

# NORTHFIELD TOWNSHIP BOARD AGENDA

November 12, 2013 - - ~~6:00 P.M.~~ 7:00 P.M.

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

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

CONSENT AGENDA: Minutes (including workshops), Bills

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

## REPORTS/UPDATES

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

1. Saw Grant Request (Includes Presentation by Tetra Tech)
2. Snow Plow Bids
3. Municipal Civil Infractions Ordinance
4. Property Maintenance Code Ordinance
5. Weed Ordinance
6. Anti Blight and Inoperable Motor Vehicle Ordinance
7. Health Insurance Renewal

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

BOARD MEMBER COMMENTS

ADJOURNMENT

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

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8350 Main St., P.O. Box 576, Whitmore Lake, MI 48189 Telephone (734) 449-2880\*\* Fax (734) 449-0123 Website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us)

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**November 12, 2013**

**CALL TO ORDER**

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

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Public Safety Director William Wagner  
Police Lt. Tim Greene  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

- Minutes:
  - August 27, 2013
  - September 24, 2013
  - October 8, 2013
  - October 22, 2013
- Bills

Dockett asked that all items be removed from the consent agenda.

**ADOPT BALANCE OF AGENDA**

Dockett asked that a discussion concerning the Assessing Department be added as well as the hiring of contractors by the Township. It was agreed to add these as items 10 and 11.

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

**FIRST CALL TO THE PUBLIC**

Kathy Nieman, 9355 Earhart, spoke in opposition to a proposal from D&G Nature's Way, 9380 Earhart Road to expand their business as recommended for approval last week by the Planning Commission.

**REPORTS**

**Department Heads**

*Fire.* Chief Wagner read his report summary and asked for approval of three items.

- ▶ **Motion:** Manning moved, Otto supported, that Lt. Scott Hannish's request to step down from Lieutenant to Firefighter be approved.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Manning moved, Otto supported, that Brad Reynolds be promoted to the position of Lieutenant.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Manning supported, that the *Resolution for Approval of the Northfield Township Fire Department to Participate in the Washtenaw County Mutual Aid Box Alarm System (MABAS) Division* be adopted as presented.  
**Motion carried 7—0 on a roll call vote.**  
**Resolution adopted.**

*Police.* Lt. Greene read the summary of his report for October.

*Wastewater Treatment Plant.* Hardesty referred to his written report.

- ▶ **Motion:** Manning moved, Otto supported, that the Wastewater Treatment Plant be allowed to sell their 2001 Ford pickup truck.  
**Motion carried 7—0 on a voice vote.**

**Other**

*Financial.* Braun referred to the Revenue and Expenditure Report. She also referred to a recommendation from auditor John Pfeffer to eliminate ACH payments being made by the Township from residents' bank accounts. Manning said that is a decision Braun can make.

*Zoning Board of Appeals.* Otto reported there was no October meeting, but one is scheduled for November 18<sup>th</sup>.

*Planning Commission.* Chick reported on the proposed expansion of the D&G Nature's Way landscaping business which was recommended for approval by the Planning Commission on November 6<sup>th</sup>.

*Parks and Recreation.* Thomas referred to information in the Township Manager's report.

*Township Manager.* Fink noted that a company hired by the State of Michigan will be out in the Township reviewing properties as part of an audit of the Township's assessing function.

Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
November 12, 2013

Fink asked that the salary increase for Deputy Clerk Jewelie Bruestle be approved as requested.

- ▶ **Motion:** Otto moved, Engstrom supported, that Fink be authorized to increase the salary of Deputy Clerk Jewelie Bruestle to \$18.75 per hour. **Motion carried 6—1 on a voice vote, Dockett opposed.**

Fink also noted that the candidates for the positions of Senior/Community Center Director and Code Enforcement Officer will soon be considered. After discussion it was agreed that Fink will make the hiring decision for both positions, but he will provide the Board with resumes of his top 5-6 candidates for the Senior/Community Center Director position.

## BUSINESS ITEMS

### 1.

#### Stormwater, Asset Management, and Wastewater (SAW) Grant Request

- ▶ **Motion:** Manning moved, Otto supported, that the *Resolution Authorizing the SAW [Stormwater, Asset Management, Wastewater] Grant Agreement* between Northfield Township and the State of Michigan be adopted as presented. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

### 1 a.

#### Health Insurance Renewal

Jack Schmitz of Burnam & Flowers referred to Fink's explained the Township's 2014 health insurance coverage options.

- ▶ **Motion:** Engstrom moved, Chick supported, that Simply Blue HSA 6000/3000 plan as presented be approved with prescription coverage at 10/40/80. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Chick supported, that the Simply Blue PPO 1000/2000 plan be approved as presented. **Motion carried 7—0 on a voice vote**
- ▶ **Motion:** Engstrom moved, Chick supported, that dental and vision coverage be approved as presented. **Motion carried 6—1 on a voice vote, Dockett opposed.**
- ▶ **Motion:** Engstrom moved, Chick supported, that an Employee Assistance Program (EAP) at a cost of \$1.59/employee/month be approved as presented. **Motion carried 6—1 on a voice vote, Dockett**
- ▶ **Motion:** Manning moved, Otto supported, that the Township remain under the hard cap for the year 2014. **Motion carried 7—0 on a roll call vote.**

### 2.

#### Snow Plow Bids

- ▶ **Motion:** Manning moved, Chick supported, that the bid from J&M Snowplowing for snow and salt for the 2013-14 season, contingent on clarification and a contract, be approved for a seasonal price of \$14,500. **Motion carried 7—0 on a voice vote.**

### 3.

#### Municipal Civil Infractions Ordinance

- ▶ **Motion:** Engstrom moved, Manning supported, that the Municipal Civil Infractions Ordinance be approved as presented. **Motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

### 4.

#### Property Maintenance Code Ordinance

- ▶ **Motion:** Engstrom moved, Chick supported, that the Property Maintenance Code Ordinance be approved as presented.

It was agreed that it is the requirement of the landlord to supply window screens if the phrase "shall have approved screens" was used rather than the phrase "shall be supplied with approved screens." It was agreed to make that change in the wording.

- ▶ **Amended motion:** Engstrom moved, Chick supported, that the Property Maintenance Code Ordinance be approved as amended.

**Motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

### 5.

#### Weed Ordinance

- ▶ **Motion:** Engstrom moved, Manning supported, that the Weed Ordinance be approved as presented.

Braun questioned the prohibition of accumulations of yard waste in Section 3.0.a.2. She said that makes sense in hamlet lots, but said in rural areas homeowners often gather leaves and other yard waste on their property and are allowed to burn those materials with a permit. It was agreed to change the wording as follows: "Rank vegetation, yard waste, composting or seasonal accumulations of yard materials shall not be permitted to accumulate on property lines or within the front yard setback."

- ▶ **Amended motion:** Engstrom moved, Manning supported, that the Weed Ordinance be approved as amended. **Amended motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

6.  
Anti-Blight and  
Inoperable Motor Vehicle Ordinance

- ▶ Motion: Engstrom moved, Braun supported, that the Inoperable Motor Vehicle Ordinance be approved as presented. Motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.

7.  
Health Insurance Renewal

Discussed as item 1a.

8. Minutes

Dockett asked a question about the minutes of August 27<sup>th</sup> and noted that for the minutes of the workshop session of October 22<sup>nd</sup> should show him as present and Manning as absent. Manning also corrected the spelling of a name.

- ▶ Motion: Manning supported, that the minutes of the Township Board workshop meetings of August 27, 2013, September 24, 2013, and the minutes of the regular meeting of October 8, 2013, be approved as presented, and that the minutes of the workshop meeting of October 22, 2013, be approved as amended and to dispense with the readings. Motion carried 7—0 on a voice vote.

9. Bills

Dockett asked questions and noted it cost taxpayers \$505,229.84 to run the Township this month.

- ▶ Motion: Manning moved, Thomas supported, that the bills be approved as presented. Motion carried 7—0 on a voice vote.

10.  
Discuss Report of Assessing Department

Dockett asked if assessments are up-to-date. Engstrom said the Assessor is working non-stop because he does not have an assistant, so she does not want to add more to his workload, but she will ask him about preparing a report.

11.  
Discussion of Hiring of Contractors

Dockett asked Fink to prepare whatever is necessary to insure the Township does not hire contractors who owe back taxes to the Township. Fink said he thinks that document actually exists. Manning said she will try to locate that.

SECOND CALL TO THE PUBLIC

Chuck Steuer, 766 Six Mile Road, made comments about the delay in posting the Board packet for the meeting on-line, expressed concerns about adopting an international code that has not been adopted by the State of County, and objected to the Township paying a contractor who owes personal property taxes to the Township.

BOARD MEMBER COMMENTS

Commissioners noted a Planning Commission position will need to be filled, asked about adopting a dangerous building ordinance, and discussed the format of Board workshop minutes. Manning reported on the November 5<sup>th</sup> election.

ADJOURNMENT

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

The meeting adjourned at 9:40 P.M.

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Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

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

Approved by the Township Board on \_\_\_\_\_

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Michele K. Manning, Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)

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**Township Board**  
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**ROLL CALL**

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Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
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Public Safety Director William Wagner  
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**CONSENT AGENDA:**

- **Minutes:**
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Dockett asked that a discussion concerning the Assessing Department be added as well as the hiring of contractors by the Township. It was agreed to add these as items 10 and 11.

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

**FIRST CALL TO THE PUBLIC**

Kathy Nieman, 9355 Earhart, spoke in opposition to a proposal from D&G Nature's Way, 9380 Earhart Road to expand their business as recommended for approval last

week by the Planning Commission. She said this proposal will be coming to the Board for consideration and she asked that the wishes of the neighbors around this business be considered.

**REPORTS**

**Department Heads**

*Fire.* Chief Wagner read his report summary and asked for approval of three items. He explained that Lt. Scott Hannish has asked to step down to the position of Firefighter, and in that position he recommended promotion of Brad Reynolds.

In answer to a question from Dockett, Wagner said it might be helpful for a Township Board member to make a call or go to an EMS Commission meeting to get Huron Valley Ambulance to respond to Wagner's request to improve ALS response times for the Township.

In answer to a question from Chick, Wagner explained that the purpose of the *Mutual Aid Box Alarm System (MABAS)* resolution he is asking the Board to approve is to help better organize and direct resources in a large disaster response. He said it will also help the Township get reimbursement for resources it commits when called upon.

- ▶ **Motion:** Manning moved, Otto supported, that Lt. Scott Hannish's request to step down from Lieutenant to Firefighter be approved.  
**Motion carried 7—0 on a voice vote.**

In answer to a question from Manning, Wagner said while Reynolds was involved in a Corrections training program for a couple months he was not responding to many calls, but Wagner expects that to change. He noted that since the economy has improved it has been very difficult to get paid-on-call firefighters both for Northfield Township and all of the surrounding townships.

- ▶ **Motion:** Manning moved, Otto supported, that Brad Reynolds be promoted to the position of Lieutenant.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Manning supported, that the *Resolution for Approval of the Northfield Township Fire Department to Participate in the Washtenaw County Mutual Aid Box Alarm System (MABAS) Division* be adopted as presented.  
**Motion carried 7—0 on a roll call vote.**  
**Resolution adopted.**

*Police.* Lt. Greene read the summary of his report for October.

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
November 12, 2013**

*Wastewater Treatment Plant.* Hardesty referred to his written report and asked for permission to sell the Plant's 2001 Ford Pickup Truck. He noted that the department received a new truck this year.

- ▶ **Motion:** Manning moved, Otto supported, that the Wastewater Treatment Plant be allowed to sell their 2001 Ford pickup truck.  
**Motion carried 7—0 on a voice vote.**

**Other**

*Financial.* Braun referred to the Revenue and Expenditure Report. She also referred to a recommendation from auditor John Pfeffer to eliminate ACH payments being made by the Township from residents' bank accounts. Manning said that is a decision Braun can make.

*Zoning Board of Appeals.* Otto reported there was no October meeting, but one is scheduled for November 18<sup>th</sup>.

*Planning Commission.* Chick reported on the proposed expansion of the D&G Nature's Way landscaping business which was recommended for approval by the Planning Commission on November 6<sup>th</sup>. She noted there was opposition expressed from many area residents and she asked the Board to give this serious consideration when the request comes before it.

*Parks and Recreation.* Thomas referred to information in the Township Manager's report.

*Township Manager.* Fink noted that a company hired by the State of Michigan will be out in the Township reviewing properties as part of an audit of the Township's assessing function.

Fink asked that the salary increase for Deputy Clerk Jewelie Bruestle be approved as requested.

- ▶ **Motion:** Otto moved, Engstrom supported, that Fink be authorized to increase the salary of Deputy Clerk Jewelie Bruestle to \$18.75 per hour.

Dockett said that is a large increase. Several Board members supported the increase in salary saying she is a tremendous asset to the Township.

**Motion carried 6—1 on a voice vote, Dockett opposed.**

In answer to a question from Dockett, Fink said the survey for use of Community Development Block Grant (CDBG) funds has not yet been done, but the methodology has been approved by the Department of Housing and Urban Development (HUD).

Fink also noted that the candidates for the positions of Senior/Community Center Director and Code Enforcement Officer will soon be considered. He recommended that he narrow down the candidates to each position to about 5-6. He said he would work zoning administrator Kurt Weiland to develop the list for the Code Enforcement Officer. In answer to a question from Dockett, Fink said he believes

the Board voted to pay the Code Enforcement Officer \$25/hour for eight hours/week.

Engstrom recommended conducting the interviews for these positions at workshop sessions. Manning noted that the Board did not interview candidates for the position of his assistant, and since the Code Enforcement Officer will also report to him she questioned why he does not also chose that candidate. She also asked if department heads also report directly to Fink why he would not chose the Senior/Community Center Director. Fink said he thought the Senior/Community Center Director position is higher profile so the Board should be included in that decision, but he is willing to handle these selections however the Board wishes.

Manning said she Board agrees with Fink about the vision for the Senior/Community Center and the Director position, so she does not see a reason why he should not choose the Director. Fink said he appreciates that trust. Chick suggested that perhaps the Board should at least be provided with resumes of his top candidates for the Senior Center Director position.

Fink said he will choose both candidates, but he will provide the Board with resumes of his top 5-6 candidates for the Senior/Community Center Director position.

**BUSINESS ITEMS**

**1.**

**Stormwater, Asset Management, and Wastewater (SAW) Grant Request**

Brian Roubel of Tetra Tech explained that this program is new as of October and the first chance to apply for the first year's funds will be December 2<sup>nd</sup>. He said it is likely that all of the funds for this first year will be awarded to whichever communities have submitted applications by December 2<sup>nd</sup>.

He explained what an asset management plan is, and said Fink asked him to work with Wastewater Treatment Plant (WWTP) Superintendent Hardesty to prepare the application for this grant. He said his firm has committed about \$5,000 in time to this effort at no charge to the Township, and he said the Board needs to pass a resolution authorizing the grant agreement.

Roubel explained that the State will be awarding grants on a first-come/first-served basis and the Township is required to commit a 10% match, and that can be supplied by labor of the WWTP staff. He said as the data is collected a means of managing it will be required and the grant would include funding for both GIS (geographic information system) software and hardware.

- ▶ **Motion:** Manning moved, Otto supported, that the *Resolution Authorizing the SAW [Stormwater, Asset management, Wastewater] Grant Agreement* between Northfield Township and the State of Michigan be adopted as presented. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
November 12, 2013**

**1a.  
Health Insurance Renewal**

Jack Schmitz of Burnam & Flowers referred to Fink's memo of November 18<sup>th</sup> regarding the 2014 health insurance coverage options. He referred to the comparison between the Simply Blue HSA and PPO plans and noted that cost for both came in under the "hard cap" levels. He said he and Fink looked at many, many coverage options. Fink explained that the approach to coming up with policy options was to find the best policy available with premiums under the State mandated hard caps. Schmitz also noted that an Employee Assistance Program (EAP) is available for \$1.59/employee/month.

In answer to a question from Dockett, Schmitz said dental and vision plans are included in the proposal because most employers offer these coverages to their employees. Fink said under the HSA plan premiums are all under the hard cap, and under what is being referred to as the non-police plan premiums for singles and families are completely paid for, and couples would pay about \$40/month.

In answer to a question from Dockett, Schmitz said the plan will definitely change in December 2014 to comply with the requirements of the Affordable Care Act (ACA).

- ▶ **Motion:** Engstrom moved, Chick supported, that Simply Blue HSA 6000/3000 plan as presented be approved with prescription coverage at 10/40/80. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Chick supported, that the Simply Blue PPO 1000/2000 plan be approved as presented. **Motion carried 7—0 on a voice vote**
- ▶ **Motion:** Engstrom moved, Chick supported, that dental and vision coverage be approved as presented. **Motion carried 6—1 on a voice vote, Dockett opposed.**
- ▶ **Motion:** Engstrom moved, Chick supported, that an Employee Assistance Program (EAP) at a cost of \$1.59/employee/month be approved as presented. **Motion carried 6—1 on a voice vote, Dockett opposed.**

Schmitz noted that at least two employees must enroll in each of the two health insurance plans. Fink noted that the Board must make a motion each year regarding the hard cap for health insurance coverage.

- ▶ **Motion:** Manning moved, Otto supported, that the Township remain under the hard cap for the year 2014. **Motion carried 7—0 on a roll call vote.**

**2.  
Snow Plow Bids**

There was discussion about whether to go with a "per push" plan or a flat rate plan. Wagner said the Township has done both in the past and saved money or paid more depending on the amount and frequency of snowfall in any particular snow season. In answer to a

question from Dockett, Chief Wagner said police cars and fire trucks can get through three or four inches of snow, but he does not think the Township wants to allow that amount of snow to go unplowed.

Manning said the Township has never had a contract with J&M, so one would have to be drawn up. Manning pointed out the note indicating that new concrete should not be salted. Fink said he thinks the contractor will be asked to not salt the new sections of the non-motorized path and monitor the condition of it. He said the alternative to salt—calcium chloride—is very expensive. Chick questioned the safety of not salting the path. Wagner agreed and suggested that he and Fink monitor the path and decide when calcium chloride should be applied.

There were questions about what is included in the pricing for plowing of the non-motorized path from some of the contractors.

- ▶ **Motion:** Manning moved, Chick supported, that the bid from J&M Snowplowing for snow and salt for the 2013-14 season, contingent on clarification and a contract, be approved for a seasonal price of \$14,500.

