

# **NORTHFIELD TOWNSHIP BOARD AGENDA**

## *SPECIAL MEETING*

**May 24, 2016 - - 6:00 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

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

### AGENDA ITEMS

1. Closed Session:
  - a. to receive a written attorney-client privileged communication, pursuant to MCL 15.268(h) +
  - b. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to MCL 15.268(8)(d). +
2. Possible action as a result of Closed Session +

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

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

**NORTHFIELD TOWNSHIP BOARD AGENDA**  
**May 24, 2016 - - 7:00 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
ADOPT BALANCE OF AGENDA  
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BOARD MEMBER COMMENTS  
CORRESPONDENCE AND ANNOUNCEMENTS

AGENDA ITEMS

1. WCRC Road Maintenance Agreement
2. Hiring of Firefighters

DISCUSSION ITEMS

1. Property Acquisition from Tax Sale
2. Van Curler Property
3. Budget for Fiscal Year 2016/17
4. Fee Schedule
5. DDA Liquor License Billboard

2<sup>nd</sup> CALL TO THE PUBLIC  
BOARD MEMBER COMMENTS  
ADJOURNMENT

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

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## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 5/19/2016  
**Re:** Road Projects

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Dear Township Board,

Given the anticipation of the U.S. 23 construction and the increased traffic that our local roads will take, Both Chief Wagner and I are proposing that we use our road budget for the following sections. These are not listed in the Annual Meeting Documents projects; rather we will allocate stone and ditching work to these areas. Additionally, we are proposing to set aside 10% as a hold back so that if any sections come up that need repair, we can quickly get some resolution. As follows are the following sections we intend to focus on.

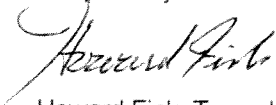
- 6 mile between existing paved section to Nollar.
- All of Nollar Road
- All of Kearney
- Jennings road between end of pavement and Kearney
- Sections of Joy Road
- Spencer between 6 and 7 Mile

We have \$136,000 budgeted for road repairs and brine application. Two applications of Brine will cost \$31,254.30. That leaves us with \$103,754.70 plus \$38,734 in matching funds. We are proposing the following split of funds:

10% set aside	= \$14,248
65% Stone	= \$92,617
25% Ditching	= \$35,622

Chief and I will be allocating the various amounts among these roads.

Respectfully Submitted,



Howard Fink, Township Manager

## 2016 NORTHFIELD TOWNSHIP AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the Township Board of Northfield Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Northfield, and

WHEREAS, proper authority is provided to the parties of the agreement under the provisions in Act 51 of Public Acts of 1951 as amended,

IT IS NOW THEREFORE AGREED, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

1. **Dust Control (497-02-108):**

Work to include two (2) applications of contract brine to all certified local gravel/limestone roads in the township.

Estimated 198,440 gallons @ \$0.1575 per gallon.

Estimated cost of two brine applications: \$ 31,254.30

2. **Township Wide Ditching:**

Work to include ditching and associated project restoration on various local roads within the township. Locations to be determined by the Township Manager (or his designee) and District Foreman.

Total cost not to exceed: \$ 35,622.00

3. **Township Wide Limestone:**

Work to include the application of a 23a limestone surface with associated dust control on various local roads within the township. Locations to be determined by the Township Manager (or his designee) and District Foreman. Estimated compacted-in-place cost of \$17.37 per ton includes all labor, equipment and material costs.

Total cost not to exceed: \$ 92,617.00

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### **AGREEMENT SUMMARY**

2016 LOCAL ROAD PROGRAM

Local Road Dust Control	\$ 31,254.30
Township Wide Ditching	\$ 35,622.00
Township Wide Limestone	\$ 92,617.00
Subtotal	\$ 159,493.30

Less 2016 WCRC Conventional Match	\$ 25,002.00
Less 2016 WCRC Drainage Match	\$ 13,732.00

ESTIMATED AMOUNT TO BE PAID BY NORTHFIELD TOWNSHIP  
UNDER THIS AGREEMENT DURING 2016:

**\$ 120,759.30**

FOR NORTHFIELD TOWNSHIP:

\_\_\_\_\_  
Marilyn Engstrom, Supervisor

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

FOR WASHTENAW COUNTY ROAD COMMISSION:

\_\_\_\_\_  
Douglas E. Fuller, Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Roy D. Townsend, Managing Director

\_\_\_\_\_  
Witness

2016  
ANNUAL MEETING  
NORTHFIELD TOWNSHIP



COMMISSIONERS  
DOUGLAS E. FULLER  
CHAIR  
BARBARA RYAN FULLER  
VICE-CHAIR  
WILLIAM McFARLANE  
MEMBER

WASHTENAW COUNTY  
BOARD OF COUNTY ROAD COMMISSIONERS  
555 NORTH ZEEB ROAD  
ANN ARBOR, MICHIGAN 48103  
WWW.WCROADS.ORG

ROY D. TOWNSEND, P.E.  
MANAGING DIRECTOR  
SHERYL SODERHOLM SIDDALL, P.E.  
DIRECTOR OF ENGINEERING  
COUNTY HIGHWAY ENGINEER  
JAMES D. HARMON, P.E.  
DIRECTOR OF OPERATIONS  
TELEPHONE (734) 761-1500  
FAX (734) 761-3737

Dear Northfield Board of Trustees:

We would like to thank all the Townships for last year's support in assisting the Road Commission complete numerous successful road improvement projects. Without your assistance most of the local road improvements would not have been possible. We are also pleased to provide Northfield Township Officials with our 2016 Annual Local Road Program. In addition, we have included a few other updates on our activities and major project initiatives in your Township.

Our Annual Meeting Booklet includes cost summaries of 2015 expenditures in your township. Also, to assist townships in determining the level of local road improvements that you are willing to entertain, we have provided the following items.

1. 2016 Local Road Program and Matching Fund Allocations
2. A Summary of 2015 Maintenance and Project Activities
3. Proposed 2016 Local Road Projects and Dust Control Program
4. 2016 Road & Bridge Improvement Projects
5. PA 283 Projects for 2016
6. Michigan's New Road Funding Summary

Please note **May 20** is the commitment due date for this year's 2016 Local Road Program. Your timely response and participation is essential to successfully accomplish this year's program.

We annually look forward to this opportunity to discuss common issues with the Township Officials and your citizens as we seek solutions to the challenges that we face. If you have any immediate concerns related to the attached information, please feel free to contact me at 327-6662 or our Directions of Operations, Jim Harmon at 327-6653.

Very truly yours,

*Roy D. Townsend*

Roy D. Townsend, P.E  
Managing Director

RDT:amw

**WASHTENAW COUNTY ROAD COMMISSION**  
**2016 LOCAL MATCHING PROGRAM**

The Washtenaw County Road Commission is anticipating it will receive \$17,900,000 in Michigan Transportation Fund (MTF) revenues for 2015. The Road Commission is anticipating the same amount of MTF revenues for 2016.

The Road Commission has recognized that local road funds are inadequate to maintain the 1,064 centerline miles of local roads in Washtenaw County; the Road Commission has historically transferred funds from the Primary Road Fund to the Local Road Fund, even though this transfer severely limits maintenance activity on our primary road system.

A summary of our 2016 budget as approved by the Board of Road Commissioners at its regular meeting on December 1, 2015 (RC15-469) is provided as follows.

**2016 Road Commission Budget**

**Revenues**

Michigan Transportation Fund	\$ 17,900,000
Federal/ State Funds	\$ 13,707,000
Trunkline Maintenance	\$ 2,378,000
Township Contributions	\$ 3,750,500
Other Contributions	\$ 5,216,000
Miscellaneous Income	\$ 1,640,000
Total	\$ 44,592,500

**Expenditures**

Administration	\$ 1,061,000
Operations	\$ 8,715,000
Engineering	\$ 2,771,000
Non-Departmental	\$ 7,217,000
Debt Service	\$ 1,306,000
Road Improvement Program	\$ 24,989,000
Total	\$ 46,058,000

**Matching Funds**

The Road Commission has allocated a total of \$500,000 in 2016 for the conventional Local Road Matching Program. This consists of a countywide allocation of \$423,077 for matching programs on local roads in all twenty townships based on the distribution formula used by the Michigan Department of Transportation to allocate local road funds to the 83 counties of Michigan. In addition to this, recognizing the fact that the urban local roads receive a higher allocation of Michigan Transportation Funds, \$76,923 is allocated based on the amount of urban local miles within eligible townships. Ann Arbor, Augusta, Dexter, Lima, Lodi, Northfield, Pittsfield, Salem, Saline, Scio, Superior, Sylvan, Webster, York and Ypsilanti Townships are within the urban area and are eligible for these additional matching funds.

The Road Commission has allocated \$200,000 for the 2016 Drainage Matching Program for local uncurbed, non-subdivision roads. The Road Commission has recognized the need for directing more resources towards improving the drainage along our local roads. The drainage matching program is in addition to the conventional local road matching program available to the Townships. Some of the key features of drainage matching program include:



- Funding distribution is based on the total uncurbed, non-subdivision local road centerline mileage for each township
- Eligible work activities are limited to uncurbed, non-subdivision local roads
- Eligible work activities include roadside berm removal, ditch establishment & restoration, large culvert or bridge replacement

TOWNSHIP	2015 CONVENTIONAL LOCAL ROAD MATCHING PROGRAM	2016 CONVENTIONAL LOCAL ROAD MATCHING PROGRAM	2015 DRAINAGE MATCHING PROGRAM	2016 DRAINAGE MATCHING PROGRAM
Salem	\$ 16,373	\$ 16,425	\$ 10,493	\$ 10,493
Northfield	24,916	25,002	13,732	13,732
Webster	17,714	17,770	11,792	11,792
Dexter	15,974	16,023	6,932	6,932
Lyndon	11,956	11,995	10,048	10,048
Sylvan	13,731	13,443	11,489	11,489
Lima	15,393	15,447	12,745	12,745
Scio	37,857	37,425	7,157	7,157
Ann Arbor	10,759	10,580	3,833	3,833
Superior	31,537	31,412	8,793	8,793
Ypsilanti	104,199	104,177	5,924	5,924
Pittsfield	68,504	68,741	4,669	4,669
Lodi	22,538	22,623	12,879	12,879
Freedom	13,526	13,575	13,684	13,684
Sharon	10,406	10,442	9,971	9,971
Manchester	14,268	14,316	13,176	13,176
Bridgewater	11,725	11,765	11,481	11,481
Saline	9,471	9,504	8,125	8,125
York	27,101	27,206	8,521	8,521
Augusta	22,054	22,127	14,554	14,554
	\$ 500,000	\$ 500,000	\$ 200,000	\$ 200,000

\*Totals do not equal sum of individual allocations, because of rounding

The WCRC Matching Program is subject to the following conditions:

a) Township Assistance

In order to allow local road improvements to proceed in a timely manner, townships are asked to assist Road Commission personnel in acquiring necessary tree removal and grading permits, holding public hearings and coordinating any necessary citizen contacts.

b) (b) Project Overruns

Road Commission staff will provide an estimated cost for each individual project to be included within the agreement between the township and the Road Commission. If, prior to beginning an individual project, it is determined that the original cost estimate will not cover project costs, the Road Commission will notify the township to determine, if the township desires to proceed with the project with a reduced scope or an additional funding commitment. Budgets are closely monitored on each project and every effort is made to avoid overruns. Any unexpected project cost overrun shall be taken from any

unexpended funds remaining in that township's total township agreement. If the overrun exceeds the total township agreement, the Road Commission may bill the township up to an additional 10 percent of the total agreement amount with the township. At the township's option, such overruns can be taken from the following years matching funds.

c) Billing Procedures

As has been the practice for the past several years, the first 40 percent of the total Matching Program for construction and heavy maintenance projects will be due in June or 30 days from receipt of the first invoice. A second 40 percent will be due in August or 30 days from receipt of the second invoice. A final billing will be due in December or 30 days from receipt of final invoice. Any credits due townships will be returned at the time of final billing or credited to the following year, as determined by the township. The above billing methods apply only to those projects considered to be construction and heavy maintenance and does not apply to dust control which will be billed at cost to the date at time of billing.

d) Administrative Fee

In addition to direct costs, the Washtenaw County Road Commission will charge an 8% administrative fee on all township improvement projects on local roads. The overhead charge is intended to cover costs not directly attributable to the individual project. The administrative fee is not charged for seasonal dust control or work performed by non-road commission crews.

e) Primary Road Matching

Any township board may, at their option, request that a part or all of their allocated matching WCRC funds, along with an equal amount of township funds, be used on a Primary Road Project within their township boundaries.

f) Reallocation of Funds

Any township that has not notified the WCRC of their intent to utilize matching funds by May 20, 2016 will forfeit all rights to the use of the matching money. The WCRC will determine the amount of unused matching funds and reallocate these funds to primary road maintenance.

g) Local Road and Bridge Planning /Engineering Projects

The Road Commission provides planning and engineering services for local road and bridge projects. If the township requests the Road Commission to provide these services, the township is expected to enter into an agreement with the Road Commission to reimburse the Commission for 50% of the cost for these services. Depending on the scope of the project and the amount of matching funds available to a township, these services may be eligible for the matching program.

The Road Commission recognizes that local road bridges are vital assets that require significant resources to maintain and replace. This program fosters a cooperative approach with the Townships, as we partner to renovate or replace deficient bridges. The Road Commission will continue to provide routine maintenance service and the federally mandated biennial inspections at our expense. Also, we will continue to seek federal grant funding to assist with any major renovation or replacement costs. All costs beyond the grant amounts for major renovation or replacement costs on local bridge

projects will be shared equally with the townships. Available local matching funds can be utilized to cover 50% the townships share of a local road bridge project costs.

h) Shoulder Paving

If a local road is to be paved, the Road Commission will pay the cost of paving the shoulders when it is feasible. The Road Commission has agreed to assume this cost because of the enhanced safety for vehicles and non-motorized travel and reduced maintenance costs inherent in paved shoulders. This provision will not apply to subdivision streets.

i) Dust Control

Conventional matching funds can be used for dust control only for solid applications.

j) Local Matching Fund Carryover

If a township determines that they desire to carry over the funds allocated for a given year into the following year, the township must provide written notification to the Road Commission that they are requesting this carryover, and identify an eligible project for which the funds will be held. The Road Commission carry-over fund will be preserved for one year. Beyond this point the funds will be reallocated as stated in Paragraph f. The carryover option allows the township to accumulate the funds that are allocated with the previous year allocation; in other words, the carry over funds cannot exceed the previous year's allocation.

# NORTHFIELD TOWNSHIP 2015 ACTIVITIES

LOCATION	PROJECT	WCRC COST	TOWNSHIP COST	TOTAL COST
<b><u>PRIMARY</u></b>				
Maintenance	Roads	\$ 144,121.86		\$ 144,121.86
Maintenance	Winter	82,665.10		82,665.10
Maintenance	Traffic	16,918.69		16,918.69
* N. Territorial Rd (btwn Spencer & Sutton)	HMA Resurfacing	304,992.49		304,992.49
N. Territorial Rd (btwn Sutton & Earhart)	HMA Resurfacing	253,603.71		253,603.71
		\$ 802,301.85		\$ 802,301.85

<b><u>LOCAL</u></b>				
Maintenance	Roads	\$ 218,375.42		\$ 218,375.42
Maintenance	Winter	57,777.84		57,777.84
Maintenance	Traffic	15,413.79		15,413.79
Local Road	Dust Control	44,727.88	12,386.05	57,113.93
Township-Wide Drainage	Drainage	11,078.84	41,140.46	52,219.30
Township-Wide Limestone	Limestone	15,183.11	56,381.37	71,564.48
		\$ 362,556.88	\$ 109,907.88	\$ 472,464.76

\* PA 283 Project

## **NORTHFIELD TOWNSHIP**

### **PROPOSED 2016 LOCAL ROAD PROJECTS**

- **JENNINGS ROAD, US-23 ON-RAMP TO E.O.P**  
Work to include roadside berm removal, pulverizing the existing surface, the placement of a 3" HMA overlay, placement of limestone shoulders and associated project restoration.  
Estimated project cost: \$ 133,500
- **JENNINGS ROAD, E.O.P. TO KEARNEY ROAD**  
Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 6,100 tons) with associated dust control and project restoration.  
Estimated project cost: \$ 232,400
- **JENNINGS ROAD, KEARNEY ROAD TO TOWNSHIP LINE**  
Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 1,600 tons) with associated dust control and project restoration.  
Estimated project cost: \$ 72,800
- **SIX MILE ROAD, EARHART ROAD TO RUSHTON ROAD**  
Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 2,200 tons) with associated dust control and project restoration.  
Estimated project cost: \$ 81,900
- **DIXBORO ROAD, FIVE MILE ROAD TO SIX MILE ROAD**  
Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 3,650 tons) with associated dust control and project restoration. This is a proposed township share project with Salem Township.  
Estimated project cost: \$ 107,400  
Estimated cost to Northfield Township: \$ 53,700
- **NOLLAR ROAD, N. TERRITORIAL ROAD, SOUTH .28 MILE**  
Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 1,100 tons) with associated dust control and project restoration.  
Estimated project cost: \$ 60,700
- **NOLLAR ROAD, NORTHFIELD CHURCH ROAD, NORTH 1 MILE**  
Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 3,850 tons) with associated dust control and project restoration.  
Estimated project cost: \$ 148,200

- **NOLLAR ROAD, NORTHFIELD CHURCH ROAD TO JOY ROAD**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 5,330 tons) with associated dust control and project restoration.  
 Estimated project cost: \$ 146,200
  
- **JOY ROAD, HELLNER ROAD TO MAPLE ROAD**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 2,550 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.  
 Estimated project cost: \$ 119,500  
 Estimated cost to Northfield Township: \$ 59,750
  
- **JOY ROAD, WHITMORE LAKE ROAD TO HELLNER ROAD**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 4,950 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.  
 Estimated project cost: \$ 167,000  
 Estimated cost to Northfield Township: \$ 83,500
  
- **JOY ROAD, NOLLAR ROAD TO WHITMORE LAKE ROAD**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 5,010 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.  
 Estimated project cost: \$ 131,100  
 Estimated cost to Northfield Township: \$ 65,550
  
- **JOY ROAD, PONTIAC TRAIL TO NOLLAR**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 5,250 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.  
 Estimated project cost: \$ 159,200  
 Estimated cost to Northfield Township: \$ 79,600
  
- **JOY ROAD, EARHART ROAD TO PONTIAC TRAIL**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 4" (C.I.P.) 23a limestone (approximately 2,600 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.  
 Estimated project cost: \$ 90,400  
 Estimated cost to Northfield Township: \$ 45,200

- **JOY ROAD, DIXBORO ROAD TO EARHART ROAD**  
 Work to include ditching, roadside berm removal, tree trimming, shaping the existing surface, the application of 4" (C.I.P.) 23a limestone (approximately 2,850 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.  
 Estimated project cost: \$ 118,700  
 Estimated cost to Northfield Township: \$ 59,350
  
- **TOWNSHIP WIDE LIMESTONE**  
 Work to include the application of a 23a limestone surface with associated dust control on various local roads within the township. Locations to be determined by the Township Supervisor (or his designee) and District Foreman. Estimated cost of \$17.37 per ton includes all labor, equipment and material costs.
  
- **TOWNSHIP WIDE DITCHING**  
 Work to include ditching on various local roads within the township. Locations to be determined by the Township Supervisor (or his designee) and District Foreman.  
 The township can establish a "not to exceed" cost

## WASHTENAW COUNTY ROAD COMMISSION

### 2016 DUST CONTROL

<u>MATERIAL</u>	<u>COST/GALLON APPLIED</u>
Contract Brine	\$0.1575

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### NORTHFIELD TOWNSHIP OPTIONS

49.61 miles certified local gravel roads

#### Contract Brine

(Recommended application rate – 2,000 gallons per mile)

Two Solid Applications	198,440 gallons = \$ 31,254.30
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#### For Information Only

2015 Use: 189,100 gallons Contract Brine  
(2 solid applications)



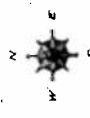
- LEGEND
- COUNTY LINE
  - CORPORATE LIMITS
  - STATE TRUNKLINE
  - COUNTY PRIMARY
  - COUNTY LOCAL
  - ADJACENT COUNTY
  - CITY OR VILLAGE STREET

PRIMARY ROAD SYSTEM IS 30.45 MILES  
 LOCAL ROAD SYSTEM IS 48.12 MILES

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL OR IN RED AS PRIMARY ROADS AND THOSE SHOWN HEREON BY SYMBOL OR IN GREEN AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

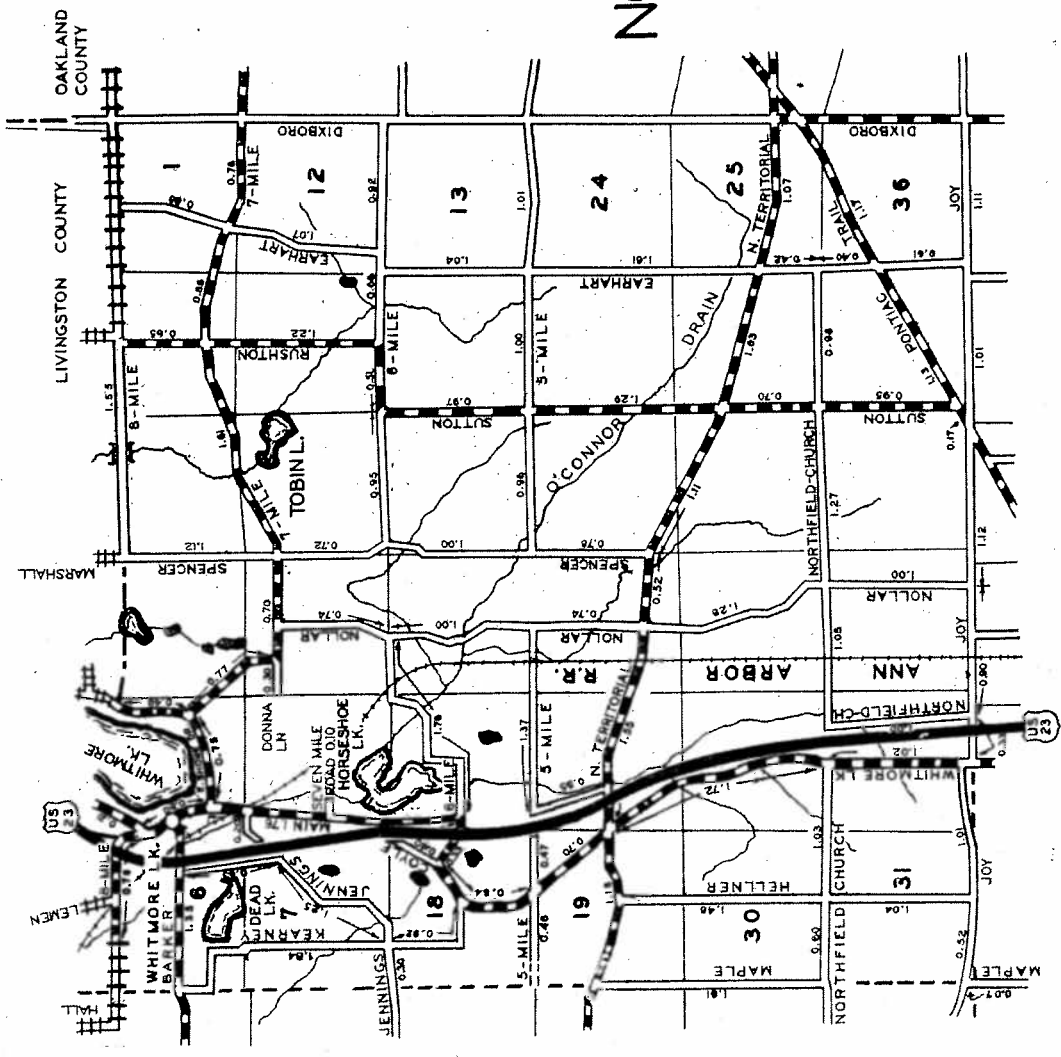
CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

# NORTHFIELD TWP.



SCALE 0 1/2 1 MILE  
 One Inch Equals 3000 FT.

