		34,496.13	79,000.00	37,288.57	41,711.43	47.20
NET OF REVENUES & EXPENDITURES		127,100.10	21,000.00	(37,288.57)	58,288.57	177.56
BEG. FUND BALANCE		113,151.69	240,251.79	240,251.79		
END FUND BALANCE		240,251.79	261,251.79	202,963.22		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BGDY USED
Fund 287 - BUILDING DEPARTMENT FUND						
Revenues						
Dept 000						
287-000-478.000	SOIL FILL PERMITS	1,400.00	0.00	0.00	0.00	0.00
287-000-481.000	SIGN PERMITS	100.00	0.00	0.00	0.00	0.00
287-000-484.000	BUILDING PLAN REVIEW FEES	4,188.00	5,500.00	3,036.50	2,463.50	55.21
287-000-485.000	BUILDING PERMIT FEES	38,811.25	35,000.00	32,957.50	2,042.50	94.16
287-000-486.000	CONTRACTOR'S REGISTRATION	2,540.00	2,500.00	1,635.00	865.00	65.40
287-000-488.000	TRADE PERMIT FEES	42,082.50	40,000.00	23,985.00	16,015.00	59.96
287-000-626.000	COPY & FOIA INCOME	5.00	0.00	37.65	(37.65)	100.00
Total Dept 000		89,126.75	83,000.00	61,651.65	21,348.35	74.28
TOTAL REVENUES		89,126.75	83,000.00	61,651.65	21,348.35	74.28
Expenditures						
Dept 226 - PERSONNEL						
287-226-703.000	BUILDING SALARIES	0.00	26,401.25	15,247.86	11,153.39	57.75
287-226-715.000	SOCIAL SECURITY	626.34	2,020.07	914.50	1,105.57	45.27
287-226-716.000	HOSPITALIZATION	0.00	16,403.60	0.00	16,403.60	0.00
287-226-717.000	LIFE/DISB. INSURANCE	0.00	574.05	0.00	574.05	0.00
287-226-718.000	BUILDING PENSION	0.00	3,572.12	1,218.24	2,353.88	34.10
287-226-731.000	WORKERS COMP INSURANCE	570.40	480.00	0.00	480.00	0.00
287-226-927.000	ALLOCATE TO DEPARTMENTS	56,772.00	17,819.00	0.00	17,819.00	0.00
Total Dept 226 - PERSONNEL		57,968.74	67,270.09	17,380.60	49,889.49	25.84
Dept 261 - GOVERNMENT SHARED SERVICES						
287-261-725.000	BUILDING INSPECTIONS	16,562.16	25,000.00	10,940.00	14,060.00	43.76
287-261-737.000	PLAN REVIEW	3,019.16	3,000.00	2,159.32	840.68	71.98
287-261-738.000	MISC BUILDING ADMINISTRATION	635.00	500.00	75.00	425.00	15.00
Total Dept 261 - GOVERNMENT SHARED SERVICES		20,216.32	28,500.00	13,174.32	15,325.68	46.23
Dept 270 - LEGAL/PROFESSIONAL						
287-270-722.000	CONTROLLER	2,403.01	2,519.00	0.00	2,519.00	0.00
287-270-802.000	AUDIT FEES	900.00	900.00	900.00	0.00	100.00
287-270-806.000	ENGINEER	1,510.00	0.00	0.00	0.00	0.00
287-270-823.000	ZONING ADMINISTRATION	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		4,813.01	4,419.00	900.00	3,519.00	20.37
Dept 301 - OPERATING COSTS						
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTIONS	28,575.00	25,000.00	18,000.00	7,000.00	72.00
287-301-727.000	SUPPLIES	419.98	500.00	0.00	500.00	0.00
287-301-850.000	COMMUNICATION	486.53	500.00	321.55	178.45	64.31
287-301-910.000	INSURANCE & BONDS	0.00	900.00	0.00	900.00	0.00
287-301-927.000	ALLOCATE TO DEPARTMENTS	4,195.00	4,200.00	0.00	4,200.00	0.00
Total Dept 301 - OPERATING COSTS		33,676.51	31,100.00	18,321.55	12,778.45	58.91
Dept 412 - PLANNING/ZONING DEPT						
287-412-823.000	ZONING ADMINISTRATION	150.00	0.00	0.00	0.00	0.00

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND						
Expenditures						
Total Dept 412 - PLANNING/ZONING DEPT		150.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		116,824.58	131,289.09	49,776.47	81,512.62	37.91
Fund 287 - BUILDING DEPARTMENT FUND:						
TOTAL REVENUES		89,126.75	83,000.00	61,651.65	21,348.35	74.28
TOTAL EXPENDITURES		116,824.58	131,289.09	49,776.47	81,512.62	37.91
NET OF REVENUES & EXPENDITURES		(27,697.83)	(48,289.09)	11,875.18	(60,164.27)	24.59
BEG. FUND BALANCE		171,326.13	143,628.30	143,628.30		
END FUND BALANCE		143,628.30	95,339.21	155,503.48		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 571 - WASTEWATER TREATMENT FUND						
Revenues						
Dept 000						
571-000-445.000	PENALTY & INTEREST ON TAXES	2.48	0.00	0.00	0.00	0.00
571-000-500.000	TAP-IN FEES	25,019.00	29,865.00	0.00	29,865.00	0.00
571-000-590.000	GRANT INCOME	116,519.34	246,479.40	0.00	246,479.40	0.00
571-000-651.000	USAGE FEES	1,340,523.97	1,365,000.00	701,204.96	663,795.04	51.37
571-000-665.000	INTEREST INCOME	5,353.21	1,500.00	8,241.77	(6,741.77)	549.45
571-000-671.000	REIMBURSEMENT/OTHER INCOME	5,167.83	1,800.00	1,156.18	643.82	64.23
571-000-672.000	SAD INTEREST	45.56	0.00	0.00	0.00	0.00
571-000-673.000	SALE OF FIXED ASSET	2,565.00	0.00	0.00	0.00	0.00
Total Dept 000		1,495,196.39	1,644,644.40	710,602.91	934,041.49	43.21
TOTAL REVENUES		1,495,196.39	1,644,644.40	710,602.91	934,041.49	43.21
Expenditures						
Dept 226 - PERSONNEL						
571-226-701.000	SALARIES	64,816.76	66,188.00	38,135.29	28,052.71	57.62
571-226-702.000	SALARIES	181,727.97	181,738.00	104,644.21	77,093.79	57.58
571-226-711.000	SALARIES-OVERTIME	12,057.64	18,540.00	7,505.45	11,034.55	40.48
571-226-715.000	SOCIAL SECURITY	19,845.01	20,383.95	12,315.73	8,068.22	60.42
571-226-716.000	HOSPITALIZATION	87,379.29	115,063.25	57,806.69	57,256.56	50.24
571-226-717.000	LIFE/DISB. INSURANCE	1,802.07	3,705.53	1,832.60	1,872.93	49.46
571-226-718.000	PENSION	22,575.94	26,646.10	14,247.17	12,398.93	53.47
571-226-720.000	BANKED PTO	(7,385.19)	0.00	0.00	0.00	0.00
571-226-731.000	WORKERS COMP INSURANCE	7,568.80	6,616.00	0.00	6,616.00	0.00
571-226-747.000	ON-CALL WAGES	0.00	10,920.00	6,300.00	4,620.00	57.69
571-226-957.000	TRAINING & DEVELOPMENT	4,141.95	5,000.00	2,168.89	2,831.11	43.38
Total Dept 226 - PERSONNEL		394,530.24	454,800.83	244,956.03	209,844.80	53.86
Dept 228 - INFORMATION TECHNOLOGY						
571-228-948.000	COMPUTER SERVICES	0.00	0.00	39.90	(39.90)	100.00
Total Dept 228 - INFORMATION TECHNOLOGY		0.00	0.00	39.90	(39.90)	100.00
Dept 270 - LEGAL/PROFESSIONAL						
571-270-722.000	CONTROLLER	16,821.00	17,633.00	0.00	17,633.00	0.00
571-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	0.00	100.00
571-270-803.000	LEGAL	0.00	500.00	0.00	500.00	0.00
571-270-806.000	ENGINEER	7,308.56	25,000.00	0.00	25,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		30,429.56	49,433.00	6,300.00	43,133.00	12.74
Dept 301 - OPERATING COSTS						
571-301-727.000	SUPPLIES	1,281.86	2,500.00	764.01	1,735.99	30.56
571-301-740.000	OPERATING SUPPLIES	48,280.31	50,000.00	23,840.75	26,159.25	47.68
571-301-741.000	UNIFORMS/GEAR & ALLOWANCE	1,639.83	4,000.00	1,108.39	2,891.61	27.71
571-301-807.000	MEMBERSHIP DUES	880.00	880.00	210.00	670.00	23.86
571-301-817.000	LAB & TESTING	4,466.00	7,000.00	955.00	6,045.00	13.64
571-301-819.000	COLLECTION SYS ANNUAL MAINT	47,572.76	55,000.00	4,119.02	50,880.98	7.49
571-301-825.000	SEWER ADMINISTRATION FEES	37,500.00	37,500.00	0.00	37,500.00	0.00
571-301-850.000	COMMUNICATION	5,304.16	3,200.00	3,478.55	(278.55)	108.70
571-301-851.000	POSTAGE	3,565.28	3,000.00	1,879.39	1,120.61	62.65