The cost of the seasonal proposal compared to what was paid per push in the last three years was discussed.

**Motion carried 7—0 on a voice vote.**

**3.  
Municipal Civil Infractions Ordinance**

- ▶ **Motion:** Engstrom moved, Manning supported, that the Municipal Civil Infractions Ordinance be approved as presented. **Motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

**4.  
Property Maintenance Code Ordinance**

- ▶ **Motion:** Engstrom moved, Chick supported, that the Property Maintenance Code Ordinance be approved as presented.

Dockett said any costs incurred by a landlord to comply with this ordinance will be passed on to renters. Manning said the language about insect screens seemed confusing to her regarding who is supposed to supply the screens. Fink said that is the responsibility of the owner. Thomas agreed that the language is confusing and said it would be clearer if the phrase "shall have approved screens" was used rather than the phrase "shall be supplied with approved screens." It was agreed to make that change in the wording.

- ▶ **Amended motion:** Engstrom moved, Chick supported, that the Property Maintenance Code Ordinance be approved as amended.

**Motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

5.  
Weed Ordinance

- ▶ **Motion:** Engstrom moved, Manning supported, that the Weed Ordinance be approved as presented.

Dockett said this is a lot of rules and regulations that are not needed. Manning said a permissible lawn height of only 6" is too low, but the 12" allowed previously seemed too high. Fink agreed that is a good point. After discussion it was agreed to keep the height of 6".

Braun questioned the prohibition of accumulations of yard waste in Section 3.0.a.2. She said that makes sense in hamlet lots, but said in rural areas homeowners often gather leaves and other yard waste on their property and are allowed to burn those materials with a permit. Fink agreed that is a valid concern. It was agreed to remove the words "on property lines or" from the sentence "Rank vegetation, yard waste, composting or seasonal accumulations of yard materials shall not be permitted to accumulate ~~on property lines or~~ within the front yard setback."

- ▶ **Amended motion:** Engstrom moved, Manning supported, that the Weed Ordinance be approved as amended. **Amended motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

6.  
Anti-Blight and  
Inoperable Motor Vehicle Ordinance

- ▶ **Motion:** Engstrom moved, Braun supported, that the Inoperable Motor Vehicle Ordinance be approved as presented. **Motion carried 6—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

7.  
Health Insurance Renewal

Discussed as item 1a.

8. Minutes

Dockett asked a question about the minutes of August 27<sup>th</sup> and noted that for the minutes of the workshop session of October 22<sup>nd</sup> should show him as present and Manning as absent. Manning also corrected the spelling of a name.

- ▶ **Motion:** Manning supported, that the minutes of the Township Board workshop meetings of August 27, 2013, September 24, 2013, and the minutes of the regular meeting of October 8, 2013, be approved as presented, and that the minutes of the workshop meeting of October 22, 2013, be approved as amended and to dispense with the readings. **Motion carried 7—0 on a voice vote.**

9. Bills

Dockett called attention to fees paid to Paul Burns and prior year taxes repaid to the County. Braun noted that much of the tax money repaid was due to assessments done by previous Assessors. In answer to a question from Dockett, Wagner said a payment to Overhead Door was to repair a rollup door in the lobby.

Dockett noted it cost taxpayers \$505,229.84 to run the Township this month.

- ▶ **Motion:** Manning moved, Thomas supported, that the bills be approved as presented. **Motion carried 7—0 on a voice vote.**

Regarding payments to township attorney Paul Burns, Fink noted that some of the amounts listed are allocations to various departments and that the total payment for two months is about \$15,000. He said he would be happy to pull the bills for Dockett to look at.

10.  
Discuss Report of Assessing Department

Dockett said he is trying to save the taxpayers money. He asked if assessments are up-to-date. Engstrom said the Assessor is working non-stop because he does not have an assistant, so she does not want to add more to his workload, but she will ask him about preparing a report.

Dockett said the Board should have been informed that the Assessor would be on vacation. Engstrom said it is not customary for the Board to be notified of employee vacations. Fink said the Assessor correctly notified the Supervisor and the Township Manager and there is no protocol for notifying the Board.

11.  
Discussion of Hiring of Contractors

Dockett asked Fink to prepare whatever is necessary to insure the Township does not hire contractors who owe back taxes to the Township. Fink said he thinks that document actually exists. Manning said she will try to locate that.

SECOND CALL TO THE PUBLIC

**Board Packet Availability.** Chuck Steuer, 766 Six Mile Road, noted there were 200 pages of documentation in the packet for this meeting and it was not available on-line until noon today. He said that is not enough time for the public to review the information. Fink said that was his responsibility and he will be trying to make sure it does not happen again.

**Ordinances Adopted.** Chuck Steuer, 766 Six Mile Road, said the Board approved an international code tonight that has not been adopted by the State or the County and that does not seem right to him. He also said he thinks—

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
November 12, 2013**

although he is not sure—that the weed ordinance the Board passed will exacerbate flooding of Horseshoe Lake.

**Contractor Payment.** Chuck Steuer, 766 Six Mile Road, said he thinks a payment of \$1,600 was made to a contractor who defaulted on more than that in personal property taxes. He said he does not think the Township should hire contractors who have done that.

**BOARD MEMBER COMMENTS**

**Planning Commission Appointment.** Chick reported that Glen Ewald will not be seeking reappointment to the Planning Commission and she invited those interested in serving to notify the Township Manager and Planning Commission Chair.

**Dangerous Building Ordinance.** In answer to a question from Chick, Fink said the Township does not have such an ordinance. He said the Board considered one, but there is concern about the statutory authority of townships regarding this. He said it will probably be considered again.

**Thank you.** Dockett thanked all service veterans for their service to the United States and encouraged everyone to shop locally.

**Workshop Minutes.** There was discussion about whether workshop minutes should contain more detailed information. It was noted that the public is welcome to attend workshop meetings and they are televised and available for viewing on-line. Fink recalled past discussions and decisions about this. Chick said it is encouraging to know that enough members of the public are interested to be asking about this. Otto said members of the public are also welcome to ask questions of any Board members. Fink added that anyone asking for documentation from meetings will be provided with that upon request.

**Election.** Manning thanked the election workers for the November 5<sup>th</sup> election. She said turnout was very light, with a total of under 100 ballots cast, including absentee.

**ADJOURNMENT**

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

The meeting adjourned at 9:40 P.M.

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Submitted by Lisa Lemble.

These notes are an expanded version of the official meeting minutes adopted by the Board of Trustees. Minutes and notes for all meetings are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)

# NORTHFIELD TOWNSHIP BOARD AGENDA

November 12, 2013 - - ~~6:00 PM~~ 7:00 P.M.

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

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

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ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

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1. Saw Grant Request (Includes Presentation by Tetra Tech)
2. Snow Plow Bids
3. Municipal Civil Infractions Ordinance
4. Property Maintenance Code Ordinance
5. Weed Ordinance
6. Anti Blight and Inoperable Motor Vehicle Ordinance
7. Health Insurance Renewal

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

BOARD MEMBER COMMENTS

ADJOURNMENT

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

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

8350 Main St., P.O. Box 576, Whitmore Lake, MI 48189 Telephone (734) 449-2880\*\* Fax (734) 449-0123 Website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us)



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

## Northfield Township Public Safety

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



Timothy Greene  
Lieutenant  
Police Operations

# NORTHFIELD TOWNSHIP FIRE DEPARTMENT STATISTICAL REPORT FOR October 2013

November 12, 2013

### To The Northfield Township Board of Trustees:

The Northfield Township Fire Department responded to 47 requests for service in October 2013. This is a decrease when compared to October 2012 when we responded to 61 calls.

Of the requests for service, 12 of them were motor vehicle accidents with 3 of them being pin in crashes, 7 of the requests were fire related calls and 28 were medical emergency calls. Of the fire calls, 4 were alarms, 1 was a vehicle fire and 1 working structure fire.

Of the responses for the month 59% were in the Hamlet area of the Township, 40% were in the rural areas of the Township and the remaining were Mutual Aid outside the township.

Mutual Aid calls for the month: We assisted other agencies one time and received assistance two times.

The Average response time for the month of October was 6:08.

There were 2 significant calls for the month of October. The first was a working structure fire on Posey Dr. Police and Fire crews worked very well together to limit the damage to this structure. The second significant call was a pin in crash on Rushton Rd south of Eight mile. There were two occupants in the crash. One patient walked away and one patient is in critical condition. We did utilize Survival Flight to transport this patient to the U of M.

William Wagner  
Fire Chief



William E. Wagner, Jr.  
Director of Public  
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### October 2013 Director of Public Safety Board Communication

- 1. Fire department training October:** Training for the month of October consisted of Ladder and pump training as well as an EMS protocol review. We have also started and are continuing with training for new hires.
- 2. Fire Prevention Week/ Open House:** This year Fire Prevention week will be October 6<sup>th</sup> through October 12<sup>th</sup>. The Open House for the Police and Fire Departments was a huge success this year. We had a beautiful day and had around 250 adults and kids come through the departments. Survival flight was again a huge attraction. We also made contact with all Elementary School kids in Whitmore Lake and Spirit De Sanctus for Fire Prevention week.
- 3. EMS/ALS response times:** Attached to this report are the ALS response times for all of Washtenaw County agencies. The reports are for the previous 2 quarters. Again Northfield Township is lagging way behind for ALS/ HVA response times. I continue to beat the drum for Northfield Township at the Washtenaw County EMS Commission that I sit on but am not getting any response from HVA. It will take movement from the Township to make a difference.



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

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Timothy Greene  
Lieutenant  
Police Operations

- 4. School Active Shooter response and Alice:** We continue to work with other agencies in the County to update and improve response to school shootings. Each one of our Officers will go through this training and new policy. Additionally on November 1<sup>st</sup> all school staff attended a training on how they can have different options in reacting to an Active Assault within the school. The model being used is called the “ALICE “ model. We are also extending this training to the Spirit De Sanctus and Ann Arbor Christian Schools.
- 5. Football Stand bys:** Football EMS stand bys have been completed and will be billed shortly. We are reimbursed for personnel costs when standing by at home football games for the school as well as Junior Football games.
- 6. MABAS Resolution:** Attached to report is a resolution I am asking the Board to consider. MABAS is a movement countrywide to better help organize and direct resources in a large disaster response. It also is required to be able to recover Federal assistance as part of one of these responses. There is no real commitment of resources unless available beyond what we already have. It also does make it possible to combine resources with other departments. All departments in Livingston have signed on to MABAS.

Washtenaw EMS Commission

HVA Emergency Responses

Period Covered: July-September, 2013

<u>Emergency Patient Transports:</u>	<u>#</u>	<u>Ave R/T</u>	<u>Fractile %</u>
Ann Arbor, City of	1211	6.0	92.6%
Augusta, Township of	40	11.5	81.1%
Ann Arbor, Township of	92	7.2	84.0%
Barton Hills, Village of	3	8.3	100.0%
Bridgewater, Township of	7	11.3	66.7%
Chelsea, Village of	114	6.2	98.1%
Dexter, Township of	25	10.5	96.7%
Dexter, Village of	24	5.1	100.0%
Freedom, Township of	8	12.6	87.5%
Lima, Township of	11	8.7	91.7%
Lodi, Township of	22	8.9	95.2%
Lyndon, Township of	14	15.1	50.0%
Milan, City of	55	10.9	91.4%
Manchester, Village of	13	6.1	93.8%
Manchester, Township of	12	12.3	72.7%
Northfield, Township of	66	12.7	78.6%
Pittsfield, Township of	380	6.8	90.4%
Saline, City of	104	4.7	97.7%
Scio, Township of	117	7.3	99.1%
Sharon, Township of	14	9.7	92.9%
Salem, Township of	50	9.8	95.7%
Saline, Township of	8	10.0	84.6%
Superior, Township of	172	8.7	72.4%
Sylvan, Township of	11	8.3	88.9%
Webster, Township of	24	8.4	93.9%
York, Township of	47	8.2	98.2%
Ypsilanti, City of	365	6.2	93.4%
Ypsilanti, Township of	<u>697</u>	<u>7.5</u>	<u>85.4%</u>
Washtenaw County Total	3706	7.1	90.2%

<u>Receiving Facility:</u>	<u>#</u>	<u>%</u>
Chelsea Community Hospital	146	4.2%
St. Joseph Mercy Saline Hospital	0	0.0%
St. Joseph Mercy Hospital	1692	48.9%
University of Michigan Hospitals	1620	46.8%

Fractile response time based on 10 minutes urban, 15 minutes rural, 90% of the time.

Washtenaw EMS Commission

HVA Emergency Responses

Period Covered: April-June, 2013

<u>Emergency Patient Transports:</u>	<u>#</u>	<u>Ave R/T</u>	<u>Fractile %</u>
Ann Arbor, City of	1015	6.1	92.5%
Augusta, Township of	48	11.4	88.1%
Ann Arbor, Township of	117	7.7	86.7%
Barton Hills, Village of	1	0.0	0.0%
Bridgewater, Township of	11	9.9	100.0%
Chelsea, Village of	83	5.6	97.2%
Dexter, Township of	20	9.0	96.0%
Dexter, Village of	21	5.8	100.0%
Freedom, Township of	8	14.3	71.4%
Lima, Township of	17	6.9	100.0%
Lodi, Township of	34	7.4	100.0%
Lyndon, Township of	11	12.7	66.7%
Milan, City of	45	10.2	100.0%
Manchester, Village of	17	4.0	100.0%
Manchester, Township of	14	11.3	54.5%
Northfield, Township of	83	12.0	86.7%
Pittsfield, Township of	350	6.8	95.1%
Saline, City of	101	4.2	100.0%
Scio, Township of	90	8.1	100.0%
Sharon, Township of	10	10.3	87.5%
Salem, Township of	63	11.3	87.3%
Saline, Township of	6	7.4	100.0%
Superior, Township of	199	8.3	79.3%
Sylvan, Township of	26	9.3	95.5%
Webster, Township of	17	7.9	100.0%
York, Township of	35	8.7	97.3%
Ypsilanti, City of	381	6.0	93.8%
Ypsilanti, Township of	<u>681</u>	<u>7.4</u>	<u>86.3%</u>
Washtenaw County Total	3504	7.1	91.4%

<u>Receiving Facility:</u>	<u>#</u>	<u>%</u>
Chelsea Community Hospital	140	4.2%
St. Joseph Mercy Saline Hospital	0	0.0%
St. Joseph Mercy Hospital	1690	50.5%
University of Michigan Hospitals	1515	45.3%

Fractile response time based on 10 minutes urban, 15 minutes rural, 90% of the time.

**A RESOLUTION FOR APPROVAL OF THE Northfield Twp. FIRE  
DEPARTMENT TO PARTICIPATE IN THE Washkewau Co. MUTUAL AID BOX  
ALARM SYSTEM DIVISION**

**RESOLUTION NUMBER: \_\_\_\_\_**

WHEREAS \_\_\_\_\_ has the power, privilege and authority to maintain and operate a fire department providing fire protection, fire suppression, emergency medical services, technical rescue, hazardous incident response, and other emergency response services ("Fire Services"); and

WHEREAS, Fire Services can further be improved by cooperation between political subdivisions during times of public emergency, conflagration or disaster ("Incidents"); and

WHEREAS, the Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately; and

WHEREAS, the \_\_\_\_\_ desires to enter into an interlocal agreement, pursuant to the Act, to further improve Fire Services; and

WHEREAS, the Mutual Aid Box Alarm System (MABAS), is a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency mutual aid response; and

WHEREAS, as a result of entering into an interlocal agreement to further improve Fire Services, the Parties are creating the \_\_\_\_\_ MABAS Division; and

WHEREAS, \_\_\_\_\_ has the authority to execute this Agreement pursuant to resolution of its governing body; and

WHEREAS, \_\_\_\_\_ desires to commit personnel and equipment to another Party if deemed reasonable upon the request of another Party; and

**NOW, THEREFORE BE IT RESOLVED: \_\_\_\_\_ finds it is the best interest of its citizens from a safety and fiscal standpoint to enter into the Interlocal Agreement creating the \_\_\_\_\_ MABAS Division and agrees to appoint one member to the MABAS Executive Board.**



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

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Timothy Greene  
Lieutenant  
Police Operations

### MONTHLY REPORT OCTOBER 2013

**TO:** The Northfield Township Board of Trustees  
**FROM:** Timothy Greene, Lieutenant  
**RE:** Monthly Operations Review  
**DATE:** Township Board Meeting of November 12, 2013

#### GENERAL ENFORCEMENT STATISTICS

The Northfield Township Police Department responded to 437 complaints during the Month of October 2013, and handled 3 mutual aid responses inside the township and 9 outside the township. Of the total complaints answered, 61 % of them were in the hamlet area and 39 % were handled throughout the rest of the Township. The average response time on calls for service is 5.70 minutes. Officers generated a total of 24 arrests and worked a total of 2084.5 hours. An itemized listing of monthly activities is attached.