Prepared by



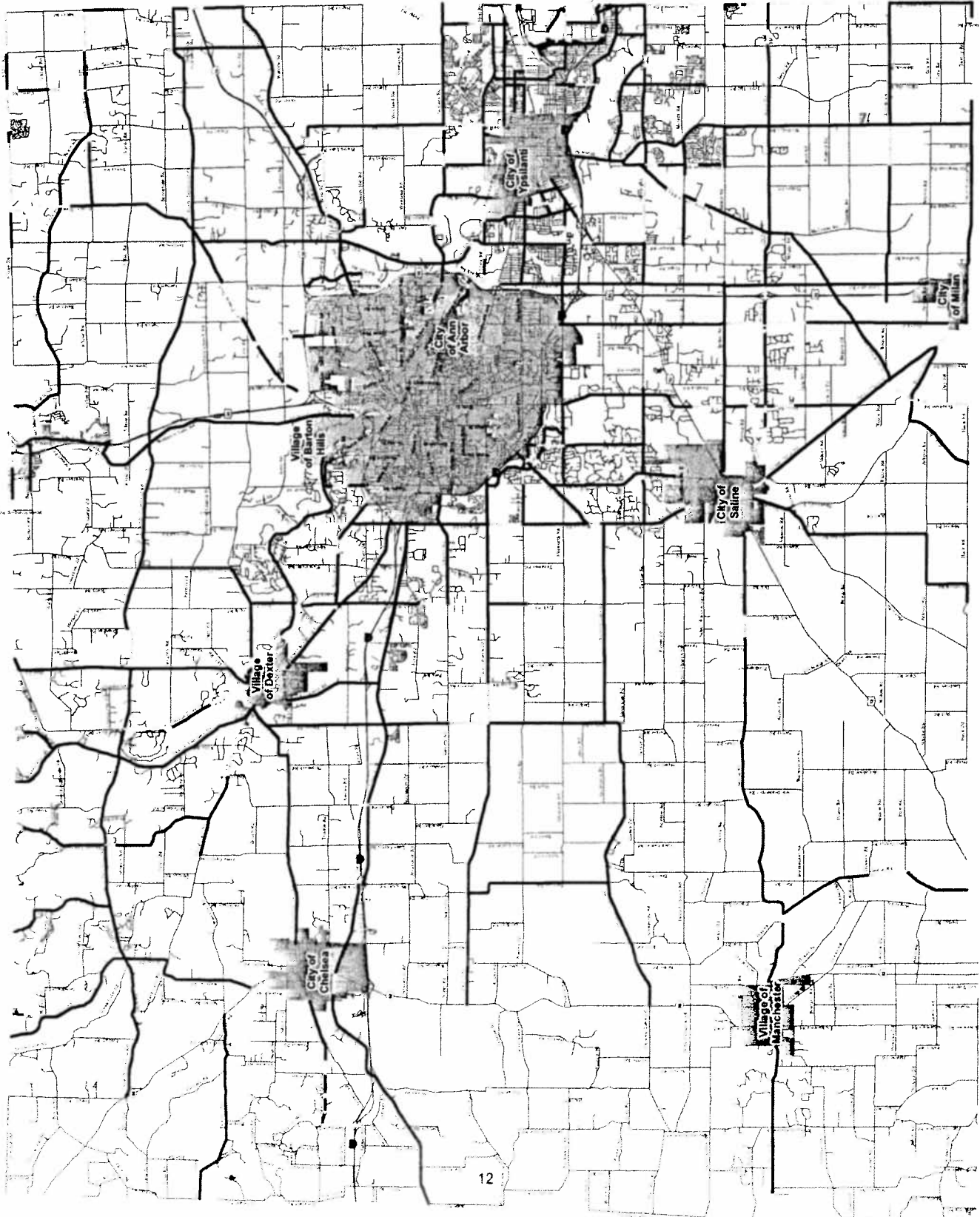


# Federal Aid Eligible Paved Roads

## 2014 Pavement Surface Evaluations and Ratings (PASER)

- 10 - New construction
- 9 - Like new condition, recent overlay, no defects.
- 8 - Occasional transverse crack, all cracks tight.
- 7 - First signs of aging. Transverse cracking, longitudinal cracking or rutting. Few & any patches.
- 6 - Shows signs of aging, sound structural condition. First signs of block cracking. Slight raveling, potholing, rutting, no raveling.
- 5 - Surface aging, sound structural condition. Cracks open > 1/2". First signs of cracking. Moderate raveling, potholing and rutting. Moderate surface raveling.
- 4 - Significant aging and first signs of wear. Severe raveling, longitudinal cracking in wheel path. Rutting 1/2" - 1" deep. Patching in fair condition.
- 3 - >25% alligator cracking. Moderate raveling. Occasional potholes. Cracks showing strain.
- 2 - Severe deterioration. >25% alligator cracking. Severe raveling, potholing and rutting. Periodic cracks with strain. Patches frequent.
- 1 - Loss of surface integrity. Extensive surface distress.

0 1 2 Miles  
Date: March 01, 2016





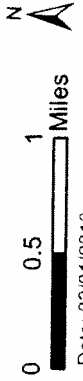
## Federal Aid Eligible Paved Roads

### 2014 Pavement Surface Evaluations and Ratings (PASER)

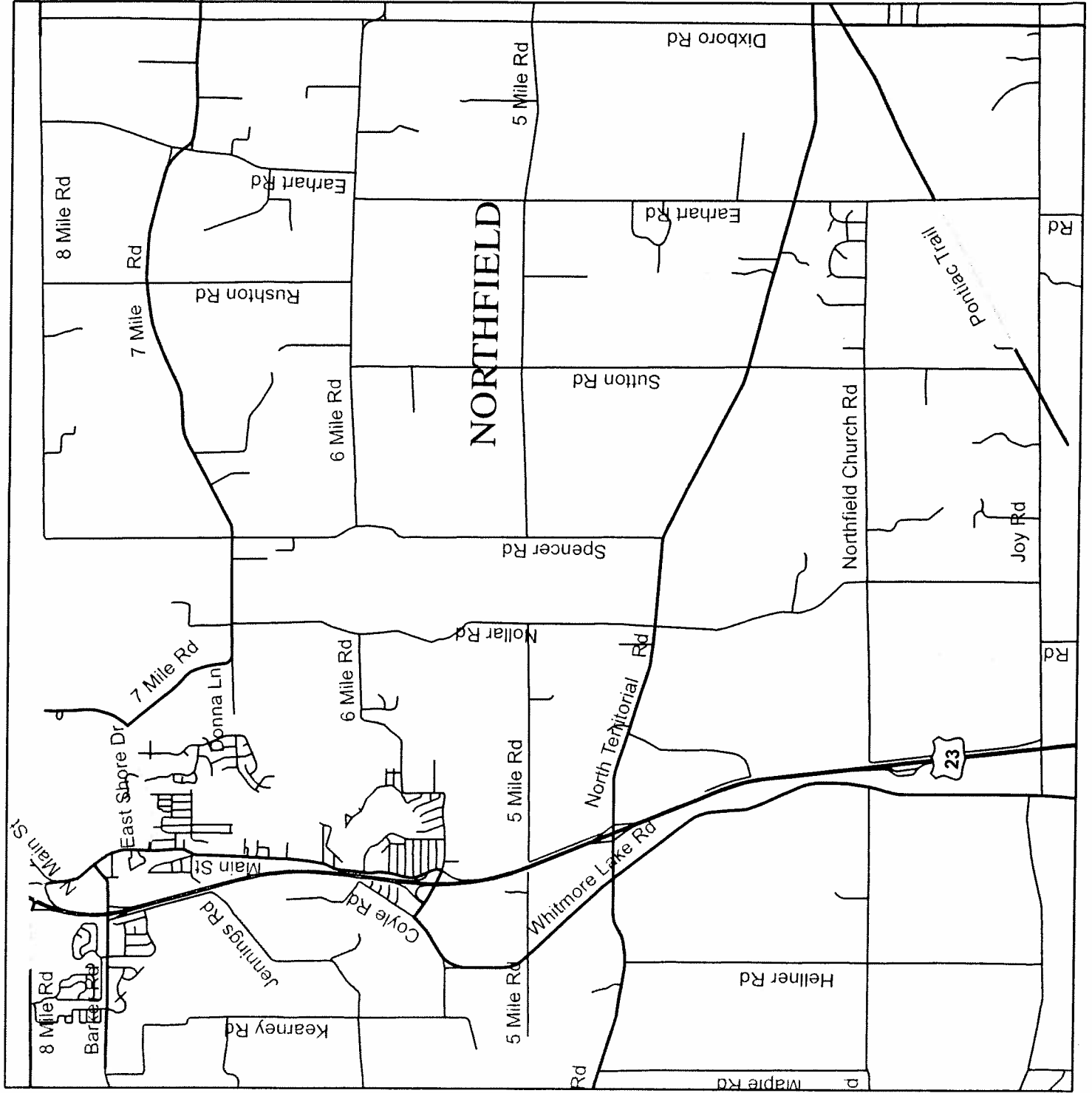
- Crack Seal - Rating 6-10
- Sealcoat - Rating 5
- Overlay - Rating 4
- Mill/Overlay - Rating 3
- Reconstruct - Rating 1-2

13

## Northfield Township



Date: 03/01/2016  
Note: 2014 PASER Ratings



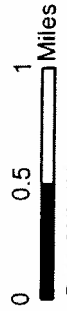


# 2015 PASER Ratings Paved Local Roads & Non-Federal Aid Roads

## 2015 Pavement Surface Evaluations and Ratings (PASER)

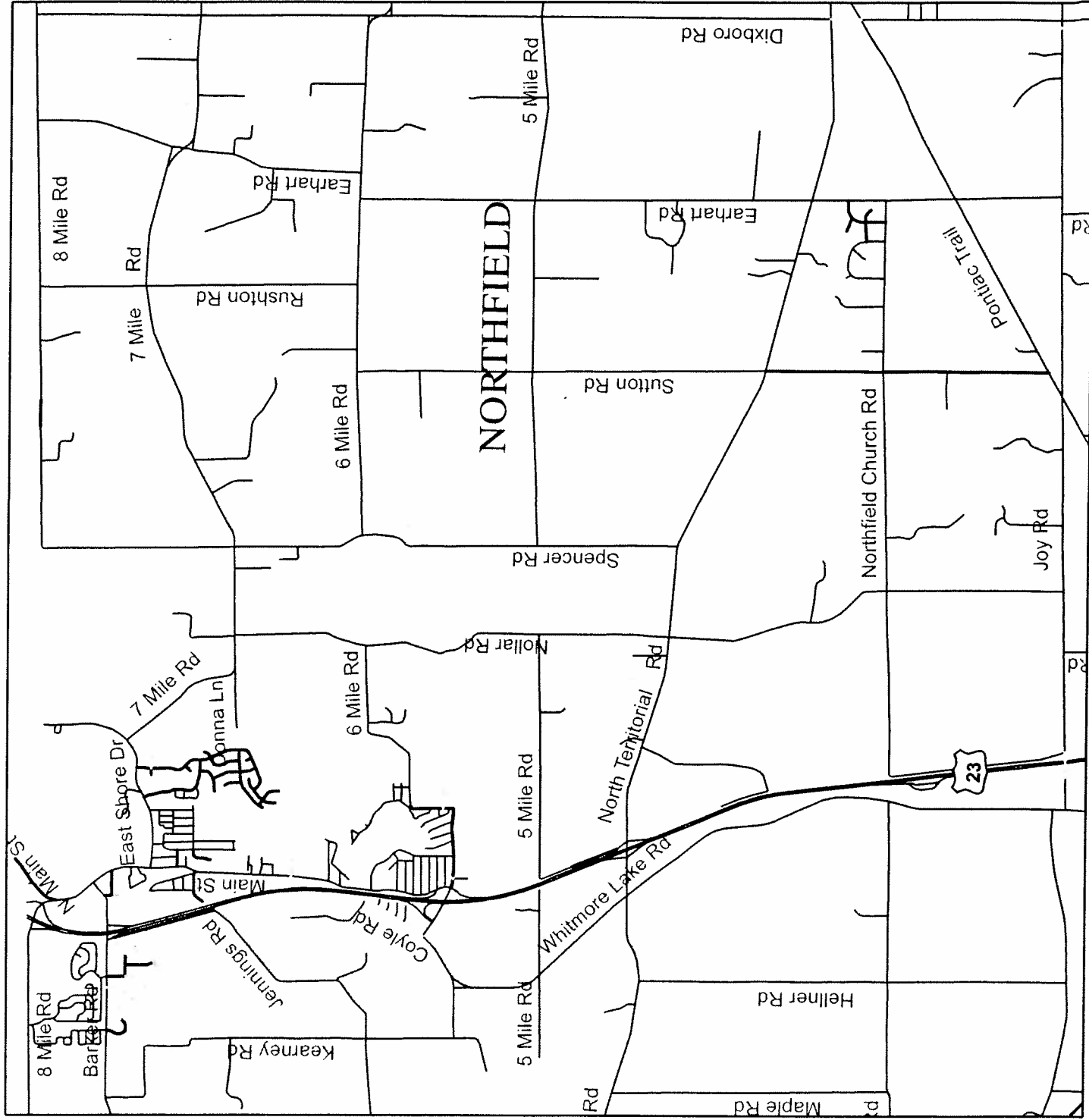
—	Crack Seal - Rating 6-10	0.42 miles
—	Sealcoat - Rating 5	1.66 miles
—	Overlay - Rating 4	4.38 miles
—	Mill/Overlay - Rating 3	2.43 miles
—	Reconstruct - Rating 1-2	4.26 miles

## Northfield Township



Date: 03/01/2016

Note: 2015 PASER Ratings

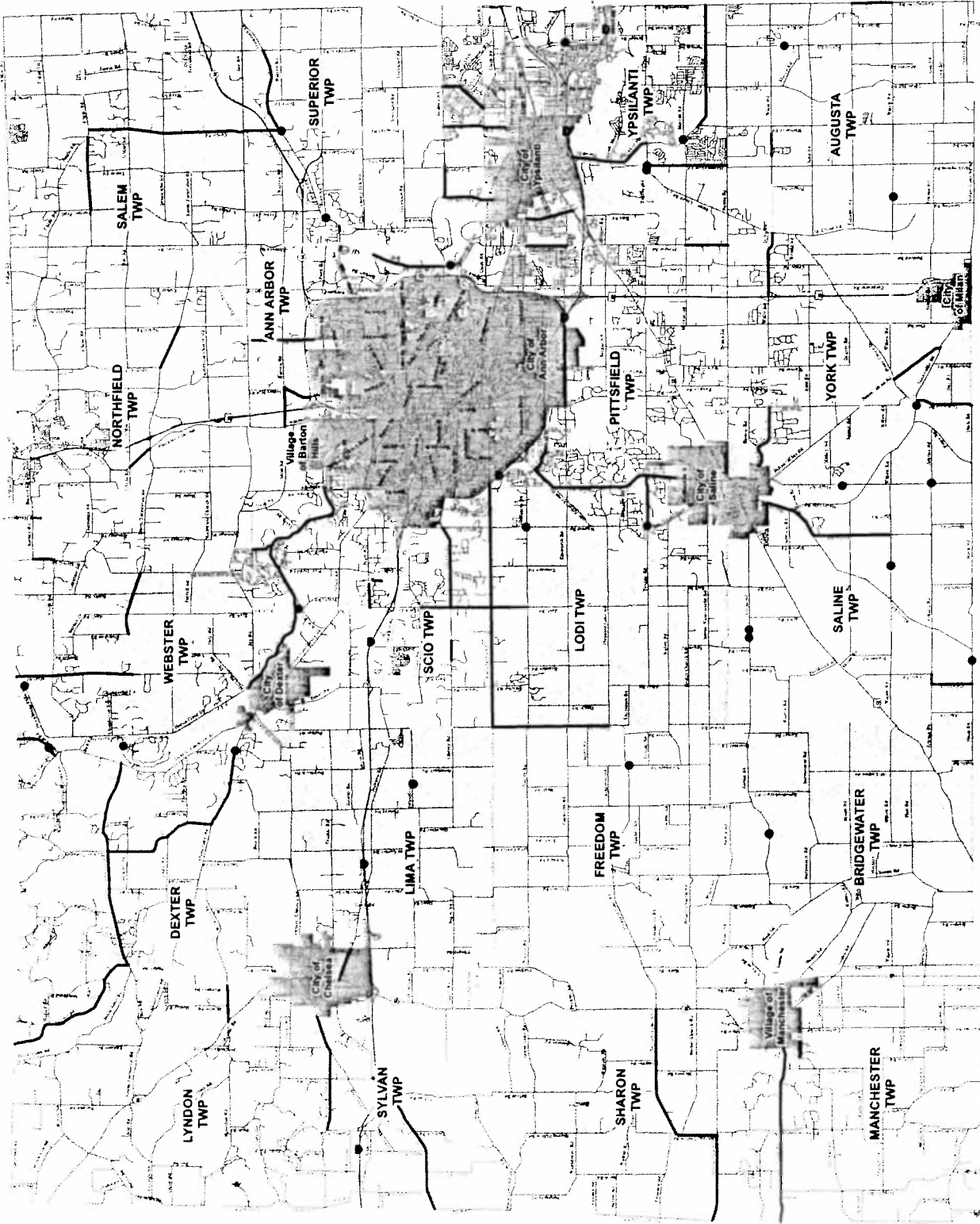
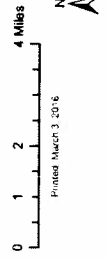