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 571 - WASTEWATER TREATMENT FUND						
Expenditures						
571-301-900.000	PRINTING & PUBLICATIONS	0.00	200.00	0.00	200.00	0.00
571-301-907.000	REFUNDS AND REBATES	2,469.33	0.00	0.00	0.00	0.00
571-301-910.000	INSURANCE & BONDS	21,442.00	25,350.00	0.00	25,350.00	0.00
571-301-920.000	UTILITIES	76,098.40	100,000.00	64,296.71	35,703.29	64.30
571-301-929.000	GRANT EXPENSE	46,396.49	273,866.00	84,915.07	188,950.93	31.01
571-301-930.000	REPAIRS & MAINTENANCE	32,816.35	110,000.00	45,839.97	64,160.03	41.67
571-301-940.000	RENTAL EQUIPMENT	1,574.69	1,585.00	1,008.22	576.78	63.61
571-301-956.000	MISCELLANEOUS	10.00	500.00	0.00	500.00	0.00
571-301-968.000	DEPRECIATION EXPENSE	235,729.48	235,088.96	0.00	235,088.96	0.00
Total Dept 301 - OPERATING COSTS		567,026.94	909,669.96	232,415.08	677,254.88	25.55
Dept 333 - TRANSPORTATION						
571-333-860.000	FUEL & MILEAGE	2,233.20	7,000.00	2,219.05	4,780.95	31.70
571-333-930.000	REPAIRS & MAINTENANCE	52.94	1,500.00	1,500.14	(0.14)	100.01
Total Dept 333 - TRANSPORTATION		2,286.14	8,500.00	3,719.19	4,780.81	43.76
Dept 528 - O & M - BOND & INTEREST						
571-528-954.000	AGENT FEES	549.00	700.00	0.00	700.00	0.00
571-528-989.000	INTEREST 1992 BOND	10,518.76	8,550.00	4,275.00	4,275.00	50.00
Total Dept 528 - O & M - BOND & INTEREST		11,067.76	9,250.00	4,275.00	4,975.00	46.22
Dept 900 - CAPITAL OUTLAY						
571-900-970.000	EQUIPMENT	20,500.00	531,176.00	0.00	531,176.00	0.00
571-900-971.000	RENOVATIONS	0.00	0.00	17,870.00	(17,870.00)	100.00
Total Dept 900 - CAPITAL OUTLAY		20,500.00	531,176.00	17,870.00	513,306.00	3.36
TOTAL EXPENDITURES		1,025,840.64	1,962,829.79	509,575.20	1,453,254.59	25.96
Fund 571 - WASTEWATER TREATMENT FUND:						
TOTAL REVENUES		1,495,196.39	1,644,644.40	710,602.91	934,041.49	43.21
TOTAL EXPENDITURES		1,025,840.64	1,962,829.79	509,575.20	1,453,254.59	25.96
NET OF REVENUES & EXPENDITURES		469,355.75	(318,185.39)	201,027.71	(519,213.10)	63.18
BEG. FUND BALANCE		6,740,021.11	7,209,376.86	7,209,376.86		
END FUND BALANCE		7,209,376.86	6,891,191.47	7,410,404.57		

User: YVETTE
DB: Northfield

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023						
Revenues						
Dept 000						
815-000-665.000	INTEREST INCOME	49.34	100.00	42.04	57.96	42.04
815-000-672.000	SAD INTEREST	6,261.53	6,000.00	158.90	5,841.10	2.65
Total Dept 000		6,330.87	6,100.00	200.94	5,899.06	3.29
TOTAL REVENUES		6,330.87	6,100.00	200.94	5,899.06	3.29
Expenditures						
Dept 301 - OPERATING COSTS						
815-301-968.000	DEPRECIATION EXPENSE	17,519.00	17,519.00	8,759.52	8,759.48	50.00
Total Dept 301 - OPERATING COSTS		17,519.00	17,519.00	8,759.52	8,759.48	50.00
Dept 905 - DEBT SERVICE						
815-905-995.000	DEBT SERVICE - INTEREST	6,220.22	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		6,220.22	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		23,739.22	17,519.00	8,759.52	8,759.48	50.00
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023:						
TOTAL REVENUES		6,330.87	6,100.00	200.94	5,899.06	3.29
TOTAL EXPENDITURES		23,739.22	17,519.00	8,759.52	8,759.48	50.00
NET OF REVENUES & EXPENDITURES		(17,408.35)	(11,419.00)	(8,558.58)	(2,860.42)	74.95
BEG. FUND BALANCE		564,756.20	547,347.85	547,347.85		
END FUND BALANCE		547,347.85	535,928.85	538,789.27		

PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

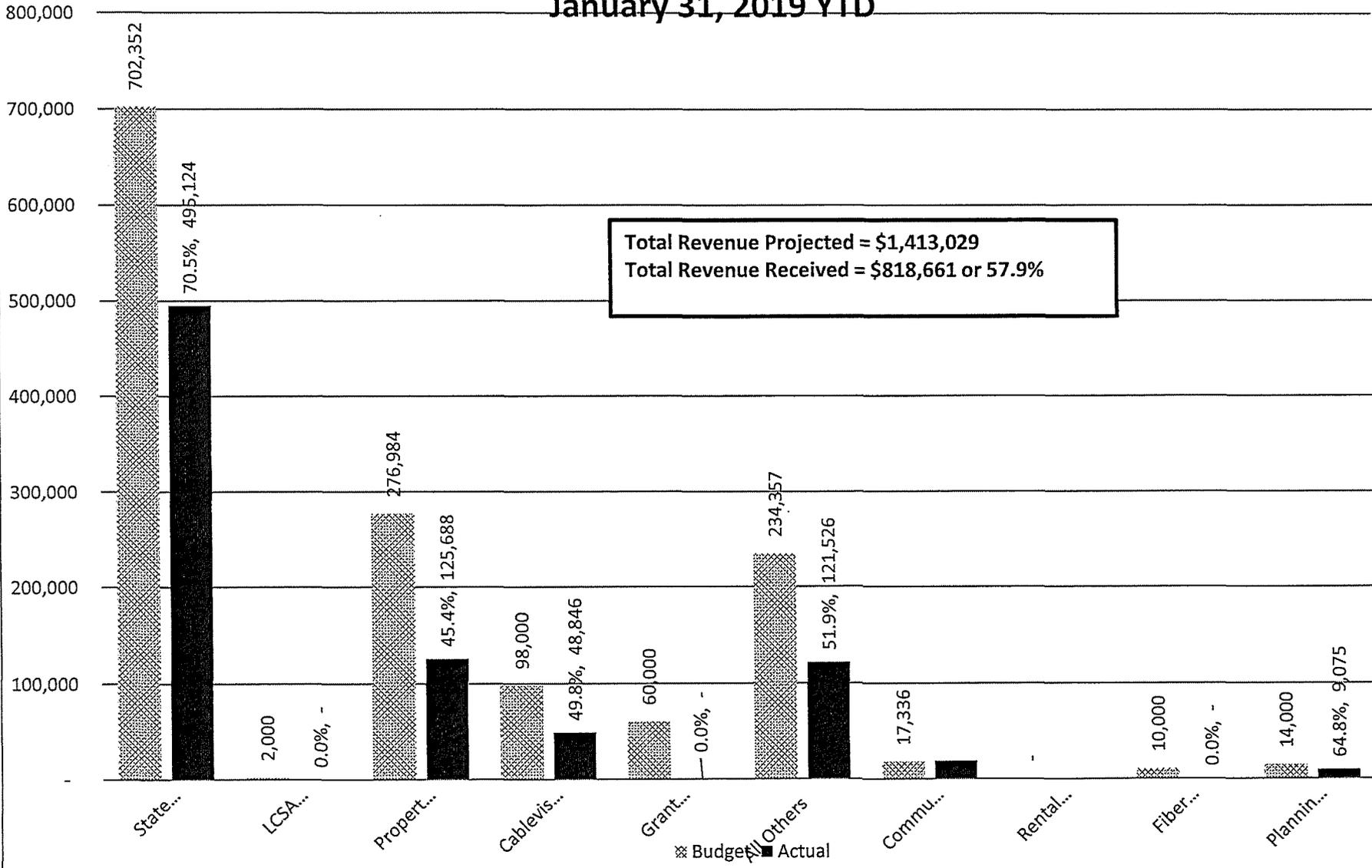
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BGD USED
Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035						
Revenues						
Dept 000						
825-000-445.000	PENALTY & INTEREST ON TAXES	14.41	0.00	0.00	0.00	0.00
825-000-672.000	SAD INTEREST	37,055.59	32,000.00	0.00	32,000.00	0.00
Total Dept 000		37,070.00	32,000.00	0.00	32,000.00	0.00
TOTAL REVENUES		37,070.00	32,000.00	0.00	32,000.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
825-301-968.000	DEPRECIATION EXPENSE	15,933.31	12,000.00	6,000.00	6,000.00	50.00
Total Dept 301 - OPERATING COSTS		15,933.31	12,000.00	6,000.00	6,000.00	50.00
Dept 905 - DEBT SERVICE						
825-905-954.000	AGENT FEES	500.00	500.00	0.00	500.00	0.00
825-905-986.000	INTEREST EXPENSE - WL SAD BOND	22,393.78	21,893.76	10,946.89	10,946.87	50.00
Total Dept 905 - DEBT SERVICE		22,893.78	22,393.76	10,946.89	11,446.87	48.88
TOTAL EXPENDITURES		38,827.09	34,393.76	16,946.89	17,446.87	49.27
Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035:						
TOTAL REVENUES		37,070.00	32,000.00	0.00	32,000.00	0.00
TOTAL EXPENDITURES		38,827.09	34,393.76	16,946.89	17,446.87	49.27
NET OF REVENUES & EXPENDITURES		(1,757.09)	(2,393.76)	(16,946.89)	14,553.13	707.96
BEG. FUND BALANCE		766,578.92	764,821.83	764,821.83		
END FUND BALANCE		764,821.83	762,428.07	747,874.94		