Timothy Greene  
Lieutenant

Attachments:

**CLEAR-1018 Verified Offense By Date**

**Agency: NR**

**10/1/2013 12:00:00 AM - 10/31/2013 12:00:00 AM**

Offense Code	Description	Incident Count
1171	CSC 1st Degree -Penetration Penis/Vagina	1
1172	CSC 3rd Degree -Penetration Penis/Vagina	1
1305	Agg/Fel Assault - Non-Family - Other Weapon	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	5
1380	Telephone Used for Harassment, Threats	2
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	3
2298	Burglary - Entering Without Permission	1
2304	Larceny - Parts & Accessories from Vehicle - LFA	2
2305	Larceny - Personal Property from Vehicle - LFA	1
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	1
2309	Larceny - From Yards (Grounds Surrounding a Building)	2
2605	Fraud - Illegal Use of Credit Card	1
2674	Fraud (Larceny) by Conversion	1
2801	Sale of Stolen Property	1
2902	Damage to Property - Private Property - MDOP	5
3806	Neglect Child	1
4195	Liquor - Minor in Possession in M/V	1
4198	Liquor - Furnishing Alcohol to a Minor	1
5005	Contempt of Court (PPO Violation, etc)	1
6274	Littering on Public or Private Property	1
7356	Solicitors / Peddlers - No Permit / License	1
8011	Accident - Fail to Stop and Identify	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	1
C2825	Juvenile - Incurability	1
C2835	Truancy	1
C2840	Juvenile - Malicious Mischief	1
C2899	Juvenile - All Other	1
C2924	Careless Driving	1
C2931	DWLS OPS License Suspended / Revoked	1
C2933	Vehicle Registration - Improper / Expired	5
C2934	Vehicle Insurance - None / Expired	1
C2935	DWLS 2nd OPS License Suspended / Revoked	1
C3010	Felony Arrest Warrant (Originating Agency)	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	4
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	2
C3101	Acc, Single Motor Vehicle	6
C3145	Property Damage Traffic Crash PDA	15
C3150	Property Damage H&R Traffic Crash	2
C3155	Personal Injury Traffic Crash PIA	2
C3208	Death Investigation - Cause Unknown	1
C3217	Attempt Suicide Adult	2
C3250	Mental	6
C3299	Welfare Check	7
C3310	Family Trouble	8
C3318	Found Property	6

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**10/1/2013 12:00:00 AM - 10/31/2013 12:00:00 AM**

Offense Code	Description	Incident Count
C3324	Suspicious Circumstances	8
C3326	Suspicious Vehicles	8
C3328	Suspicious Persons	17
C3330	Assist Other Law Enforcement Agency	1
C3331	Assist Medical	12
C3332	Assist Fire Department	5
C3333	Assist Motorist	3
C3334	Assist Other Govt Agency	2
C3336	Assist Citizen	15
C3337	Assist Citizen - Vehicle Lockout	1
C3355	Civil Matter - Other	8
C3702	Traffic Complaint / Road Hazard	4
C3704	Traffic Complaint / Abandoned Auto	1
C3707	Vehicle Release	2
C3708	Traffic Complaint / Private Impound	4
C3728	Traffic Complaint / Parking Complaint	1
C3762	Traffic Complaint / Commercial Vehicle Impound	1
C3799	Miscellaneous Traffic Complaint	1
C3803	Animal Barking Dog	1
C3804	Animal Complaint	2
C4041	Speeding Citation	29
C4048	Improper Passing Citation	1
C4050	Improper Turning Citation	1
C4093	School Zone Citation	5
C4105	Equipment Citation	2
C4120	Child Restraint Citation	2
C4222	Parking - Aband Motor Vehicle	2
C4307	Drove W/Expired Ops	2
C4313	Veh Reg Impr/Expired Citation	1
C4316	Fail to Change Address-Ops	1
L3501	911 Hang Up - NR	3
L3503	Opened in Error - NR	4
L3504	PBT Station - NR	12
L3506	Shots Fired - NR	2
L3507	Fingerprints - NR	4
L3508	Ticket Sign Off - NR	3
L3509	Loud Party - NR	2
L3510	Loud Music - NR	4
L3512	Vin Inspection - NR	1
L3514	Warrant Pick Up - NR	1
L3521	Open Door / Window - NR	1
L3526	False Alarm - NR	17
L3535	GUN Permit, Applications, CCW Permits - NR	18
L3542	BOL - NR	19
L3547	Subpoena Service - NR	2

**CLEAR-1018 Verified Offense By Date**

**Agency: NR**

**10/1/2013 12:00:00 AM - 10/31/2013 12:00:00 AM**

Offense Code	Description	Incident Count
L3550	Speed Sign Detail - NR	14
L3551	Sex Offender Registration/Verification - NR	4
L3552	Traffic Stop - NR	38
L3568	Local Records Check - NR	8
L3569	Assist Other Police Agency - Inside Northfield - NR	3
L3570	Assist Other Police Agency - Outside Northfield - NR	9
L3597	Non Terminal - NR	8
L4925	Commercial Vehicle Violations - NR	3
L5170	Fire - Accidental - NR	1
L6012	Traffic Direction / Control / Problem - NR	1
L6701	Follow Up - NR	1
	Sum:	437

Report Time:  
11/5/2013 3:50:59 PM

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

Agency: Northfield Twp PD  
ORI: MI8196400

<u>Classification</u>	<u>Oct/2012</u>	<u>Oct/2013</u>	<u>%Change</u>
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
09004 JUSTIFIABLE HOMICIDE	0	0	-
10001 KIDNAPPING/ABDUCTION	0	0	-
10002 PARENTAL KIDNAPPING	0	0	-
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	1	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	1	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	0	-100.0%
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	8	5	-37.5%
13002 AGGRAVATED/FELONIOUS ASSAULT	3	1	-66.7%
13003 INTIMIDATION/STALKING	4	4	0%
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	3	3	0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	1	0	-100.0%
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSESNAATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	0	1	-
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	1	1	0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	2	-
23007 LARCENY -OTHER	3	2	-33.3%
24001 MOTOR VEHICLE THEFT	1	0	-100.0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	1	0	-100.0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	1	1	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	1	1	0%
26003 FRAUD -IMPERSONATION	2	0	-100.0%
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	2	0	-100.0%
27000 EMBEZZLEMENT	0	0	-
28000 STOLEN PROPERTY	0	1	-
29000 DAMAGE TO PROPERTY	6	7	16.7%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	1	0	-100.0%

Agency: Northfield Twp PD  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008  
Page 1 of 4

Report Time:  
11/5/2013 3:50:59 PM

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

Agency: Northfield Twp PD  
ORI: MI8196400

Classification	Oct/2012	Oct/2013	%Change
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	0	0	-
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	0	-
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	0	0	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
<b>Total for Group A</b>	<b>39</b>	<b>31</b>	<b>-20.5%</b>
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENCE HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	2	1	-50.0%
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	0	-
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	1	1	0%
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	1	2	100.0%
42000 DRUNKENNESS	0	0	-
48000 OBSTRUCTING POLICE	0	0	-
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	1	-
53001 DISORDERLY CONDUCT	0	0	-
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	1	0%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	3	2	-33.3%
55000 HEALTH AND SAFETY	1	0	-100.0%
56000 CIVIL RIGHTS	0	0	-

Report Time:  
11/5/2013 3:50:59 PM

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

Agency: Northfield Twp PD  
ORI: MI8196400

Classification	Oct/2012	Oct/2013	%Change
57001 TRESPASS	0	0	-
57002 INVASION OF PRIVACY -OTHER	0	0	-
58000 SMUGGLING	0	0	-
59000 ELECTION LAWS	0	0	-
60000 ANTITRUST	0	0	-
61000 TAX/REVENUE	0	0	-
62000 CONSERVATION	0	0	-
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	0	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	0	1	-
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>9</b>	<b>9</b>	<b>0%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	1	4	300.0%
2900 TRAFFIC OFFENSES	8	9	12.5%
3000 WARRANTS	7	7	0%
3100 TRAFFIC CRASHES	33	25	-24.2%
3200 SICK / INJURY COMPLAINT	3	17	466.7%
3300 MISCELLANEOUS COMPLAINTS	108	96	-11.1%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	194	177	-8.8%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	34	15	-55.9%
3800 ANIMAL COMPLAINTS	5	3	-40.0%
3900 ALARMS	1	0	-100.0%
<b>Total for Group C</b>	<b>394</b>	<b>353</b>	<b>-10.4%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	41	36	-12.2%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	6	4	-33.3%
4200 PARKING CITATIONS	0	2	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	6	4	-33.3%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	0	0	-
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	1	3	200.0%
<b>Total for Group D</b>	<b>54</b>	<b>49</b>	<b>-9.3%</b>
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	1	-
<b>Total for Group E</b>	<b>0</b>	<b>1</b>	<b>-</b>
6000 MISCELLANEOUS ACTIVITIES (6000)	2	1	-50.0%

Agency: Northfield Twp PD  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008  
Page 3 of 4

Report Time:  
11/5/2013 3:51:00 PM

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

Agency: Northfield Twp PD  
ORI: MI8196400

<u>Classification</u>	<u>Oct/2012</u>	<u>Oct/2013</u>	<u>%Change</u>
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200 ARREST ASSIST	0	0	-
6300 CANINE ACTIVITIES	0	0	-
6500 CRIME PREVENTION ACTIVITIES	1	0	-100.0%
6600 COURT / WARRANT ACTIVITIES	0	0	-
6700 INVESTIGATIVE ACTIVITIES	2	1	-50.0%
<b>Total for Group F</b>	<b>5</b>	<b>2</b>	<b>-60.0%</b>
<b>Total for All Groups</b>	<b>501</b>	<b>445</b>	<b>-11.2%</b>

**MONTHLY REPORT for OCTOBER 2013**  
**EVENTS OF SIGNIFICANCE**

**OWI INJURY CRASH**

On October 26 at approximately 2:00am, officers responded to Rushton Rd near Eight Mile for an injury crash. Upon arrival, the vehicle was on its side. The passenger was able to exit the vehicle and the driver was unconscious and still trapped inside. EMS and the Fire Dept. were requested at the scene for the driver. The passenger was interviewed and indicated that both he and the driver had been drinking. Due to the critical condition of the driver, who had to be air lifted from the scene, a warrant was obtained for a blood-draw to ascertain blood-alcohol content. The case is open, pending blood-alcohol results.

**LARCENY OF AUTO PARTS**

On October 21, a resident of Harbor Cove Apartments went out to her parked vehicle to find that all of the wheels and tires had been removed from her vehicle. The vehicle had been raised on cement blocks and the wheels had been removed. This case may possibly be related to another larceny case being investigated by this department, where a resident in a nearby location had several cement blocks stolen from their property. Both cases are under investigation.

**MDOP / HATE CRIME**

On October 18, a subject reported that his vehicle had broken down along US23, where he left it until he could have it towed. Upon return to his vehicle, he reported that someone had written the word "Nigger" on his hood. He also believes that someone put a foreign substance into his gas tank, which caused it to break down. This case is under investigation.

**ATTEMPT BREAKING & ENTERING**

On October 12, a resident reported an attempt Breaking & Entering to a residence. The residents' son had arrived home to find a truck parked on the side of the roadway in front of the residence, and a male subject walking down the driveway of the home toward the road. The son speculated that maybe the subject had run out of gas. However, upon making entry into the home, he discovered that the garage door was unlocked and the entry doorknob to the home was broken. A full description of the subject and vehicle were obtained from the residents' son and also from a neighbor nearby. This case is under investigation at this time, pending identification of a suspect.

**CRIMINAL SEXUAL CONDUCT**

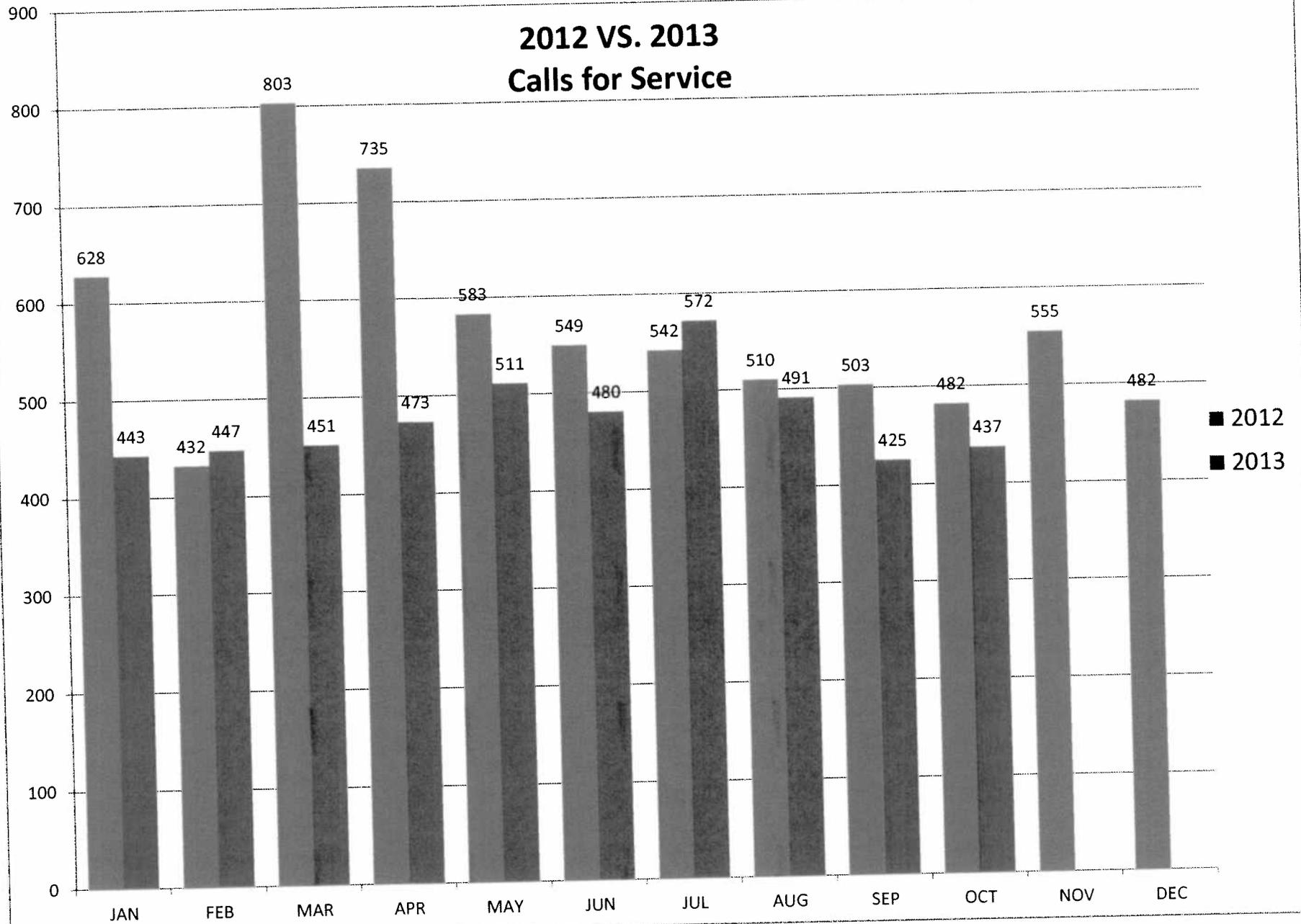
On October 10, a resident of an apartment complex in Northfield Township reported that she had been sexually assaulted by an unknown subject, who entered her apartment through an exterior sliding door. The woman reported that she was sitting outside on her porch while her husband slept inside the bedroom in the apartment. She said she was approached on her porch by the subject, who was wearing dark clothing and a ski mask and put a knife to her throat. The victim reported that the subject then forced her back inside the residence, where he allegedly forced her to perform sexual acts upon herself, injure herself with a knife and take a large quantity of pills. There were no witnesses to this incident, which is being investigated at this time.

# **MONTHLY TRAINING FOR OCTOBER 2013**

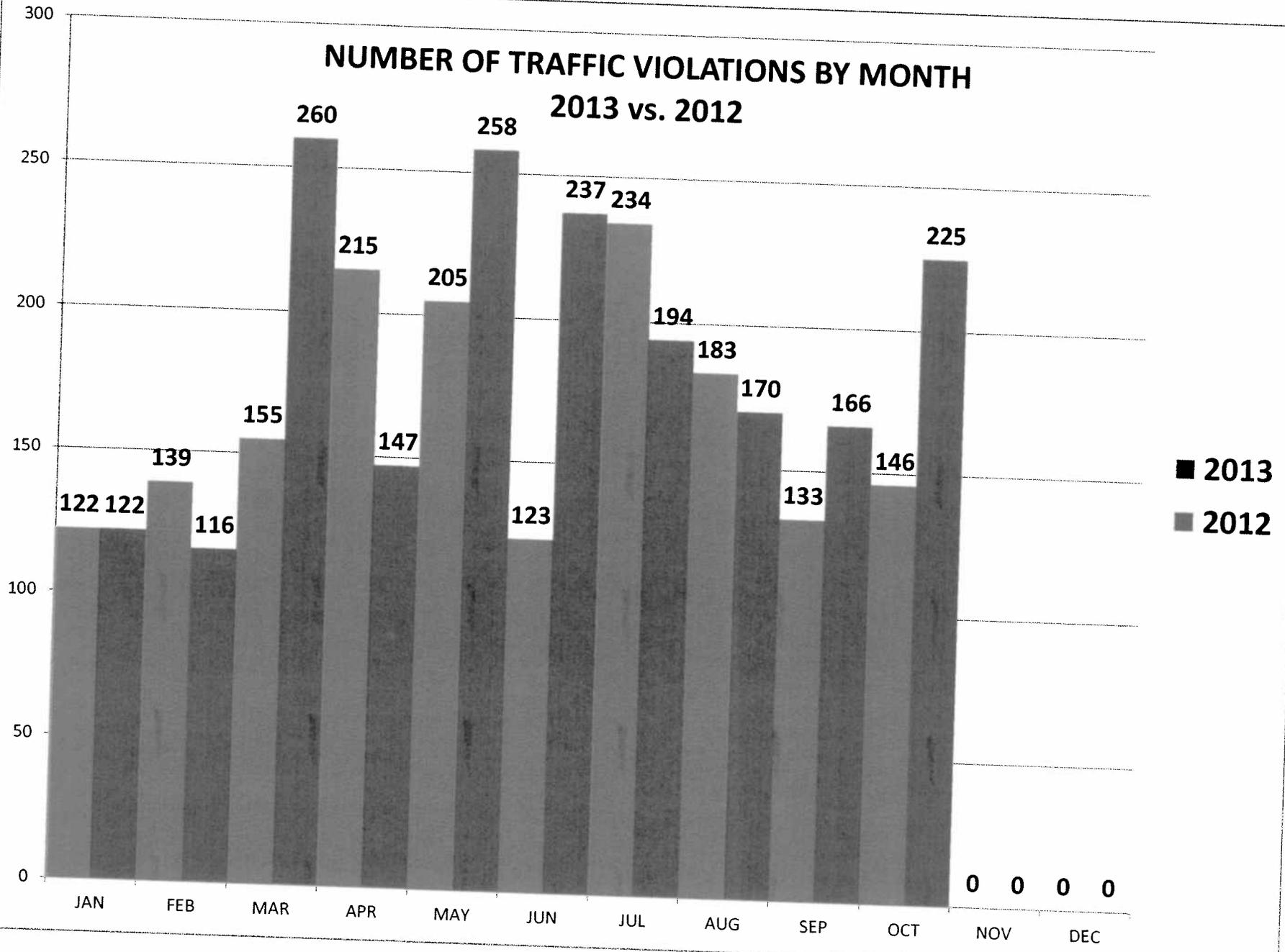
## **FORMAL TRAINING**

Ofc. S. Schultz – County Wide Active Shooter

## 2012 VS. 2013 Calls for Service



# NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2013 vs. 2012



## TRAFFIC VIOLATIONS SUMMARY

### JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	25	25	27	62	74	30	47	51	19	39			399
Hazardous	10	8	8	12	7	9	21	16	5	15			111
Non-Hazardous	8	14	15	22	26	16	40	16	12	26			195
Parking	0	1	0	1	1	0	0	0	0	0			3
Warning	69	70	86	103	79	54	106	81	87	49			784
Waiveable Viol. Issued	10	21	19	15	18	14	20	19	10	17			163
<b>TOTAL</b>	<b>122</b>	<b>139</b>	<b>155</b>	<b>215</b>	<b>205</b>	<b>123</b>	<b>234</b>	<b>183</b>	<b>133</b>	<b>146</b>	<b>0</b>	<b>0</b>	<b>1655</b>