Planned Capital Investments - Michigan Transportation Fund Obligations						
Project Name	Planning Area	Project Limits	Project Type	Year	Total MTF Cost (1,000's)	Total Project Cost (1,000's)
Asset Mgmt/GIS	WCRC	Countywide	GIS/Mapping	2016-2020	\$50	\$50
Diesel Retrofit	WCRC	Countywide	Equipment	2016	\$600	\$1,000
Equipment/Fleet	WCRC	Countywide	Equipment	2016-2020	\$1,625	\$1,625
Facility and Grounds	WCRC Property	Countywide	Facility & Grounds	2016-2020	\$375	\$375
Northeast Service Center	WCRC Property	Northeast Service Center	Site Civil Design	2016	\$100	\$100
Overlay Program	Countywide	Countywide	Resurface	2016-2020	\$0	\$0
Primary Limestone/Gravel	Countywide	Countywide	Resurface	2016-2020	\$500	\$500
Sealcoat Program	Countywide	Countywide	Resurface	2016-2020	\$1,500	\$1,500
Traffic Calming Program	Countywide	Countywide	Safety	2016-2020	\$0	\$500
Local Bridge Program	Countywide	Countywide	Bridge	2016-2020	\$500	\$1,250
Primary Bridge Program	Countywide	Countywide	Bridge	2016-2020	\$1,600	\$1,600
Jerusalem Road Bridge	Lima	Over Mill Creek	Bridge - Preserve Deck	2016	\$31	\$174
Maple Road Bridge	Saline/York	Over Saline River	Bridge - Preserve Deck	2016	\$25	\$144
McGregor Road Bridge	Dexter	Over Portage Lake Outlet	Bridge - Replace	2016	\$359	\$2,060
Mooreville Road Bridge	York	Over Saline River	Bridge - Preserve Deck	2016	\$33	\$190
Wiard Road Bridge	Ypsilanti	Over Tyler Road	Bridge Removal	2016	\$263	\$1,512
Huron River Drive Bridge	Ann Arbor	Over Pittsfield-Ann Arbor Drain	Bridge - Preserve Deck	2017	\$60	\$250
Ridge Road Bridge	York	Over Macon Creek	Bridge - Replace	2017	\$252	\$1,050
Shield Road Bridge	Scio	Over Mill Creek	Bridge - Replace	2017	\$466	\$1,938
Superior Road Bridge	Superior	Over Huron River	Bridge - Preserve Deck	2017	\$127	\$531
Limestone Program - PA 283	Countywide	Countywide	Resurface	2016	\$0	\$0
HMA Resurfacing Program - PA 283	Countywide	Countywide	Resurface	2016	\$0	\$2,950
Sealcoat Program - PA 283	Countywide	Countywide	Resurface	2016	\$0	\$1,300
Pavement Preservation STL	Countywide	Countywide	Resurface	2016-2020	\$346	\$1,727
Pavement Preservation STU	Countywide	Countywide	Resurface	2016-2020	\$612	\$3,062
Pavement Preservation TEDF-D	Countywide	Countywide	Resurface	2016-2020	\$165	\$833
Resurfacing 3R STL	Countywide	Countywide	Resurface	2016-2020	\$313	\$1,565
Resurfacing 3R STU	Countywide	Countywide	Resurface	2016-2020	\$787	\$3,939
Resurfacing 3R TEDF-D	Countywide	Countywide	Resurface	2016-2020	\$224	\$1,115
Ann Arbor-Saline Road	Lodi	At Textile Road	Safety - Intersection	2016	\$125	\$625
Guardrail Upgrades	Countywide	Countywide	Safety - Roadside	2016	\$95	\$264
Huron Road/Whittaker Road	Ypsilanti	Stony Creek Road to I-94	Resurface	2016	\$125	\$625
Liberty Road	Scio	Park Road to Stag's Leap Lane	Drainage, Limestone	2016	\$0	\$600
Plymouth Road	Ann Arbor/Superior	Earhart Road to Ford Road	Traffic Signal Interconnect	2016	\$25	\$300
Prospect Road	Superior/Ypsilanti	Holmes Road to Geddes Road	Resurface	2016	\$50	\$250
Rawsonville Road	Augusta	Willow Road to Talladay Road	Resurface	2016	\$0	\$625
Scio Township SAD	Scio	Various Roads in Scio Township	Resurface	2016	\$0	\$600
Textile Road	Lodi	Ann Arbor-Saline Road to Maple Rd	Resurface	2016	\$100	\$500
Traffic Signal Backplate Installation	Countywide	Countywide	Safety - Intersection	2016	\$67	\$278
Whittaker Road	Ypsilanti	At Merritt Road	Safety - Roundabout	2016	\$232	\$982
Willis Road	Augusta	Hitchingham Road to Whittaker Road	Safety	2016	\$264	\$1,244
Carpenter Road	York/Pittsfield	Judd Road to Textile Road	Resurface	2017	\$125	\$625
Harris Road	Ypsilanti	Michigan Avenue to Holmes Road	Reconstruct	2017	\$513	\$1,925
Rawsonville Road	Augusta	Talladay Road to Judd Road	Resurface	2017	\$0	\$400
Scio Church Road	Scio/Lodi	At Wagner Road	Congestion - Roundabout	2017	\$397	\$960
STL	TBD	TBD	TBD	2018	\$0	\$0
STU	TBD	TBD	TBD	2018	\$125	\$625
TEDF-D	TBD	TBD	TBD	2018	\$0	\$0
STL	TBD	TBD	TBD	2019	\$0	\$0
STU	TBD	TBD	TBD	2019	\$250	\$1,250
TEDF-D	TBD	TBD	TBD	2019	\$0	\$0
STL	TBD	TBD	TBD	2020	\$0	\$0
STU	TBD	TBD	TBD	2020	\$250	\$1,250
TEDF-D	TBD	TBD	TBD	2020	\$0	\$0
Totals					\$13,656	\$46,768



# Washtenaw County Projects 2015 - 2016

Projects  
Road Commission  
& Federal Funds  
— 2015  
— 2016  
PA283  
— 2015  
— 2016



2016-04

## Washtenaw County Act PA 283

Road	WCC Dist	Note	Project Limits	Type of Work	Length	Est. Cost	Est. Cost-0.5
Parker Road	1		Jerusalem to Liberty	Pulverize and Overlay	1.0	\$ 300,000	
Werkner, Isl Lk, Stofer	1		M-52 to North Territorial	Chipseal	3.5	\$ 90,000	
North Territorial Road	1		Dexter-Pinckney to Huron River Drive	Chipseal	1.0	\$ 25,000	
Zeeb Road	1		Huron River Drive to Joy	Mill and Overlay	1.1	\$ 180,000	
Zeeb Road	1		Pratt to Huron River Drive	Chipseal	2.0	\$ 50,000	
Scio Church Road	1	A-2	Parker to 0.7-mile west of Steinbach	Chipseal	1.7	\$ 20,000	
Scio Church Road	1		M-52 to 0.7-mile west of Steinbach	Chipseal	5.5	\$ 120,000	
Dexter Ann Arbor	1		Zeeb to M 14	Chipseal & Fog Seal	2.8	\$ 90,000	
Wagner	1		Miller to Huron River Drive	Wedge & Chipseal	1.00	\$ 40,000	\$ 915,000.00
					19.55		
Pontiac Trail	2		Warren to Nixon	Spot Mill & Fill w/ Chipseal	1.5	\$ 130,000	
North Territorial Road	2		Tower to Napier	Chipseal	4.5	\$ 110,000	
North Territorial Road	2		Huron River Drive to Donovan	Chipseal	2.5	\$ 70,000	
Pontiac Trail	2		Sutton to Dixboro	Wedge & Chipseal	2.8	\$ 112,000	
Prospect Road	2		M-153 to Geddes	Chipseal	3.0	\$ 75,000	
Prospect Road	2		Geddes to Clark	Mill & Overlay	1.0	\$ 150,000	
Dixboro Road	2		Geddes to Warren	Chipseal	4.0	\$ 100,000	
Six Mile	2		Currie to Chubb	Pulverize and Overlay	1.00	\$ 300,000	\$ 1,047,000.00
					20.30		
Austin Road	3		M-52 to Clinton	Mill & Overlay	1.7	\$ 270,000	
Willow Road	3		Platt to 1/2 mile east of Sanford	Chipseal	2.0	\$ 50,000	
Scio Church Road	3	A-2	Parker to 0.7-mile west of Steinbach	Chipseal	0.0	\$ 20,000	
Saline-Milan Road	3		Stony Creek to Moon	Mill & Overlay	1.0	\$ 150,000	
Willis Road	3		Moon to Warner	Pulverize and Overlay	1.0	\$ 300,000	\$ 790,000.00
					5.70		
Waters Road	4		Oak Valley to Ann Arbor-Saline	Mill & Overlay	0.5	\$ 150,000	
Platt Road	4		Ellsworth to US 12	Chipseal	2.0	\$ 75,000	
Moon Road	4		US-12 to Bemis	Pulverize & Overlay	1.0	\$ 300,000	
Lohr Road	4		Ellsworth to Textile	Chipseal	2.0	\$ 50,000	
Lohr Road	4		Ellsworth to Ann Arbor-Saline	Mill & Overlay	1.3	\$ 330,000	\$ 905,000.00
					6.80		
Textile Road	5 & 6		Stony Creek to Munger	Mill & Overlay	1.90	\$ 270,000	
Willis Road	5 & 6		Stony Creek to Pitman	Pulverize and Overlay	1.20	\$ 360,000	
Grove Road	5 & 6		Bridge to Rawsonville	Mill & Overlay	0.75	\$ 200,000	\$ 830,000.00
					3.85		
<b>Totals</b>					56.20		\$ 4,487,000



# Michigan's New Road Funding Package

## What does it mean for Washtenaw County?

On November 10th, 2015, Governor Rick Snyder signed a \$1.2 billion road funding package that will increase the funding provided to the Washtenaw County Road Commission through the Michigan Transportation Fund (MTF). The MTF includes all state-collected road revenue generated from fuel taxes and vehicle registration fees. The MTF is the Road Commission's main source of funding and this is the first increase since 1997.

While additional funding is great news for Washtenaw County's failing road system, the package does not provide any additional road funding in 2016 and residents will not see increases in road improvements until 2017. Read on to learn how this road funding package works, what it will take to fix our road system, and what remains uncertain about the future of state road funding in Washtenaw County.



### What the road funding package will do

**Provides an additional \$1.2B in MTF funding state-wide**



**The package does not provide full funding until 2021; 6 years from now.**

**The new funding will begin in 2017**



**The package provides no funding for road improvements in 2016.**

**The 1st increase in the MTF since 1997**



**20 years have passed with no state funding increase and it will take time for WCRC to catch up and fix all the county's "poor" and "failing" roads.**

**50% of the funding will come from increases in fuel taxes & vehicle registration fees**



**Beginning in 2017: 20% increase in vehicle registration fees, 7.3¢ increase in the state's gasoline tax, 11.3¢ increase in state's diesel tax.**

**Beginning in 2018, shifts will be made in the State's General Funds to provide the other 50% of funding.**



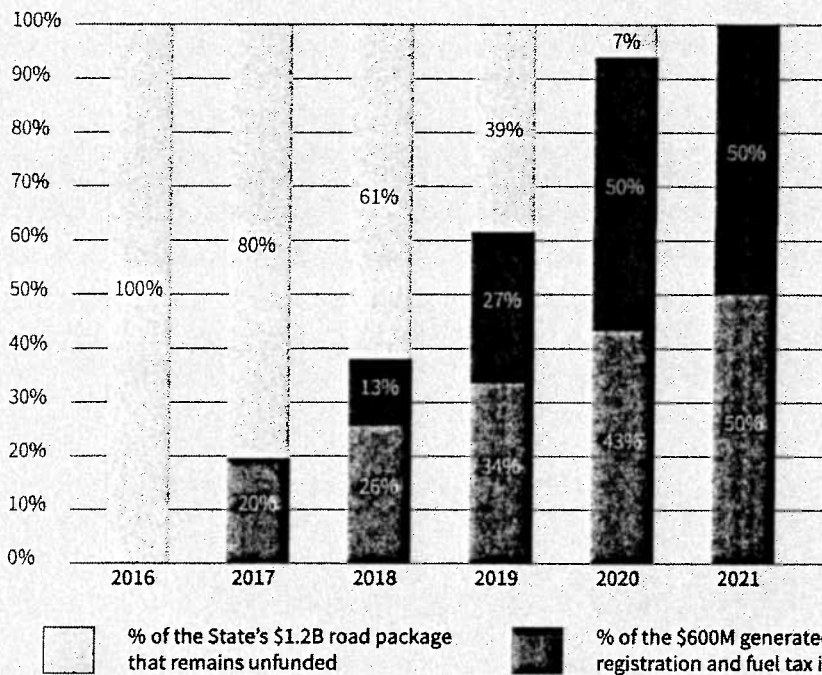
**Lawmakers are relying on continued economic growth to bring in more revenue to the General Fund to fund roads.**





## How will the new road funding phase in?

The new road funding deal will generate \$1.2 billion by 2021. The first \$600 million will come from vehicle registration and fuel tax increases that start in 2017. The additional \$600 million will be shifted from the state's \$9.9 billion general fund towards roads starting in 2018.



### Funding Uncertainty:

The State Legislature did not identify where specifically the \$600 million from the State's General Fund will come from.

Lawmakers are counting on continued economic growth to bring in more tax revenue that could be used for roads. If economic growth does not continue, future legislators may set budget priorities that may or may not fully fund the \$600 million.

## How much additional funding will WCRC receive?

In 2014, the Washtenaw County Road Commission received \$17.5 million from the Michigan Transportation Fund (MTF). Estimates predict that the Road Commission will receive an additional \$4.3 million in 2017, \$5.7 million in 2018, \$7.4 million in 2019, \$9.4 million in 2020, and \$12.5 million in 2021 (if the \$600M General Fund dollars are redirected as the law intends).

## Will it be enough to fix our failing road system?

Over the past decade, the cost to maintain and repair roads has steadily risen, but the Washtenaw County Road Commission's budget has not kept pace with the rate of inflation. Even if WCRC receives the estimated full amount of funding in 2021 there will be years of catch-up work to be done to fix the county's "poor" and "failing" roads. WCRC estimates that to get all of the county's roads into "good" condition would require over \$50 million. While the new state funding increase will help, it will take five years to phase-in and roads will continue to deteriorate as we await the new funding.

In addition to fixing the county's worst roads, WCRC must also balance the need to preserve the investments that have already been made in the county's "good" roads to increase their lifespans and avoid costly reconstruction projects. WCRC must also factor in the annual cost of winter maintenance, the need for new equipment, and other agency operation costs when determining how to allocate the new road funding from the state.

# TOWNSHIP CONTRIBUTION SUMMARY 2011 - 2015

TOWNSHIP	TOTAL 2011	TOTAL 2012	TOTAL 2013	TOTAL 2014	TOTAL 2015	5 Year Average
ANN ARBOR	\$ 49,000	\$ 54,000	\$ 122,000	\$ 224,919	\$ 43,175	\$ 98,618.80
AUGUSTA	\$ 97,000	\$ 202,000	\$ 203,000	\$ 192,169	\$ 158,618	\$ 170,557.40
BRIDGEWATER	\$ 32,000	\$ 34,000	\$ -	\$ 40,306	\$ 54,651	\$ 32,191.40
DEXTER	\$ 90,000	\$ 105,000	\$ 82,000	\$ 536,784	\$ 55,724	\$ 173,901.60
FREEDOM	\$ 42,000	\$ 45,000	\$ 57,000	\$ 31,716	\$ 51,334	\$ 45,410.00
LIMA	\$ 47,000	\$ 51,000	\$ 70,000	\$ 117,285	\$ 118,676	\$ 80,792.20
LODI	\$ 150,000	\$ 415,000	\$ 141,000	\$ 483,502	\$ 67,065	\$ 251,313.40
LYNDON	\$ 20,000	\$ 23,000	\$ 16,000	\$ 45,285	\$ 19,390	\$ 24,735.00
MANCHESTER	\$ 100,000	\$ 128,000	\$ 47,000	\$ 64,246	\$ 77,675	\$ 83,384.20
NORTHFIELD	\$ 42,000	\$ 62,000	\$ 84,000	\$ 93,195	\$ 109,907	\$ 78,220.40
PITTSFIELD	\$ 183,000	\$ 792,000	\$ 393,000	\$ 880,819	\$ 907,340	\$ 631,231.80
SALEM	\$ 173,000	\$ 296,000	\$ 1,042,000	\$ 459,327	\$ 425,626	\$ 479,190.60
SALINE	\$ 101,000	\$ 92,000	\$ 110,000	\$ 143,066	\$ 159,024	\$ 121,018.00
SCIO	\$ 471,000	\$ 1,245,000	\$ 833,000	\$ 1,108,452	\$ 1,269,480	\$ 985,386.40
SHARON	\$ 54,000	\$ 34,000	\$ 20,000	\$ 14,755	\$ 24,306	\$ 29,412.20
SUPERIOR	\$ 161,000	\$ 280,000	\$ 322,000	\$ 324,001	\$ 244,797	\$ 266,359.60
SYLVAN	\$ 17,000	\$ 10,000	\$ 8,000	\$ 26,852	\$ 73,968	\$ 27,164.00
WEBSTER	\$ 135,000	\$ 153,000	\$ 89,000	\$ 16,019	\$ 15,765	\$ 81,756.80
YORK	\$ 26,000	\$ 34,000	\$ 108,000	\$ 418,883	\$ 460,000	\$ 209,376.60
YPSILANTI	\$ 1,190,000	\$ 4,970,000	\$ 2,794,000	\$ 2,510,384	\$ 1,048,026	\$ 2,502,482.00
	\$ 3,180,000	\$ 9,025,000	\$ 6,541,000	\$ 7,731,965	\$ 5,384,547	\$ 6,372,502.40

Five year avg. 2011 - 2015

\$ 6,372,502

**2016 Summary of Paved Local and Subdivision Roads Needs for each TOWNSHIP**

2016

TOWNSHIP	Crack Seal Road Miles	Crack Sealing at \$8k/mi	Surface Treatment Road Miles	Surface Treatment at \$32k/mi	Mill & Overlay Road Miles	Mill & Overlay at \$190k/mi	Pulverization & Pave Road Miles	Pulverization & Pave at \$ 320k/mi	Total Needs for Local & Subd Paved Roads	Average 10 year Expenditure Needs for Paved Roads
ANN ARBOR	0.4	\$ 3,200	0.5	\$ 16,000	2.0	\$ 380,000	2.1	\$ 672,000	\$ 1,071,200	\$ 107,120
AUGUSTA	1.6	\$ 12,800	2.8	\$ 89,600	0.1	\$ 19,000	2.0	\$ 640,000	\$ 761,400	\$ 76,140
BRIDGEWATER	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 160,000	\$ 160,000	\$ 16,000
DEXTER	0.0	\$ -	2.2	\$ 70,400	5.4	\$ 1,026,000	3.0	\$ 960,000	\$ 2,056,400	\$ 205,640
FREEDOM	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 160,000	\$ 160,000	\$ 16,000
LIMA	0.0	\$ -	1.0	\$ 32,000	2.2	\$ 418,000	0.8	\$ 256,000	\$ 706,000	\$ 70,600
LODI	0.2	\$ 1,600	0.0	\$ -	4.2	\$ 798,000	6.7	\$ 2,144,000	\$ 2,943,600	\$ 294,360
LYNDON	0.0	\$ -	0.0	\$ -	0.2	\$ 38,000	0.0	\$ -	\$ 38,000	\$ 3,800
MANCHESTER	0.0	\$ -	0.0	\$ -	0.6	\$ 114,000	0.0	\$ -	\$ 114,000	\$ 11,400
NORTHFIELD	0.0	\$ -	2.1	\$ 67,200	5.0	\$ 950,000	1.8	\$ 576,000	\$ 1,593,200	\$ 159,320
PITTSFIELD	8.4	\$ 67,200	29.5	\$ 944,000	27.6	\$ 5,244,000	5.9	\$ 1,888,000	\$ 8,143,200	\$ 814,320
SALEM	0.9	\$ 7,200	0.3	\$ 9,600	2.4	\$ 456,000	1.0	\$ 320,000	\$ 792,800	\$ 79,280
SALINE	0.0	\$ -	0.0	\$ -	0.6	\$ 114,000	0.7	\$ 224,000	\$ 338,000	\$ 33,800
SCIO	2.6	\$ 20,800	2.5	\$ 80,000	4.9	\$ 931,000	6.2	\$ 1,984,000	\$ 3,015,800	\$ 301,580
SHARON	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	\$ -	\$ -
SUPERIOR	4.3	\$ 34,400	4.8	\$ 153,600	9.9	\$ 1,881,000	7.2	\$ 2,304,000	\$ 4,373,000	\$ 437,300
SYLVAN	0.8	\$ 6,400	0.6	\$ 19,200	11.1	\$ 2,109,000	2.1	\$ 672,000	\$ 2,806,600	\$ 280,660
WEBSTER	0.2	\$ 1,600	0.0	\$ -	0.8	\$ 152,000	0.4	\$ 128,000	\$ 281,600	\$ 28,160
YORK	2.3	\$ 18,400	7.5	\$ 240,000	7.8	\$ 1,482,000	5.5	\$ 1,760,000	\$ 3,500,400	\$ 350,040
YPSILANTI	13.3	\$ 106,400	59.3	\$ 1,897,600	29.2	\$ 5,548,000	6.3	\$ 2,016,000	\$ 9,568,000	\$ 956,800
<b>TOTALS</b>	<b>35.0</b>	<b>\$ 280,000</b>	<b>113.1</b>	<b>\$ 3,619,200</b>	<b>114.0</b>	<b>\$ 21,660,000</b>	<b>52.7</b>	<b>\$ 16,864,000</b>	<b>\$ 42,423,200</b>	<b>\$ 4,242,320</b>

**Northfield Township  
Fire Department**

# Memo

**To:** Northfield Township Board of Trustees

**From:** William Wagner, Fire Chief

**cc:** Howard Fink

**Date:** May 24, 2016

**Re:** Hiring of Fire Fighter Trainees

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**I am requesting the Board of Trustees hire Mark Richards and Jacob Donner as Fire Fighter Trainees contingent on passing background checks and physicals.**

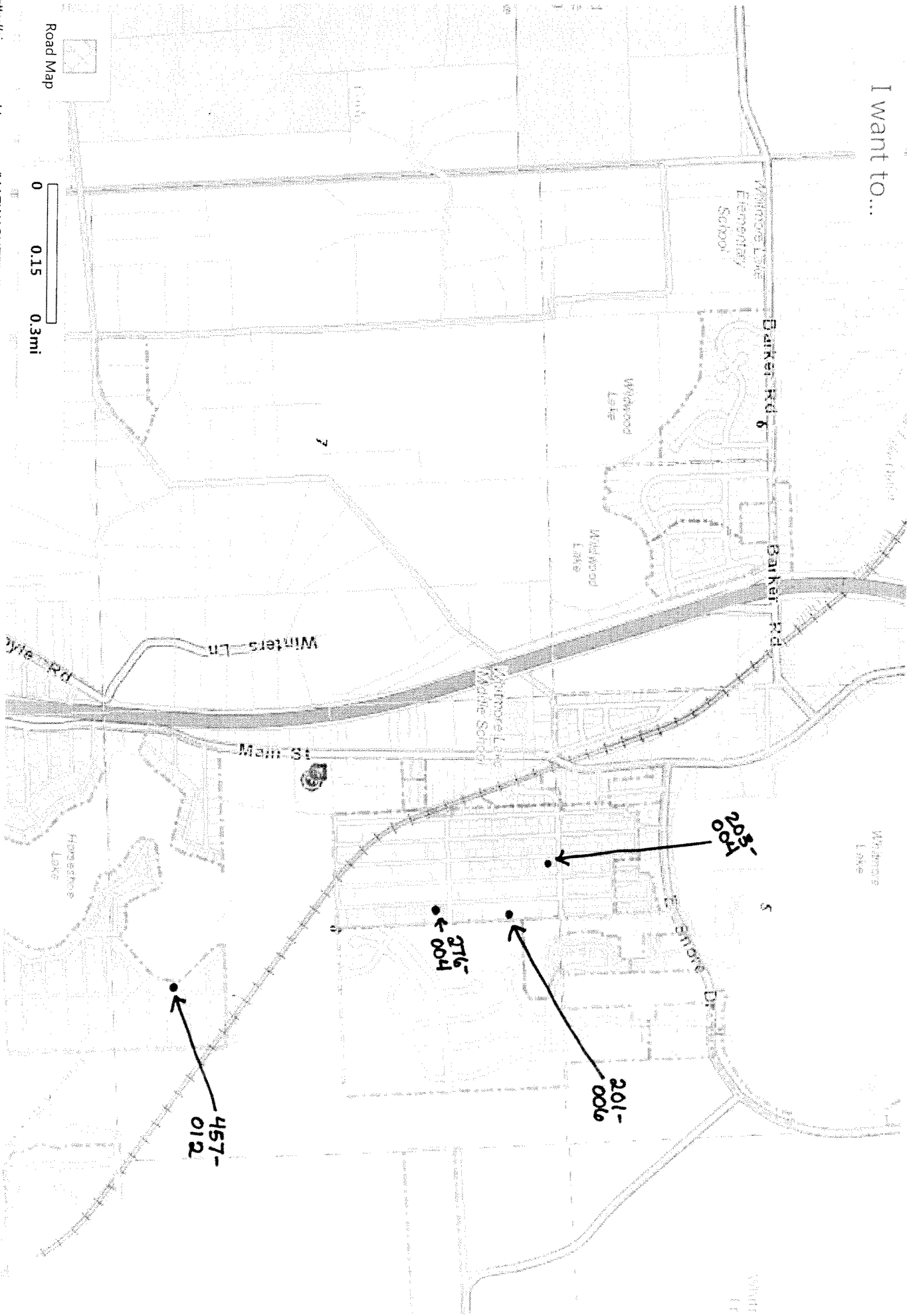
**Both gentlemen are long time township residents and neither have any past firefighting experience.**



Washtenaw County MapWashtenaw

I want to...