User: YVETTE
DB: Northfield

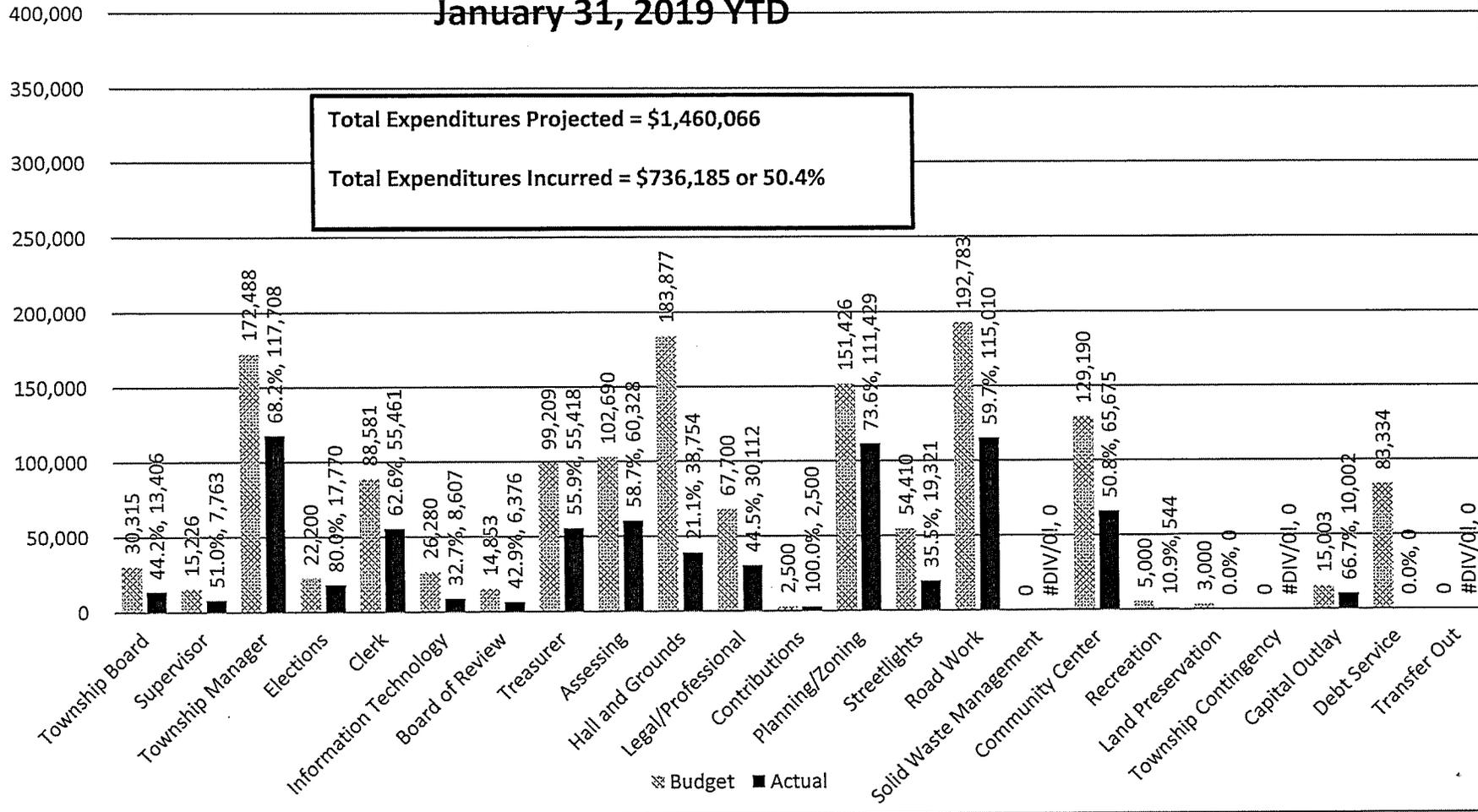
PERIOD ENDING 01/31/2019
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT						
Revenues						
Dept 000						
890-000-665.000	INTEREST INCOME	160.65	750.00	209.41	540.59	27.92
890-000-672.000	SAD INTEREST	18,234.70	15,000.00	0.00	15,000.00	0.00
Total Dept 000		18,395.35	15,750.00	209.41	15,540.59	1.33
TOTAL REVENUES		18,395.35	15,750.00	209.41	15,540.59	1.33
Expenditures						
Dept 301 - OPERATING COSTS						
890-301-968.000	DEPRECIATION EXPENSE	74,187.00	72,000.00	36,000.00	36,000.00	50.00
Total Dept 301 - OPERATING COSTS		74,187.00	72,000.00	36,000.00	36,000.00	50.00
Dept 905 - DEBT SERVICE						
890-905-954.000	AGENT FEES	351.00	415.00	0.00	415.00	0.00
Total Dept 905 - DEBT SERVICE		351.00	415.00	0.00	415.00	0.00
TOTAL EXPENDITURES		74,538.00	72,415.00	36,000.00	36,415.00	49.71
Fund 890 - N.T. SEWER DISTRICT:						
TOTAL REVENUES		18,395.35	15,750.00	209.41	15,540.59	1.33
TOTAL EXPENDITURES		74,538.00	72,415.00	36,000.00	36,415.00	49.71
NET OF REVENUES & EXPENDITURES		(56,142.65)	(56,665.00)	(35,790.59)	(20,874.41)	63.16
BEG. FUND BALANCE		2,878,138.86	2,821,996.21	2,821,996.21		
END FUND BALANCE		2,821,996.21	2,765,331.21	2,786,205.62		
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		5,831,479.24	5,861,749.90	2,716,187.60	3,145,562.30	46.34
NET OF REVENUES & EXPENDITURES		4,879,971.22	6,652,760.70	3,017,984.99	3,634,775.71	45.36
BEG. FUND BALANCE - ALL FUNDS		951,508.02	(791,010.80)	(301,797.39)	(489,213.41)	38.15
END FUND BALANCE - ALL FUNDS		13,577,290.04	14,528,798.06	14,528,798.06		
		14,528,798.06	13,737,787.26	14,227,000.67		

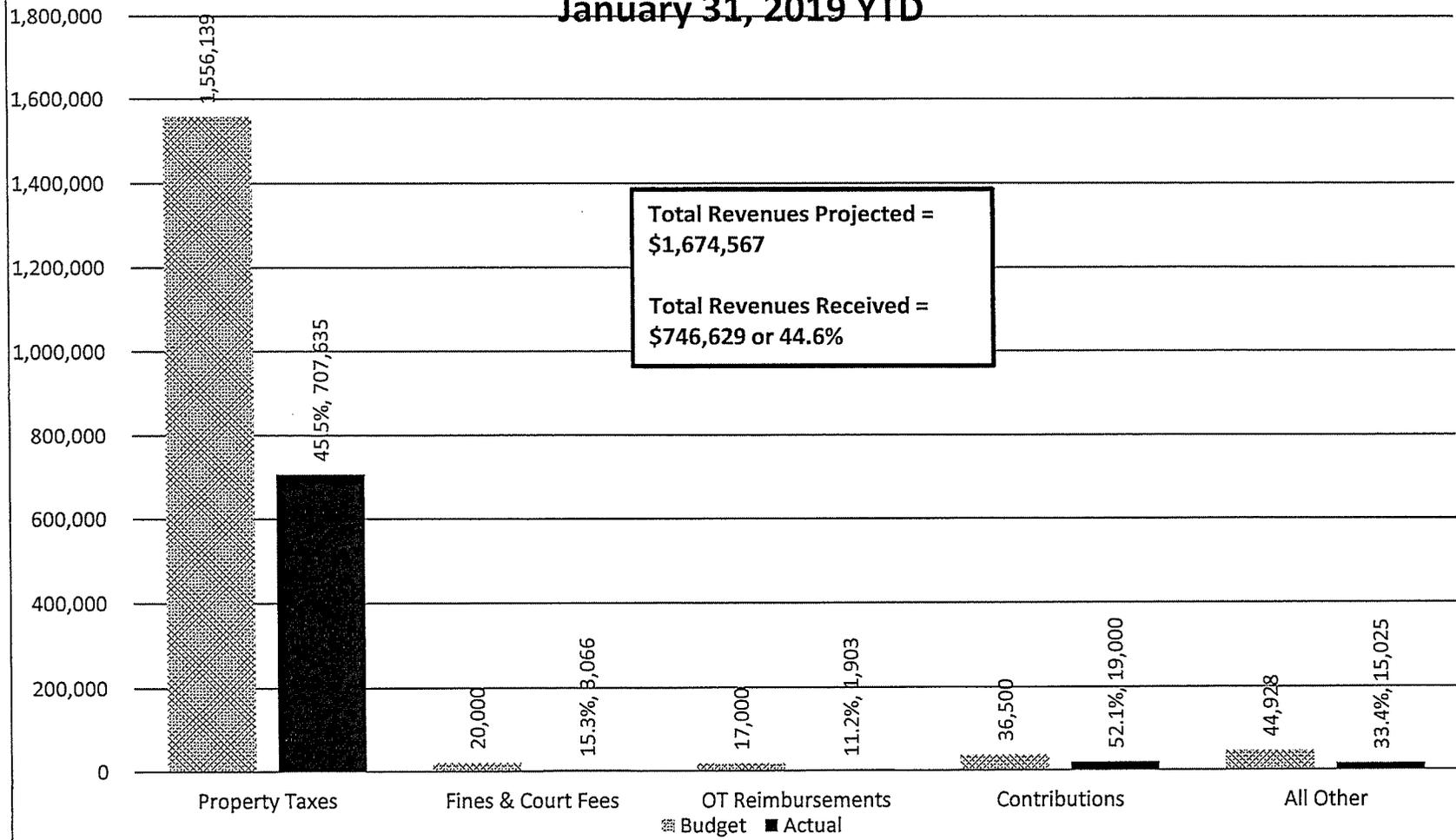
NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Incurred January 31, 2019 YTD