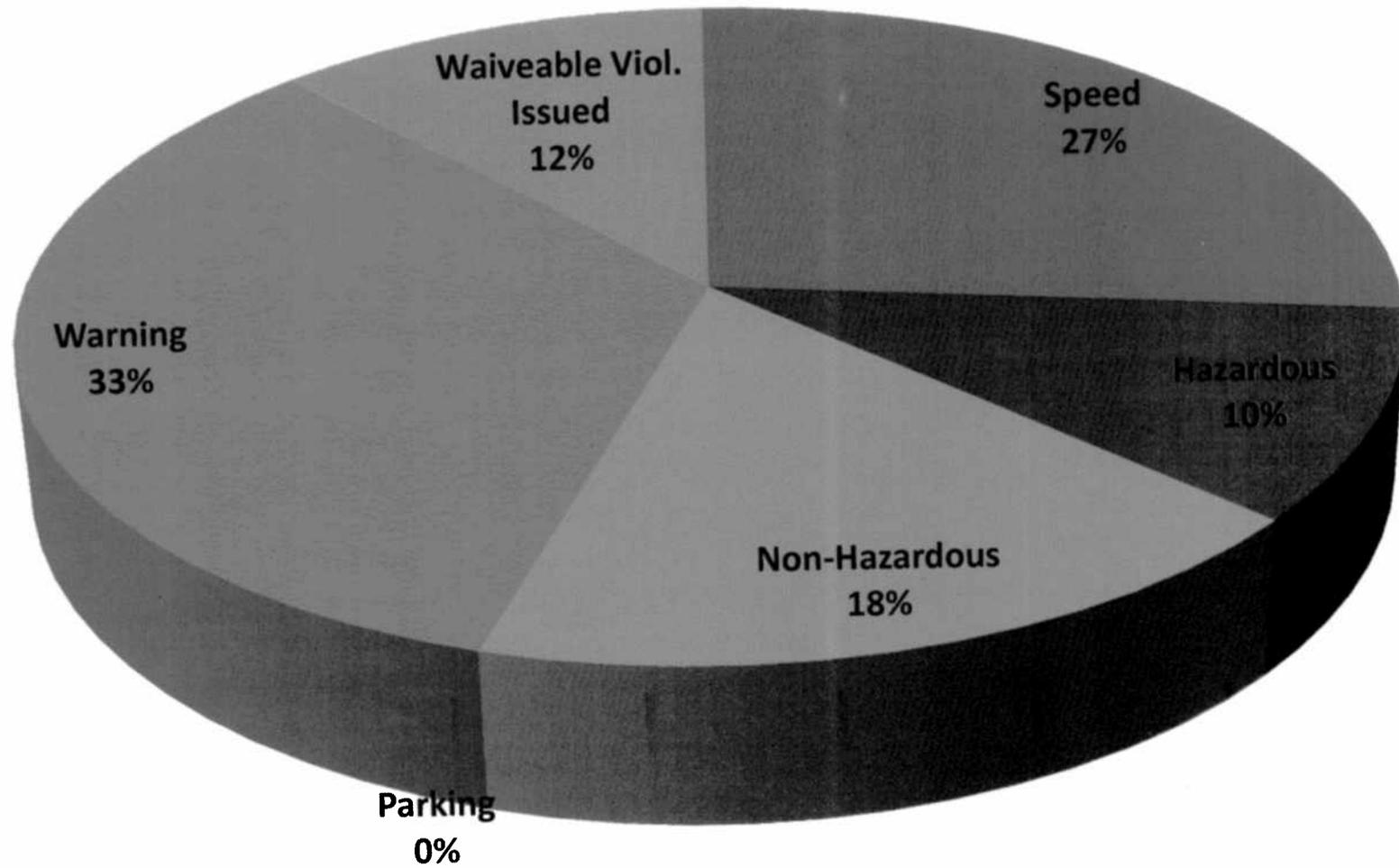
### JANUARY 1, 2012 THROUGH DECEMBER 31, 2012

2012	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	18	23	65	53	49	63	55	35	40	52			453
Hazardous	18	6	9	14	26	18	18	15	6	15			145
Non-Hazardous	14	12	22	24	43	22	24	18	7	14			200
Parking	0	0	0	3	0	0	0	1	1	0			5
Warning	59	60	121	23	110	109	72	91	89	104			838
Waiveable	13	15	43	30	30	25	25	10	23	40			254
<b>TOTAL</b>	<b>122</b>	<b>116</b>	<b>260</b>	<b>147</b>	<b>258</b>	<b>237</b>	<b>194</b>	<b>170</b>	<b>166</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>1895</b>

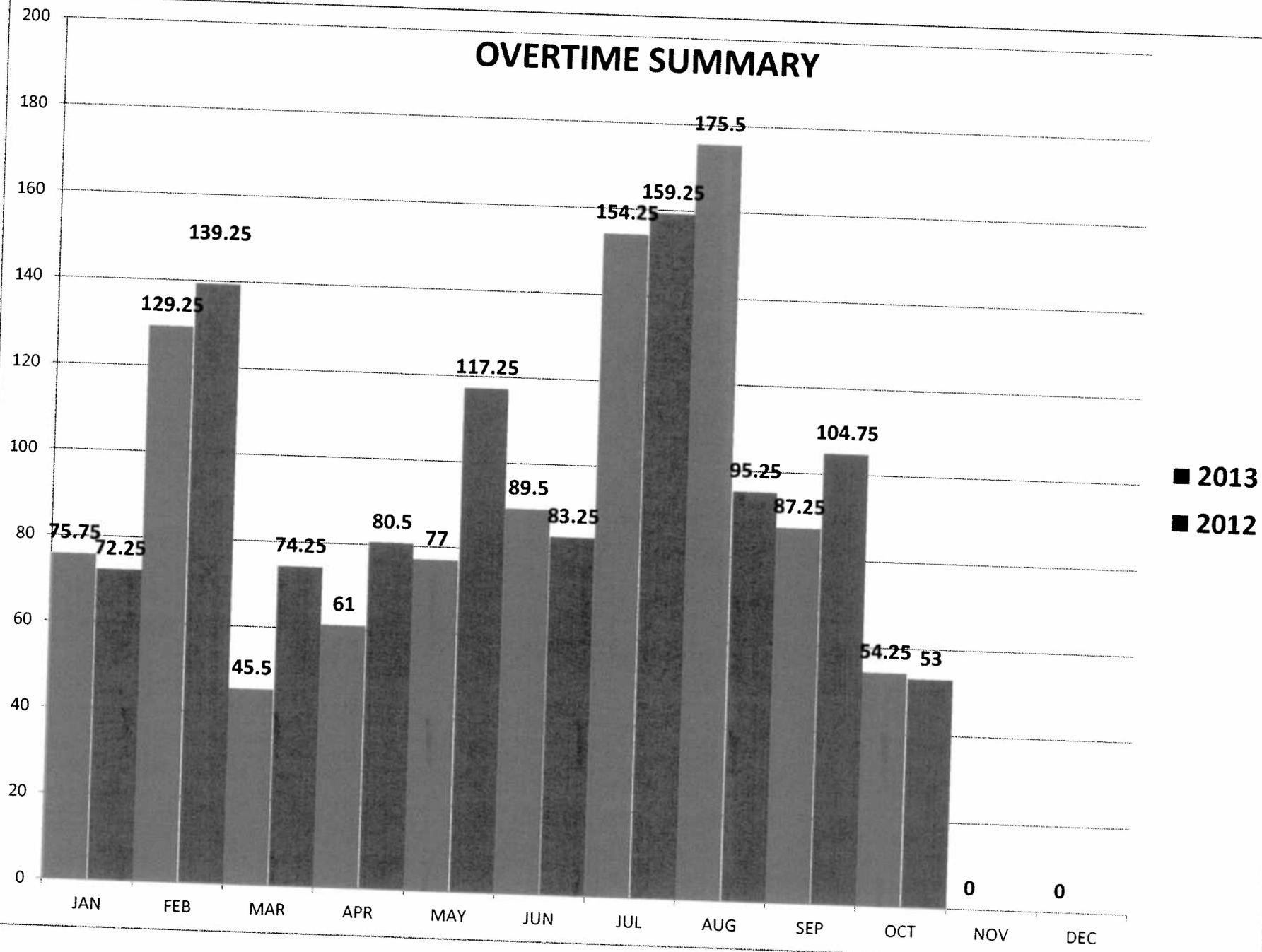
**Note: Waiveable citations are: Defective Equipment; No Operator's License on Person and No Registration**

# TRAFFIC VIOLATIONS ISSUED BY TYPE

## October 2013



# OVERTIME SUMMARY



## OVERTIME SUMMARY

### OVERTIME BY TYPE

2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Court	12	18	9	18	30	17.5	9	6	44.25	24.25			188
Complaint Investigation	1.75	5.5	8.5	1	7	2.5	4.75	5.5	0.5	5.75			42.75
Report Writing	0	0.75	1	0	0	3	0	1.5	0	2			8.25
Training	8	1	0	0	0	0	19.5	9	13.5	0			51
Short Shift	6	48	0	29	36	22	29	124.5	26	12.75			333.25
Administrative	0	0	1	0	0	0	4	0	3	0			8
Special Detail	0	12	0	13	4	44.5	45	29	0	9.5			157
Holiday	48	44	26	0	0	0	43	0	0	0			161
<b>TOTAL</b>	<b>75.75</b>	<b>129.25</b>	<b>45.5</b>	<b>61</b>	<b>77</b>	<b>89.5</b>	<b>154.25</b>	<b>175.5</b>	<b>87.25</b>	<b>54.25</b>	<b>0</b>	<b>0</b>	<b>949.25</b>

### 2012 VS. 2013

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2013 - TOTAL	75.75	129.25	45.5	61	77	89.5	154.25	175.5	87.25	54.25	0	0	949.25
2012 - TOTAL	72.25	139.25	74.25	80.5	117.25	83.25	159.25	95.25	104.75	53			979

## EMPLOYEE TIME OFF

2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Sick	86	40	56	8	68	0	32	0	24	44			358
Kelly	0	0	0	0	0	0	0	0	0	0			0
Comp	8.25	0	6.25	29.5	13.5	15.5	17	21.5	9.5	11.5			132.5
Vacation	0	44	0	84	36	112	99	232	88	0			695
Holiday	54	17	12.5	0	25	0	17	0	9	0			134.5
PTO	73	83.25	51	99.5	73	116.5	11	54.5	69.5	53			684.25
Other	0	0	0	0	0	0	0	0					
<b>TOTAL</b>	<b>221.25</b>	<b>184.25</b>	<b>125.75</b>	<b>221</b>	<b>215.5</b>	<b>244</b>	<b>176</b>	<b>308</b>	<b>200</b>	<b>108.5</b>	<b>0</b>	<b>0</b>	<b>2004.25</b>

## RESERVE UNIT HOURS

<i>RESERVE HOURS BY TYPE</i>													
2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Training	0	0	0	0	0	0	10	0	4	0			14
Patrol	22.5	8	25.5	62.75	32.5	36.75	24	45.5	13.75	41.25			312.5
Crime Prevention	0	0	0	0	0	0	0	0	0	0			0
Special Events	0	24.5	0	0	0	38	12	10.5	17.25	11.08			113.33
Administrative	6	0	0	0	0	0	0	0	0	0			6
<b>TOTAL</b>	<b>28.5</b>	<b>32.5</b>	<b>25.5</b>	<b>62.75</b>	<b>32.5</b>	<b>74.75</b>	<b>46</b>	<b>56</b>	<b>35</b>	<b>52.33</b>	<b>0</b>	<b>0</b>	<b>445.83</b>

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

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**To: Northfield Township Board of Trustees**

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

**Date: November 6<sup>th</sup>, 2013**

**Subject: October 2013 Monthly Report**

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- 10/4/13: Culvert project finished up.
- 10/7/13: Finishing up the season of cleaning and televising in the Horseshoe Lake area.
- 10/10/13: Had free water/wastewater security tabletop exercise training. Plant personnel and the Fire Marshall from the Green Oak Township Fire Department participated.
- 10/15/13: Started preparing tanks and all equipment for winter.
- 10/17/13: Started leaf pick up at plant and stations.
- 10/18/13: Re-built #1 and #2 chlorinators.
- 10/22/13: Wrapped Primary tanks 1 and 2 with silt fence to keep leaves out of tanks.
- 10/23/13: Finished cleaning and televising for the year. We cleaned and televised just under 35,000 feet of sewer, and cut 10 taps that were protruding into the mains.
- 10/26/13: Pulled both pumps at Raymond pump station because of rags.
- 10/28/13: Pulled pump #1 at the North Shore #2 pump station.
- 10/30/13: Cleaned gutters at the Senior Center and checked the water softener at 75 Barker.
- 10/30/13: Repaired check valve at the Northshore #2 pump station.

<b>October 2012 Daily Average Flow</b>	<b>.531MGD</b>
<b>October 2013 Daily Average Flow</b>	<b>.586MGD</b>
<b>Maximum October Daily Flow 2012</b>	<b>.640MGD</b>
<b>Maximum October Daily Flow 2013</b>	<b>.695MGD</b>
<b>Minimum October Daily Flow 2012</b>	<b>.455MGD</b>
<b>Minimum October Daily Flow 2013</b>	<b>.484MGD</b>
<b>6 – Month Average Flow</b>	<b>.688MGD</b>
<b>12 – Month Average Flow</b>	<b>.671MGD</b>
<b>Total Gallons Treated October 2012</b>	<b>16.455 MG</b>
<b>Total Gallons Treated October 2013</b>	<b>18.174 MG</b>
<b>Rainfall (inches) August 2012</b>	<b>3.33”</b>
<b>Rainfall (inches) August 2013</b>	<b>2.30”</b>
<b>Connections / Tap-ins’ to system</b>	<b>0</b>
<b>Miss Dig Stakings</b>	<b>5</b>

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

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**To: Northfield Township Board of Trustees**

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

**Date: November 5<sup>th</sup>, 2013**

**Subject: Sale of 2001 Ford Truck**

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**MEMO:** I am seeking the boards' approval to sell our 2001 Ford 350 pick up truck. We will be advertising for bids.

Thank you for your consideration,



Tim Hardesty

**Subject:** Fwd: ACH Policy  
**From:** kathysue braun <kathysuebraun@gmail.com>  
**Date:** 11/8/2013 2:00 PM  
**To:** Howard Fink <finkh@twp.northfield.mi.us>

*Kathy B.*

----- Forwarded message -----

**From:** **John Pfeffer** <jpfeffer@phppcpa.com>  
**Date:** Wed, Nov 6, 2013 at 1:55 PM  
**Subject:** ACH Policy  
**To:** braunk@twp.northfield.mi.us  
**Cc:** kathysue braun <kathysuebraun@gmail.com>

Hi Kathy, As part of the audit management letter we are recommending that the township review the current ACH policy as far as being able to directly withdrawal from a resident's bank account. There is risk involved trying to prevent and mitigate identity theft. We would recommend eliminating this procedure. Let me know if you have any questions. Thank you John Pfeffer

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Revenues</b>						
Dept 000						
426	PRIOR YEAR TAX INTEREST	6,995.72	0.00	0.00	0.00	0.00
453	CABLEVISION FRANCHISE FEES	88,812.21	83,500.00	0.00	0.00	83,500.00
455	FIBER FOOTAGE FEES	9,338.77	9,000.00	0.00	0.00	9,000.00
574	STATE SHARED REVENUE	604,327.00	610,000.00	0.00	0.00	610,000.00
590	GRANT INCOME	68,591.25	204,000.00	0.00	0.00	204,000.00
626	COPY & FOIA INCOME	284.23	250.00	87.48	42.21	162.52
665	INTEREST INCOME	10,295.89	5,200.00	(1,816.59)	0.00	7,016.59
667	RENTAL INCOME	3,600.00	0.00	0.00	0.00	0.00
671	REIMBURSEMENT/OTHER INCOME	13,560.52	650.00	134.69	0.00	515.31
675	CONTRIBUTION-PRIVATE SOURCE	2,000.00	0.00	9.00	0.00	(9.00)
677	CONTRIBUTION - DOG PARK	0.00	0.00	0.00	(450.00)	0.00
688	RENTAL INCOME - BARKER RD	9,966.00	9,960.00	3,320.00	830.00	6,640.00
690	UNREALIZED GAIN/LOSS	(24,994.77)	0.00	0.00	0.00	0.00
Total - Dept 000		792,776.82	922,560.00	1,734.58	422.21	920,825.42
Dept 191: ELECTIONS						
671	REIMBURSEMENT/OTHER INCOME	0.00	3,500.00	1,522.14	0.00	1,977.86
Total - Dept 191		0.00	3,500.00	1,522.14	0.00	1,977.86
Dept 253: TREASURER						
402	CURRENT PROPERTY TAX	246,782.87	252,084.00	0.00	0.00	252,084.00
404	MOBILE HOME LICENSE FEES	2,457.00	2,910.00	973.50	973.50	1,936.50
445	PENALTY & INTEREST ON TAXES	9,582.25	500.00	9,061.65	8,989.51	(8,561.65)
627	SUMMER TAX PREPARATION	13,465.00	13,500.00	9,440.00	0.00	4,060.00
680	TAX ADMINISTRATION FEES	132,104.53	134,000.00	42,788.37	10,367.91	91,211.63
Total - Dept 253		404,391.65	402,994.00	62,263.52	20,330.92	340,730.48
Dept 336: CONTRIBUTIONS						
625	SEWER ADMINISTRATION	39,000.00	39,000.00	0.00	0.00	39,000.00
Total - Dept 336		39,000.00	39,000.00	0.00	0.00	39,000.00
Dept 412: PLANNING/ZONING DEPT						
477	ZONING COMPLIANCE PERMITS	5,000.00	3,000.00	2,300.00	300.00	700.00
607	ZONING ADMINISTRATIVE FEES	900.00	0.00	0.00	0.00	0.00
608	VARIANCES/APPEALS	2,350.00	2,000.00	943.11	618.11	1,056.89
610	SITE PLAN REVIEW	6,010.00	0.00	0.00	0.00	0.00
629	ZONING COPIES	65.00	50.00	15.00	0.00	35.00
637	SPLIT APPLICATIONS	650.00	500.00	650.00	200.00	(150.00)
Total - Dept 412		14,975.00	5,550.00	3,908.11	1,118.11	1,641.89
Dept 666: SENIOR CITIZEN CENTER						
643	SCC TRIPS/PROGRAMS	35,655.00	35,000.00	10,532.00	281.00	24,468.00
649	SCC MEMBERSHIP	3,274.00	2,750.00	1,069.00	15.00	1,681.00
676	CONTRIBUTIONS - SCC	871.31	500.00	100.00	0.00	400.00
Total - Dept 666		39,800.31	38,250.00	11,701.00	296.00	26,549.00
<b>Total Revenues</b>		1,290,943.78	1,411,854.00	81,129.35	22,167.24	1,330,724.65
<b>Expenditures</b>						
Dept 101: TOWNSHIP BOARD						
701	SALARIES	9,458.24	10,000.00	1,874.97	1,874.97	8,125.03
715	SOCIAL SECURITY	723.58	765.00	143.44	143.44	621.56
717	LIFE/DISB. INSURANCE	86.25	0.00	0.00	0.00	0.00
718	PENSION	112.50	0.00	0.00	0.00	0.00
807	MEMBERSHIP DUES	9,961.15	10,000.00	8,030.51	0.00	1,969.49
900	PRINTING & PUBLICATIONS	5,244.49	6,300.00	2,436.48	1,438.77	3,863.52
956	MISCELLANEOUS	2,863.50	0.00	0.00	0.00	0.00
957	TRAINING & DEVELOPMENT	0.00	2,000.00	0.00	0.00	2,000.00
Total - Dept 101		28,449.71	29,065.00	12,485.40	3,457.18	16,579.60