Search...







# Washtenaw County MapWashtenaw

b-02-08-201-006

I want to...

B-02-08-201-006

KUEHN LAURENCE J  
Address: WALNUT DR  
Assessed Value: 200

[Detailed parcel info](#)

[View in Google Maps](#)

[View Additional Details](#) [Run a Report](#)

8971

8985

74

8957

8972

8932

8918

8901

8900

8878

8864

8848

8837

8838

8832

0826 UMMER HOM

Road Map

0 100 200ft

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-014

006

\$787.00

-009

VILLAGE AT EAST GARDENS COMMON AREA

Pine Cove Dr

ST-DR

-009

-013

-014

285

282

281

280

282

284

289

-026

209

210



# Washtenaw County MapWashtenaw

b-02-08-457-012

I want to...

B -02-08-457-012

DEAULT, HAROLD A.

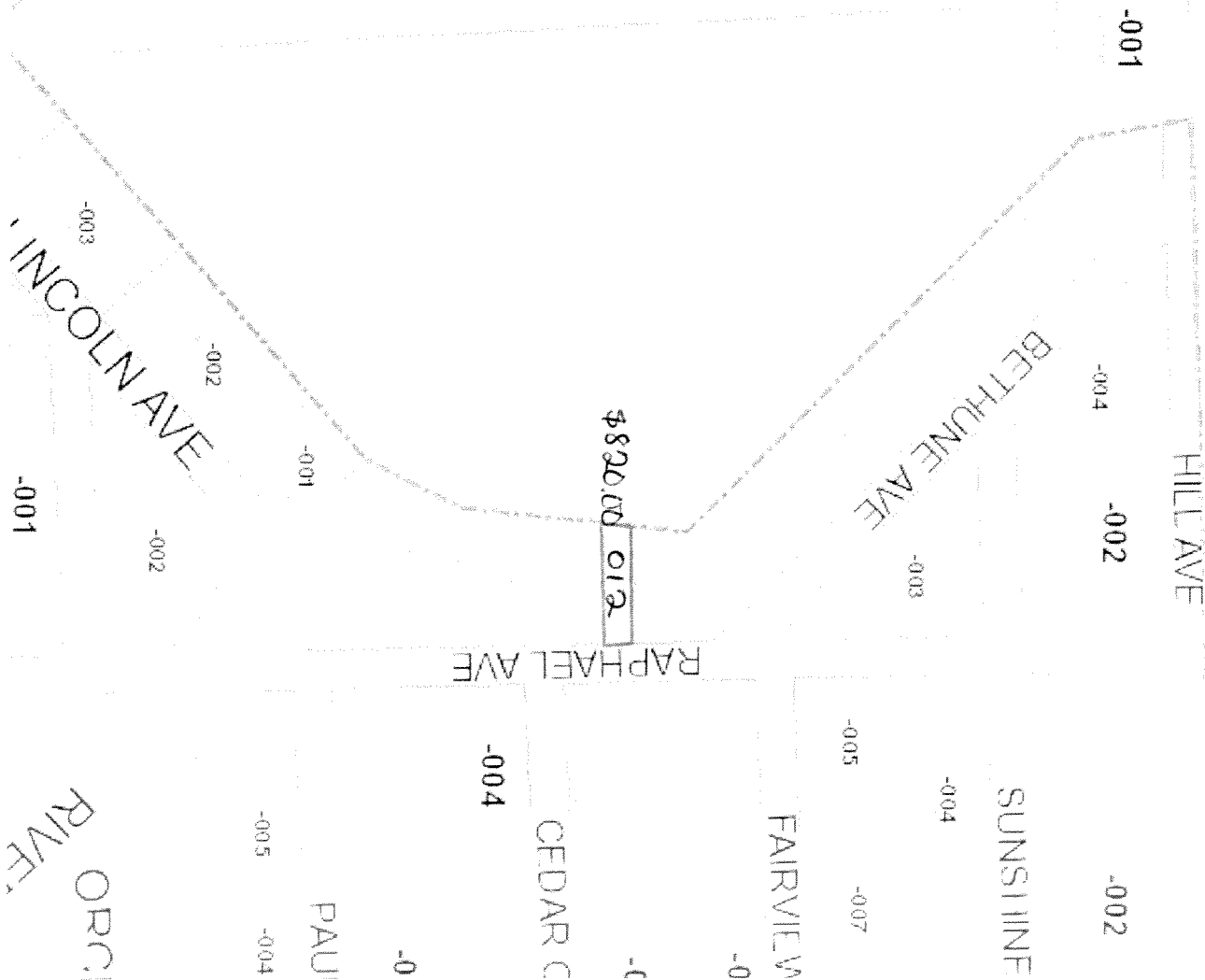
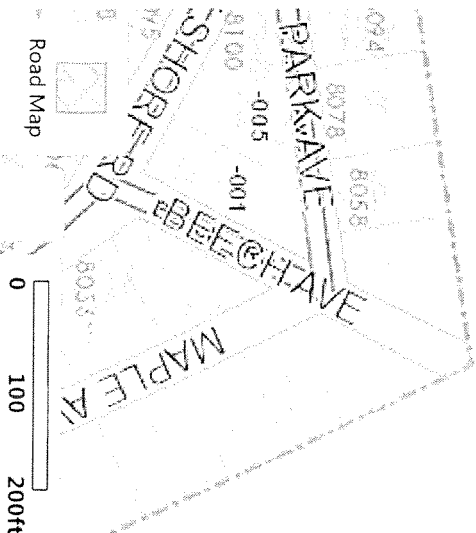
Address: RAPHAEL AVE

Assessed Value: 300

[Detailed parcel info](#)

[View in Google Maps](#)

[View Additional Details](#) [Run a Report](#)







# Washtenaw County MapWashtenaw

b-02-08-276-004

I want to...

B -02-08-276-004

HECKMAN ROBERT M & SHAWN M

Address: BUTTERNUT DR

Assessed Value: 600

[Detailed parcel info](#)

[View in Google Maps](#)

[View Additional Details](#) [Run a Report](#)

-046

-009

RHONE SUBDIVISION

-047

-027

COMMON AREA

\$ 848.00

BIRCH DR

-001

FOREST DR

GROVE DR

BUTTERNUT DR

WALNUT DR

LINCOLN DR

GARFIELD DR

-001

276-004

-033

-037

-032

-028

-029

8720

8700

-047

-045

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8720

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Road Map

0 100 200ft

Loading Layers map data...

-175

600

## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 5/19/2016  
**Re:** Van Curler Property

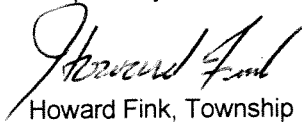
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Dear Township Board,

Attached is a proposal from OHM on Soil Borings and an Environmental Assessment. It includes 13 boring and environmental soil conditions tests. I recommend either approving this proposal tonight or putting it on the next agenda for a vote.

For tonight's meeting, it would be helpful to have some preliminary conversations on what the boards general thoughts are on the property and any ideas that you may have. Moving forward, does the board wish to engage McKenna in a design / vision session and public planning process for the site?

Respectfully Submitted,



Howard Fink, Township Manager

ARCHITECTS. ENGINEERS. PLANNERS.



May 18, 2016

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

**RE: VanCurler Property Phase I Environmental Site Assessment and Geotechnical Investigation  
Proposal for Professional Engineering Services**

Dear Mr. Fink:

OHM Advisors is pleased to submit this proposal for professional engineering services. We have prepared the project understanding and scope, outlined below, based on our discussions with you, our experience with this type of work, and our understanding of the Township's request.

**PROJECT UNDERSTANDING**

We understand the Township has entered into a purchase agreement for seven (7) parcels, identified by Parcel Identification Numbers B-02-05-253-001, B-02-05-253-002, B-02-05-253-003, B-02-06-105-013, B-02-06-105-004, B-02-06-105-022, and B-02-06-105-009, varying in size from 0.2 acres to 17.76 acres (23.14 acres in total). We further understand that prior to closing on the purchase the Township desires to obtain a geotechnical information regarding the underlying subsurface conditions found on the subject parcels as well as a Phase I Environmental Site Assessment (ESA) to ascertain the present risks of any significant contamination of the soils or ground water within the subject property. The intention of the Phase I ESA is to satisfy the purposes of the innocent purchasers' defense to CERCLA liability. The purpose of the investigation is to conduct an "all appropriate inquiry" into the ownership and uses of the property.

**SCOPE OF SERVICES**

OHM and its subconsultant (G2 Consulting Group) propose the following tasks and associated work to complete the geotechnical investigation and Phase I ESA, performed in general accordance with ASTM E 1527-13.

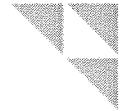
**Task 1: Geotechnical Investigation**

1. Contact local utility companies through the "MISS DIG" system to identify potential utility conflicts with the proposed soil boring locations.
2. Perform a total of thirteen (13) soil borings at the locations identified on the attached map. Soil borings will be extended to a depth of 20 feet below existing grade. Soil borings will be sampled at regular 2-1/2 foot intervals extending to a depth of 10 feet below existing grade and then at 5-foot intervals thereafter by use of the Standard Penetration Test (ASTM D1586). If poor soils are encountered, soil borings will be extended as necessary. The boreholes will be backfilled with onsite soils. It should be understood that some minor settlement of the borehole fill may occur and no future maintenance of the holes is included in our fee.

OHM Advisors  
34000 PLYMOUTH ROAD  
LIVONIA, MICHIGAN 48150

T 734.522.6711  
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OHM-Advisors.com



3. Perform four (4) of the above mentioned borings using proper environmental sampling protocol. These four (4) samples will be used to conduct the Phase I ESA. The environmental protocol will be performed within areas that are adjacent to or near existing gas stations, registered underground storage tanks, or within areas of past development.
4. Perform laboratory testing on the 13 soil borings to determine the physical characteristics of the subsurface soils. The testing program may include as appropriate, determination of the unconfined compressive strength, dry density, natural moisture content, grain-size distribution, and soil classification in general accordance with the Unified Soil Classification System (USCS).
5. Prepare a geotechnical engineering report summarizing our findings and presenting evaluations, conclusions, and recommendations regarding the soil and ground water conditions, and any subsurface conditions which may impact future construction/development of the property.

#### **Task 2: Phase I Environmental Site Assessment**

1. Conduct a site visit of the subject and adjoining properties. The visit provides a visual observation of the land and establishes the risk or likelihood of environmental contamination based on any identified potential containment sources, which may adversely affect the subject property.
2. Review the current Federal, State, Tribal, and local databases listing sites with potential, known, or suspected environmental contamination in accordance with ASTM requirements.
3. Documented contamination sites located in close proximity to the subject site property will be identified and a summary of the anticipated impact will be reported. We will inquire at appropriate local government agencies to determine if the subject property or adjoining properties have been used for disposal of hazardous or non-hazardous waste, or have been cited for any environmental violations or complaints. This also includes a regulatory record search of improper handling, storage, or disposal of hazardous materials.
4. Review reasonably obtainable historical information for the subject site, including historical aerial photographs, Sanborn Fire Insurance Maps, USGS 7.5 Minute topographic maps, and property tax files.
6. Perform laboratory analysis of volatile organic compounds (VOCs) and polynuclear aromatic hydrocarbons (PNAs) using the four (4) soil borings obtained using proper environmental sampling protocol. Include a summary and description of the results in the Phase I ESA report
5. Prepare a summary report for the property documenting the assessment findings along with an evaluation of risk for environmental contamination and our recommendations regarding further action at the site, if any.

#### **TOWNSHIP RESPONSABILITIES**

The attached User Questionnaire will need to be completed by Northfield Township and provided to OHM prior to our commencement of work. The information provided in this questionnaire will aid us in performing the Phase I ESA.

#### **DELIVERABLES**

OHM will provide the Township with a digital, PDF copy and two (2) printed, bound, hard copies of the geotechnical report and Phase I ESA summary report.

#### **SCHEDULE**

Soil boring operations can be scheduled within 7 to 10 days following the Township's authorization to proceed and utility clearance through the "MISS DIG" system. Fieldwork is expected to take two days,



provided weather and site conditions permit. Our engineering report will be available within 10 to 12 business days after the completion of the drilling operations; however, preliminary verbal recommendation should be available within a couple of days after completion of the laboratory testing program. The Phase I ESA summary report will be presented approximately 20 business days the Township's authorization to proceed.

## COMPENSATION

The scope of services outlined herein are proposed to be completed on a lump sum basis in accordance with the following schedule of tasks:

Task 1: Geotechnical Investigation	\$9,850.00
Task 2: Phase I Environmental Site Assessment	\$4,550.00
Total	\$14,400.00

OHM will invoice the Township on a monthly basis according to the percentage of work complete.

OHM can provide additional services not specifically described in this proposal for additional compensation. No additional work outside the scope provided above will proceed without receipt of written authorization by the Township.

## ACCEPTANCE

This document, including any attached Exhibits, constitutes the entire Agreement between the Township of Northfield and OHM Advisors and shall not be amended, altered or changed, except by written authorization executed by both parties.

If you find our proposal acceptable, please provide us authorization to proceed by signing both copies below and returning one copy of the document to our office.

We thank you for this opportunity to continue serving the Township of Northfield with professional engineering services. Please contact me at (734) 522-6711 if you have any questions or need any additional information.

Sincerely,  
OHM Advisors

Jacob Rushlow, PE  
Township Engineer

Accepted for Northfield Township

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Encl: Standard Terms and Conditions  
Soil Boring/Parcel Map  
User Questionnaire

## USER QUESTIONNAIRE

**(1.) Environmental cleanup liens that are filed or recorded against the site (40 CFR 312.25).**

Are you aware of any environmental cleanup liens against the property that are filed or recorded under federal, tribal, state or local law?

**(2.) Activity and land use limitations that are in place on the site or that have been filed or recorded in a registry (40 CFR 312.26).**

Are you aware of any activity and use limitation (AULs), such as engineering controls, land use restrictions or institutional controls that are in place at the site and/or have been filed or recorded in a registry under federal, tribal, state or local law?

**(3.) Specialized knowledge or experience of the person seeking to qualify for the LLP (40 CFR 312.28).**

As the user of this ESA do you have any specialized knowledge or experience related to the property or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the property or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business?

**(4.) Relationship of the purchase price to the fair market value of the property if it were not contaminated (40 CFR 312.29).**

Does the purchase price being paid for this property reasonably reflect the fair market value of the property? If you conclude that there is a difference, have you considered whether the lower purchase price is because contamination is known or believed to be present at the property?

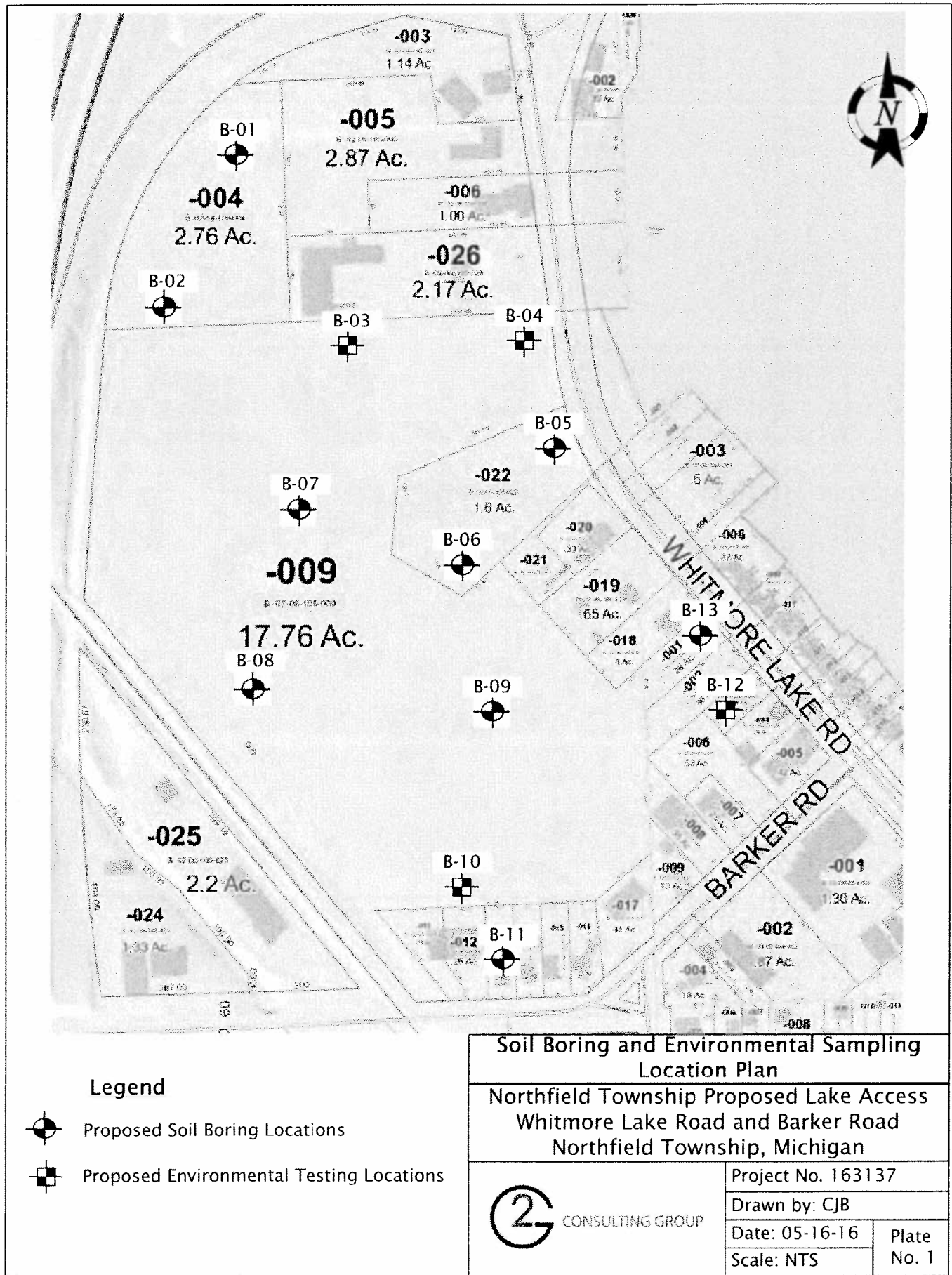
**(5.) Commonly known or reasonably ascertainable information about the property (40 CFR 312.30).**

Are you aware of commonly known or reasonably ascertainable information about the property that would help the environmental professional to identify conditions indicative of releases or threatened releases? For example, as user,

- (a.) Do you know the past uses of the property?
- (b.) Do you know of specific chemicals that are present or once were present at the property?
- (c.) Do you know of spills or other chemical releases that have taken place at the property?
- (d.) Do you know of any environmental cleanups that have taken place at the property?

**(6.) The degree of obviousness of the presence of likely presence of contamination at the property, and the ability to detect the contamination by appropriate investigation (40 CFR 312.31).**

As the user of this ESA, based on your knowledge and experience related to the property are there any obvious indicators that point to the presence or likely presence of contamination at the property?



## STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM ADVISORS and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM ADVISORS will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM ADVISORS:

- a) Provide OHM ADVISORS personnel with access to the work site to allow timely performance of the work required under this Agreement.
- b) Provide to OHM ADVISORS within a reasonable time frame, any and all data and information in the Owners possession as may be required by OHM ADVISORS to perform the services under this Agreement.
- c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM ADVISORS shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM ADVISORS reasonable control.