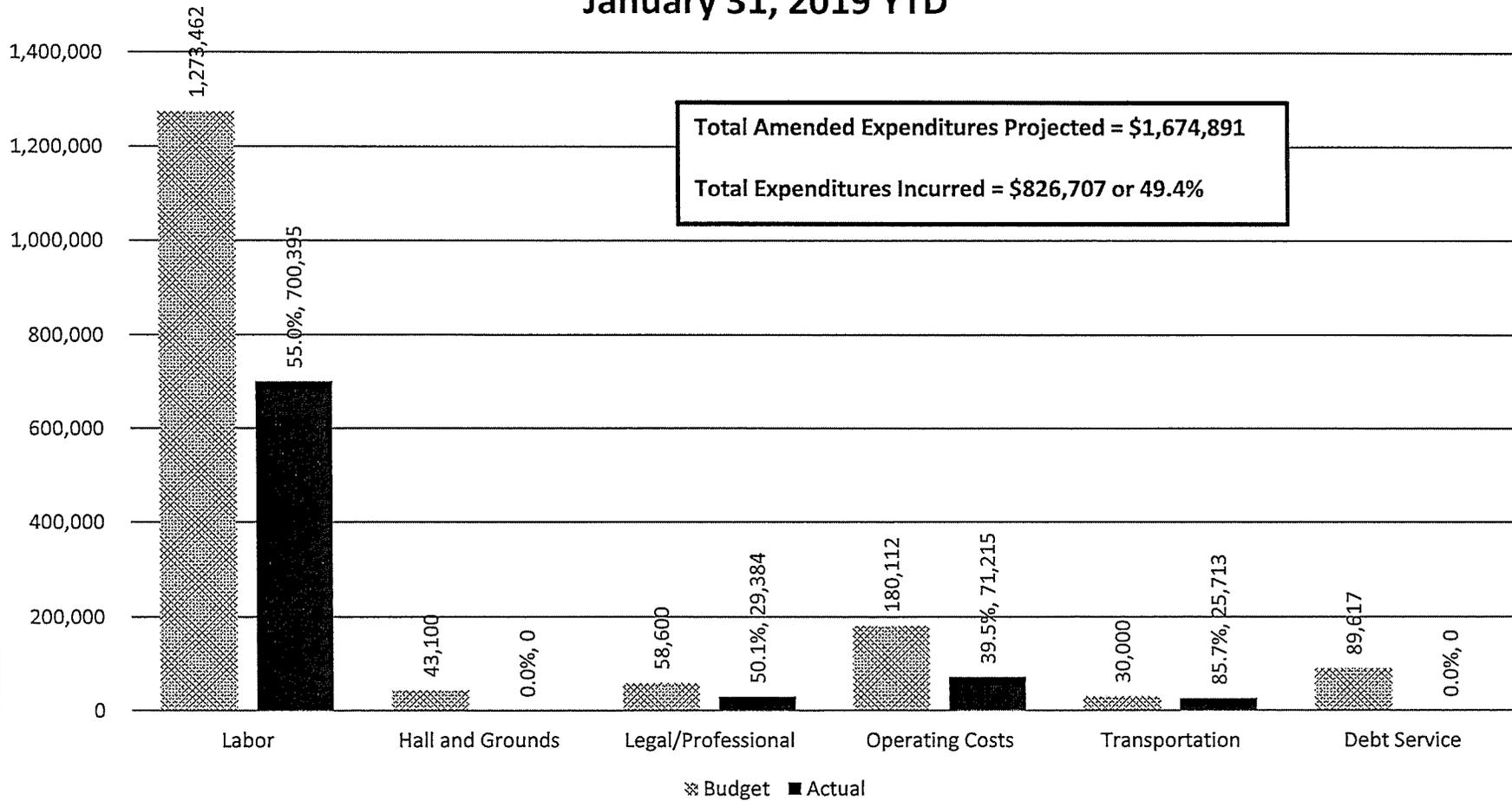
NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred January 31, 2019 YTD



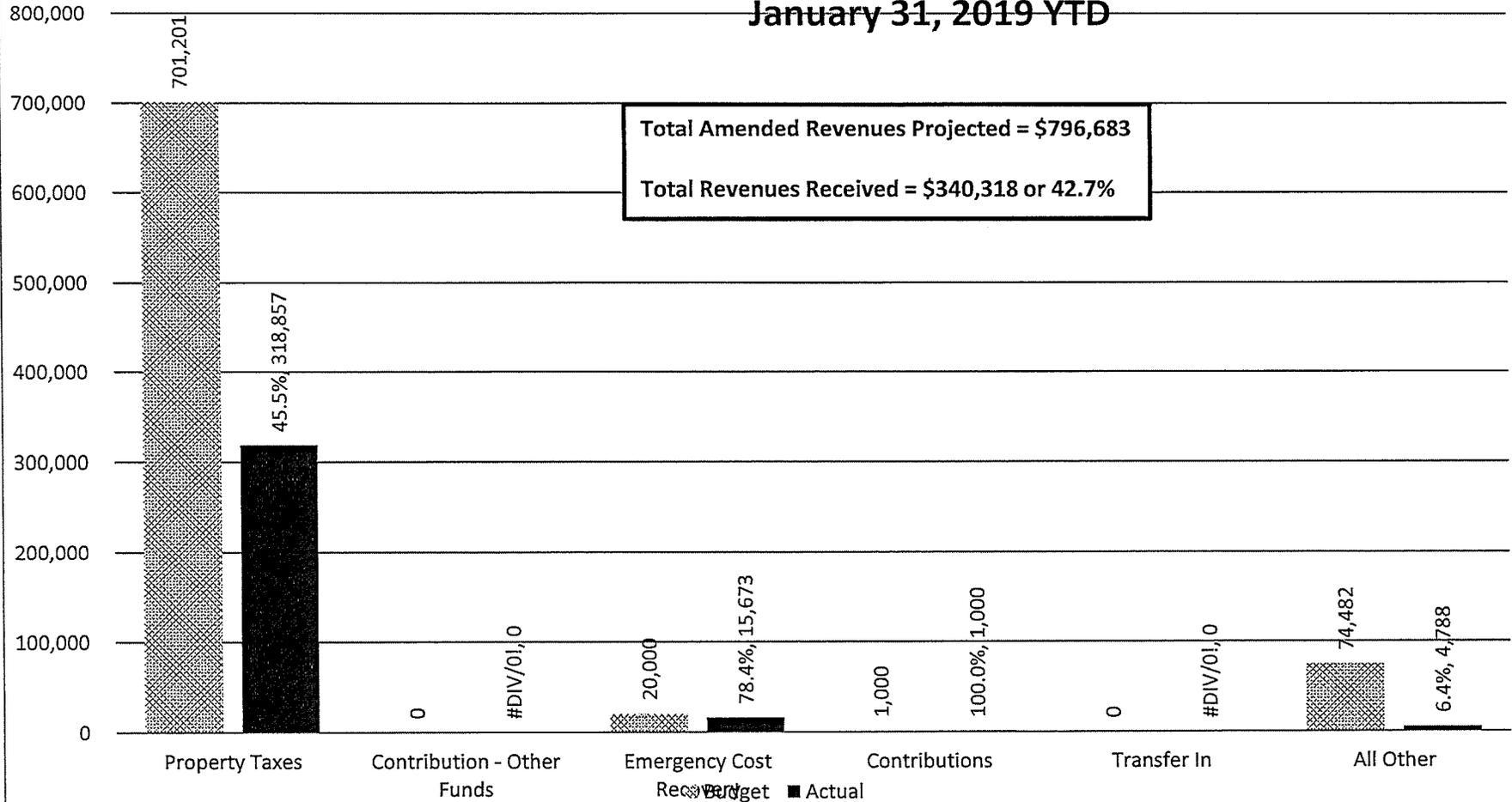
NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received January 31, 2019 YTD



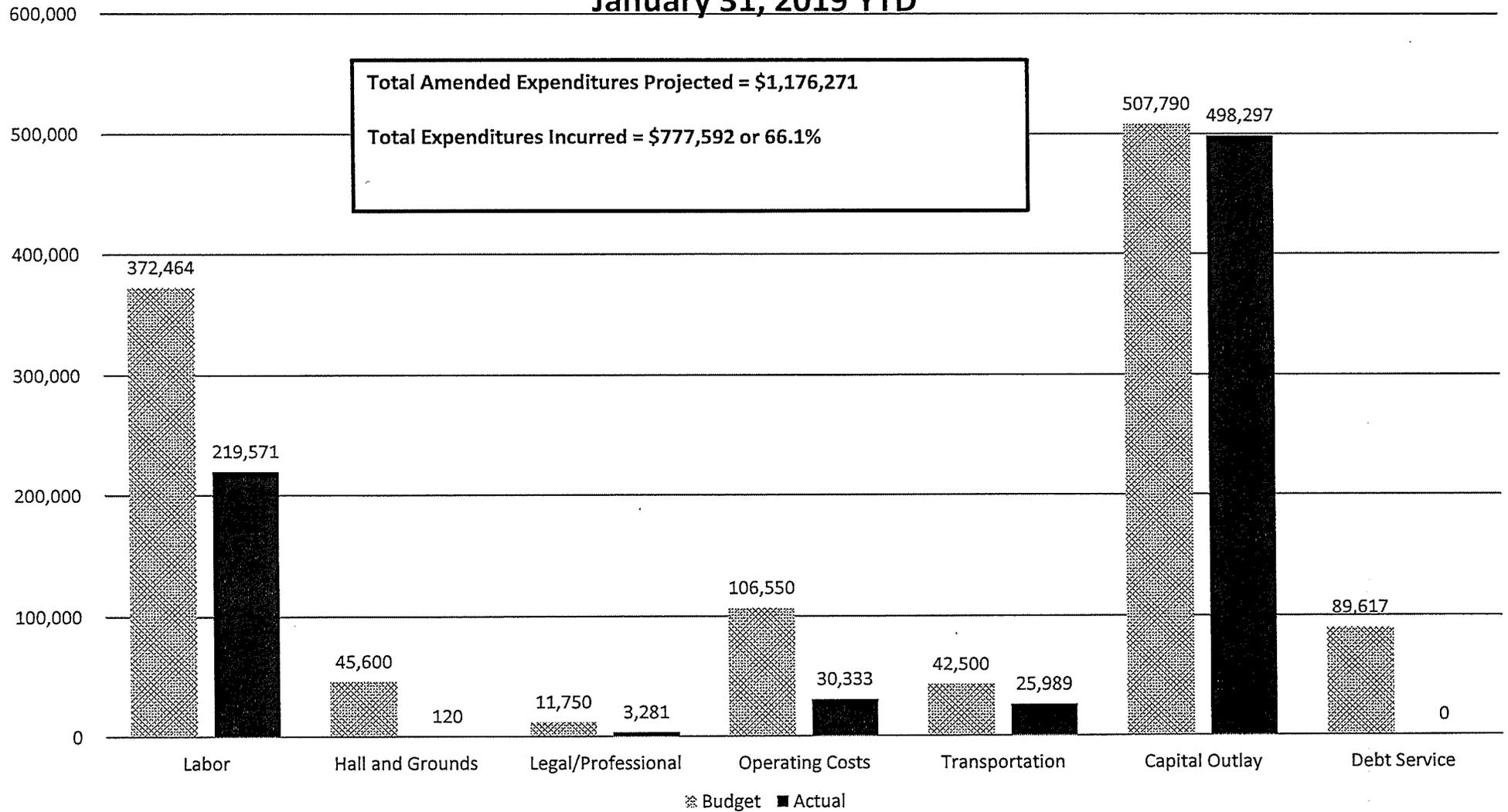
NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred January 31, 2019 YTD