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Dept 171: SUPERVISOR</b>						
701 SALARIES	25,105.08	12,500.00	4,326.84	961.52	8,173.16	34.61
715 SOCIAL SECURITY	1,220.46	957.00	(88.98)	(17.83)	1,045.98	(9.30)
716 HOSPITALIZATION	2,131.22	0.00	0.00	0.00	0.00	0.00
717 LIFE/DISB. INSURANCE	263.95	0.00	0.00	0.00	0.00	0.00
718 PENSION	1,789.23	0.00	0.00	0.00	0.00	0.00
807 MEMBERSHIP DUES	0.00	120.00	0.00	0.00	120.00	0.00
956 MISCELLANEOUS	0.00	100.00	0.00	0.00	100.00	0.00
957 TRAINING & DEVELOPMENT	0.00	200.00	0.00	0.00	200.00	0.00
<b>Total - Dept 171</b>	<b>30,509.94</b>	<b>13,877.00</b>	<b>4,237.86</b>	<b>943.69</b>	<b>9,639.14</b>	<b>30.54</b>
<b>Dept 172: TOWNSHIP MANAGER</b>						
701 SALARIES	8,292.31	77,000.00	26,653.86	5,923.08	50,346.14	34.62
704 CLERICAL/DEP /SUPER/ELECTION	0.00	38,000.00	0.00	0.00	38,000.00	0.00
715 SOCIAL SECURITY	4,385.67	12,871.00	3,340.63	723.38	9,530.37	25.95
716 HOSPITALIZATION	2,237.46	13,144.00	5,027.91	1,671.72	8,116.09	38.25
717 LIFE/DISB. INSURANCE	0.00	915.00	278.91	92.97	636.09	30.48
718 PENSION	829.20	7,700.00	2,665.24	592.28	5,034.76	34.61
722 CONTROLLER	52,000.00	53,248.00	17,014.40	3,532.80	36,233.60	31.95
818 CONTRACTUAL SERVICES	0.00	13,500.00	4,923.75	150.00	8,576.25	36.47
850 COMMUNICATION	0.00	840.00	353.80	100.42	486.20	42.12
860 FUEL & MILEAGE	0.00	2,000.00	0.00	0.00	2,000.00	0.00
927 ALLOCATE TO DEPARTMENTS	(30,160.04)	(30,883.00)	0.00	0.00	(30,883.00)	0.00
957 TRAINING & DEVELOPMENT	0.00	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total - Dept 172</b>	<b>37,584.60</b>	<b>190,335.00</b>	<b>60,258.50</b>	<b>12,786.65</b>	<b>130,076.50</b>	<b>31.66</b>
<b>Dept 191: ELECTIONS</b>						
704 CLERICAL/DEP /SUPER/ELECTION	6,325.77	2,000.00	819.53	0.00	1,180.47	40.98
727 SUPPLIES	2,634.16	1,000.00	175.53	56.41	824.47	17.55
851 POSTAGE	1,000.00	400.00	200.00	200.00	200.00	50.00
900 PRINTING & PUBLICATIONS	1,924.16	400.00	0.00	0.00	400.00	0.00
<b>Total - Dept 191</b>	<b>11,884.09</b>	<b>3,800.00</b>	<b>1,195.06</b>	<b>256.41</b>	<b>2,604.94</b>	<b>31.45</b>
<b>Dept 215: CLERK</b>						
701 SALARIES	31,911.27	12,500.00	8,696.41	961.52	3,803.59	69.57
703 DEPUTY SALARIES	17,577.00	25,130.00	7,677.08	1,729.59	17,452.92	30.55
715 SOCIAL SECURITY	3,785.99	2,880.00	1,252.57	205.87	1,627.43	43.49
717 LIFE/DISB. INSURANCE	260.70	0.00	0.00	0.00	0.00	0.00
718 PENSION	1,763.80	0.00	0.00	0.00	0.00	0.00
723 RECORD SEC	4,895.00	5,000.00	780.00	780.00	4,220.00	15.60
807 MEMBERSHIP DUES	180.00	100.00	0.00	0.00	100.00	0.00
860 FUEL & MILEAGE	0.00	200.00	11.75	0.00	188.25	5.88
922 LATE FEES AND PENALTIES	302.18	0.00	0.00	0.00	0.00	0.00
957 TRAINING & DEVELOPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total - Dept 215</b>	<b>60,675.94</b>	<b>46,810.00</b>	<b>18,417.81</b>	<b>3,676.98</b>	<b>28,392.19</b>	<b>39.35</b>
<b>Dept 247: BOARD OF REVIEW</b>						
706 BOARD OF REVIEW FEE	1,458.00	2,000.00	0.00	0.00	2,000.00	0.00
715 SOCIAL SECURITY	111.50	153.00	0.00	0.00	153.00	0.00
900 PRINTING & PUBLICATIONS	0.00	800.00	0.00	0.00	800.00	0.00
959 TRIBUNALS AND DRAINS	9,129.24	20,000.00	0.00	0.00	20,000.00	0.00
<b>Total - Dept 247</b>	<b>10,698.74</b>	<b>22,953.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,953.00</b>	<b>0.00</b>
<b>Dept 253: TREASURER</b>						
701 SALARIES	23,865.29	12,500.00	4,326.84	961.52	8,173.16	34.61
703 DEPUTY SALARIES	39,449.27	41,000.00	14,959.52	3,309.06	26,040.48	36.49
704 CLERICAL/DEP /SUPER/ELECTION	15,331.22	15,890.00	6,010.11	1,324.08	9,879.89	37.82
715 SOCIAL SECURITY	6,016.41	5,308.00	1,935.17	427.99	3,372.83	36.46
716 HOSPITALIZATION	5,806.28	6,442.00	2,330.70	932.28	4,111.30	36.18
717 LIFE/DISB. INSURANCE	310.78	560.00	183.80	45.95	376.20	32.82
718 PENSION	5,445.28	4,100.00	1,406.84	315.36	2,693.16	34.31
803 LEGAL	6,000.00	6,000.00	2,000.00	1,000.00	4,000.00	33.33
804 TAX STATEMENT PREPARATION	1,379.57	1,500.00	604.56	0.00	895.44	40.30
807 MEMBERSHIP DUES	100.00	120.00	0.00	0.00	120.00	0.00
851 POSTAGE	2,474.72	3,200.00	1,627.42	0.00	1,572.58	50.86
927 ALLOCATE TO DEPARTMENTS	(12,708.00)	(13,810.00)	0.00	0.00	(13,810.00)	0.00
956 MISCELLANEOUS	858.23	3,500.00	171.00	0.00	3,329.00	4.89
957 TRAINING & DEVELOPMENT	0.00	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total - Dept 253</b>	<b>94,329.05</b>	<b>88,310.00</b>	<b>35,555.96</b>	<b>8,316.24</b>	<b>52,754.04</b>	<b>40.26</b>

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Dept 257: ASSESSING</b>						
709 ASST ASSESSOR	3,903.75	26,624.00	0.00	0.00	26,624.00	0.00
713 ASSESSOR	59,999.94	62,464.00	21,212.25	4,726.14	41,251.75	33.96
715 SOCIAL SECURITY	5,003.41	6,816.00	1,622.70	361.54	5,193.30	23.81
716 HOSPITALIZATION	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
717 LIFE/DISB. INSURANCE	887.04	920.00	301.68	75.42	618.32	32.79
718 PENSION	5,999.76	6,246.00	2,121.16	472.60	4,124.84	33.96
720 BANKED PTO	230.77	0.00	0.00	0.00	0.00	0.00
727 SUPPLIES	75.00	1,000.00	375.00	375.00	625.00	37.50
807 MEMBERSHIP DUES	390.00	450.00	115.00	0.00	335.00	25.56
851 POSTAGE	2,099.01	3,000.00	0.00	0.00	3,000.00	0.00
860 FUEL & MILEAGE	338.54	2,000.00	293.98	293.98	1,706.02	14.70
957 TRAINING & DEVELOPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total - Dept 257</b>	<b>80,427.22</b>	<b>112,020.00</b>	<b>26,041.77</b>	<b>6,304.68</b>	<b>85,978.23</b>	<b>23.25</b>
<b>Dept 265: HALL AND GROUNDS</b>						
710 JANITORIAL SALARIES	5,080.00	6,000.00	1,760.00	400.00	4,240.00	29.33
715 SOCIAL SECURITY	388.62	459.00	134.64	30.60	324.36	29.33
727 SUPPLIES	7,716.37	8,500.00	2,548.29	1,254.21	5,951.71	29.98
731 WORKERS COMP INSURANCE	1,721.00	1,155.00	0.00	0.00	1,155.00	0.00
816 GROUNDS/CLEANG/JANITORL SEF	4,985.00	4,000.00	680.00	220.00	3,320.00	17.00
821 PSB MAINT & OPS ALLOCATION	42,945.00	49,534.00	0.00	0.00	49,534.00	0.00
850 COMMUNICATION	5,213.48	4,380.00	2,308.20	1,117.24	2,071.80	52.70
851 POSTAGE	4,396.77	5,500.00	1,194.76	1,194.76	4,305.24	21.72
860 FUEL & MILEAGE	1,922.27	0.00	0.00	0.00	0.00	0.00
910 INSURANCE & BONDS	29,996.00	30,700.00	0.00	0.00	30,700.00	0.00
920 UTILITIES	3,549.18	1,500.00	629.10	5.59	870.90	41.94
930 REPAIRS & MAINTENANCE	29,454.94	15,000.00	5,598.97	183.00	9,401.03	37.33
938 CHARGEBACKS - PRIOR TAX YEAF	56.99	2,000.00	10,442.79	0.00	(8,442.79)	522.14
940 RENTAL EQUIPMENT	3,909.80	4,300.00	934.97	240.75	3,365.03	21.74
956 MISCELLANEOUS	0.00	250.00	25.00	0.00	225.00	10.00
957 TRAINING & DEVELOPMENT	3,481.34	0.00	0.00	0.00	0.00	0.00
<b>Total - Dept 265</b>	<b>144,816.76</b>	<b>133,278.00</b>	<b>26,256.72</b>	<b>4,646.15</b>	<b>107,021.28</b>	<b>19.70</b>
<b>Dept 270: LEGAL/PROFESSIONAL</b>						
800 OTHER PROFESSIONAL FEES	8,187.50	500.00	0.00	0.00	500.00	0.00
802 AUDIT FEES	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
803 LEGAL	104,996.06	96,000.00	31,345.00	17,460.00	64,655.00	32.65
806 ENGINEER	3,159.00	5,000.00	0.00	0.00	5,000.00	0.00
927 ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(15,200.00)	(7,600.00)	(30,400.00)	33.33
<b>Total - Dept 270</b>	<b>75,242.56</b>	<b>60,400.00</b>	<b>16,145.00</b>	<b>9,860.00</b>	<b>44,255.00</b>	<b>26.73</b>
<b>Dept 336: CONTRIBUTIONS</b>						
933 CONTRIBUTION - INDEPENDENCE	2,350.00	2,000.00	0.00	0.00	2,000.00	0.00
964 CONTRIBUTION-FIRE & MED RES	29,310.00	25,000.00	0.00	0.00	25,000.00	0.00
965 CONTR-HUMAN SVC CONTRACT	3,600.00	0.00	0.00	0.00	0.00	0.00
<b>Total - Dept 336</b>	<b>35,260.00</b>	<b>27,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,000.00</b>	<b>0.00</b>
<b>Dept 412: PLANNING/ZONING DEPT</b>						
707 ZBA SALARIES	2,000.00	3,000.00	900.00	0.00	2,100.00	30.00
715 SOCIAL SECURITY	711.45	1,071.00	298.35	91.80	772.65	27.86
723 RECORD SEC	4,240.00	4,500.00	960.00	960.00	3,540.00	21.33
726 PLANN COMM	7,300.00	11,000.00	3,000.00	1,200.00	8,000.00	27.27
727 SUPPLIES	0.00	200.00	25.00	25.00	175.00	12.50
800 OTHER PROFESSIONAL FEES	0.00	5,000.00	1,995.00	1,995.00	3,005.00	39.90
801 PLANNER FEES	32,773.65	30,000.00	1,600.00	0.00	28,400.00	5.33
803 LEGAL	1,655.00	10,000.00	0.00	0.00	10,000.00	0.00
809 CODE ENFORCEMENT	8,491.66	15,000.00	2,380.00	1,567.50	12,620.00	15.87
851 POSTAGE	0.00	500.00	0.00	0.00	500.00	0.00
900 PRINTING & PUBLICATIONS	1,361.04	1,500.00	387.69	387.69	1,112.31	25.85
927 ALLOCATE TO DEPARTMENTS	6,354.00	6,905.00	0.00	0.00	6,905.00	0.00
957 TRAINING & DEVELOPMENT	0.00	0.00	350.00	0.00	(350.00)	100.00
<b>Total - Dept 412</b>	<b>64,886.80</b>	<b>88,676.00</b>	<b>11,896.04</b>	<b>6,226.99</b>	<b>76,779.96</b>	<b>13.42</b>
<b>Dept 448: STREET LIGHTS</b>						
920 UTILITIES	36,626.00	36,000.00	6,031.66	0.00	29,968.34	16.75
<b>Total - Dept 448</b>	<b>36,626.00</b>	<b>36,000.00</b>	<b>6,031.66</b>	<b>0.00</b>	<b>29,968.34</b>	<b>16.75</b>