5. COMPENSATION – The Owner shall pay OHM ADVISORS for services performed in accordance

with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM ADVISORS shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM ADVISORS and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM ADVISORS or OHM ADVISORS' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM ADVISORS fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.



9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM ADVISORS' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM ADVISORS, however, OHM ADVISORS shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM ADVISORS. In accepting and utilizing any drawings or other data on any electronic media provided by OHM ADVISORS, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM ADVISORS and will be corrected as part of OHM ADVISORS' basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM ADVISORS the amount shown on any invoice within 60 days of the date of the invoice, OHM ADVISORS may, after giving 7 days notice

to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM ADVISORS preparation of Opinions of Probable Cost represent OHM ADVISORS' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM ADVISORS has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM ADVISORS shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 5/19/2016  
**Re:** Budget

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Dear Township Board,

Attached is the Budget for the Upcoming fiscal year. Rick has put together a synopsis that covers any changes from previous years. The budget includes a 3% cost of living increase and some merit based raises for employees. I have not determined yet what merit based increases will be given, which will be done once evaluations are completed for all office staff.

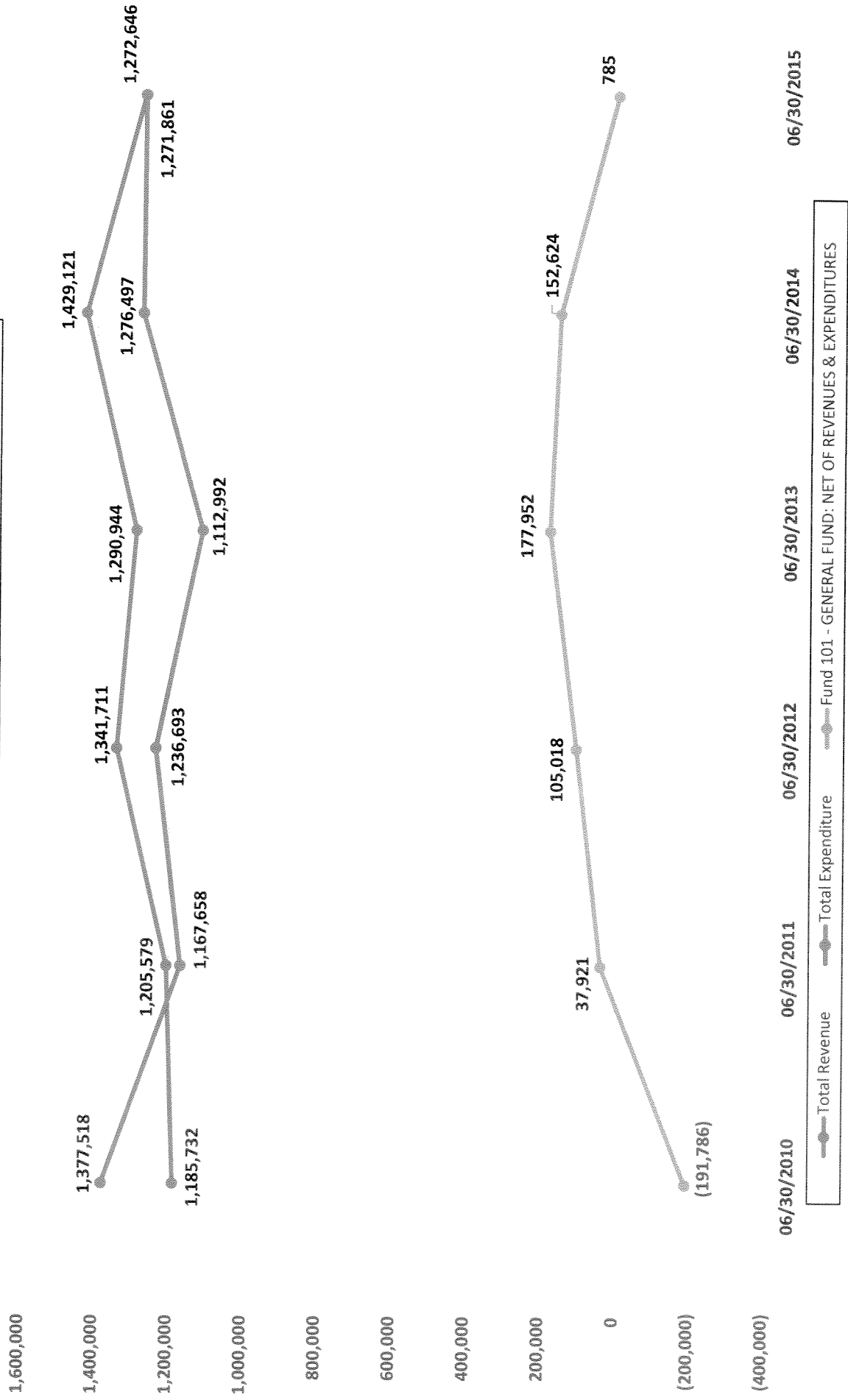
This year, I have asked Rick to put together a synopsis of our fund balance over the last 5 years. As you can see, we continuously add to fund balance and are in a very healthy financial position. Because we have been quite active with property acquisition, projects and studies, it appears that we are dipping into fund balance quite often. In reality, our fund balance has not decreased since this board has been seated. Unspent appropriations and various decreases have offset our additional spending. This year, that won't be the case with the Van Curler Property, but the decrease, will likely be less than expected.

Respectfully Submitted,

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

Howard Fink, Township Manager

**NORTHFIELD TOWNSHIP**  
**Historical Revenues, Expenditures and Fund Balance Contribution**  
**Fiscal 2010 - Fiscal 2015**



# NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

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To: Board of Directors

Date: May 24, 2016

From: Controller

RE: Fiscal 2016-2017 Budgets

Attached you will find the following budgets:

- General Fund
- Building Department
- Building Authority Debt Fund
- PSB Debt Fund
- Waste Water Treatment Plant (WWTP)
- Seven Mile Sewer Fund
- N.T. Sewer Fund

Shown below is a summary of the funds purpose and any significant changes between the Fiscal 2016 – 2017 and 2015-2016 budgets.

## **GENERAL FUND (#101)**

The purpose of the General Fund is to capture revenue dollars from Property Taxes, State Revenue Sharing, Cable Franchise Fees, Administration Fees from Taxes, Planning & Zoning Fees and Other Misc. revenue sources and apply those dollars to the operation of the township offices. Township departments supported by the General Fund are as follows: Township Board, Supervisor, Township Manager, Elections, Clerk, Board of Review, Treasurer, Assessing, Hall & Grounds, Legal & Professional, Planning & Zoning, Streetlights, Road Work, Senior Citizen Center, Capital Outlay and Debt Service.

Overall the General Fund is showing Revenues at \$1,289,384, a decrease of \$207,635 or 13.9% and Expenditures at \$1,285,801, a decrease of \$281,899 or 18% for a net increase to fund balance of \$3,583 and an increase of \$74,264 or 105.1% when compared to the amended 2015 - 2016 budget.

## **REVENUES**

### **Decreases:**

- Fiber Footage Fees are projected to decrease \$1,500 or 16.7% primarily due to decreases we have experienced over the past two years.
- Grant Income is projected to decrease \$250,000 or 100% due to not having a firm plan in place when budgets were prepared.
- Rental Income – Barker Rd. is projected to decrease \$1,800 or 15.3% due to a reduction in the monthly rent.
- CC Programs is projected to decrease \$2,000 or 40% due to less activity than anticipated when the 2015-16 budgets were prepared.

### **Increases:**

- Cablevision Franchise Fees are projected to increase \$5,000 or 5.7% which will bring this budget closer to what has been received in recent years.
- State Revenue Sharing is projected to increase \$15,000 or 2.3% primarily due to better forecasts received from the state of Michigan.
- Elections Reimbursement/Other Income is projected to increase \$6,500 or 100% due to the March, 2016 election which is reimbursable.
- CC Trips is projected to increase \$4,000 or 80% primarily due greater activity in 2015-16 than originally anticipated.
- Reimbursement/Other Income for the Community Center is projected to increase \$7,500 or 100% due to funding received from the county for the Meals on Wheels Program. These funds cover the cost of an assistant, supplies and licenses needed to run the program.

## **EXPENDITURES**

### **Township Manager:**

#### **Decreases:**

- Contractual Services is projected to decrease \$2,500 or 33.3% due to less monies needed for website development and codification of ordinances.

#### **Increases:**

- Salaries for Twp. Mgr. are projected to increase \$2,310 or 3% due to a 3% increase added to this year's budget.
- Clerical/Dep/Super/Election is projected to increase \$1,248 or 4.4% due to a 4.4% wage increase added to this year's budget.
- Controller is projected to increase \$1,687 or 3% due to a 3% wage increase added to the budget.
- Allocate to Departments is projected to increase \$8,419 or 20.5% primarily due a larger amount of the Township Managers wages and benefits getting allocated to the Building Department.

### **Elections:**

#### **Decreases:**

- Wages are projected to decrease \$1,800 or 12% due to over-budgeting this line item when the 2015-16 budgets were prepared.

#### **Increases:**

- All other expenditure lines are increasing due to a higher number of expected elections in 2016-17 when compared to 205-16.

### **Clerk:**

#### **Decreases:**

- None

#### **Increases:**

- Deputy salaries are projected to increase \$5,680 or 16.5% due to a large increase projected for this position.
- Social Security and Pension are also increasing anywhere from 12.1% to 16.5% due to the wage increase mentioned above.

### **Treasurer:**

#### **Decreases:**

- Hospitalization is projected to decrease \$2,945 or 66.3% due to the Deputy Treasurer opting out of health insurance.
- Allocate to Departments is projected to decrease \$3,883 or 19% due to removing the Deputy Treasurer from being allocated to Planning and the Building Dept.
- Miscellaneous is projected to decrease \$1,225 or 55.1% primarily due to a \$1,125 check scanner purchased last fiscal year that is not expected to recur this fiscal year.

#### **Increases:**

- Deputy Treasurer is projected to increase \$1,940 or 4.5% due to a 3% wage increase added to the budget. (**Please Note:** Last year when raises went into effect we used unspent appropriations to cover the increase in the line item. This is why you are seeing an increase of 4.5% as opposed to 3%).
- Front Desk Clerical is projected to increase \$2,670 or 13.8% due to a 13.3% wage increase.
- Postage is projected to increase \$1,000 or 33.3% due to higher than anticipated charges in 2015-16.

#### **Assessing:**

##### **Decreases:**

- None

##### **Increases:**

- Assistant Assessor Wages are projected to increase \$2,600 or 6.8% due to a 3.9% increase added to the budget. (**Please Note:** Last year when raises went into effect we used unspent appropriations to cover the increase in the line item. This is why you are seeing an increase of 6.8% as opposed to 3%).
- Hospitalization is projected to increase \$2,240 or 10% due to a 10% increase added to this line item.
- Contractual Services is projected to increase \$3,780 or 6.2% primarily due to a 5% increase projected for the Outsourced Assessing Manager.
- Allocate to Departments is projected to increase \$36,828 or 100% due to a change that allocates the Assistant Assessor to Zoning and Building. This is new for 2016-17.

#### **Hall & Grounds:**

##### **Decreases:**

- PSB Maint. & Ops Allocation is projected to decrease \$3,985 or 8.1% due to less operating expenses in the PSB Fund.
- Communication is projected to decrease \$5,280 or 46.8% primarily due to switching companies and getting a better rate.
- Insurance and Bonds is projected to decrease \$5,658 or 18.4% due to better rates obtained with the last contract.
- Allocate to Departments is projected to increase \$4,012 or 100% due to a change that now allocates a small percentage of H&G costs to the Building Department Fund.

##### **Increases:**

- Grounds/Cleaning/Janitorial Services is projected to increase \$3,250 or 65% primarily due to the higher than anticipated cost of Snow Plowing and Salting in 2015-16.

#### **Planning/Zoning:**

##### **Decreases:**

- Legal is projected to decrease \$5,000 or 100% due to not spending anything over the past three years.
- Code Enforcement is projected to decrease \$6,600 or 38.8% due to the elimination of Pittsfield Twp. who will no longer be doing code enforcement.
- Contractual Services is projected to decrease \$8,416 or 100% due to not needing another property survey.

##### **Increases:**

- Planner Fees are projected to increase \$9,250 or 30.1% due to increased usage by the planning department.
- Zoning Administration is projected to increase \$15,000 or 100% due to this being a new budgeted line item.
- Allocate to Departments is projected to increase \$22,505 or 341.2% primarily due to adding the Asst. Assessor to the allocation. 50% of the Asst. Assessors time is spent in Planning and Building.

**Roadwork:****Decreases:**

- Grant Expense is projected to decrease \$250,000 or 100% due to not having a firm plan in place when budgets were prepared.

**Increases:**

- Roadwork is projected to increase \$4,000 or 15.4% in anticipation of higher Brine Applications.
- Road Improvements are projected to increase \$10,000 or 9.4% in an effort to put more money towards road repairs.

**Senior Center:****Decreases:**

- Insurance and Bonds is projected to decrease \$980 or 49% due to better rates obtained with the last contract.

**Increases:**

- Salaries for the CC Director are projected to increase \$5,110 or 13.4% primarily due to a 3% wage increase added to the budget. (**Please Note:** Last year when raises went into effect we used unspent appropriations to cover the increase in the line item. This is why you are seeing an increase of 13.4% as opposed to 3%).
- Salaries for the Assistant are projected to increase \$4,830 or 100%. Funding for this position comes from the county Meals on Wheels program.
- Hospitalization is projected to increase \$865 or 10% due to a 10% increase added to this line item.
- Supplies are projected to increase \$800 or 40%. \$500 is being requested by the director and \$300 is for a Food Service License funded by the county Meals on Wheels program.
- CC Trips is projected to increase \$4,000 or 88.9%. This is the result of separating trips and programs and trying to understand what to budget in each based on this past year's activity. We are projected to make \$500.
- CC Programs is projected to increase \$2,000 or 14.8%. This is the result of separating trips and programs and trying to understand what to budget in each based on this past year's activity. This line item captures the cost of programs where residents pay a fee and where the event is free and the cost is absorbed by the township.
- Senior Nutrition is projected to increase \$2,000 or 100%. Funding for this comes from the county Meals on Wheels program.
- Community Expense is projected to increase \$1,200 or 100%. This is a new line item that uses community donations to help pay for things residents can't afford.

**Recreation:****Decreases:**

- None

**Increases:**

- Recreation is projected to increase \$10,000 or 100% due to adding monies into a new department.

**Capital Outlay:****Decreases:**

- Computer is projected to decrease \$7,500 or 65.2% due to having paid off the BS&A .Net conversion cost over the past three years.
- Construction (Board Room Remodel) is projected to decrease \$60,000 or 100% due to not having another construction project slated for 2016-17.

**Increases:**

- None

**Debt Service:****Decreases:**

- The PSB Share of the Bond Payment is projected to decrease \$3,127 or 3.6%. This fiscal year the decrease is the result of a lower principal payment (\$255,000 vs. \$260,000) and less interest (\$45,942.50 vs. \$52,052.50) when compared to the 2015-16 budget. **Please Note:** Based on how the loan was structured this line item will be an increase in next year's budget due to an increase in the principal payment (\$280,000 vs. \$255,000).

**Increases:**

- None

## **BUILDING DEPARTMENT FUND (#287)**

The building department is a self-sustaining fund that receives revenue dollars in the form of fees charged for various permits required to perform any building related activities within the township. Money is expended to cover inspections of permitted work and some minor operating expenses.

Overall the Building Department Fund is showing Revenues at \$93,060, an increase of \$34,320 or 58.4% and Expenditures at \$125,521, an increase of \$68,377 or 119.7% for a net decrease to fund balance of \$32,461 and a decrease of \$34,057 when compared to the amended 2015 - 2016 budget.

**Please Note:** The Building Department has been restructured for the 2016-17 fiscal year. We dissected the revenues and expenditures and made a few changes to account names to better identify the line item. We now have several expenditure line items that that can be tracked against revenues to insure proper billings. The remaining line items show township revenues used to cover department overhead costs.

### **REVENUES:**

**Decreases:**

- None

**Increases:**

- Building Plan Review Fees is projected to increase \$3,960 or 132% and is the direct result of activity in 2015-16.
- Permit and Application Fees (Formerly Building Permit Fees) are projected to increase \$8,630 or 29.5% due to increased activity in 2015-16. This line item used to capture all building fees, some inspection fees and some application fees. It is now set up to capture all Building Permit Fees (\$4/1000 sf) and all application fees. These fees are strictly for the township and do not have any direct charges against them except overhead costs.
- Inspector Fees (Formerly Trade Permit Fees) are projected to increase \$20,730 or 82.9% due to increased activity in 2015-16. This line item now captures all inspection fees and there are two expenditure accounts for charges from sub-contractors (Electrical, Plumbing and Mechanical) and Pittsfield township (Building).

### **EXPENDITURES**

**Personnel:**

**Decreases:**

- None

**Increases:**

- Allocate to Departments is projected to increase \$17,763 or 95.8% primarily due to adding 15% of the Assistant Assessors costs to this budget along with increasing the Township Managers time from 5% of total costs to 12.5% of total costs.

### **Government Shared Services:**



**Decreases:**

- Building Inspections (Formerly Inspector Expenses) is projected to decrease \$7,837 or 31.6% primarily due to other inspections (Plumbing and Mechanical) getting moved to another line item.

**Increases:**

- Plan Review is projected to increase \$5,800 or 100%. This is a new line item and tracks the cost of plan review charged by Pittsfield Township.
- Miscellaneous is projected to increase \$3,000 or 100%. This is also a new line item and tracks miscellaneous charges from Pittsfield Township. (ie. time in the office, on-site meetings and misc. correspondence).

**Operating Costs:****Decreases:**

- None

**Increases:**

- Electric, Plumb & Mech Inspections is projected to increase \$16,494 or 219.9% due to shifting Plumbing and Mechanical inspections from Inspection Expenses above.
- Contractual Services is projected to increase \$30,000 or 100%. This is a new line item set up to capture expenses related to digitizing all building plans currently stored in file cabinets.
- Allocate to Departments is projected to increase \$3,012 or 301.2% due to increasing the percentage of H & G costs to be allocated to the Building Department from the General Fund.

**BUILDING AUTHORITY DEBT FUND (#369)**

The sole purpose of the Building Authority Debt Fund is to capture the \$2.93 million principal and interest bond payments. The revenue side of this fund comes from the General, Fire and Police funds who split the bond payments equally or 1/3 each.

**REVENUES:****Decreases:**

- Funds Transfer for 2.93 Bond Pmt. is projected to decrease \$9,379 or 3.6% due to a reduction in principal and interest for this fiscal year.

**Increases:**

- None.

**EXPENDITURES****Debt Service::****Decreases:**

- 2.93 M Bond Bldg. Auth. Is projected to decrease \$4,221 or 1.9% due to a reduction in principal.
- Interest 2.93 M Bond is projected to decrease \$5,158 or 11.7% due to a reduction in interest.

**Increases:**

- None.

**PSB DEBT FUND (#370)**

The purpose of this fund is twofold: 1) To capture the \$2.415 million principal and interest bond payment, which is covered by its own township millage and 2) To capture expenditures related to the PSB building. Total costs over and above the principal and interest payments are again split equally between General, Fire and Police.

## **REVENUES:**

### **Decreases:**

- Current Property Taxes are projected to decrease \$10,520 or 3.8% primarily due to the re-financing of the \$3.8 Million bond. The re-financing effort saved the township interest expense, thus reducing the Millage rate needed to be levied to collect enough to make payment.
- Contribution Other Funds is projected to decrease \$11,957 or 8.1% due to less expense needed to operate the PSB building.

### **Increases:**

- None

## **EXPENDITURES**

### **Operating Costs:**

#### **Decreases:**

- Contractual Services is projected to decrease \$1,525 or 13% primarily due to a reduction in the HVAC Maintenance Contract.
- Utilities are projected to decrease \$12,000 or 15% primarily due to the switch to LED lighting.

#### **Increases:**

- None

### **Debt Service:**

#### **Decreases:**

- 2.415 M PSB Bond is projected to decrease \$5,000 or 2.1% based on the payment schedule from PNC.
- Interest on the \$2.415 million bond is projected to decrease \$5,520 or 13.6% based on the payment schedule from PNC.

#### **Increases:**

- None

## **WASTE WATER TREATMENT PLANT (WWTP)(#571)**

The purpose of this fund and the smaller SAD district funds is to account for all daily activities related to our sewer systems throughout the township. It captures Usage Fees charged to residents, which is the bulk of their revenues (99%+) and various expenditures including labor and related benefits, legal and professional fees, operational expenses including repairs, bond interest payments and capital purchases.

Overall the WWTP Fund is showing Revenues at \$1,368,355, a decrease of \$89,209 or 6.1% and Expenditures at \$1,286,810, a decrease of \$121,611 or 8.6% for a net increase to fund balance of \$81,545, an increase of \$32,402 when compared to the amended 2015 - 2016 budget.

## **REVENUES:**

### **Decreases:**

- Usage Fees are projected to decrease \$87,500 or 6% due to an over-calculation of last year's usage based on unbilled REU's. The increase has not yet materialized and is the main reason for scaling back the 2016-17 usage projection.
- Reimbursement/Other Income is projected to decrease \$2,200 or 55% due to a reimbursement from a resident for a damaged sewer line that is not expected to occur in the next fiscal year.

### **Increases:**

- Interest Income is projected to increase \$500 or 50% due to a more accurate calculation of Interest Income to be received in 2015-16.

## **EXPENDITURES**

### **Personnel:**

#### **Decreases:**

- None

#### **Increases:**

- Salaries for all other employees are projected to increase \$4,403 or 2.3% due to various wage increases built into the budget.
- Hospitalization is projected to increase \$8,300 or 8.3% primarily due to a 10% increase added to this year's budget.

### **Legal and Professional:**

#### **Decreases:**

- Engineer costs are projected to decrease \$10,000 or 25% due to less work needed for Asset Management Planning.