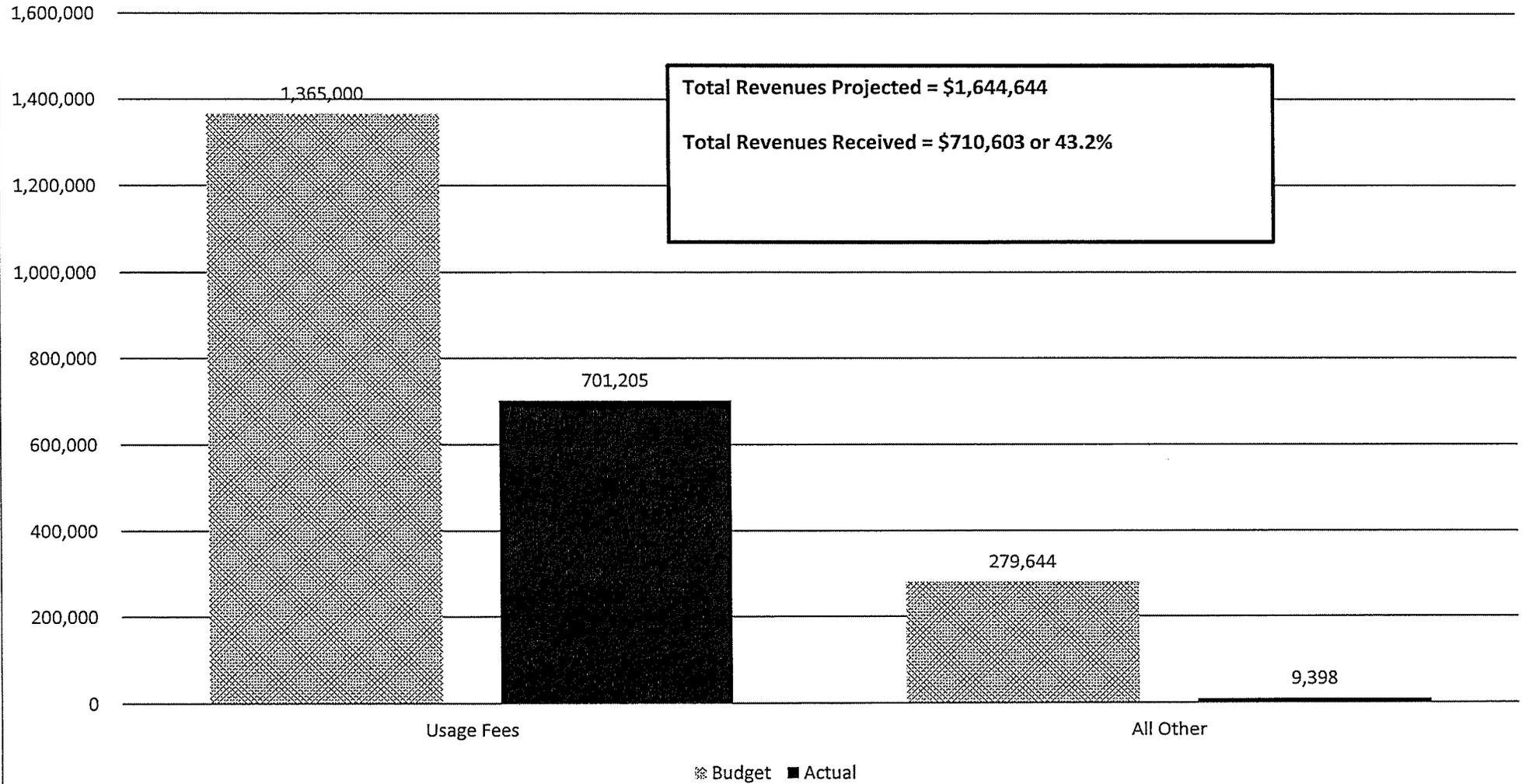
NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received January 31, 2019 YTD



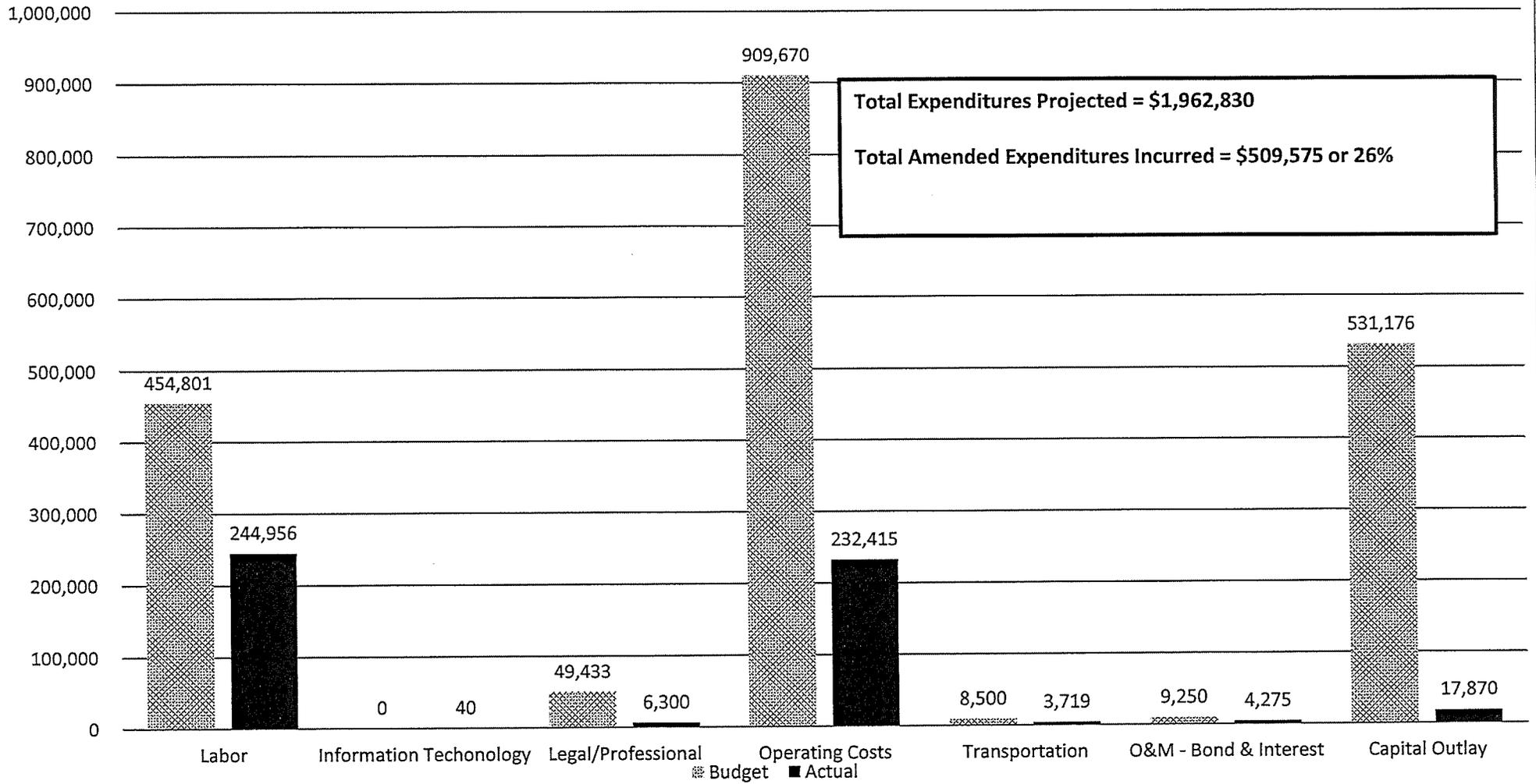
NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred January 31, 2019 YTD