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Dept 449: ROAD WORK</b>						
813 ROADWORK	47,808.00	34,650.00	19,769.73	0.00	14,880.27	57.06
814 ROAD IMPROVEMENTS	54,296.74	55,500.00	44,552.00	0.00	10,948.00	80.27
929 GRANT EXPENSE	68,591.25	204,000.00	470.00	0.00	203,530.00	0.23
Total - Dept 449	170,695.99	294,150.00	64,791.73	0.00	229,358.27	22.03
<b>Dept 666: SENIOR CITIZEN CENTER</b>						
701 SALARIES	37,288.34	35,500.00	12,834.58	3,276.92	22,665.42	36.15
702 SALARIES	6,359.25	0.00	0.00	0.00	0.00	0.00
715 SOCIAL SECURITY	3,339.03	2,716.00	981.83	250.68	1,734.17	36.15
716 HOSPITALIZATION	10,094.15	6,442.00	2,330.70	932.28	4,111.30	36.18
717 LIFE/DISB. INSURANCE	429.66	670.00	200.56	50.14	469.44	29.93
718 PENSION	2,701.60	3,550.00	1,775.02	136.54	1,774.98	50.00
720 BANKED PTO	(3,377.12)	0.00	0.00	0.00	0.00	0.00
727 SUPPLIES	1,062.62	1,800.00	219.07	60.79	1,580.93	12.17
731 WORKERS COMP INSURANCE	413.00	270.00	0.00	0.00	270.00	0.00
807 MEMBERSHIP DUES	220.00	220.00	75.00	0.00	145.00	34.09
812 SCC TRIPS/PROGRAMS	30,042.84	30,000.00	9,665.91	804.32	20,334.09	32.22
816 GROUNDS/CLEANG/JANITORL SEF	6,970.00	7,320.00	1,410.00	435.00	5,910.00	19.26
850 COMMUNICATION	2,066.87	2,300.00	591.35	186.10	1,708.65	25.71
851 POSTAGE	846.00	1,000.00	200.00	200.00	800.00	20.00
900 PRINTING & PUBLICATIONS	567.68	1,000.00	0.00	0.00	1,000.00	0.00
910 INSURANCE & BONDS	1,840.00	1,900.00	0.00	0.00	1,900.00	0.00
920 UTILITIES	2,689.17	4,500.00	407.42	60.62	4,092.58	9.05
930 REPAIRS & MAINTENANCE	7,925.36	4,300.00	762.00	0.00	3,538.00	17.72
970 EQUIPMENT	349.99	400.00	105.47	0.00	294.53	26.37
Total - Dept 666	111,828.44	103,888.00	31,558.91	6,393.39	72,329.09	30.38
<b>Dept 850: TOWNSHIP CONTINGENCY</b>						
905 CONTINGENCY FUNDS	11,044.25	10,000.00	0.00	0.00	10,000.00	0.00
Total - Dept 850	11,044.25	10,000.00	0.00	0.00	10,000.00	0.00
<b>Dept 900: CAPITAL OUTLAY</b>						
972 COMPUTER	7,125.39	23,335.00	0.00	0.00	23,335.00	0.00
978 LAND ACQUISITION	6,585.87	4,500.00	0.00	0.00	4,500.00	0.00
Total - Dept 900	13,711.26	27,835.00	0.00	0.00	27,835.00	0.00
<b>Dept 905: DEBT SERVICE</b>						
985 PSB SHARE OF BOND PMT	94,320.18	87,419.00	0.00	0.00	87,419.00	0.00
Total - Dept 905	94,320.18	87,419.00	0.00	0.00	87,419.00	0.00
<b>Total Expenditures</b>	<b>1,112,991.53</b>	<b>1,375,816.00</b>	<b>314,872.42</b>	<b>62,868.36</b>	<b>1,060,943.58</b>	<b>22.89</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>177,952.25</b>	<b>36,038.00</b>	<b>(233,743.07)</b>	<b>(40,701.12)</b>	<b>269,781.07</b>	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 207 - LAW ENFORCEMENT FUND</b>						
<b>Revenues</b>						
Dept 000						
402	CURRENT PROPERTY TAX	1,327,750.81	1,356,155.00	0.00	0.00	1,356,155.00 0.00
445	PENALTY & INTEREST ON TAXES	1,089.05	0.00	298.99	0.00	(298.99) 100.00
570	LIQUOR LICENSE & PERMITS	2,589.40	3,000.00	2,564.10	41.25	435.90 85.47
590	GRANT INCOME	13,872.50	0.00	0.00	0.00	0.00 0.00
626	COPY & FOIA INCOME	1,536.50	2,000.00	527.50	49.50	1,472.50 26.38
656	FINES & COURT FEES	27,330.86	30,000.00	4,733.40	2,230.80	25,266.60 15.78
658	IMPOUND FEES	1,660.00	2,000.00	1,040.00	140.00	960.00 52.00
664	FEES PAID FOR OFFICER WAGES	5,957.76	6,000.00	0.00	0.00	6,000.00 0.00
671	REIMBURSEMENT/OTHER INCOME	2,046.00	2,500.00	5,591.00	240.00	(3,091.00) 223.64
675	CONTRIBUTION-PRIVATE SOURCE	3,000.00	200.00	0.00	0.00	200.00 0.00
681	OT REIMBURSEMENT	21,586.19	12,000.00	4,626.24	2,561.09	7,373.76 38.55
Total - Dept 000		1,408,419.07	1,413,855.00	19,381.23	5,262.64	1,394,473.77 1.37
Dept 336: CONTRIBUTIONS						
588	CONTRIBUTION OTHER FUND(S)	42,500.00	35,000.00	0.00	0.00	35,000.00 0.00
683	CONTRIBUTION - INDEPENDENCE	1,350.00	1,000.00	0.00	0.00	1,000.00 0.00
Total - Dept 336		43,850.00	36,000.00	0.00	0.00	36,000.00 0.00
<b>Total Revenues</b>		1,452,269.07	1,449,855.00	19,381.23	5,262.64	1,430,473.77 1.34
<b>Expenditures</b>						
Dept 226: PERSONNEL						
701	SALARIES	144,716.34	187,651.00	65,044.07	14,446.10	122,606.93 34.66
702	SALARIES	352,055.97	322,775.00	127,957.88	28,064.50	194,817.12 39.64
704	CLERICAL/DEP /SUPER/ELECTION	57,110.13	65,755.00	20,441.21	4,637.72	45,313.79 31.09
708	SALARIES-PART TIME	50,179.78	50,000.00	9,490.29	894.56	40,509.71 18.98
710	JANITORIAL SALARIES	4,160.00	4,608.00	1,440.00	320.00	3,168.00 31.25
711	SALARIES-OVERTIME	49,608.48	50,000.00	23,761.54	3,028.27	26,238.46 47.52
714	HOLIDAY	29,066.25	29,469.00	0.00	0.00	29,469.00 0.00
715	SOCIAL SECURITY	54,287.97	55,138.00	18,999.00	3,931.42	36,139.00 34.46
716	HOSPITALIZATION	125,151.63	129,118.00	26,204.80	10,481.92	102,913.20 20.30
717	LIFE/DISB. INSURANCE	7,743.12	8,022.00	2,649.54	643.26	5,372.46 33.03
718	PENSION	52,390.28	54,819.00	18,878.88	4,184.00	35,940.12 34.44
719	EMPLOYEE FRINGE-LONGEVITY	4,500.00	4,800.00	0.00	0.00	4,800.00 0.00
720	BANKED PTO	(1,271.27)	0.00	0.00	0.00	0.00 0.00
730	MEDICAL TESTING	81.00	1,000.00	0.00	0.00	1,000.00 0.00
731	WORKERS COMP INSURANCE	13,225.00	10,130.00	0.00	0.00	10,130.00 0.00
741	UNIFORMS/GEAR & ALLOWANCE	5,400.00	5,700.00	0.00	0.00	5,700.00 0.00
927	ALLOCATE TO DEPARTMENTS	52,179.00	54,658.00	0.00	0.00	54,658.00 0.00
957	TRAINING & DEVELOPMENT	2,008.73	4,000.00	690.00	0.00	3,310.00 17.25
Total - Dept 226		1,002,592.41	1,037,643.00	315,557.21	70,631.75	722,085.79 30.41
Dept 265: HALL AND GROUNDS						
821	PSB MAINT & OPS ALLOCATION	42,945.00	49,533.00	0.00	0.00	49,533.00 0.00
Total - Dept 265		42,945.00	49,533.00	0.00	0.00	49,533.00 0.00
Dept 270: LEGAL/PROFESSIONAL						
722	CONTROLLER	7,800.01	7,987.00	0.00	0.00	7,987.00 0.00
802	AUDIT FEES	3,060.00	3,060.00	0.00	0.00	3,060.00 0.00
803	LEGAL	39,600.00	40,000.00	13,200.00	6,600.00	26,800.00 33.00
Total - Dept 270		50,460.01	51,047.00	13,200.00	6,600.00	37,847.00 25.86

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Dept 301: OPERATING COSTS</b>						
727 SUPPLIES	6,918.09	6,000.00	736.96	167.94	5,263.04	12.28
741 UNIFORMS/GEAR & ALLOWANCE	2,003.21	4,000.00	520.78	686.38	3,479.22	13.02
807 MEMBERSHIP DUES	1,247.50	2,000.00	565.00	0.00	1,435.00	28.25
818 CONTRACTUAL SERVICES	17,571.00	17,500.00	3,696.75	3,696.75	13,803.25	21.12
820 DISPATCH SERVICES	63,346.92	67,980.00	21,115.64	5,278.91	46,864.36	31.06
850 COMMUNICATION	12,894.03	16,000.00	3,838.94	1,634.01	12,161.06	23.99
851 POSTAGE	100.00	250.00	123.40	100.00	126.60	49.36
900 PRINTING & PUBLICATIONS	333.58	1,000.00	56.05	0.00	943.95	5.61
910 INSURANCE & BONDS	20,754.00	21,100.00	0.00	0.00	21,100.00	0.00
929 GRANT EXPENSE	13,872.50	0.00	0.00	0.00	0.00	0.00
930 REPAIRS & MAINTENANCE	2,055.56	3,000.00	2,122.19	1,124.81	877.81	70.74
932 RADIO REPAIR	2,200.00	1,100.00	0.00	0.00	1,100.00	0.00
938 CHARGEBACKS - PRIOR TAX YEAF	(3,321.28)	0.00	33,408.73	0.00	(33,408.73)	100.00
940 RENTAL EQUIPMENT	1,691.61	2,300.00	344.73	0.00	1,955.27	14.99
956 MISCELLANEOUS	7,585.00	100.00	0.00	0.00	100.00	0.00
959 TRIBUNALS AND DRAINS	2,170.10	2,000.00	0.00	0.00	2,000.00	0.00
972 COMPUTER	2,044.82	2,400.00	800.00	200.00	1,600.00	33.33
<b>Total - Dept 301</b>	<b>153,466.64</b>	<b>146,730.00</b>	<b>67,329.17</b>	<b>12,888.80</b>	<b>79,400.83</b>	<b>45.89</b>
<b>Dept 333: TRANSPORTATION</b>						
860 FUEL & MILEAGE	32,616.37	28,000.00	6,774.04	2,362.83	21,225.96	24.19
930 REPAIRS & MAINTENANCE	13,571.27	13,000.00	2,638.50	457.16	10,361.50	20.30
<b>Total - Dept 333</b>	<b>46,187.64</b>	<b>41,000.00</b>	<b>9,412.54</b>	<b>2,819.99</b>	<b>31,587.46</b>	<b>22.96</b>
<b>Dept 900: CAPITAL OUTLAY</b>						
970 EQUIPMENT	0.00	1,500.00	0.00	0.00	1,500.00	0.00
972 COMPUTER	370.59	500.00	0.00	0.00	500.00	0.00
974 VEHICLE	8,573.00	0.00	0.00	0.00	0.00	0.00
<b>Total - Dept 900</b>	<b>8,943.59</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>
<b>Dept 905: DEBT SERVICE</b>						
985 PSB SHARE OF BOND PMT	94,320.17	87,419.00	0.00	0.00	87,419.00	0.00
995 DEBT SERVICE - INTEREST	262.25	0.00	0.00	0.00	0.00	0.00
<b>Total - Dept 905</b>	<b>94,582.42</b>	<b>87,419.00</b>	<b>0.00</b>	<b>0.00</b>	<b>87,419.00</b>	<b>0.00</b>
<b>Dept 998: PRIOR PERIOD ADJUSTMENT</b>						
898 PRIOR PERIOD ADJUSTMENT	(31,673.46)	0.00	0.00	0.00	0.00	0.00
<b>Total - Dept 998</b>	<b>(31,673.46)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>1,367,504.25</b>	<b>1,415,372.00</b>	<b>405,498.92</b>	<b>92,940.54</b>	<b>1,009,873.08</b>	<b>28.65</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>84,764.82</b>	<b>34,483.00</b>	<b>(386,117.69)</b>	<b>(87,677.90)</b>	<b>420,600.69</b>	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 216 - MEDICAL RESCUE FUND</b>						
<b>Revenues</b>						
Dept 000						
402	CURRENT PROPERTY TAX	593,774.94	606,490.00	0.00	0.00	606,490.00 0.00
445	PENALTY & INTEREST ON TAXES	487.32	0.00	136.19	0.00	(136.19) 100.00
482	HOUSE NUMBERS	200.00	250.00	40.00	0.00	210.00 16.00
588	CONTRIBUTION OTHER FUND(S)	29,310.00	25,000.00	0.00	0.00	25,000.00 0.00
615	INSURANCE PROCEEDS	3,616.74	0.00	0.00	0.00	0.00 0.00
626	COPY & FOIA INCOME	46.00	0.00	5.00	0.00	(5.00) 100.00
635	RESPONSE FEES	3,087.25	7,000.00	6,418.57	2,071.22	581.43 91.69
639	DRIVEWAY INSPECTIONS	500.00	300.00	150.00	50.00	150.00 50.00
671	REIMBURSEMENT/OTHER INCOME	2,595.45	4,000.00	2,200.00	0.00	1,800.00 55.00
675	CONTRIBUTION-PRIVATE SOURCE	0.00	0.00	100.00	0.00	(100.00) 100.00
Total - Dept 000		633,617.70	643,040.00	9,049.76	2,121.22	633,990.24 1.41
Dept 336: CONTRIBUTIONS						
683	CONTRIBUTION - INDEPENDENCE	1,000.00	1,000.00	0.00	0.00	1,000.00 0.00
Total - Dept 336		1,000.00	1,000.00	0.00	0.00	1,000.00 0.00
<b>Total Revenues</b>		634,617.70	644,040.00	9,049.76	2,121.22	634,990.24 1.41
<b>Expenditures</b>						
Dept 226: PERSONNEL						
701	SALARIES	82,000.05	77,000.00	26,653.86	5,923.08	50,346.14 34.62
702	SALARIES	123,982.00	125,000.00	43,154.00	9,408.00	81,846.00 34.52
705	ADMINISTRATIVE ASSISTANT	5,343.80	5,500.00	1,880.34	451.36	3,619.66 34.19
708	SALARIES-PART TIME	46,103.73	48,000.00	17,459.13	3,766.06	30,540.87 36.37
712	SALARIES - OFFICERS	10,406.00	14,000.00	3,500.00	0.00	10,500.00 25.00
715	SOCIAL SECURITY	21,160.94	21,690.00	7,260.57	1,553.98	14,429.43 33.47
716	HOSPITALIZATION	15,957.00	17,746.00	6,687.57	2,492.37	11,058.43 37.68
717	LIFE/DISB. INSURANCE	948.96	980.00	322.32	80.58	657.68 32.89
718	PENSION	7,699.63	7,700.00	2,665.26	592.28	5,034.74 34.61
720	BANKED PTO	2,554.33	0.00	0.00	0.00	0.00 0.00
730	MEDICAL TESTING	689.00	2,500.00	336.50	251.50	2,163.50 13.46
731	WORKERS COMP INSURANCE	14,037.00	9,150.00	0.00	0.00	9,150.00 0.00
927	ALLOCATE TO DEPARTMENTS	(52,179.00)	(54,658.00)	0.00	0.00	(54,658.00) 0.00
957	TRAINING & DEVELOPMENT	3,582.67	4,000.00	1,595.00	135.00	2,405.00 39.88
958	TRAINING WAGES	8,878.50	14,000.00	2,262.00	765.00	11,738.00 16.16
Total - Dept 226		291,164.61	292,608.00	113,776.55	25,419.21	178,831.45 38.88
Dept 265: HALL AND GROUNDS						
816	GROUNDS/CLEANG/JANITORL SEF	1,966.00	2,000.00	0.00	0.00	2,000.00 0.00
821	PSB MAINT & OPS ALLOCATION	42,945.00	49,533.00	0.00	0.00	49,533.00 0.00
Total - Dept 265		44,911.00	51,533.00	0.00	0.00	51,533.00 0.00
Dept 270: LEGAL/PROFESSIONAL						
722	CONTROLLER	7,800.01	7,987.00	0.00	0.00	7,987.00 0.00
802	AUDIT FEES	3,060.00	3,060.00	0.00	0.00	3,060.00 0.00
803	LEGAL	0.00	4,000.00	0.00	0.00	4,000.00 0.00
Total - Dept 270		10,860.01	15,047.00	0.00	0.00	15,047.00 0.00
Dept 301: OPERATING COSTS						
727	SUPPLIES	7,217.16	8,000.00	1,965.22	1,138.48	6,034.78 24.57
741	UNIFORMS/GEAR & ALLOWANCE	2,028.90	4,000.00	124.72	124.72	3,875.28 3.12
807	MEMBERSHIP DUES	1,575.00	1,800.00	525.00	25.00	1,275.00 29.17
818	CONTRACTUAL SERVICES	1,473.33	700.00	423.81	264.72	276.19 60.54
820	DISPATCH SERVICES	9,809.40	11,000.00	3,528.28	882.07	7,471.72 32.08
850	COMMUNICATION	6,368.29	8,000.00	1,742.56	292.10	6,257.44 21.78
851	POSTAGE	19.05	50.00	38.22	0.00	11.78 76.44
900	PRINTING & PUBLICATIONS	56.00	200.00	0.00	0.00	200.00 0.00
910	INSURANCE & BONDS	65,357.00	66,600.00	0.00	0.00	66,600.00 0.00
920	UTILITIES	10,469.56	9,000.00	689.89	83.80	8,310.11 7.67
930	REPAIRS & MAINTENANCE	3,520.43	4,000.00	154.19	46.00	3,845.81 3.85
932	RADIO REPAIR	2,200.00	2,000.00	0.00	0.00	2,000.00 0.00
938	CHARGEBACKS - PRIOR TAX YEAF	(939.85)	0.00	14,940.83	0.00	(14,940.83) 100.00
959	TRIBUNALS AND DRAINS	970.49	0.00	0.00	0.00	0.00 0.00
Total - Dept 301		110,124.76	115,350.00	24,132.72	2,856.89	91,217.28 20.92