#### **Increases:**

- None

### **Operating Costs:**

#### **Decreases:**

- Utilities are projected to decrease \$15,000 or 13% due to over-budgeting last fiscal year.
- Depreciation Expense is projected to decrease \$4,866 primarily due to older items coming off the depreciation schedule because they are fully depreciated.

#### **Increases:**

- None

### **O&M – Bond & Interest:**

#### **Decreases:**

- Interest expense on the \$4.965 M bond (61%) is projected to decrease \$14,389 or 58.1% and is directly related to less principal to calculate interest on. This fiscal year is the final year making payments on this bond.

#### **Increases:**

- None

### **Capital Outlay:**

#### **Decreases:**

- Equipment is projected to decrease \$70,000 or 43.8% primarily due to less equipment needs budgeted this fiscal year.
- Computer is projected to decrease \$20,000 or 100%. A GIS computer system was purchased in the 2014-15 budget year and happened after budgets were approved. Nothing will be purchased in 2015-16 and the \$20,000 will remain unspent.

#### **Increases:**

- None

## **DISTRICT #5 SEVEN MILE SEWER FUND (#815)**

This is an active 20-year Special Assessment District (SAD) for the Seven Mile Sewer Project completed back in 2003-2004. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment.

**REVENUES:**

**Decreases:**

- SAD Interest Income is down \$1,135 due to lower principal amounts still owed by residents.

**Increases:**

- None

**EXPENDITURES**

**Decreases:**

- Debt Service – Interest is down \$952 due to lower interest payments on debt.

**Increases:**

- None

**NORTH TERRITORIAL SEWER DISTRICT FUND (#890)**

This is an active 20-year Special Assessment District (SAD) for the North Territorial Sewer Project completed back in 1998-1999. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment.

**REVENUES:**

**Decreases:**

- SAD Interest Income is down \$11,095 or 28.5% due to lower principal amounts still owed by residents.

**Increases:**

- None

**EXPENDITURES**

**Debt Service:**

**Decreases:**

- Interest expense on the 4.965 M bond (39%) is projected to decrease \$9,200 or 58.1% and is directly related to less principal to calculate interest on.

**Increases:**

- None

This completes the budget presentation for the May 24, 2016 board meeting.

Thank You,

Rick Yaeger  
Controller  
Northfield Township

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
<b>ESTIMATED REVENUES</b>								
Dept 000								
101-000-426	PRIOR YEAR TAX INTEREST	344	0	0	638	0	0	0.00%
101-000-452	PEDDLER'S LICENSES	85	340	0	220	500	500	0.00%
101-000-453	CABLEVISION FRANCHISE FEES	92,535	97,379	90,000	49,785	95,000	5,000	5.56%
101-000-455	(Based on Current Agreement) FIBER FOOTAGE FEES	8,586	7,557	9,000	0	7,500	(1,500)	-16.67%
101-000-574	(Based on Current Agreement) STATE SHARED REVENUE	618,499	650,034	655,000	433,720	670,000	15,000	2.29%
101-000-590	(Based on Latest Info From State which shows \$674,000 including \$20K for CVTRS) GRANT INCOME	232,326	0	250,000	0	0	(250,000)	-100.00%
101-000-615	(Phase 3 of Pathway) INSURANCE PROCEEDS	0	456	0	0	0	0	0.00%
101-000-626	COPY & FOIA INCOME	269	55	250	120	200	(50)	-20.00%
101-000-655	ORDINANCE FINES	0	0	0	200	0	0	0.00%
101-000-665	INTEREST INCOME	1,919	181	300	183	1,000	700	233.33%
101-000-671	REIMBURSEMENT/OTHER INCOME (Farm Lease @ \$150)	1,019	2,860	650	384	150	(500)	-76.92%
101-000-675	CONTRIBUTION-PRIVATE SOURCES	9	0	0	0	0	0	0.00%
101-000-688	RENTAL INCOME - BARKER RD (\$830 x 12 Mths)	9,960	11,460	11,760	9,430	9,960	(1,800)	-15.31%
101-000-690	UNREALIZED GAIN/LOSS	(38,174)	124	0	(75)	0	0	0.00%
Totals for dept 000		927,377	770,446	1,016,960	494,605	784,310	(232,650)	-22.88%
Dept 191-ELECTIONS								
101-191-671	REIMBURSEMENT/OTHER INCOME	2,312	0	0	5,741	6,500	6,500	0.00%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

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(Refund of March, 2016 Election)								
Totals for dept 191-ELECTIONS		2,312			5,741	6,500	6,500	0.00%
Dept 253-TREASURER								
101-253-402	CURRENT PROPERTY TAX	252,329	256,344	263,700	245,487	263,500	(200)	-0.08%
	(Based on 2016 Millage Rates and Tax Value of Properties)							
101-253-404	MOBILE HOME LICENSE FEES	3,139	2,900	2,850	2,132	2,820	(30)	-1.05%
	(Monthly Tax on the Total Number of Mobile Homes (470 x \$.50 per Mth) Currently Being Used)							
101-253-445	PENALTY & INTEREST ON TAXES	151	2,826	500	3,552	500	0	0.00%
	(For Late Payments of Property Taxes)							
101-253-627	SUMMER TAX PREPARATION	13,480	13,488	13,490	4,050	13,580	90	0.67%
	(Dex-16; WL-3,796 = 3,812 x \$2.50 + SL-663; AA-147 = 810 x \$5.00)							
101-253-680	TAX ADMINISTRATION FEES	133,477	136,940	137,000	134,455	140,000	3,000	2.19%
	(1% Fee Added to Tax Bills)							
Totals for dept 253-TREASURER		402,576	412,498	417,540	389,676	420,400	2,860	0.68%
Dept 336-CONTRIBUTIONS								
101-336-624	DDA	22,790	20,000	0	0	0	0	0.00%
101-336-625	SEWER ADMINISTRATION	39,000	43,969	46,469	48,560	46,469	0	0.00%
	(Admin Fee from Sewer - \$37,500 and Library - \$8,969)							
Totals for dept 336-CONTRIBUTIONS		61,790	63,969	46,469	48,560	46,469	0	0.00%
Dept 412-PLANNING/ZONING DEPT								
101-412-477	ZONING COMPLIANCE PERMITS	10,400	5,500	3,000	5,700	5,880	2,880	96.00%
101-412-607	ZONING ADMINISTRATIVE FEES	500	0	0	0	0	0	0.00%
101-412-608	VARIANCES/APPEALS	2,118	1,420	2,000	2,265	2,700	700	35.00%
101-412-629	ZONING COPIES	15	0	50	0	25	(25)	-50.00%

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Fund 101: GENERAL FUND

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101-412-637	SPLIT APPLICATIONS	2,100	850	500	2,000	2,400	1,900	380.00%
Totals for dept 412-PLANNING/ZONING DEPT		15,133	7,770	5,550	9,965	11,005	5,455	98.29%
Dept 666-COMMUNITY CENTER								
101-666-590	GRANT INCOME	2,550	0	0	0	0	0	0.00%
101-666-643	CC TRIPS	15,441	11,657	5,000	7,543	9,000	4,000	80.00%
101-666-644	CC PROGRAMS	0	0	5,000	2,583	3,000	(2,000)	-40.00%
101-666-649	SCC MEMBERSHIP	1,363	0	0	0	0	0	0.00%
101-666-671	REIMBURSEMENT/OTHER INCOME (County Funding of Meals on Wheels Program)	0	4,817	0	5,500	7,500	7,500	0.00%
101-666-676	CONTRIBUTIONS - SCC (\$100/Mth from Lighthouse to be used as needed)	580	1,491	500	816	1,200	700	140.00%
Totals for dept 666-COMMUNITY CENTER		19,934	17,965	10,500	16,442	20,700	10,200	97.14%
TOTAL ESTIMATED REVENUES		1,429,122	1,272,648	1,497,019	964,989	1,289,384	(207,635)	-13.87%
APPROPRIATIONS								
Dept 101-TOWNSHIP BOARD								
101-101-701	SALARIES (\$2,500 x 4)	8,958	9,892	10,000	8,125	10,000	0	0.00%
101-101-715	SOCIAL SECURITY (\$10,000 x 7.65%)	685	757	765	652	765	0	0.00%
101-101-807	MEMBERSHIP DUES (\$5,500 MTA, \$225 Bri C of C, \$1,475 SEMCOG, \$1,100 WATS, \$175 Mich Mun League, \$925 Other)	8,231	9,552	10,500	9,121	10,500	0	0.00%
101-101-836	WELFARE COSTS	0	0	10,000	10,000	10,000	0	0.00%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2016-2017 FISCAL YEAR  
AS OF 5/18/16

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101-101-900	PRINTING & PUBLICATIONS	7,347	7,073	7,000	6,225	7,500	500	7.14%
	(Publishing of Minutes from Twp Board Mtgs and Ads for Employment - \$5,000; Newsletter - \$2,500)							
101-101-957	TRAINING & DEVELOPMENT	238	509	1,000	0	2,000	1,000	100.00%
	(Possible Training for New Board Members)							
Totals for dept 101-TOWNSHIP BOARD		25,459	27,783	39,265	34,123	40,765	1,500	3.82%
Dept 171-SUPERVISOR								
101-171-701	SALARIES	12,500	12,500	12,500	11,058	12,500	0	0.00%
	(\$12,500 x 7.65%)							
101-171-715	SOCIAL SECURITY	50	(661)	957	721	957	0	0.00%
101-171-807	MEMBERSHIP DUES	0	0	120	0	120	0	0.00%
101-171-860	FUEL & MILEAGE	0	0	200	0	200	0	0.00%
	(Misc. Conferences)							
101-171-956	MISCELLANEOUS	0	0	100	0	100	0	0.00%
101-171-957	TRAINING & DEVELOPMENT	0	286	1,000	0	1,000	0	0.00%
	(Possible Training for New Supervisor)							
Totals for dept 171-SUPERVISOR		12,550	12,125	14,877	11,779	14,877	0	0.00%
Dept 172-TOWNSHIP MANAGER								
101-172-701	SALARIES	77,063	77,000	77,000	68,115	79,310	2,310	3.00%
101-172-704	CLERICAL/DEP /SUPER/ELECTION	11,228	25,326	28,288	22,491	29,536	1,248	4.41%
	(\$17.75 x 32 Hrs/Wk x 52 Wks)(Includes a 4.4% Increase)							
101-172-715	SOCIAL SECURITY	10,825	11,995	12,335	10,799	12,736	401	3.25%
	(\$166,473 x 7.65%)							
101-172-716	HOSPITALIZATION	13,082	6,534	1,500	1,500	1,500	0	0.00%
	(Chose Buyout = \$1,500)							
101-172-717	LIFE/DISB. INSURANCE	1,022	975	1,020	894	1,025	5	0.49%
	(\$81.29 X 5%) X 12)							
101-172-718	PENSION	7,700	7,214	7,700	6,812	7,931	231	3.00%



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-172-722	(Base Wage of Twp Mgr x 10%) CONTROLLER	53,213	54,478	55,940	49,065	57,627	1,687	3.02%
101-172-818	(20 Hrs/Wk x \$55.41 x 52 Wks)(Includes a 3% Increase) CONTRACTUAL SERVICES	9,958	5,859	7,500	3,516	5,000	(2,500)	-33.33%
101-172-850	(Website Annual Renewal for Maintenance - \$1,000; Codification of Ordinance's - \$3,500; Other - \$500) COMMUNICATION	848	606	1,000	503	720	(280)	-28.00%
101-172-860	(Telephone @ \$60/Mth) FUEL & MILEAGE	276	0	500	0	500	0	0.00%
101-172-927	ALLOCATE TO DEPARTMENTS	(30,863)	(36,501)	(41,017)	(31,068)	(49,436)	(8,419)	20.53%
101-172-957	(Controller Allocation to Police, Fire, Bldg Dept and WWTP - \$37,457)(Twp. Mgr. Allocation to Bldg Dept. - \$11,979) TRAINING & DEVELOPMENT	851	745	1,000	698	1,000	0	0.00%
Totals for dept 172-TOWNSHIP MANAGER		155,203	154,231	152,766	133,325	147,449	(5,317)	-3.48%
Dept 191-ELECTIONS								
101-191-704	CLERICAL/DEP /SUPER/ELECTION	1,400	9,417	15,000	7,125	13,200	(1,800)	-12.00%
101-191-727	(Based on 4 Elections) SUPPLIES	1,442	4,930	1,500	1,127	3,000	1,500	100.00%
101-191-818	CONTRACTUAL SERVICES	0	1,760	0	500	2,000	2,000	0.00%
101-191-851	(Equipment Inspections) POSTAGE	200	0	200	244	800	600	300.00%
101-191-900	(Mailing of Election Material) PRINTING & PUBLICATIONS	234	2,472	250	711	2,600	2,350	940.00%
(Printed Materials and Newspaper Ads) Totals for dept 191-ELECTIONS		3,276	18,579	16,950	9,707	21,600	4,650	27.43%
Dept 215-CLERK								
101-215-701	SALARIES	16,485	11,538	12,500	11,057	12,500	0	0.00%
101-215-703	DEPUTY SALARIES	28,518	38,508	34,360	29,079	40,040	5,680	16.53%
(\$16.25 + \$3.00 = \$19.25 x 2080)(Includes a \$3.00/Hr Increase)								

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-215-715	SOCIAL SECURITY (\$52,540 x 7.65%)	3,443	3,829	3,585	3,282	4,020	435	12.13%
101-215-716	HOSPITALIZATION (Chose Buyout = \$1,500)	0	0	1,125	1,125	1,500	375	33.33%
101-215-717	LIFE/DISB. INSURANCE ((\$41.19 X 5%) X 12)	0	0	500	577	525	25	5.00%
101-215-718	PENSION (Base Wage x 10%)	0	0	3,436	2,315	4,004	568	16.53%
101-215-723	RECORD SEC (Recording Sec - \$195/Mtg x 24 Mtgs plus \$125/Mtg over 3 Hrs x 8; Video Operator - \$85/Mtg x 24 Mtgs)	4,768	6,148	7,720	4,040	7,720	0	0.00%
101-215-807	MEMBERSHIP DUES	0	0	100	0	100	0	0.00%
101-215-860	FUEL & MILEAGE	102	61	150	0	150	0	0.00%
101-215-922	LATE FEES AND PENALTIES	361	(26)	0	0	0	0	0.00%
101-215-957	TRAINING & DEVELOPMENT (Possible Training for New Clerk)	288	0	1,000	0	1,000	0	0.00%
Totals for dept 215-CLERK		53,965	60,058	64,476	51,475	71,559	7,083	10.99%
Dept 247-BOARD OF REVIEW								
101-247-706	BOARD OF REVIEW FEE	1,356	1,389	2,000	969	2,000	0	0.00%
101-247-715	SOCIAL SECURITY	104	106	153	74	153	0	0.00%
101-247-723	RECORD SEC	0	1,050	1,200	1,520	1,200	0	0.00%
101-247-900	PRINTING & PUBLICATIONS	506	682	800	640	800	0	0.00%
101-247-959	TRIBUNALS AND DRAINS	1,966	10,497	20,000	7,539	20,000	0	0.00%
Totals for dept 247-BOARD OF REVIEW		3,932	13,724	24,153	10,742	24,153	0	0.00%
Dept 253-TREASURER								

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

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AS OF 5/18/16

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101-253-701	SALARIES	12,500	12,500	12,500	11,057	12,500	0	0.00%
101-253-703	DEPUTY SALARIES							
	(Includes a 3% Increase)							
101-253-704	CLERICAL/DEP /SUPER/ELECTION	45,293	42,771	43,500	38,587	45,440	1,940	4.46%
	(\$15.00 + \$2.00 = \$17.00 x 24 Hrs x 44 Wks + \$17.00 x 30 Hrs x 8 Wks)(Includes a \$2.00 Increase)	19,255	21,681	19,365	11,589	22,035	2,670	13.79%
101-253-715	SOCIAL SECURITY	5,894	5,887	5,765	4,603	6,120	355	6.16%
	(\$79,975 x 7.65%)							
101-253-716	HOSPITALIZATION	5,784	10,090	4,445	4,444	1,500	(2,945)	-66.25%
	(Chose Buyout = \$1,500)							
101-253-717	LIFE/DISB. INSURANCE	541	461	485	423	485	0	0.00%
	(\$38.40 X 5%) X 12)							
101-253-718	PENSION	4,087	4,213	4,350	3,859	4,544	194	4.46%
	(Deputy Only - Base Salary x 10%)							
101-253-803	LEGAL	6,000	6,000	6,000	5,500	6,000	0	0.00%
	(\$500/Mth)							
101-253-804	TAX STATEMENT PREPARATION	1,248	1,441	1,650	1,582	1,700	50	3.03%
	(Tax Bill Printing)							
101-253-807	MEMBERSHIP DUES	100	100	130	100	110	(20)	-15.38%
	(MMTA Dues for Treasurer & Deputy @ \$55 Ea.)							
101-253-851	POSTAGE	3,243	3,573	3,000	3,480	4,000	1,000	33.33%
	(Tax Bill Mailing)							
101-253-860	FUEL & MILEAGE	127	217	200	212	225	25	12.50%
101-253-927	ALLOCATE TO DEPARTMENTS	(14,794)	(21,036)	(20,488)	(11,227)	(16,605)	3,883	-18.95%
	(Deputy Asst. Allocation to Building & Planning)							
101-253-956	MISCELLANEOUS	377	3,138	2,225	2,215	1,000	(1,225)	-55.06%
	(Bank Service Charges)							
101-253-957	TRAINING & DEVELOPMENT	0	0	1,000	0	1,000	0	0.00%
	(Possible Training for New Treasurer)							
Totals for dept 253-TREASURER		89,655	91,036	84,127	76,424	90,054	5,927	7.05%
Dept 257-ASSESSING								
101-257-709	ASST ASSESSOR	4,564	23,098	38,480	34,064	41,080	2,600	6.76%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

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101-257-713	(40 Hrs/Wk x \$19.75/Hr x 52 Wks)(Includes a 3.9% Increase) ASSESSOR	62,884	5,598	0	0	0	0	0.00%
101-257-715	SOCIAL SECURITY							
	(\$41,080 x 7.65%)	5,160	2,195	2,944	2,606	3,143	199	6.76%
101-257-716	HOSPITALIZATION							
	(2015/2016 Totals plus 10%, \$22,500 x 110%)	7,913	5,770	22,510	22,488	24,750	2,240	9.95%
101-257-717	LIFE/DISB. INSURANCE							
	((45.44 X 5%) X 12)	905	0	700	636	575	(125)	-17.86%
101-257-718	PENSION							
	(Base Salary x 10%)	6,138	236	3,848	3,262	4,108	260	6.76%
101-257-720	BANKED PTO							
		(1,655)	(3,235)	0	0	0	0	0.00%
101-257-727	SUPPLIES							
		1,003	1,186	1,500	832	1,500	0	0.00%
101-257-807	MEMBERSHIP DUES							
		290	0	500	13	250	(250)	-50.00%
101-257-818	CONTRACTUAL SERVICES							
	(Outsource Assessing Mgr - Includes a 5% Increase plus \$750 Apex Software Renewal)	235	59,848	60,600	53,872	64,380	3,780	6.24%
101-257-851	POSTAGE							
		1,513	2,203	2,500	2,373	2,500	0	0.00%
101-257-860	FUEL & MILEAGE							
		818	0	1,000	68	500	(500)	-50.00%
101-257-900	PRINTING & PUBLICATIONS							
		0	0	1,000	956	1,000	0	0.00%
101-257-927	ALLOCATE TO DEPARTMENTS							
	(Assessor Allocation to Building & Zoning)	0	0	0	0	(36,828)	(36,828)	100.00%
101-257-957	TRAINING & DEVELOPMENT							
		510	1,050	2,500	0	2,500	0	0.00%
Totals for dept 257-ASSESSING		90,278	97,949	138,082	121,170	109,458	(28,624)	-20.73%
Dept 265-HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES							
	(\$42/Hr x 2.75 Hrs/Wk x 52 Wks)	5,280	5,240	6,000	5,280	6,006	6	0.10%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-265-715	SOCIAL SECURITY (\$6,006 x 7.65%)	404	456	460	709	460	0	0.00%
101-265-716	HOSPITALIZATION	197	(146)	0	0	0	0	0.00%
101-265-721	UNEMPLOYMENT BENEFITS	56	0	0	0	0	0	0.00%
101-265-727	SUPPLIES	11,468	9,976	10,000	9,492	10,000	0	0.00%
101-265-731	WORKERS COMP INSURANCE	961	1,896	2,050	2,049	2,100	50	2.44%
101-265-816	GROUNDS/CLEANG/JANITORL SERVIC	4,574	5,295	5,000	7,540	8,250	3,250	65.00%
101-265-821	(Center Island Flower Beds - \$1,050; Lawn Maintenance - \$1,200; Snow Removal & Salting - \$6,000)	52,442	44,890	48,975	30,844	44,990	(3,985)	-8.14%
101-265-850	COMMUNICATION	10,285	8,917	11,280	7,469	6,000	(5,280)	-46.81%
101-265-851	(Phone & Internet Service - \$150/Mth; Livestreaming @ \$45/Mth, PEG Station @ \$55/Mth; Email System - \$3,000)	4,708	4,597	5,500	3,359	5,500	0	0.00%
101-265-910	(Sewer Bill Mailings - \$4,500; Newsletter Mailing - \$850; Extra Misc - \$150)	26,016	23,453	30,700	24,488	25,042	(5,658)	-18.43%
101-265-920	UTILITIES	432	218	200	150	200	0	0.00%
101-265-927	(Siren Electric @ \$50/Qtr)	0	0	0	0	(4,012)	(4,012)	100.00%
101-265-930	ALLOCATE TO DEPARTMENTS							
101-265-930	(H & G and PSB Maint & Ops. Allocation to Bldg Dept)							
101-265-930	REPAIRS & MAINTENANCE	15,640	20,029	20,000	20,331	20,000	0	0.00%
101-265-938	(\$11,400 BS&A Sftwr, Anti-Virus @ \$114/Mth, \$3,000 On-Site Flex Contract for IT, \$1,000 Postage Mach Maint, \$1,100 Siren & Extinguisher Maint, \$2,132 Misc)	23,891	4,048	2,500	131	2,500	0	0.00%
101-265-938	CHARGEBACKS - PRIOR TAX YEARS							
101-265-940	RENTAL EQUIPMENT	3,534	3,676	4,300	3,232	4,585	285	6.63%
101-265-956	(\$2,500 Copier Lease, \$100 P.O. Box Rental, \$168 Water Cooler, \$1,685 (\$140.12/Mth) Postage Meter Rental, \$132 Misc)	186	264	300	41	300	0	0.00%
101-265-956	MISCELLANEOUS							
Totals for dept 265-HALL AND GROUNDS		160,074	132,809	147,265	115,115	131,921	(15,344)	-10.42%