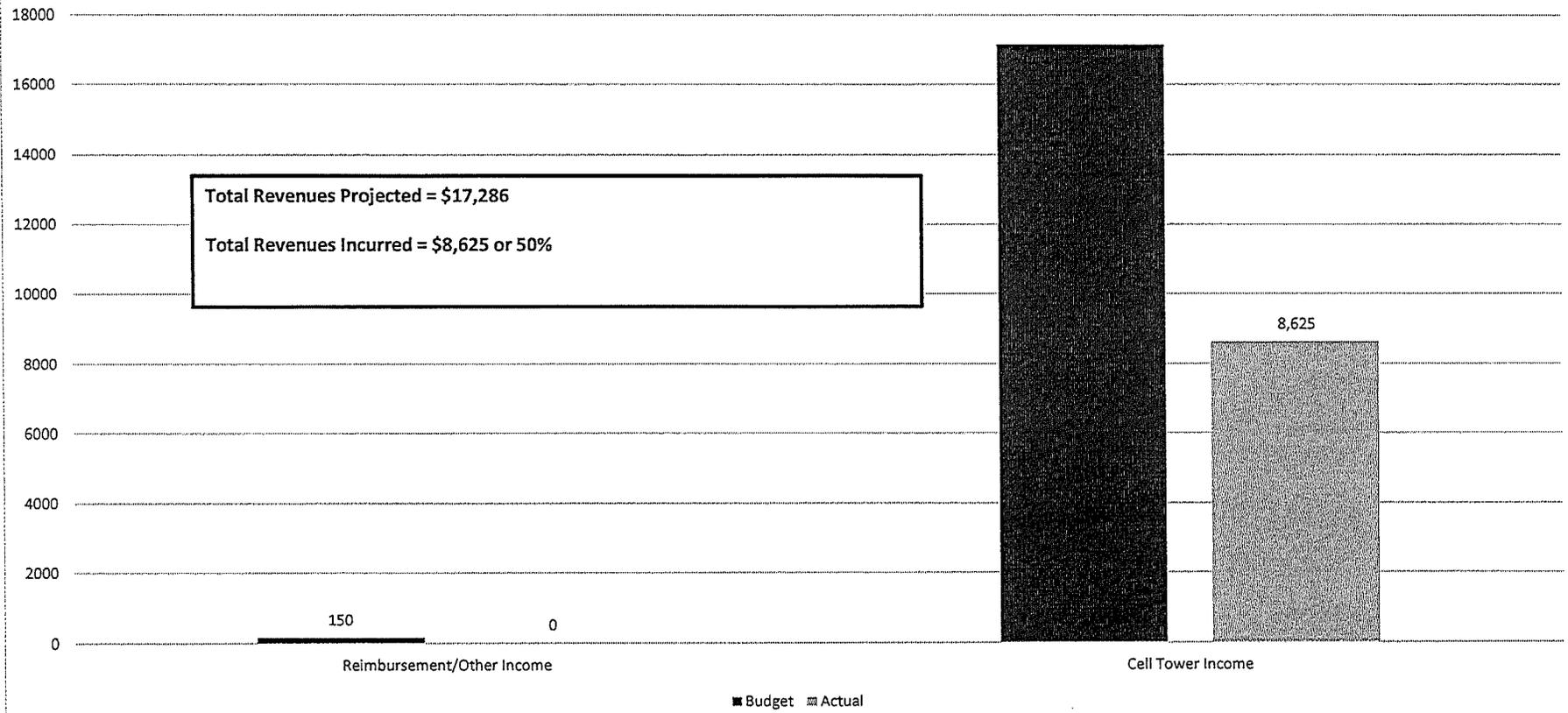
NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Incurred January 31, 2019 YTD



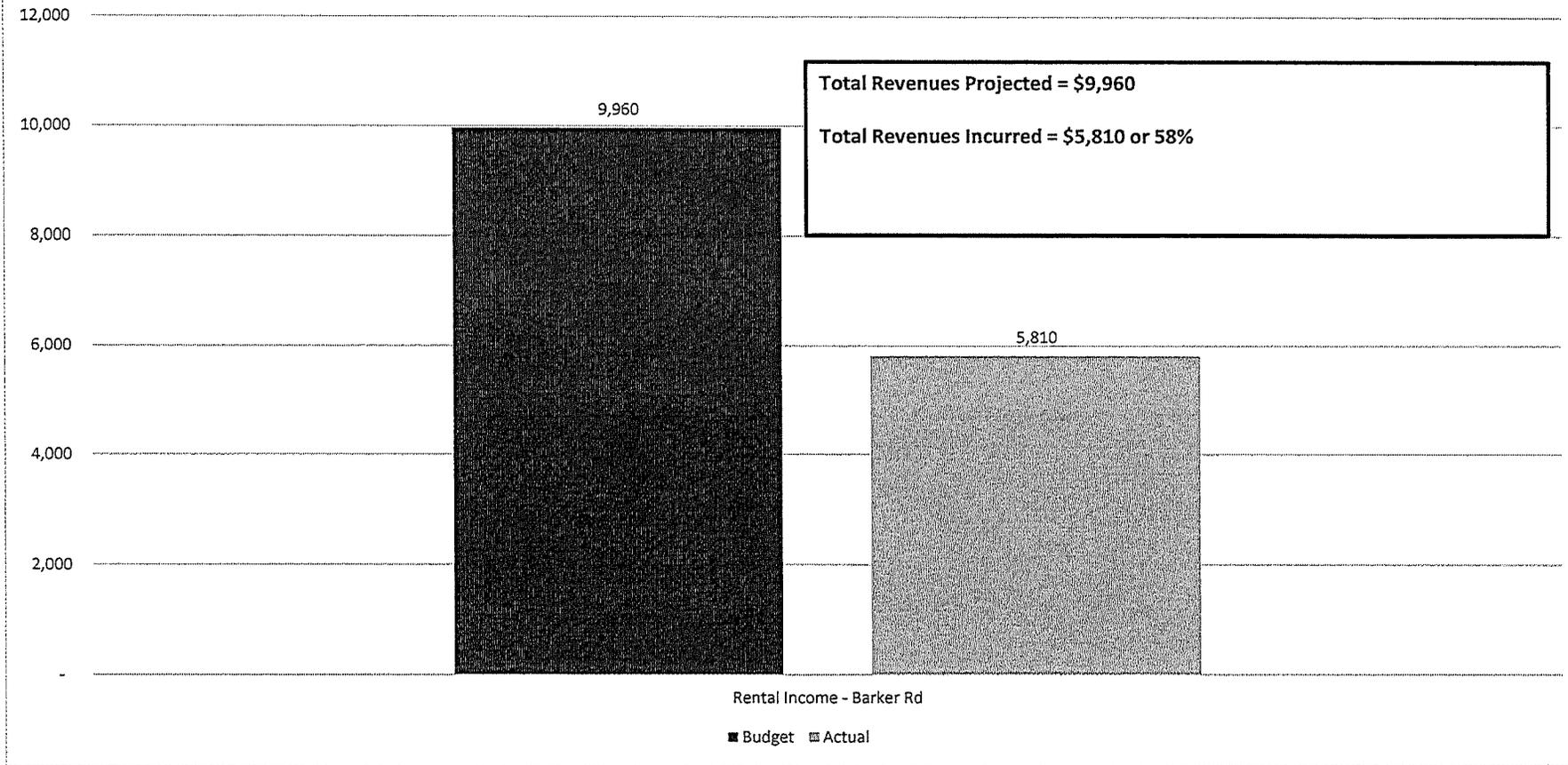
NORTHFIELD TOWNSHIP WWTP FUND Expenditures Projected vs. Incurred January 31, 2019 YTD



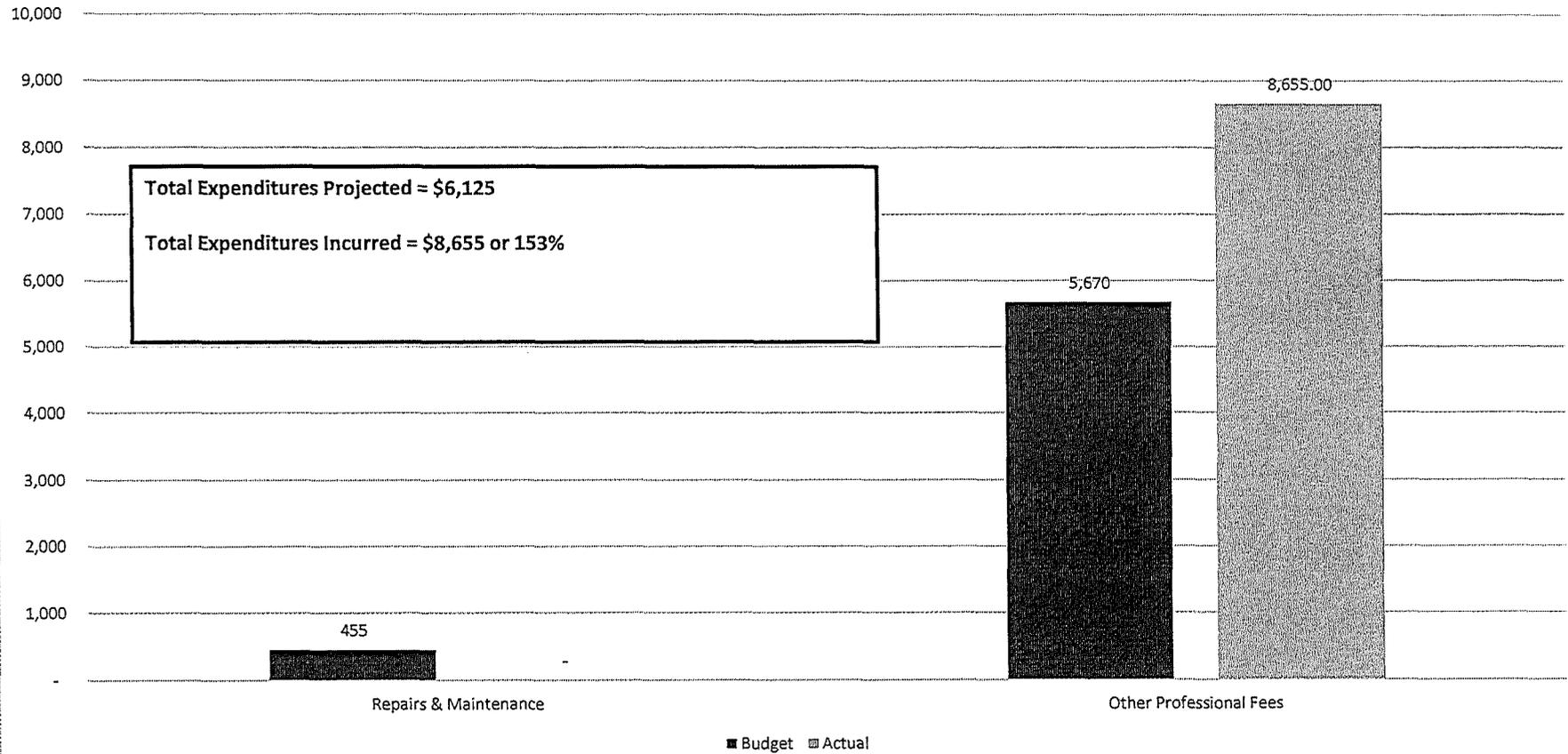
**Northfield Township
Fire Station # 2 Fund
Revenues Projected vs. Incurred
January 31, 2019 YTD**