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
Dept 333: TRANSPORTATION						
860 FUEL & MILEAGE	12,257.35	11,000.00	2,808.36	1,014.62	8,191.64	25.53
930 REPAIRS & MAINTENANCE	25,376.28	16,000.00	2,175.24	190.25	13,824.76	13.60
Total - Dept 333	37,633.63	27,000.00	4,983.60	1,204.87	22,016.40	18.46
Dept 900: CAPITAL OUTLAY						
970 EQUIPMENT	3,213.53	6,000.00	285.76	0.00	5,714.24	4.76
972 COMPUTER	586.30	800.00	234.52	58.63	565.48	29.32
Total - Dept 900	3,799.83	6,800.00	520.28	58.63	6,279.72	7.65
Dept 905: DEBT SERVICE						
985 PSB SHARE OF BOND PMT	94,320.16	87,419.00	0.00	0.00	87,419.00	0.00
991 DEBT SERVICE - PRINCIPAL	39,819.32	41,751.00	41,750.56	39,819.32	0.44	100.00
995 DEBT SERVICE - INTEREST	8,305.33	6,375.00	6,374.09	8,305.33	0.91	99.99
Total - Dept 905	142,444.81	135,545.00	48,124.65	48,124.65	87,420.35	35.50
<b>Total Expenditures</b>	640,938.65	643,883.00	191,537.80	77,664.25	452,345.20	29.75
<b>NET OF REVENUES AND EXPENDITURES</b>	(6,320.95)	157.00	(182,488.04)	(75,543.03)	182,645.04	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTH</b>						
<b>Revenues</b>						
Dept 000						
675 CONTRIBUTION-PRIVATE SOURCE	136.00	0.00	0.00	0.00	0.00	0.00
Total - Dept 000	136.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>136.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
727 SUPPLIES	0.00	100.00	0.00	0.00	100.00	0.00
746 FARMERS MARKET	850.00	500.00	0.00	0.00	500.00	0.00
Total - Dept 301	850.00	600.00	0.00	0.00	600.00	0.00
Dept 900: CAPITAL OUTLAY						
925 STREETSCAPING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total - Dept 900	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
<b>Total Expenditures</b>	<b>2,350.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>0.00</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>(2,214.00)</b>	<b>(2,100.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,100.00)</b>	
<b>Fund 265 - NARCOTICS FUND</b>						
<b>Revenues</b>						
Dept 000						
661 FORFEITURES	4,988.00	8,000.00	18,159.00	0.00	(10,159.00)	226.99
Total - Dept 000	4,988.00	8,000.00	18,159.00	0.00	(10,159.00)	226.99
<b>Total Revenues</b>	<b>4,988.00</b>	<b>8,000.00</b>	<b>18,159.00</b>	<b>0.00</b>	<b>(10,159.00)</b>	<b>226.99</b>
<b>Expenditures</b>						
Dept 226: PERSONNEL						
957 TRAINING & DEVELOPMENT	350.00	500.00	0.00	0.00	500.00	0.00
Total - Dept 226	350.00	500.00	0.00	0.00	500.00	0.00
Dept 301: OPERATING COSTS						
727 SUPPLIES	300.00	0.00	0.00	0.00	0.00	0.00
899 FORFEITURE SHARING	2,723.32	2,000.00	0.00	0.00	2,000.00	0.00
956 MISCELLANEOUS	110.29	100.00	80.65	0.00	19.35	80.65
Total - Dept 301	3,133.61	2,100.00	80.65	0.00	2,019.35	3.84
Dept 336: CONTRIBUTIONS						
967 CONTRIBUTION-LAW ENFORCEME	7,500.00	0.00	0.00	0.00	0.00	0.00
Total - Dept 336	7,500.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>10,983.61</b>	<b>2,600.00</b>	<b>80.65</b>	<b>0.00</b>	<b>2,519.35</b>	<b>3.10</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>(5,995.61)</b>	<b>5,400.00</b>	<b>18,078.35</b>	<b>0.00</b>	<b>(12,678.35)</b>	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 266 - FEDERAL NARCOTICS FUND</b>						
<b>Revenues</b>						
Dept 000						
661 FORFEITURES	225,054.06	150,000.00	38,153.00	0.00	111,847.00	25.44
Total - Dept 000	225,054.06	150,000.00	38,153.00	0.00	111,847.00	25.44
<b>Total Revenues</b>	225,054.06	150,000.00	38,153.00	0.00	111,847.00	25.44
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
727 SUPPLIES	918.00	0.00	910.00	0.00	(910.00)	100.00
Total - Dept 301	918.00	0.00	910.00	0.00	(910.00)	100.00
Dept 336: CONTRIBUTIONS						
967 CONTRIBUTION-LAW ENFORCEME	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Total - Dept 336	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Dept 900: CAPITAL OUTLAY						
970 EQUIPMENT	28,729.71	15,000.00	528.34	528.34	14,471.66	3.52
974 VEHICLE	63,863.00	75,000.00	0.00	0.00	75,000.00	0.00
Total - Dept 900	92,592.71	90,000.00	528.34	528.34	89,471.66	0.59
<b>Total Expenditures</b>	128,510.71	125,000.00	1,438.34	528.34	123,561.66	1.15
<b>NET OF REVENUES AND EXPENDITURES</b>	96,543.35	25,000.00	36,714.66	(528.34)	(11,714.66)	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 287 - BUILDING DEPARTMENT FUND</b>						
<b>Revenues</b>						
Dept 000						
481 SIGN PERMITS	0.00	0.00	235.00	65.00	(235.00)	100.00
484 BUILDING PLAN REVIEW FEES	3,422.50	2,000.00	2,008.00	175.00	(8.00)	100.40
485 BUILDING PERMIT FEES	31,759.70	22,000.00	15,959.00	2,152.00	6,041.00	72.54
486 CONTRACTOR'S REGISTRATION	870.00	500.00	255.00	60.00	245.00	51.00
488 TRADE PERMIT FEES	20,270.00	15,000.00	7,552.50	1,851.50	7,447.50	50.35
Total - Dept 000	56,322.20	39,500.00	26,009.50	4,303.50	13,490.50	65.85
<b>Total Revenues</b>	<b>56,322.20</b>	<b>39,500.00</b>	<b>26,009.50</b>	<b>4,303.50</b>	<b>13,490.50</b>	<b>65.85</b>
<b>Expenditures</b>						
Dept 226: PERSONNEL						
720 BANKED PTO	(149.93)	0.00	0.00	0.00	0.00	0.00
927 ALLOCATE TO DEPARTMENTS	6,354.00	6,905.00	0.00	0.00	6,905.00	0.00
Total - Dept 226	6,204.07	6,905.00	0.00	0.00	6,905.00	0.00
Dept 261: GOVERNMENT SHARED SERVICES						
725 INSPECTOR EXPENSES	19,270.50	15,000.00	8,436.50	4,890.00	6,563.50	56.24
Total - Dept 261	19,270.50	15,000.00	8,436.50	4,890.00	6,563.50	56.24
Dept 270: LEGAL/PROFESSIONAL						
722 CONTROLLER	1,560.01	1,597.00	0.00	0.00	1,597.00	0.00
802 AUDIT FEES	900.00	900.00	0.00	0.00	900.00	0.00
Total - Dept 270	2,460.01	2,497.00	0.00	0.00	2,497.00	0.00
Dept 301: OPERATING COSTS						
725 INSPECTOR EXPENSES	11,045.10	12,500.00	1,475.65	183.80	11,024.35	11.81
727 SUPPLIES	0.00	100.00	0.00	0.00	100.00	0.00
850 COMMUNICATION	259.97	300.00	173.06	65.08	126.94	57.69
910 INSURANCE & BONDS	687.00	600.00	0.00	0.00	600.00	0.00
930 REPAIRS & MAINTENANCE	610.00	625.00	0.00	0.00	625.00	0.00
Total - Dept 301	12,602.07	14,125.00	1,648.71	248.88	12,476.29	11.67
<b>Total Expenditures</b>	<b>40,536.65</b>	<b>38,527.00</b>	<b>10,085.21</b>	<b>5,138.88</b>	<b>28,441.79</b>	<b>26.18</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>15,785.55</b>	<b>973.00</b>	<b>15,924.29</b>	<b>(835.38)</b>	<b>(14,951.29)</b>	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

Month Ended 10/31/13

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 369 - BLDG AUTH DEBT FUND</b>						
<b>Revenues</b>						
Dept 000						
668 BOND PROCEEDS	2,473,799.00	0.00	0.00	0.00	0.00	0.00
685 FUNDS XFER FOR 3.5 BOND PMT	282,960.51	262,257.00	0.00	0.00	262,257.00	0.00
Total - Dept 000	2,756,759.51	262,257.00	0.00	0.00	262,257.00	0.00
<b>Total Revenues</b>	2,756,759.51	262,257.00	0.00	0.00	262,257.00	0.00
<b>Expenditures</b>						
Dept 905: DEBT SERVICE						
906 BOND ISSUANCE COST	33,799.00	0.00	0.00	0.00	0.00	0.00
939 BOND PAYOFF	2,440,000.00	0.00	0.00	0.00	0.00	0.00
942 3 M BOND BLDG AUTH	188,278.90	179,472.00	0.00	0.00	179,472.00	0.00
943 500K CAPITAL IMP	0.00	29,073.00	0.00	0.00	29,073.00	0.00
987 INTEREST 3 M BOND	38,917.66	46,224.00	0.00	0.00	46,224.00	0.00
992 INTEREST 500K BOND	55,763.95	7,488.00	0.00	0.00	7,488.00	0.00
Total - Dept 905	2,756,759.51	262,257.00	0.00	0.00	262,257.00	0.00
<b>Total Expenditures</b>	2,756,759.51	262,257.00	0.00	0.00	262,257.00	0.00
<b>NET OF REVENUES AND EXPENDITURES</b>	0.00	0.00	0.00	0.00	0.00	
<b>Fund 370 - PUBLIC SAFETY BLDG DEBT FD</b>						
<b>Revenues</b>						
Dept 000						
402 CURRENT PROPERTY TAX	295,734.01	286,700.00	0.00	0.00	286,700.00	0.00
445 PENALTY & INTEREST ON TAXES	228.53	0.00	64.06	0.00	(64.06)	100.00
588 CONTRIBUTION OTHER FUND(S)	128,835.00	148,600.00	0.00	0.00	148,600.00	0.00
615 INSURANCE PROCEEDS	25,000.00	0.00	0.00	0.00	0.00	0.00
668 BOND PROCEEDS	2,415,000.00	0.00	0.00	0.00	0.00	0.00
Total - Dept 000	2,864,797.54	435,300.00	64.06	0.00	435,235.94	0.01
<b>Total Revenues</b>	2,864,797.54	435,300.00	64.06	0.00	435,235.94	0.01
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
727 SUPPLIES	983.39	1,200.00	0.00	0.00	1,200.00	0.00
803 LEGAL	0.00	200.00	0.00	0.00	200.00	0.00
816 GROUNDS/CLEANG/JANITORL SEF	10,334.50	10,500.00	1,025.00	200.00	9,475.00	9.76
818 CONTRACTUAL SERVICES	8,138.94	11,500.00	522.00	261.00	10,978.00	4.54
850 COMMUNICATION	3,437.41	3,500.00	1,227.76	308.80	2,272.24	35.08
910 INSURANCE & BONDS	7,051.00	7,200.00	0.00	0.00	7,200.00	0.00
920 UTILITIES	86,919.02	92,500.00	23,181.68	7,892.48	69,318.32	25.06
930 REPAIRS & MAINTENANCE	37,145.78	20,000.00	9,566.93	8,646.86	10,433.07	47.83
938 CHARGEBACKS - PRIOR TAX YEAF	82.80	1,000.00	7,383.27	0.00	(6,383.27)	738.33
959 TRIBUNALS AND DRAINS	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Total - Dept 301	154,092.84	148,600.00	42,906.64	17,309.14	105,693.36	28.87
Dept 905: DEBT SERVICE						
906 BOND ISSUANCE COST	40,000.00	0.00	0.00	0.00	0.00	0.00
939 BOND PAYOFF	2,375,000.00	0.00	0.00	0.00	0.00	0.00
945 3.8 M PSB BOND	215,000.00	235,000.00	0.00	0.00	235,000.00	0.00
987 INTEREST 3 M BOND	0.00	0.00	23,111.16	0.00	(23,111.16)	100.00
992 INTEREST 500K BOND	0.00	0.00	3,743.71	0.00	(3,743.71)	100.00
994 INTEREST 3.8 BOND PSB	85,534.78	51,700.00	25,850.00	0.00	25,850.00	50.00
Total - Dept 905	2,715,534.78	286,700.00	52,704.87	0.00	233,995.13	18.38
<b>Total Expenditures</b>	2,869,627.62	435,300.00	95,611.51	17,309.14	339,688.49	21.96
<b>NET OF REVENUES AND EXPENDITURES</b>	(4,830.08)	0.00	(95,547.45)	(17,309.14)	95,547.45	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 571 - WASTEWATER TREATMENT FUND</b>						
<b>Revenues</b>						
Dept 000						
445 PENALTY & INTEREST ON TAXES	3.15	0.00	0.00	0.00	0.00	0.00
500 TAP-IN FEES	7,100.00	0.00	3,550.00	3,550.00	(3,550.00)	100.00
651 USAGE FEES	1,180,693.74	1,166,000.00	13,328.57	(58,832.38)	1,152,671.43	1.14
665 INTEREST INCOME	11,767.65	8,000.00	(1,480.37)	0.00	9,480.37	(18.50)
671 REIMBURSEMENT/OTHER INCOME	4,620.96	2,000.00	589.29	152.34	1,410.71	29.46
672 SAD INTEREST	91.12	82.00	0.00	0.00	82.00	0.00
690 UNREALIZED GAIN/LOSS	(34,852.95)	0.00	0.00	0.00	0.00	0.00
Total - Dept 000	1,169,423.67	1,176,082.00	15,987.49	(55,130.04)	1,160,094.51	1.36
<b>Total Revenues</b>	1,169,423.67	1,176,082.00	15,987.49	(55,130.04)	1,160,094.51	1.36
<b>Expenditures</b>						
Dept 226: PERSONNEL						
701 SALARIES	58,500.00	60,548.00	20,880.08	4,657.52	39,667.92	34.49
702 SALARIES	190,779.09	179,160.00	64,998.94	13,721.72	114,161.06	36.28
711 SALARIES-OVERTIME	16,717.48	20,000.00	0.00	0.00	20,000.00	0.00
715 SOCIAL SECURITY	20,348.77	19,868.00	6,569.77	1,406.02	13,298.23	33.07
716 HOSPITALIZATION	64,620.37	73,212.00	29,493.47	10,624.16	43,718.53	40.29
717 LIFE/DISB. INSURANCE	3,351.54	3,487.00	1,163.20	256.60	2,323.80	33.36
718 PENSION	22,446.14	22,876.00	7,872.14	1,753.84	15,003.86	34.41
720 BANKED PTO	(4,421.81)	0.00	0.00	0.00	0.00	0.00
731 WORKERS COMP INSURANCE	3,540.00	2,800.00	0.00	0.00	2,800.00	0.00
957 TRAINING & DEVELOPMENT	520.00	2,000.00	1,200.00	0.00	800.00	60.00
Total - Dept 226	376,401.58	383,951.00	132,177.60	32,419.86	251,773.40	34.43
Dept 270: LEGAL/PROFESSIONAL						
722 CONTROLLER	13,000.01	13,312.00	0.00	0.00	13,312.00	0.00
802 AUDIT FEES	6,480.00	6,480.00	0.00	0.00	6,480.00	0.00
803 LEGAL	0.00	500.00	0.00	0.00	500.00	0.00
806 ENGINEER	4,500.00	10,000.00	3,220.96	2,782.49	6,779.04	32.21
Total - Dept 270	23,980.01	30,292.00	3,220.96	2,782.49	27,071.04	10.63
Dept 301: OPERATING COSTS						
727 SUPPLIES	864.59	1,200.00	156.38	13.24	1,043.62	13.03
740 OPERATING SUPPLIES	54,847.96	52,000.00	7,537.90	210.00	44,462.10	14.50
741 UNIFORMS/GEAR & ALLOWANCE	442.32	1,500.00	0.00	0.00	1,500.00	0.00
807 MEMBERSHIP DUES	144.00	2,000.00	575.00	0.00	1,425.00	28.75
817 LAB & TESTING	2,824.50	4,000.00	520.00	230.00	3,480.00	13.00
819 COLLECTION SYS ANNUAL MAINT	52,672.06	55,000.00	1,977.00	0.00	53,023.00	3.59
825 SEWER ADMINISTRATION FEES	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
850 COMMUNICATION	5,030.48	5,000.00	1,951.88	587.30	3,048.12	39.04
851 POSTAGE	2,598.42	5,000.00	500.00	500.00	4,500.00	10.00
900 PRINTING & PUBLICATIONS	70.00	500.00	0.00	0.00	500.00	0.00
910 INSURANCE & BONDS	19,839.00	20,300.00	0.00	0.00	20,300.00	0.00
920 UTILITIES	112,145.11	113,000.00	22,989.73	4,186.52	90,010.27	20.34
930 REPAIRS & MAINTENANCE	79,676.33	120,000.00	16,523.09	4,979.25	103,476.91	13.77
940 RENTAL EQUIPMENT	828.00	1,000.00	276.00	69.00	724.00	27.60
941 UNIFORMS - RENTALS	3,392.75	3,700.00	2,478.44	2,192.40	1,221.56	66.98
950 LAND LEASING	257.75	258.00	0.00	0.00	258.00	0.00
968 DEPRECIATION EXPENSE	229,864.00	240,215.00	0.00	0.00	240,215.00	0.00
Total - Dept 301	600,497.27	659,673.00	55,485.42	12,967.71	604,187.58	8.41
Dept 333: TRANSPORTATION						
860 FUEL & MILEAGE	5,853.94	6,000.00	1,157.30	75.00	4,842.70	19.29
930 REPAIRS & MAINTENANCE	1,056.64	2,500.00	533.18	513.18	1,966.82	21.33
Total - Dept 333	6,910.58	8,500.00	1,690.48	588.18	6,809.52	19.89
Dept 528: O & M - BOND & INTEREST						
954 AGENT FEES	637.46	700.00	99.12	99.12	600.88	14.16
989 INTEREST 1992 BOND	18,138.76	16,740.00	8,369.38	0.00	8,370.62	50.00
995 DEBT SERVICE - INTEREST	65,460.62	52,630.00	26,313.88	26,313.88	26,316.12	50.00
Total - Dept 528	84,236.84	70,070.00	34,782.38	26,413.00	35,287.62	49.64

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
Dept 900: CAPITAL OUTLAY						
970 EQUIPMENT	0.00	149,400.00	31,385.00	0.00	118,015.00	21.01
Total - Dept 900	0.00	149,400.00	31,385.00	0.00	118,015.00	21.01
<b>Total Expenditures</b>	1,092,026.28	1,301,886.00	258,741.84	75,171.24	1,043,144.16	19.87
<b>NET OF REVENUES AND EXPENDITURES</b>	77,397.39	(125,804.00)	(242,754.35)	(130,301.28)	116,950.35	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 10/31/13**