Dept 270-LEGAL/PROFESSIONAL

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND  
2016-2017 FISCAL YEAR  
AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-270-800	OTHER PROFESSIONAL FEES	500	925	500	0	500	0	0.00%
101-270-802	AUDIT FEES (Per Signed Agreement)	4,500	4,500	6,300	6,300	6,300	0	0.00%
101-270-803	LEGAL	91,442	100,997	96,000	76,409	96,000	0	0.00%
101-270-806	ENGINEER (\$66,000 P. Burns Retainer + \$30,000 Other)	3,466	12,214	10,000	8,068	10,000	0	0.00%
101-270-927	(\$500 Annual Stormwater Permit, \$4,500 Misc Stormwater Work, \$5,000 Misc. Engineering) ALLOCATE TO DEPARTMENTS	(45,600)	(45,600)	(45,600)	(41,800)	(45,600)	0	0.00%
Totals for dept 270-LEGAL/PROFESSIONAL		54,308	73,036	67,200	48,977	67,200	0	0.00%
Dept 336-CONTRIBUTIONS								
101-336-933	CONTRIBUTION - INDEPENDENCE DAY CELEBR	2,000	2,500	2,500	0	2,500	0	0.00%
101-336-963	CONTRIBUTION - WWTP	0	15,000	0	0	0	0	0.00%
101-336-964	CONTRIBUTION-FIRE & MED RES	32,866	30,890	25,000	0	25,000	0	0.00%
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	0	5,000	0	0	0	0	0.00%
Totals for dept 336-CONTRIBUTIONS		34,866	53,390	27,500	0	27,500	0	0.00%
Dept 412-PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	1,300	3,100	3,000	2,200	3,000	0	0.00%
101-412-715	SOCIAL SECURITY (\$15,000 x 7.65%)	949	1,140	1,071	1,056	1,148	77	7.19%
101-412-723	RECORD SEC (Recording Sec - \$195/Mtg x 24 Mtgs; Video Operator - \$85/Mtg x 24 Mtgs)	5,108	5,598	6,720	3,755	6,720	0	0.00%
101-412-726	PLANN COMM	11,100	11,800	11,000	12,000	12,000	1,000	9.09%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-412-727	SUPPLIES	76	172	200	54	200	0	0.00%
101-412-800	OTHER PROFESSIONAL FEES	4,720	4,098	6,000	0	5,000	(1,000)	-16.67%
101-412-801	PLANNER FEES	34,101	29,932	30,750	29,309	40,000	9,250	30.08%
101-412-803	LEGAL	0	0	5,000	0	0	(5,000)	-100.00%
101-412-809	CODE ENFORCEMENT (C.E. Officer \$25/Hr x 8 Hrs/Wk=\$10,400)	10,068	16,641	17,000	12,593	10,400	(6,600)	-38.82%
101-412-818	CONTRACTUAL SERVICES	0	8,416	8,416	0	0	(8,416)	-100.00%
101-412-823	ZONING ADMINISTRATION (6 Hrs. Every 2 Weeks @ \$60/Hr. plus \$5,640 additional)	0	0	0	484	15,000	15,000	0.00%
101-412-851	POSTAGE	0	14	500	84	250	(250)	-50.00%
101-412-860	FUEL & MILEAGE (Code Enforcement Mileage @ \$50/Mth)	96	611	1,200	351	600	(600)	-50.00%
101-412-900	PRINTING & PUBLICATIONS	3,713	3,070	1,800	1,916	1,800	0	0.00%
101-412-927	ALLOCATE TO DEPARTMENTS (14% of Dep. Trea. Asst. - \$3,321 plus 35% of Ass't Assessor - \$25,780)	7,397	7,600	6,596	3,913	29,101	22,505	341.19%
101-412-957	TRAINING & DEVELOPMENT	570	1,429	2,000	814	1,500	(500)	-25.00%
Totals for dept 412-PLANNING/ZONING DEPT		79,198	93,621	101,253	68,529	126,719	25,466	25.15%
Dept 448-STREET LIGHTS								
101-448-920	UTILITIES (Ornamental and Overhead Lights @ \$2,960/Mth)	35,700	35,029	35,520	26,079	35,520	0	0.00%
Totals for dept 448-STREET LIGHTS		35,700	35,029	35,520	26,079	35,520	0	0.00%
Dept 449-ROAD WORK								
101-449-813	ROADWORK	18,436	17,358	26,000	24,772	30,000	4,000	15.38%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-449-814	(Brine Applications) ROAD IMPROVEMENTS	44,757	101,978	106,000	103,635	116,000	10,000	9.43%
101-449-929	(Drainage, Limestone and \$11,000 County Drains) GRANT EXPENSE	232,326	0	250,000	3,748	0	(250,000)	-100.00%
(Phase 3 of Pathway)		295,519	119,336	382,000	132,155	146,000	(236,000)	-61.78%
Totals for dept 449-ROAD WORK								
Dept 666-COMMUNITY CENTER								
101-666-701	SALARIES	26,895	37,423	38,275	35,602	43,385	5,110	13.35%
101-666-702	(Includes a 3% Increase) SALARIES	0	0	0	4,141	4,830	4,830	100.00%
101-666-715	(Assistant for Meals on Wheels) SOCIAL SECURITY	2,057	2,863	2,930	3,048	3,690	760	25.94%
101-666-716	(\$48,215 x 7.65%) HOSPITALIZATION	6,021	8,611	8,650	8,650	9,515	865	10.00%
101-666-717	(2015/2016 Totals plus 10%; \$8,650 x 110%) LIFE/DISB. INSURANCE	401	524	550	480	550	0	0.00%
101-666-718	(\$43.68 X 5%) X 12) PENSION	3,140	3,734	3,828	3,560	4,339	511	13.35%
101-666-727	(Base Salary x 10%) SUPPLIES	1,481	2,531	2,000	1,781	2,800	800	40.00%
101-666-731	(Includes \$300 for Food Service License) WORKERS COMP INSURANCE	250	315	340	338	350	10	2.94%
101-666-807	MEMBERSHIP DUES	295	110	220	255	250	30	13.64%
101-666-812	(Costco Memberships 2 @ \$125 Ea.) CC TRIPS	18,131	20,281	4,500	5,470	8,500	4,000	88.89%
101-666-815	CC PROGRAMS	0	163	13,500	11,359	15,500	2,000	14.81%
101-666-816	(Includes an additional \$3,000) GROUNDS/CLEANG/JANITORL SERVIC	7,434	4,435	8,225	4,830	7,585	(640)	-7.78%
101-666-822	(\$800 Grass, \$125 Beds, \$2,500 Snow and \$80/Wk x 52 Wks = \$4,160 Office Cleaning) SENIOR NUTRITION	0	129	0	1,496	2,000	2,000	100.00%



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-666-850	COMMUNICATION	2,256	3,523	2,700	1,846	2,220	(480)	-17.78%
101-666-836	(Charter for Phones, Internet & TV @ \$185/Mth) COMMUNITY EXPENSE	0	0	0	0	1,200	1,200	0.00%
101-666-851	(Donation Spend) POSTAGE	660	617	1,050	486	1,010	(40)	-3.81%
101-666-900	(Mailing = \$.47x275x6)+(4 rolls of stamps @ \$47 Ea.) + 45 Extra) PRINTING & PUBLICATIONS	0	1,252	1,000	1,050	1,300	300	30.00%
101-666-910	(\$200 per mailing x 6 + \$100 Extra) INSURANCE & BONDS	1,070	903	2,000	997	1,020	(980)	-49.00%
101-666-920	UTILITIES	2,538	2,903	3,000	2,202	3,036	36	1.20%
101-666-929	(Sewer @ \$84/Mth; Con Pow @ \$62.50/Mth; DTE @ \$75/Mth and Constellation @ \$87.50/Mth) GRANT EXPENSE	1,790	519	0	0	0	0	0.00%
101-666-930	REPAIRS & MAINTENANCE	2,207	4,944	4,500	2,270	4,500	0	0.00%
101-666-970	(Misc. Repairs at the Community Center Building) EQUIPMENT	105	6	400	62	250	(150)	-37.50%
Totals for dept 666-COMMUNITY CENTER		76,731	95,786	97,668	89,923	117,830	20,162	20.64%
Dept 753-RECREATION								
101-753-727	RECREATION	0	0	0	0	10,000	10,000	100.00%
Totals for dept 753-RECREATION		0	0	0	0	10,000	10,000	100.00%
Dept 850-TOWNSHIP CONTINGENCY								
101-850-905	CONTINGENCY FUNDS	500	645	10,775	6,945	10,000	(775)	-7.19%
Totals for dept 850-TOWNSHIP CONTINGENCY		500	645	10,775	6,945	10,000	(775)	-7.19%
Dept 900-CAPITAL OUTLAY								
101-900-972	COMPUTER	16,259	8,926	11,500	11,602	4,000	(7,500)	-65.22%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
101-900-975	(2 New Computers) CONSTRUCTION	0	0	60,000	36,882	0	(60,000)	-100.00%
101-900-978	LAND ACQUISITION	1,605	98,583	4,500	865	4,500	0	0.00%
Totals for dept 900-CAPITAL OUTLAY		17,864	107,509	76,000	49,349	8,500	(67,500)	-88.82%
Dept 905-DEBT SERVICE								
101-905-985	PSB SHARE OF BOND PMT	87,417	85,221	87,823	87,822	84,696	(3,127)	-3.56%
(1/3 of Total Payment - Final Payment in 2023)								
Totals for dept 905-DEBT SERVICE		87,417	85,221	87,823	87,822	84,696	(3,127)	-3.56%
TOTAL APPROPRIATIONS								
		1,276,495	1,271,867	1,567,700	1,073,639	1,285,801	(281,899)	-17.98%
NET OF REVENUES/APPROPRIATIONS - FUND 101								
		152,627	781	(70,681)	(108,650)	3,583	74,264	-105.07%
BEGINNING FUND BALANCE								
		1,396,754	1,549,378	1,550,163	XXXXXXXXXX	1,481,972		
ENDING FUND BALANCE								
		1,549,381	1,550,159	1,481,972	XXXXXXXXXX	1,485,555		

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
287-000-481	SIGN PERMITS	1,055	0	0	180	0	0	0.00%
287-000-484	BUILDING PLAN REVIEW FEES	3,372	3,243	3,000	5,000	6,960	3,960	132.00%
287-000-485	PERMIT AND APPLICATION FEES	34,683	35,170	29,240	42,617	37,870	8,630	29.51%
287-000-486	(Permit Fee @ \$4/1000 sf plus All Application Fees) CONTRACTOR'S REGISTRATION	630	2,340	1,500	2,220	2,500	1,000	66.67%
287-000-488	INSPECTION FEES	21,300	32,054	25,000	31,300	45,730	20,730	82.92%
(Electrical, Mechanical, Plumbing and Building Inspections)								
Totals for dept 000-		61,040	72,807	58,740	81,317	93,060	34,320	58.43%
TOTAL ESTIMATED REVENUES								
TOTAL ESTIMATED REVENUES		61,040	72,807	58,740	81,317	93,060	34,320	58.43%
APPROPRIATIONS								
Dept 226-PERSONNEL								
287-226-720	BANKED PTO	(10,886)	0	0	0	0	0	0.00%
287-226-927	ALLOCATE TO DEPARTMENTS	7,397	18,341	18,548	10,914	36,311	17,763	95.77%
(15% of Ass't Assessor Costs - \$11,048; 56% of Front Desk Help - \$13,284; 12.5% of Twp Mgr. Costs - \$11,979)								
Totals for dept 226-PERSONNEL		(3,489)	18,341	18,548	10,914	36,311	17,763	95.77%
Dept 261-GOVERNMENT SHARED SERVICES								
BUILDING ADMINISTRATION								
(Pittsfield Twp. - Kurt Weiland)								
287-261-725	- BUILDING INSPECTIONS	24,123	31,200	25,000	29,524	17,163	(7,837)	-31.35%
287-261-737	- PLAN REVIEW	0	0	0	0	5,800	5,800	100.00%

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 287: BUILDING DEPARTMENT FUND**  
**2016-2017 FISCAL YEAR**  
**AS OF 5/18/16**

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
287-261-738	- MISC (Time in Office & Other)	0	0	0	0	3,000	3,000	100.00%
Totals for dept 261-GOVERNMENT SHARED SERVICES		24,123	31,200	25,000	29,524	25,963	963	3.85%
Dept 270-LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER (5% of Total Cost)	1,596	1,634	2,796	2,113	2,881	85	3.04%
287-270-802	AUDIT FEES (5% of Total Cost)	900	900	900	900	900	0	0.00%
Totals for dept 270-LEGAL/PROFESSIONAL		2,496	2,534	3,696	3,013	3,781	85	2.30%
Dept 301-OPERATING COSTS								
287-301-725	ELECTRIC, PLUMB & MECH INSPECTIONS	10,793	5,545	7,500	6,390	23,994	16,494	219.92%
287-301-727	SUPPLIES	0	392	500	285	500	0	0.00%
287-301-818	CONTRACTUAL SERVICES	0	0	0	0	30,000	30,000	100.00%
287-301-850	COMMUNICATION (Bldg Phone @ \$30/Mth)	524	346	300	8	360	60	20.00%
287-301-910	INSURANCE & BONDS	600	0	600	0	600	0	0.00%
287-301-927	ALLOCATE TO DEPARTMENTS (H & G (\$3,032) and PSB Maint & Ops. (\$980) Allocation from General Fund)	0	0	1,000	0	4,012	3,012	301.20%
Totals for dept 301-OPERATING COSTS		11,917	6,283	9,900	6,683	59,466	49,566	500.67%
TOTAL APPROPRIATIONS								
		35,047	58,358	57,144	50,134	125,521	68,377	119.66%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT PCT
	NET OF REVENUES/APPROPRIATIONS - FUND :	25,993	14,449	1,596	31,183	(32,461)	(34,057) -2133.90%
	BEGINNING FUND BALANCE	39,422	65,414	79,862	XXXXXXXXXXXX	81,458	
	ENDING FUND BALANCE	65,415	79,863	81,458	XXXXXXXXXXXX	48,997	

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 369: BUILDING AUTHORITY DEBT FUND

2016-2017 FISCAL YEAR

AS OF 5/11/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 5/11/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
369-000-685	FUNDS XFER FOR 2.93 M BOND PMT	262,252	255,662	263,466	263,466	254,087	(9,379)	-3.56%
Totals for dept 000		262,252	255,662	263,466	263,466	254,087	(9,379)	-3.56%
TOTAL ESTIMATED REVENUES								
		262,252	255,662	263,466	263,466	254,087	(9,379)	-3.56%
APPROPRIATIONS								
Dept 905-DEBT SERVICE								
369-905-942	2.93 M BOND BLDG AUTH	179,470	206,854	219,518	219,518	215,297	(4,221)	-1.92%
369-905-943	500K CAPITAL IMP	29,072	0	0	0	0	0	0.00%
369-905-987	INTEREST 2.93 M BOND	46,222	48,809	43,948	43,948	38,790	(5,158)	-11.74%
369-905-992	INTEREST 500K BOND	7,487	0	0	0	0	0	0.00%
Totals for dept 905-DEBT SERVICE		262,251	255,663	263,466	263,466	254,087	(9,379)	-3.56%
TOTAL APPROPRIATIONS								
		262,251	255,663	263,466	263,466	254,087	(9,379)	-3.56%
NET OF REVENUES/APPROPRIATIONS - FUND :								
		0	0	0	0	0	0	0.00%
BEGINNING FUND BALANCE								
		0	0	0	XXXXXXXXXX	0		
ENDING FUND BALANCE								
		0	0	0	XXXXXXXXXX	0		

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB FUND  
2016-2017 FISCAL YEAR  
AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
370-000-402	CURRENT PROPERTY TAX	284,298	280,808	275,655	256,607	265,135	(10,520)	-3.82%
370-000-445	PENALTY & INTEREST ON TAXES	151	440	0	64	0	0	0.00%
370-000-588	CONTRIBUTION OTHER FUND(S)	157,324	134,668	146,925	92,530	134,968	(11,957)	-8.14%
370-000-671	REIMBURSEMENT/OTHER INCOME	26	0	0	0	0	0	0.00%
Totals for dept 000-		441,799	415,916	422,580	349,201	400,103	(22,477)	-5.32%
TOTAL ESTIMATED REVENUES								
		441,799	415,916	422,580	349,201	400,103	(22,477)	-5.32%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
370-301-727	SUPPLIES	1,075	1,086	1,200	869	1,200	0	0.00%
370-301-816	GROUPS/CLEANG/JANITORL SERVIC							
	(Lawn Maintenance, Flagpole & Watertank Landscaping - \$2,500, Snow Plowing & Salting - \$9,000)	9,323	11,400	11,500	7,920	11,500	0	0.00%
370-301-818	CONTRACTUAL SERVICES	9,303	7,363	11,725	8,682	10,200	(1,525)	-13.01%
	(Alarm Monitoring & Inspection - \$1,300; Elevator Inspection - \$4,000; Generator Inspection - \$500; Sprinkler System Inspection - \$1,500; Allison Maint Agree - \$2,900)							
370-301-850	COMMUNICATION	3,512	2,890	3,300	3,757	4,860	1,560	47.27%
	(Phones, Internet & Cable @ \$405/Mth)							
370-301-910	INSURANCE & BONDS	7,156	6,038	7,200	7,046	7,208	8	0.11%
370-301-920	UTILITIES							
	(Sewer @ \$1,428/Qtr, Gas @ \$1,275/Mth, Electric @ \$3,400/Mth, \$6,188 Additional for Unknown price increases)	82,272	71,989	80,000	52,037	68,000	(12,000)	-15.00%
370-301-930	REPAIRS & MAINTENANCE	29,540	72,383	30,000	23,408	30,000	0	0.00%
	(Pest Cont. @ \$150/Qtr; Win. Cleanng @ \$10/Cleaning 2/Mth + \$500 Annual; Webb Heating & A/C Repairs - \$8,300; Trash Pickup @ \$66/Qtr; Fire Ext Inspect - \$19,096)							
370-301-938	CHARGEBACKS - PRIOR TAX YEARS	15,454	2,594	2,000	36	2,000	0	0.00%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Totals for dept 301-OPERATING COSTS		157,635	175,743	146,925	103,755	134,968	(11,957)	-8.14%
Dept 905-DEBT SERVICE								
370-905-942	3 M BOND BLDG AUTH	0	0	0	0	0	0	0.00%
370-905-943	500K CAPITAL IMP	0	0	0	0	0	0	0.00%
370-905-945	2.415 M PSB BOND	235,000	235,000	235,000	235,000	230,000	(5,000)	-2.13%
(Final Payment April, 2022)								
370-905-987	INTEREST 3 M BOND	0	0	0	0	0	0	0.00%
370-905-992	INTEREST 500K BOND	0	0	0	0	0	0	0.00%
370-905-994	INTEREST 2.415 BOND PSB	51,700	46,178	40,655	40,625	35,135	(5,520)	-13.58%
(Final Payment April, 2022)								
Totals for dept 905-DEBT SERVICE		286,700	281,178	275,655	275,625	265,135	(10,520)	-3.82%
TOTAL APPROPRIATIONS								
		444,335	456,921	422,580	379,380	400,103	(22,477)	-5.32%
NET OF REVENUES/APPROPRIATIONS - FUND :		(2,536)	(41,005)	0	(30,179)	0	0	0.00%
BEGINNING FUND BALANCE		56,750	54,215	13,210	XXXXXXXXXX	13,210		
ENDING FUND BALANCE		54,214	13,210	13,210	XXXXXXXXXX	13,210		



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
571-000-445	PENALTY & INTEREST ON TAXES	6	10	0	15	0	0	0.00%
571-000-500	TAP-IN FEES	3,550	7,100	0	7,810	0	0	0.00%
571-000-651	USAGE FEES	1,160,288	1,347,408	1,452,500	1,117,816	1,365,000	(87,500)	-6.02%
571-000-665	INTEREST INCOME	2,720	2,474	1,000	814	1,500	500	50.00%
571-000-671	REIMBURSEMENT/OTHER INCOME	2,166	5,024	4,000	6,420	1,800	(2,200)	-55.00%
571-000-672	(DTE Bill Refund From Whitmore Lake Condo's) SAD INTEREST	82	73	64	64	55	(9)	-14.06%
571-000-673	SALE OF FIXED ASSET	5,000	0	0	0	0	0	0.00%
571-000-690	UNREALIZED GAIN/LOSS	(42,597)	3,008	0	0	0	0	0.00%
Totals for dept 000		1,131,215	1,365,097	1,457,564	1,132,939	1,368,355	(89,209)	-6.12%
Dept 336-CONTRIBUTIONS								
571-336-588	CONTRIBUTION OTHER FUND(S)	0	15,000	0	0	0	0	0.00%
Totals for dept 336-CONTRIBUTIONS		0	15,000	0	0	0	0	0.00%
TOTAL ESTIMATED REVENUES								
		1,131,215	1,380,097	1,457,564	1,132,939	1,368,355	(89,209)	-6.12%
APPROPRIATIONS								
Dept 226-PERSONNEL								
571-226-701	SALARIES	60,469	65,310	65,500	57,942	65,500	0	0