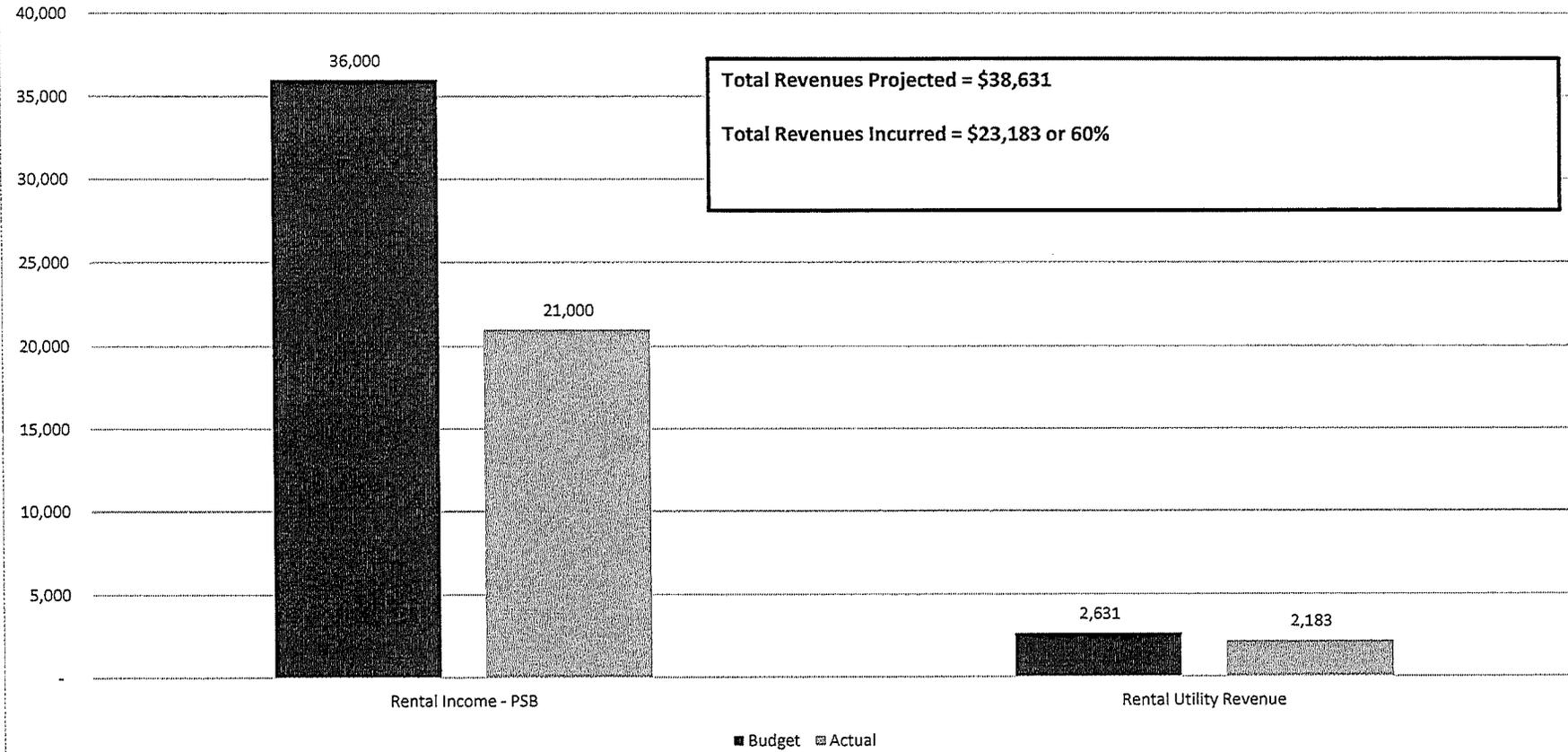
Northfield Township Barker Rd Rental Property Fund Revenues Projected vs. Incurred January 31, 2019 YTD



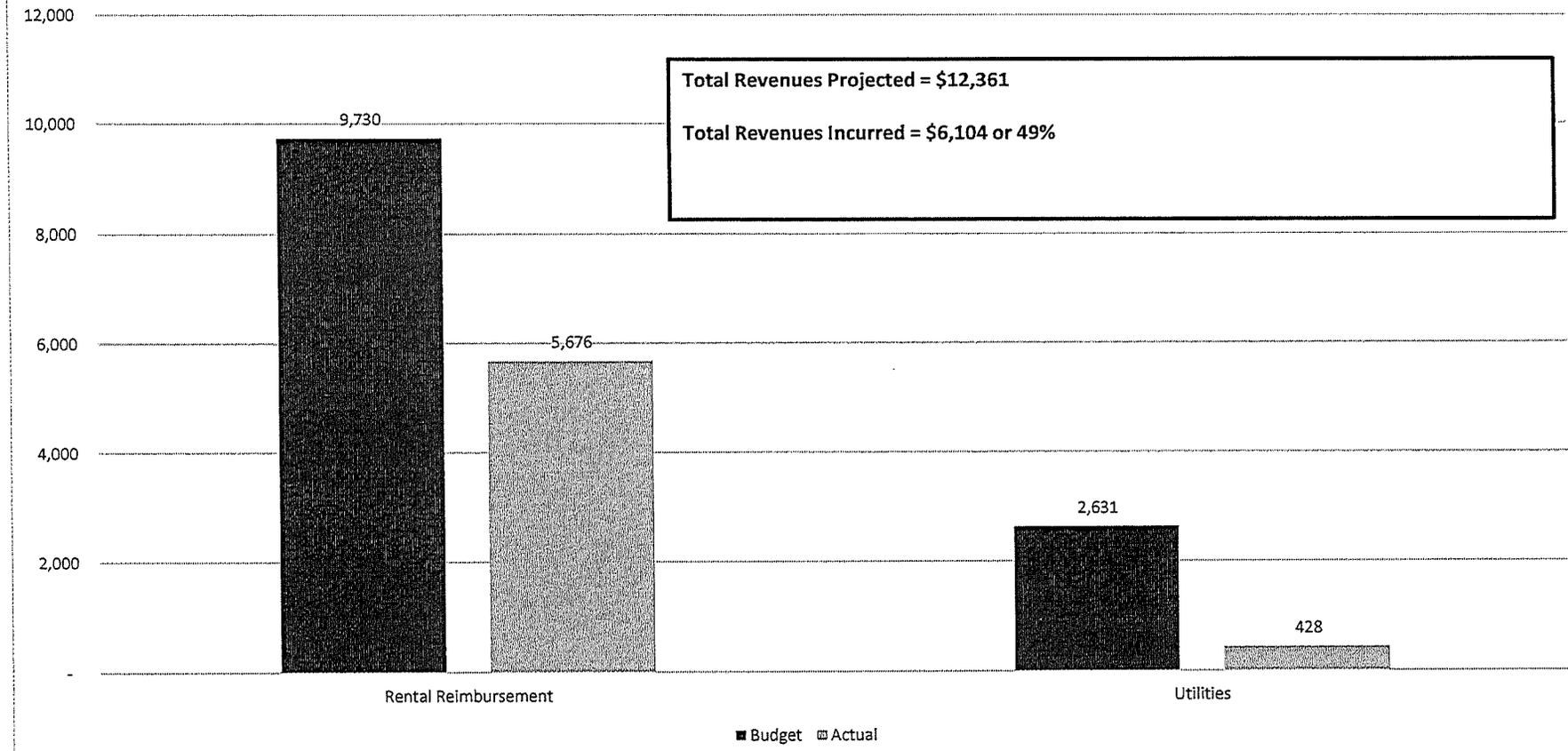
Northfield Township Barker Rd Rental Property Fund Expenditures Projected vs. Incurred January 31, 2019 YTD



Northfield Township PSB Rental Property Fund Revenues Projected vs. Incurred January 31, 2019 YTD



Northfield Township PSB Rental Property Fund Revenues Projected vs. Incurred January 31, 2019 YTD



GENERAL FUND

January, 2019

Revenues

	Budget	Actual	% of Budget Used
State Revenue Sharing	702,352	495,124	70.5%
LCSA PPT Reimbursement	2,000	-	0.0%
Property Taxes	276,984	125,688	45.4%
Cablevision Franchise Fees	98,000	48,846	49.8%
Grant Income	60,000	-	0.0%
All Others	234,357	121,526	51.9%
Community Center	17,336	18,403	106.2%
Rental Income - Barker Rd	MOVED TO RENTAL PROPERTY FUND		
Fiber Footage Fees	10,000	-	0.0%
Planning/Zoning	14,000	9,075	64.8%
	<u>1,413,029</u>	<u>818,661</u>	<u>57.9%</u>

Expenditures

	Budget	Actual	
Township Board	30,315	13,406	44.2%
Supervisor	15,226	7,763	51.0%
Township Manager	172,488	117,708	68.2%
Elections	22,200	17,770	80.0%
Clerk	88,581	55,461	62.6%
Information Technology	26,280	8,607	32.7%
Board of Review	14,853	6,376	42.9%
Treasurer	99,209	55,418	55.9%
Assessing	102,690	60,328	58.7%
Hall and Grounds	183,877	38,754	21.1%
Legal/Professional	67,700	30,112	44.5%
Contributions	2,500	2,500	100.0%
Planning/Zoning	151,426	111,429	73.6%
Streetlights	54,410	19,321	35.5%
Road Work	192,783	115,010	59.7%
Solid Waste Management	0	0	#DIV/0!
Community Center	129,190	65,675	50.8%
Recreation	5,000	544	10.9%
Land Preservation	3,000	0	0.0%
Township Contingency	0	0	#DIV/0!
Capital Outlay	15,003	10,002	66.7%
Debt Service	83,334	0	0.0%
Transfer Out	0	0	#DIV/0!
	<u>1,460,066</u>	<u>736,185</u>	<u>50.4%</u>

LAW FUND**Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	1,556,139	707,635	45.5%
Fines & Court Fees	20,000	3,066	15.3%
OT Reimbursements	17,000	1,903	11.2%
Contributions	36,500	19,000	52.1%
All Other	44,928	15,025	33.4%
	<u>1,674,567</u>	<u>746,629</u>	<u>44.6%</u>

Expenditures

	Budget	Actual	
Labor	1,273,462	700,395	55.0%
Hall and Grounds	43,100	0	0.0%
Legal/Professional	58,600	29,384	50.1%
Operating Costs	180,112	71,215	39.5%
Transportation	30,000	25,713	85.7%
Debt Service	89,617	0	0.0%
	<u>1,674,891</u>	<u>826,707</u>	<u>49.4%</u>

FIRE FUND**Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	701,201	318,857	45.5%
Contribution - Other Funds	0	0	#DIV/0!
Emergency Cost Recovery	20,000	15,673	78.4%
Contributions	1,000	1,000	100.0%
Transfer In	0	0	#DIV/0!
All Other	74,482	4,788	6.4%
	<u>796,683</u>	<u>340,318</u>	<u>42.7%</u>

Expenditures

	Budget	Actual	
Labor	372,464	219,571	59.0%
Hall and Grounds	45,600	120	0.3%
Legal/Professional	11,750	3,281	27.9%
Operating Costs	106,550	30,333	28.5%
Transportation	42,500	25,989	61.2%
Capital Outlay	507,790	498,297	98.1%
Debt Service	89,617	0	0.0%
	<u>1,176,271</u>	<u>777,592</u>	<u>66.1%</u>

WWTP FUND**Revenues**

	Budget	Actual	% of Budget Used
Usage Fees	1,365,000	701,205	51.4%
All Other	279,644	9,398	3.4%
	<u>1,644,644</u>	<u>710,603</u>	<u>43.2%</u>

Expenditures

	Budget	Actual	
Labor	454,801	244,956	53.9%
Information Technology	0	40	#DIV/0!

Legal/Professional	49,433	6,300	12.7%
Operating Costs	909,670	232,415	25.5%
Transportation	8,500	3,719	43.8%
O&M - Bond & Interest	9,250	4,275	46.2%
Capital Outlay	531,176	17,870	3.4%
	<u>1,962,830</u>	<u>509,575</u>	<u>26.0%</u>

Fire Station # 2 Fund

<u>Revenues</u>	Budget	Actual	
Reimbursement/Other Income	150	0	0%
Cell Tower Income	17,136	8,625	50%
	<u>17,286</u>	<u>8,625</u>	<u>50%</u>

<u>Expenditures</u>	Budget	Actual	
Grounds/Cleaning/Jan Srvc	-	-	#DIV/0!
Utilities	-	-	#DIV/0!
Repairs & Maintenance	-	-	#DIV/0!
	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>

Barker Rd Rental Property Fund

<u>Revenues</u>	Budget	Actual	
Rental Income - Barker Rd	9,960	5,810	58%
	<u>9,960</u>	<u>5,810</u>	<u>58%</u>

<u>Expenditures</u>	Budget	Actual	
Repairs & Maintenance	455	-	-
Other Professional Fees	5,670	8,655.00	153%
	<u>6,125</u>	<u>8,655.00</u>	<u>141%</u>

PSB Rental Property Fund

<u>Revenues</u>	Budget	Actual	
Rental Income - PSB	36,000	21,000	58%
Rental Utility Revenue	2,631	2,183	83%
	<u>38,631</u>	<u>23,183</u>	<u>60%</u>

<u>Expenditures</u>	Budget	Actual	
Rental Reimbursement	9,730	5,676	58%
Utilities	2,631	428	16%
	<u>12,361</u>	<u>6,104</u>	<u>49%</u>

Northfield Township Board of Trustees

ZBA Report

Memorandum

To: Northfield Township Board of Trustees
From: Jacqueline Otto, Trustee and ZBA Representative
Date: February 21, 2019

The Zoning Board of Appeals meeting was on Tuesday, January 19, 2019 – Since there were no variance requests presented, this meeting was established as a business meeting. ZBA is required to hold 4 meetings per year – one of those meetings could be a business meeting. The Zoning Board of Appeals adopted the 2019 Calendar (see attached), Approved the December 17, 2018 meeting minutes, and conducted an election of Officers. Ken Dignan is the ZBA Chair, Jacki Otto, Vice Chair and Greg Kolecki, Secretary. Scott Gustafson is welcomed as a new member.

ZBA Members:

Scott Gustafson (expires December 2021)
Ken Dignan (expires December 2020)
Greg Kolecki (expires December 2021)
Jacki Otto (expiration follows Board of Trustee term)
Brad Cousino, PC Rep (expires December 2020)
James Balsillie, Alternate (expires December 2020)

Next Meeting is scheduled: March 18, 2019

2019 NORTHFIELD TOWNSHIP ZONING BOARD OF APPEALS CALENDAR

January	28	2019
February	19	2019
March	18	2019
April	15	2019
May	20	2019
June	17	2019
July	15	2019
August	19	2019
September	16	2019
October	21	2019
November	18	2019
December	16	2019

The Planning Commission met January 16th.

A request by National Fiber Construction at 6785 Whitmore Lake Rd to approve, approve with conditions or deny the construction of an office building and indoor parking /storage building to provide off site service of fiber and utility infrastructure was discussed. The request was unanimously approved with conditions.

We received the first draft of a medical/recreational marijuana ordinance. After some tweaks a final draft will be reviewed at our next meeting along with a first draft of a licensing ordinance. Both ordinances will be sent to the board when they are completed at the same time for board and attorney review.

The Planning Commission approved its 2019 calendar of meetings
Simplified version of Roberts Rules was approved
We also received and discussed the Zoning Administrators quarterly report.

Janet M. Chick

As a representative of the Parks and Rec board, I am sharing the following opinion:

Parks and Rec does not feel the Lockwood proposal is appropriate for this particular Northfield parcel next to the Post office. Parks and Rec is in the process of creating proposals to bring to the Twp Board on ways to make this park more user friendly.

Thank you,
Tawn

Tawn Beliger
Northfield Township Trustee
beligert@northfieldmi.gov

MEMO

To: Northfield Township Board

From: Lenore Zelenock, Land Preservation Committee (LPC)
Township Board Representative

Date: 02/07/2019

Re: Land Preservation Committee (LPC) Update

The next Land Preservation Committee meeting is scheduled for Thursday, February 28th. This month the meeting is scheduled on the 4th Thursday (February 28th) because too many members were unable to attend the regular meeting time of February 14th.

(The LPC meetings are scheduled for the 2nd Thursday of the month at 7:00 PM at the Public Safety Building.)

**Northfield Township
Financial Report
Month Ending, January 2019**

This report is a summary of the Township's investments and checking accounts at the end of January 2019. I invested \$250,000 from the Morgan Stanley Money Market in a six month CD with The State Bank on January 7th. Also, on February 1st, I invested \$250,000 in Flagstar Bank from the Morgan Stanley Money Market. This investment will be reflected on the February report.

Type	Fund/Account	Issuer	Value	Interest Rate	Purchase Date	Maturity Date	Accrued Interest	Monthly Interest Income
CD	WWTP	Morgan Stanley	28,056.20	Zero Coupon	6/16/2009	5/20/2019	11,664.20	
Money Market	WWTP	Morgan Stanley	283,069.92	2.24%				\$527.92
CD	WWTP	The State Bank	<u>250,000.00</u>	2.60%	1/7/2019	7/8/2019	Interested Paid at Maturity	
Total WWTP			\$561,126.12				\$11,664.20	\$527.92
Total Investments			\$561,126.12				\$11,664.20	\$527.92
							2019 Interest Paid	Monthly Interest Earned
Checking	MIF	1st National Bank	\$4,330,875.88	0.15%			\$458.99	\$458.99
Checking	Federal Drug Forfeiture	1st National Bank	219,196.10					
Checking	Police Narcotics	1st National Bank	117,959.67					
Checking	Trust & Agency	1st National Bank	89,656.44					
Checking	Health Account	1st National Bank	934.81					
Checking	Payroll	1st National Bank	23,620.34					
Checking	Tax Account	1st National Bank	<u>2,597,790.73</u>					
Total Checking			<u>\$7,380,033.97</u>				<u>\$458.99</u>	<u>\$458.99</u>
Total Investments and Checking			<u>\$7,941,160.09</u>				<u>\$12,123.19</u>	<u>\$986.91</u>

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

2/7/2019
Submitted by: Lenore Zelenock, Treasurer

Supervisor's Report

From: Marlene Chockley

Date: February 7, 2019

The following meetings I attended have particular value for Northfield Township.

Washtenaw Urban County Executive Committee – January 9 and February 6

The Committee discussed the requirements for use of the 10% set aside for priority projects in the county. Northfield Township is eligible to apply for a grant. A request for improvement and repair of the community center is in the packet for your consideration.

Department of Natural Resources (DNR) Grant Seminar – January 22

This seminar was presented at SEMCOG offices in Detroit and discussed the various sources and uses of funds provided by grants available through the DNR. Northfield Township has the opportunity to apply for recreation grants because we have a valid 5-year Parks and Recreation Master Plan on file. The deadline for grant applications for 2019 is April 1. I recommend that the Board ask the Parks and Recreation Board to explore those grants for at least 2020.

Respectfully submitted,

Marlene Chockley