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
571-226-702	(No Increase) SALARIES	185,551	184,858	195,221	174,959	199,624	4,403	2.26%
571-226-711	(Includes various % increases) SALARIES-OVERTIME	5,892	11,684	18,000	1,107	18,000	0	0
571-226-715	SOCIAL SECURITY	19,271	20,032	21,325	17,932	21,660	335	1.57%
571-226-716	(\$283,124 x 7.65%) HOSPITALIZATION	73,669	99,421	100,600	98,990	108,900	8,300	8.25%
571-226-717	(F'2016 Totals plus 10%) LIFE/DISB. INSURANCE	3,444	3,021	3,175	2,770	3,175	0	0
571-226-718	(\$251.77 x 5%) x 12) PENSION	22,887	23,815	24,977	21,835	25,417	440	1.76%
571-226-720	(10% of Base Pay) BANKED PTO	(3,828)	12,359	0	0	0	0	0.00%
571-226-731	WORKERS COMP INSURANCE	2,347	4,312	4,518	4,511	4,985	467	10.34%
571-226-957	TRAINING & DEVELOPMENT	1,395	2,070	3,500	470	3,500	0	0
Totals for dept 226-PERSONNEL		371,097	426,882	436,816	380,516	450,761	13,945	3.19%
Dept 270-LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER	13,303	13,620	19,579	14,791	20,170	591	3.02%
571-270-802	(35% of Total Costs) AUDIT FEES	6,480	6,480	6,300	6,300	6,300	0	0
571-270-803	(35% of Total Costs) LEGAL	0	0	500	0	500	0	0
571-270-806	(\$400 Bendzinski Annual Filing; Other - \$100) ENGINEER	13,824	29,127	40,000	43,044	30,000	(10,000)	-25.00%
(Asset Management Planning)								
Totals for dept 270-LEGAL/PROFESSIONAL		33,607	49,227	66,379	64,135	56,970	(9,409)	-14.17%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
Dept 301-OPERATING COSTS								
571-301-727	SUPPLIES	1,812	1,444	2,000	1,801	2,500	500	25.00%
571-301-740	OPERATING SUPPLIES	36,857	41,118	55,000	38,200	55,000	0	0
571-301-741	UNIFORMS/GEAR & ALLOWANCE	775	2,771	2,500	658	2,500	0	0
571-301-807	MEMBERSHIP DUES	765	590	1,000	620	1,000	0	0
571-301-817	(MRWA - \$650; Stormwater Ind. Cert - \$100; American Waterworks - \$165; Add'l for Price Increases - \$85) LAB & TESTING	1,319	8,613	7,000	4,615	7,000	0	0
571-301-819	COLLECTION SYS ANNUAL MAINT	37,569	45,319	55,000	32,490	55,000	0	0
571-301-825	(\$35,000 Sludge Hauling; \$20,000 Collection System) SEWER ADMINISTRATION FEES	35,000	35,000	37,500	37,500	37,500	0	0
571-301-850	COMMUNICATION	7,120	4,217	7,000	5,148	6,000	(1,000)	-14.29%
571-301-851	POSTAGE	2,703	3,501	3,000	1,572	2,500	(500)	-16.67%
571-301-900	PRINTING & PUBLICATIONS	41	0	200	19	200	0	0
571-301-910	INSURANCE & BONDS	20,166	17,016	20,300	21,112	21,598	1,298	6.39%
571-301-920	UTILITIES	111,143	103,261	115,000	78,320	100,000	(15,000)	-13.04%
571-301-930	REPAIRS & MAINTENANCE	63,593	89,031	110,000	59,498	110,000	0	0
571-301-940	RENTAL EQUIPMENT	832	832	1,000	690	750	(250)	-25.00%
571-301-941	UNIFORMS - RENTALS	2,889	0	0	0	0	0	0.00%
571-301-950	LAND LEASING	258	258	0	258	260	260	100.00%
571-301-968	(Dept of Transportation - 12" Sewer line in ROW S. of Hamburg 11/1/15 - 10/31/16) DEPRECIATION EXPENSE	234,283	241,242	260,327	0	255,461	(4,866)	-1.87%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
(Std Depre from Schedule plus \$4,500 Extra for Capital Purchases Below)								
Totals for dept 301-OPERATING COSTS		557,125	594,213	676,827	282,501	657,269	(19,558)	-2.89%
Dept 333-TRANSPORTATION								
571-333-860	FUEL & MILEAGE	4,219	6,555	7,000	4,768	7,000	0	0
571-333-930	REPAIRS & MAINTENANCE	1,879	36	2,000	402	1,500	(500)	-25.00%
Totals for dept 333-TRANSPORTATION		6,098	6,591	9,000	5,170	8,500	(500)	-5.56%
Dept 528-O & M - BOND & INTEREST								
571-528-954	AGENT FEES	658	648	700	648	700	0	0
571-528-989	INTEREST 2.93 M BOND (Final Payment in 2022)	16,739	15,339	13,940	13,939	12,240	(1,700)	-12.20%
571-528-995	INTEREST - 4.965 M BOND (61% of Total - Final Payment in 2017)	52,628	38,628	24,759	24,758	10,370	(14,389)	-58.12%
Totals for dept 528-O & M - BOND & INTEREST		70,025	54,615	39,399	39,345	23,310	(16,089)	-40.84%
Dept 900-CAPITAL OUTLAY								
571-900-970	EQUIPMENT (CL2 Pumps - \$35,000; New 2016 Pick-up Truck - \$30,000; Filter Influent Check Valves - \$25,000)	6,274	0	160,000	146,778	90,000	(70,000)	-43.75%
571-900-972	COMPUTER	0	1,505	20,000	0	0	(20,000)	-100.00%
Totals for dept 900-CAPITAL OUTLAY		6,274	1,505	180,000	146,778	90,000	(90,000)	-50.00%
TOTAL APPROPRIATIONS		1,044,226	1,133,033	1,408,421	918,445	1,286,810	(121,611)	-8.63%

**Fund 571: WWTP FUND  
2016-2017 FISCAL YEAR  
AS OF 5/18/16**

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# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 815: SEVEN MILE SEWER FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
<b>ESTIMATED REVENUES</b>								
Dept 000								
815-000-665	INTEREST INCOME	370	575	150	106	150	0	0
815-000-671	REIMBURSEMENT/OTHER INCOME	2	0	0	0	0	0	0.00%
815-000-672	SAD INTEREST	13,073	10,220	9,085	9,258	7,950	(1,135)	-12.49%
815-000-690	UNREALIZED GAIN/LOSS	(5,413)	376	0	0	0	0	0.00%
Totals for dept 000		8,032	11,171	9,235	9,364	8,100	(1,135)	-12.29%
<b>TOTAL ESTIMATED REVENUES</b>								
TOTAL ESTIMATED REVENUES		8,032	11,171	9,235	9,364	8,100	(1,135)	-12.29%
<b>APPROPRIATIONS</b>								
Dept 301-OPERATING COSTS								
815-301-968	DEPRECIATION EXPENSE	17,519	17,519	17,519	0	17,519	0	0
Totals for dept 301-OPERATING COSTS		17,519	17,519	17,519	0	17,519	0	0
<b>Dept 905-DEBT SERVICE</b>								
815-905-995	DEBT SERVICE - INTEREST	9,905	9,001	8,105	8,102	7,153	(952)	-11.75%
(Final Payment April, 2023)								
Totals for dept 905-DEBT SERVICE		9,905	9,001	8,105	8,102	7,153	(952)	-11.75%
<b>TOTAL APPROPRIATIONS</b>								
TOTAL APPROPRIATIONS		27,424	26,520	25,624	8,102	24,672	(952)	-3.72%
<b>NET OF REVENUES/APPROPRIATIONS - FUND 815</b>								
NET OF REVENUES/APPROPRIATIONS - FUND 815		(19,392)	(15,349)	(16,389)	1,262	(16,572)	(183)	1.12%

**AS OF 5/18/16**

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# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 890: N.T. SEWER DISTRICT FUND

2016-2017 FISCAL YEAR

AS OF 5/18/16

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
890-000-445	PENALTY & INTEREST ON TAXES	2,515	0	0	0	0	0	0.00%
890-000-665	INTEREST INCOME	1,698	2,832	750	508	750	0	0.00%
890-000-672	SAD INTEREST	59,040	49,261	38,992	38,528	27,897	(11,095)	-28.45%
890-000-690	UNREALIZED GAIN/LOSS	(26,593)	1,868	0	0	0	0	0.00%
Totals for dept 000		36,660	53,961	39,742	39,036	28,647	(11,095)	-27.92%
TOTAL ESTIMATED REVENUES								
TOTAL ESTIMATED REVENUES		36,660	53,961	39,742	39,036	28,647	(11,095)	-27.92%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
890-301-968	DEPRECIATION EXPENSE	76,142	74,187	74,187	0	74,187	0	0.00%
Totals for dept 301-OPERATING COSTS		76,142	74,187	74,187	0	74,187	0	0.00%
Dept 905-DEBT SERVICE								
890-905-954	AGENT FEES	420	414	450	414	450	0	0.00%
890-905-998	INTEREST NT BOND	33,647	24,697	15,830	15,829	6,630	(9,200)	-58.12%
Totals for dept 905-DEBT SERVICE		34,067	25,111	16,280	16,243	7,080	(9,200)	-56.51%
TOTAL APPROPRIATIONS								
TOTAL APPROPRIATIONS		110,209	99,298	90,467	16,243	81,267	(9,200)	-10.17%



**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 890: N.T. SEWER DISTRICT FUND**  
**2016-2017 FISCAL YEAR**  
**AS OF 5/18/16**

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/18/16	2016-17 REQUESTED BUDGET	INC/(DEC) FROM 2015-16 AMENDED AMT	PCT
	NET OF REVENUES/APPROPRIATIONS - FUND 890	(73,549)	(45,337)	(50,725)	22,793	(52,620)	(1,895)	3.74%
	BEGINNING FUND BALANCE	3,101,024	3,027,474	2,980,847	XXXXXXXXXX	2,930,122		
	FUND BALANCE ADJUSTMENTS	0	(1,290)	0	XXXXXXXXXX	0		
	ENDING FUND BALANCE	3,027,475	2,980,847	2,930,122	XXXXXXXXXX	2,877,502		
	CASH & RECEIVABLES LESS LIABILITIES (WORKING CAPITAL)							
	FIXED ASSETS NET OF DEPRECIATION							
	ENDING FUND BALANCE							
							874,443	
							2,003,059	
							2,877,502	

## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 5/19/2016  
**Re:** Fees

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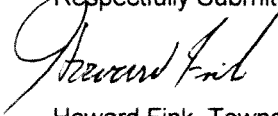
Dear Township Board,

As a policy, every year at budget time, the board should review their fees and associated revenue. Attached is the Townships fees in a single document for your review. I am recommending the following changes in fees.

- Increasing the fees for building plan review from \$50 per hour to \$60 per hour.
- Increase solicitation permit application fee from \$5 to \$25.
- Have a separate zoning compliance fee for new commercial construction or any additions at \$200
- Set tax abatement application fees at \$500 plus any legal expenses.

All other fees are remaining the same.

Respectfully Submitted,



Howard Fink, Township Manager

# NORTHFIELD TOWNSHIP PLAN REVIEW FEE SCHEDULE (exhibit A)

ADOPTED \_\_\_\_\_

## NORTHFIELD TOWNSHIP DEPARTMENT OF BUILDING SAFETY FEES

Minimum construction value shall be established by applying 70% of the most recent ICC Building Valuation Data, (BVD) square foot construction cost tables.

PROJECT TYPE	NF TWP FEES	NOTES/FEE ADDITIONS
<b>PLAN REVIEW FEE</b>		
New Residential, per unit (Single family, duplex, and townhouse)	\$60/hr.	
Minor Plan Reviews or Revisions	\$25	
Commercial Plans	\$132/hr.	\$60 Minimum
Note: Applicant is responsible for all plan review cost incurred by the Township even if the project is canceled.		

<b>PERMITS FEES</b>		
Building Permit Application Fee	\$25	Non-refundable
Construction Cost Fee	\$4/\$1000	Ex. \$10,000 remodel = \$40 Fee
For minor improvements not included in the International Code Council Building Valuation Data the following extra costs will be included in total construction value to calculate the <i>construction cost fee</i> .		
Basement Finishes	\$20/sf	
Concrete Flat Work	\$5/sf	
Porches w/ Roof	\$20/sf	
Porches/Decks without Roof	\$13/sf	Add \$2/sf for composite decking
Screened Porches/Gazebo's	\$20/sf	
R3 Accessory Structures w/o concrete floor	\$15/sf	Sheds, garages, pole barns
Mechanical, Electrical, Plumbing	\$25	
Change of Use Permit	\$125	Plus Plan Review & Inspection
Demolition Permit	\$75	Plus Inspection
Industrial/Commercial Annual Trade Permits	\$225	Plus Plan Review & Inspection
Barrier Free Ramps - Residential	No Charge	
Note: Building permits DO NOT cover the associated installation or changes to electrical, mechanical, or plumbing work. Separate trade permits are required.		

<b>INSPECTION FEES</b>		
Initial & Additional Inspections	\$50/ea.	30 Minute Inspection
Re-Inspections	\$45/ea.	
Special Inspections	\$100/ea.	After Hours/Weekends/Holidays
Code Compliance Inspection	\$50	
Code Compliance Inspection, Cert	\$75	With Certificate
Building Safety/Liquor Inspection	\$100	
Note: If an inspection takes longer than 30 minutes, an additional \$50 fee applies.		

PROJECT TYPE	NF TWP FEES	NOTES/FEE ADDITIONS
<b>OTHER CHARGES</b>		
Contractor (License) Registration Fees	\$15	Expires Each Calendar Year
Violation-Work without permits	\$45	
Posting of STOP WORK ORDER	\$45	
Special Inspection Reports	\$50/hr.	
Residential Certificate of Occupancy	\$25	Plus Inspection, if applicable
Residential Temporary C of O*	\$75	Plus Inspection, if applicable
Commercial Certificate of Occupancy	\$100	Plus Inspection, if applicable
Commercial Temporary C of O*	\$100	Plus Inspection, if applicable
Construction Board of Appeals	WC	Current Washtenaw County Fees

**Note:** C of O required for: Remodels, Additions, Renewals, & Replacements

<b>*PERFORMANCE BONDS</b>		
Residential Temporary C of O	\$500/item	
Commercial Temporary C of O	\$1000/min.	
Demolition Bond	\$5,000	
Structure Moving	\$5,000	
Sales/Construction Trailer	\$500	
Applicant Performance Bond**	TBD	Based on Value of Construction

\*\* The Applicant Performance Bond is required for each permit issued to an applicant that has been notified and has failed to act in good faith to complete expired uncompleted permits within the Township.

#### **Certificate of Occupancy Information:**

A home is NOT to be occupied until a Certificate of Occupancy has been issued. In some cases, a Temporary Certificate of Occupancy can be issued for extenuating circumstances.

**Refund of Fees:** Prior to the permits expiration date, the applicant may submit for a refund of unused fees paid. The request must be in writing and all fees will be refunded except: the application fee and 25% of the permit fee plus \$50 for each inspection completed.

SOLICITATION PERMIT FEES	
Application Fee	\$25
Background Check Fee	\$10
Daily Permit Fee	\$5 for the first 6 days, 1 dollar for each subsequent day
Monthly Permit Fee	\$25
Yearly Permit Fee	\$50

**Note:** Each Permit/Person requires 2 forms of picture ID (Driver's license/State ID, Employer ID, College ID, Military ID, etc.), copy of a vehicle registration, and copy of Sales Tax License (if applicable). Applicant will receive a copy of the Solicitation Ordinance.

PROJECT TYPE	NORTHFIELD TWP FEE (\$)	CWA FEE (\$)	OHM FEE (\$)	FIXED FEES (\$)	NOTES AND FEE ADDITIONS	RESUBMITTALS
<b>SITE PLAN (NON-RESIDENTIAL)</b>						
NEW DEVELOPMENT CONCEPT PLAN	no charge	350	500	850	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
NEW DEVELOPMENT SITE PLAN	750	400	800	1950	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN	no charge	350	800	1150	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
ADDITION/EXPANSION SITE PLAN	750	400	800	1200	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
<b>SITE PLAN (RESIDENTIAL)</b>						
NEW DEVELOPMENT CONCEPT PLAN	no charge	350	500	850	CWA plus \$25/acre; OHM plus \$50/acre	1/2 of original consultant fees
NEW DEVELOPMENT SITE PLAN	750	400	800	1950	CWA plus \$25/acre; OHM plus \$50/acre	1/2 of original consultant fees
NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN	no charge	350	500	850	CWA plus \$15/acre; OHM plus \$45/acre	1/2 of original consultant fees
ADDITION/EXPANSION SITE PLAN	750	400	800	1950	CWA plus \$15/acre; OHM plus \$45/acre	1/2 of original consultant fees
ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
<b>PLANNED UNIT DEVELOPMENT</b>						
PUD MINOR/MAJOR AMENDMENT	750	*	*	750	*TBD if required	1/2 of original consultant fees
PUD SITE PLAN	750	400	800	1950	CWA plus \$30/acre; OHM plus \$45/acre	1/2 of original consultant fees
PUD CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
DEVELOPMENT AGREEMENT	no charge	hourly if required	hourly if required	hourly if needed	plus legal review fees incurred	hourly if required
<b>PLAT</b>						
TENTATIVE PRELIMINARY PLAT	750	400	800	1950	CWA plus \$10/acre; OHM plus \$45/acre	1/2 of original consultant fees

FINAL PRELIMINARY PLAT	750	400	800	1950	CWA plus \$35/acre; OHM plus \$45/acre	1/2 of original consultant fees
FINAL PLAT	750	300	600	1650	CWA plus \$10/acre; OHM plus \$10/lot	1/2 of original consultant fees
<b>PROJECT TYPE</b>	<b>NORTHFIELD TWP ADMIN FEE (\$)</b>	<b>CWA FEE (\$)</b>	<b>OHM FEE (\$)</b>	<b>FIXED FEES (\$)</b>	<b>NOTES AND FEE ADDITIONS</b>	<b>RESUBMITTALS</b>
<b>ZONING</b>						
ZONING COMPLIANCE PERMIT (residential)	100	NA	NA	100		
ZONING COMPLIANCE PERMIT (commercial)	200	NA	NA	200	The extra 200 fee is for proposed new commercial construction or additions	
TRAILER AT JOBSITE	75	NA	NA	75	\$500 bond also required	
REZONING	750	400	hourly if required	1150	CWA plus \$15/acre	1/2 of original consultant fees
CONDITIONAL USE PERMIT	750	300	500	1550	OHM applies if use is changed	1/2 of original consultant fees
AMENDMENT TO CONDO MASTER DEED	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
LAND DIVISION/ COMBINATION	250	hourly if required	hourly if required	250	plus legal review fees incurred; includes up to 4 divisions; \$50 for each additional	hourly if required
VARIANCE - RESIDENTIAL VARIANCES (single unit - excludes subdivisions, site condo plans, apartment bulidings greater then 4 units and any commercial apartment complex)	295	250	hourly if required	545	\$50 increase for any previous violation (non conforming property cited)	1/2 of original consultant fees
VARIANCE - ALL OTHERS	495	250	hourly if required	745	\$100 increase for any previous violation (non conforming property cited)	1/2 of original consultant fees
<b>MISCELLANEOUS</b>						
CONDOMUNIUM DOCUMENT	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
DEVELOPMENT AGREEMENT	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
WETLANDS REVIEW	no charge	400	400	800	CWA plus \$25/acre; OHM plus \$25/acre	1/2 of original consultant fees
PRIVATE ROAD	500	400	800	1700	OHM plus \$50/parcel	1/2 of original consultant fees
MEETING WITH CONSULTANT (1 HOUR)	no charge	150	150	300		same as original consultant fees

SPECIAL BOARD MEETING	1000	125	hourly if required	1125		same as original consultant fees
PRE-APPLICATION MEETING	no charge	125	250	375		same as original consultant fees
<b>CONSTRUCTION PLAN (DETAILED ENGINEERING) REVIEW CALCULATION</b>						
<b>Estimated Construction Cost</b>		<b>Review Fee %</b>				
Up to \$500,000		2.0% (min. fee \$1,000)				
\$500,001 - \$1,000,000		1.50%				
\$1,000,001 - \$2,000,000		0.75%				

not including building structures.

required, an additional fee of \$1000.00 to offset the Township's additional cost of public notices and affidavits of notice shall be



Tax Abatement Application Fees	
IDD Application Fee	\$500
IFT Application Fee	\$500

All legal costs incurred for a tax abatement application will be transferred to the applicant in addition to the above fees.

## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 5/19/2016  
**Re:** DDA Liquor Licenses

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Dear Township Board,

As you know the DDA has been working on getting additional liquor licenses. In order to get the word out, I thought using some of our free billboard advertising would be valuable. Attached is a sneak peak at the art work. Please let me know what initial thoughts you have.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Howard Fink", written over a horizontal line.

Howard Fink, Township Manager

LIQUOR LICENSES *Below* MARKET PRICE

THROUGH

NORTHFIELD TOWNSHIP DDA

734 449-2880



ADAMS

☐ 1st Proof   ☒ 1st Revision   ☐ 2nd Revision

Please note: Initial proof and 2 revisions are complimentary.

There is a \$50 charge *per proof* for any changes beyond the second revision.