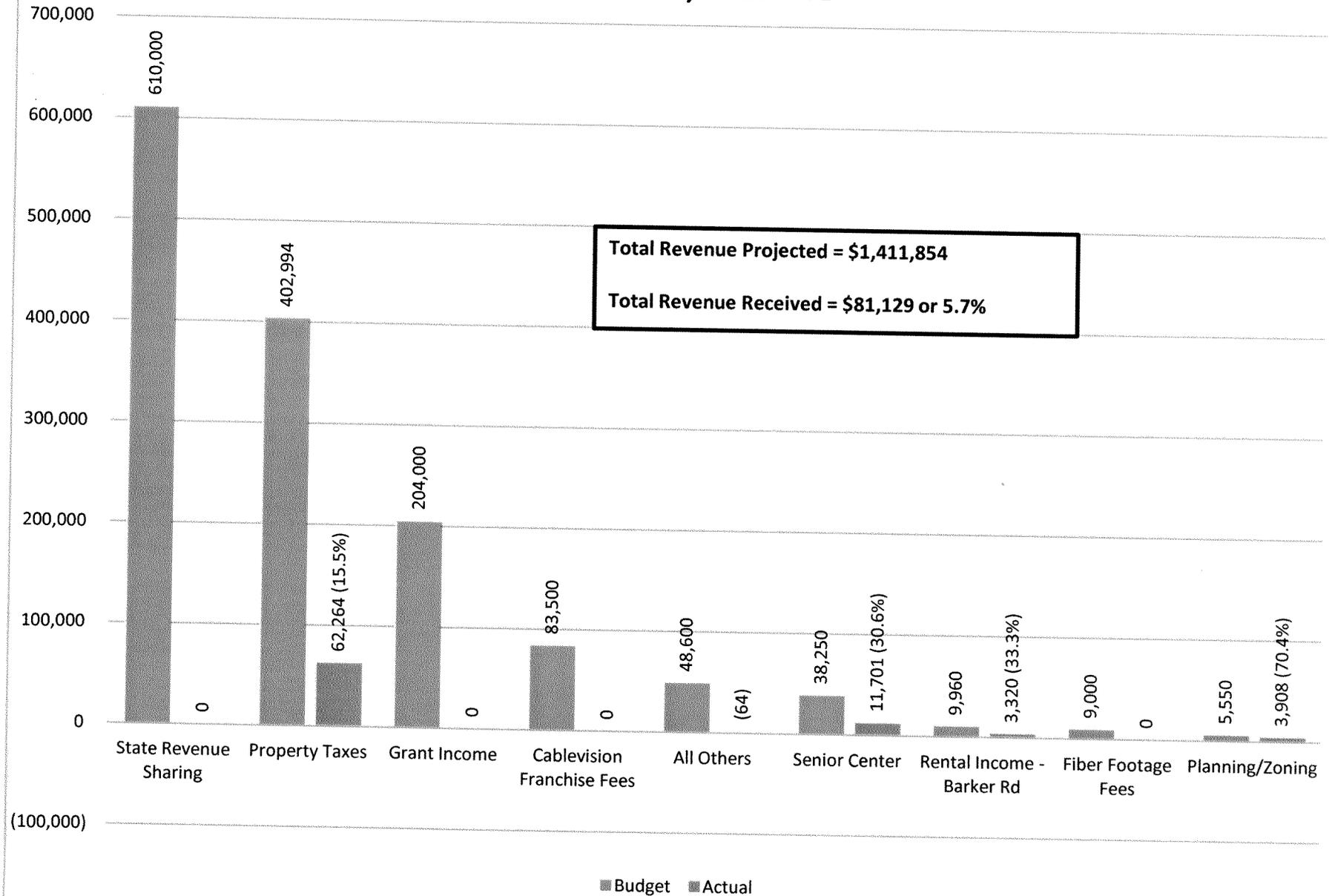
ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 815 - DIST # 5 SEVEN MILE SEWER</b>						
<b>Revenues</b>						
Dept 000						
665 INTEREST INCOME	1,462.03	1,000.00	(188.11)	0.00	1,188.11	(18.81)
672 SAD INTEREST	14,248.19	12,952.00	0.00	0.00	12,952.00	0.00
690 UNREALIZED GAIN/LOSS	(4,428.83)	0.00	0.00	0.00	0.00	0.00
Total - Dept 000	11,281.39	13,952.00	(188.11)	0.00	14,140.11	(1.35)
<b>Total Revenues</b>	11,281.39	13,952.00	(188.11)	0.00	14,140.11	(1.35)
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
968 DEPRECIATION EXPENSE	17,519.00	17,519.00	0.00	0.00	17,519.00	0.00
Total - Dept 301	17,519.00	17,519.00	0.00	0.00	17,519.00	0.00
Dept 905: DEBT SERVICE						
906 BOND ISSUANCE COST	6,201.00	0.00	0.00	0.00	0.00	0.00
995 DEBT SERVICE - INTEREST	14,944.14	9,905.00	4,952.39	0.00	4,952.61	50.00
Total - Dept 905	21,145.14	9,905.00	4,952.39	0.00	4,952.61	50.00
<b>Total Expenditures</b>	38,664.14	27,424.00	4,952.39	0.00	22,471.61	18.06
<b>NET OF REVENUES AND EXPENDITURES</b>	(27,382.75)	(13,472.00)	(5,140.50)	0.00	(8,331.50)	
<b>Fund 883 - DISTRICT #3 HORSESHOE LAKE</b>						
<b>Revenues</b>						
Dept 000						
665 INTEREST INCOME	11,632.55	8,000.00	(1,496.74)	0.00	9,496.74	(18.71)
690 UNREALIZED GAIN/LOSS	(35,238.06)	0.00	0.00	0.00	0.00	0.00
Total - Dept 000	(23,605.51)	8,000.00	(1,496.74)	0.00	9,496.74	(18.71)
<b>Total Revenues</b>	(23,605.51)	8,000.00	(1,496.74)	0.00	9,496.74	(18.71)
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
920 UTILITIES	969.45	1,200.00	193.40	0.00	1,006.60	16.12
930 REPAIRS & MAINTENANCE	1,520.68	15,000.00	0.00	0.00	15,000.00	0.00
956 MISCELLANEOUS	0.00	100.00	0.00	0.00	100.00	0.00
968 DEPRECIATION EXPENSE	6,246.00	4,464.00	0.00	0.00	4,464.00	0.00
Total - Dept 301	8,736.13	20,764.00	193.40	0.00	20,570.60	0.93
<b>Total Expenditures</b>	8,736.13	20,764.00	193.40	0.00	20,570.60	0.93
<b>NET OF REVENUES AND EXPENDITURES</b>	(32,341.64)	(12,764.00)	(1,690.14)	0.00	(11,073.86)	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

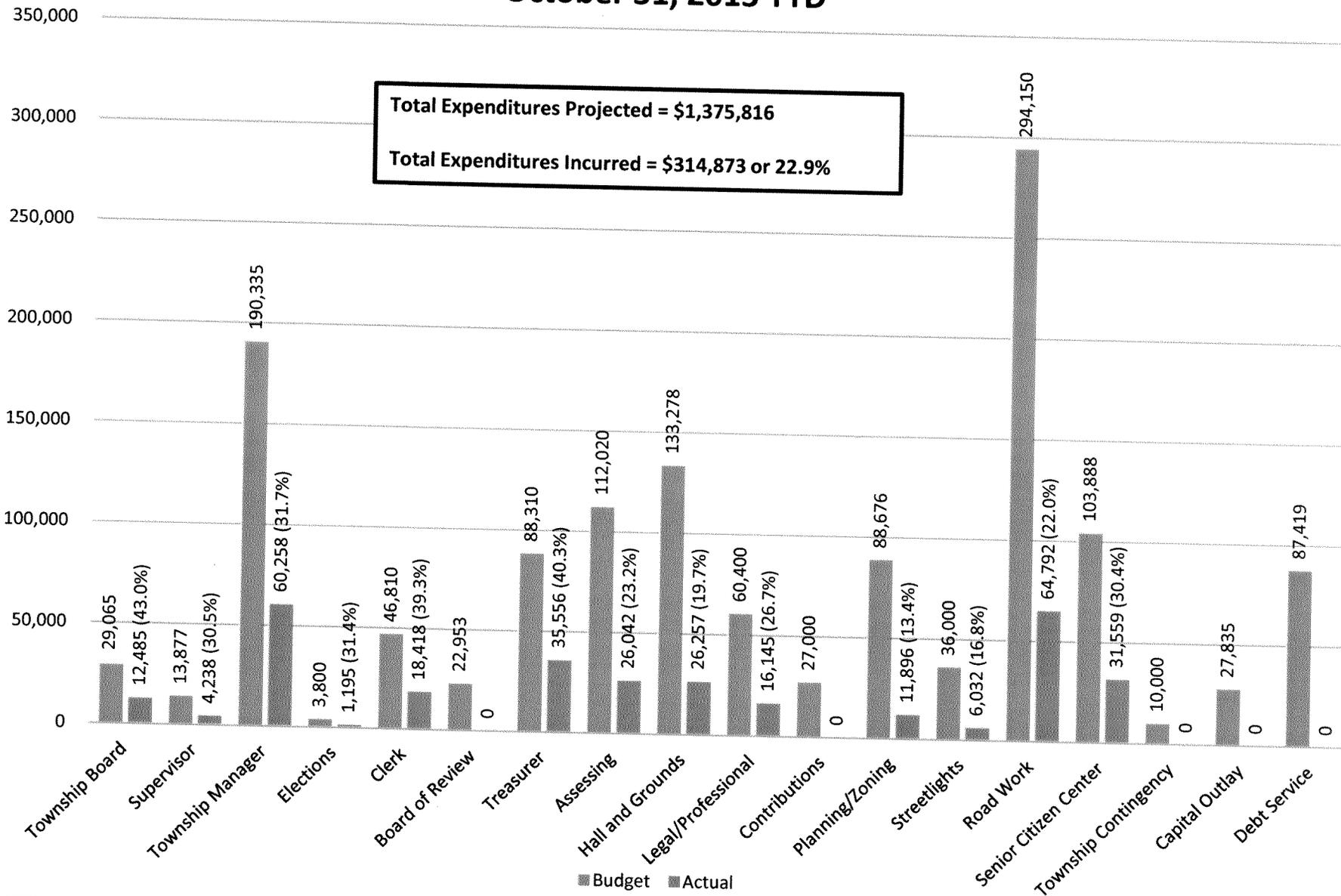
**Month Ended 10/31/13**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 10/31/13	ACTIVITY FOR MONTH ENDED 10/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 890 - N.T. SEWER DISTRICT</b>						
<b>Revenues</b>						
Dept 000						
445	PENALTY & INTEREST ON TAXES	159.31	0.00	0.00	0.00	0.00
665	INTEREST INCOME	7,182.96	5,000.00	(924.21)	5,924.21	(18.48)
672	SAD INTEREST	68,880.07	59,040.00	0.00	59,040.00	0.00
690	UNREALIZED GAIN/LOSS	(21,759.02)	0.00	0.00	0.00	0.00
Total - Dept 000		54,463.32	64,040.00	(924.21)	64,964.21	(1.44)
<b>Total Revenues</b>		54,463.32	64,040.00	(924.21)	64,964.21	(1.44)
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
803	LEGAL	0.00	200.00	0.00	200.00	0.00
968	DEPRECIATION EXPENSE	76,796.00	76,142.00	0.00	76,142.00	0.00
Total - Dept 301		76,796.00	76,342.00	0.00	76,342.00	0.00
Dept 905: DEBT SERVICE						
954	AGENT FEES	407.54	450.00	63.38	386.62	14.08
998	INTEREST NT BOND	41,851.88	33,650.00	16,823.62	16,826.38	50.00
Total - Dept 905		42,259.42	34,100.00	16,887.00	17,213.00	49.52
<b>Total Expenditures</b>		119,055.42	110,442.00	16,887.00	93,555.00	15.29
<b>NET OF REVENUES AND EXPENDITURES</b>		(64,592.10)	(46,402.00)	(17,811.21)	(28,590.79)	
<b>TOTAL REVENUES - ALL FUNDS</b>		10,497,450.73	5,662,880.00	205,324.33	5,457,555.67	3.63
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		10,188,684.50	5,761,371.00	1,299,899.48	4,461,471.52	22.56
<b>NET OF REVENUES AND EXPENDITURES</b>		308,766.23	(98,491.00)	(1,094,575.15)	996,084.15	

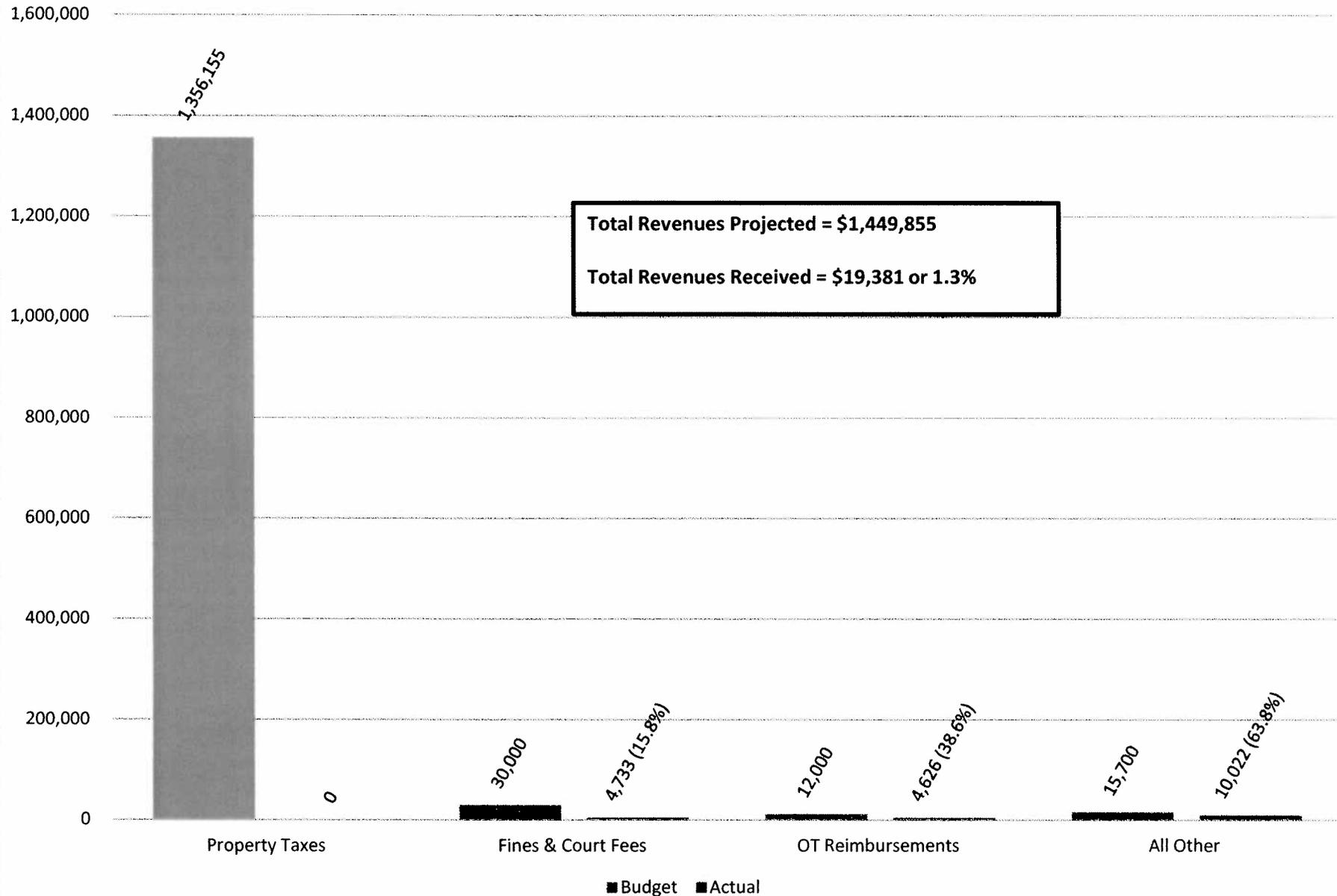
# NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Received October 31, 2013 YTD



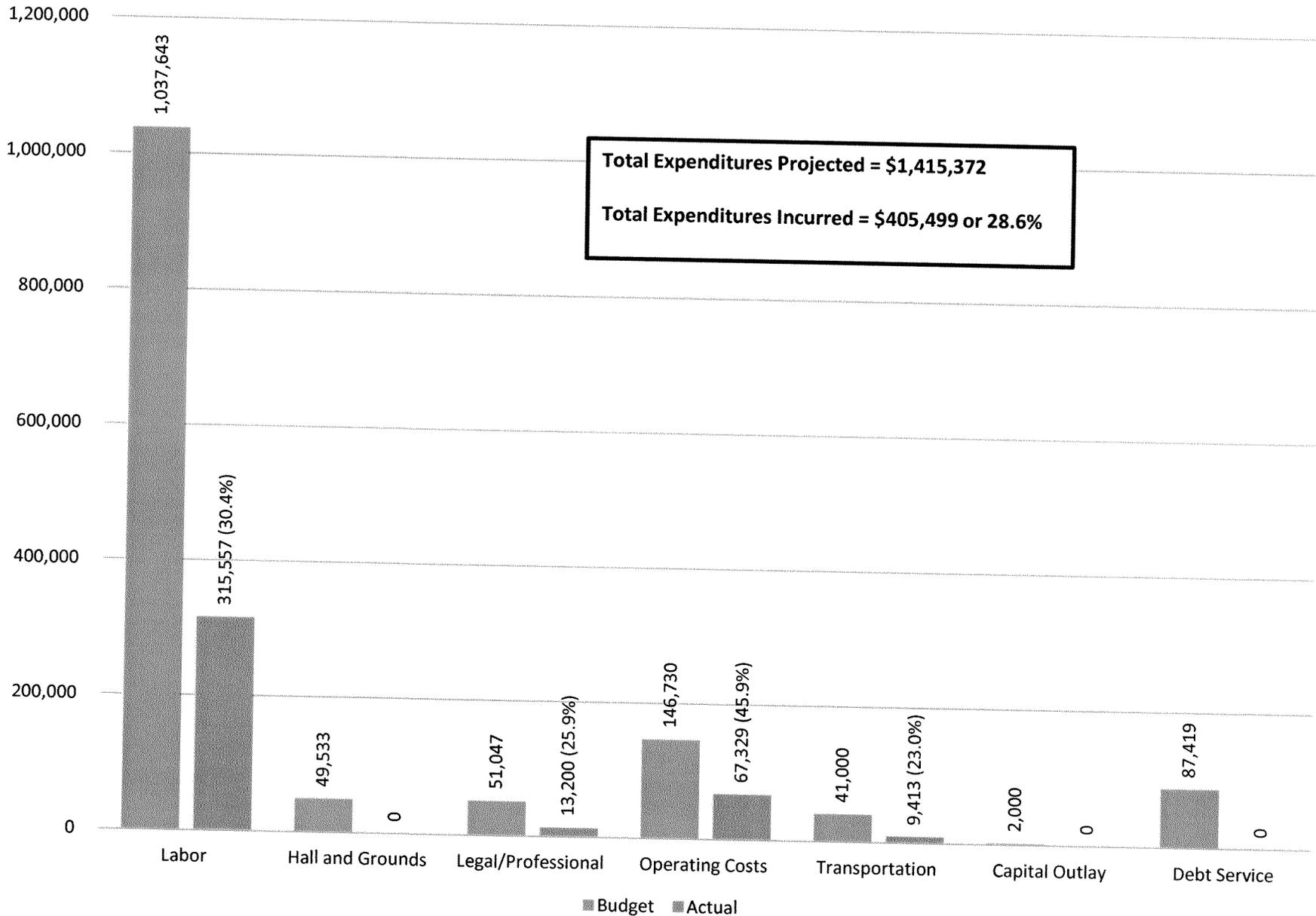
# NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred October 31, 2013 YTD



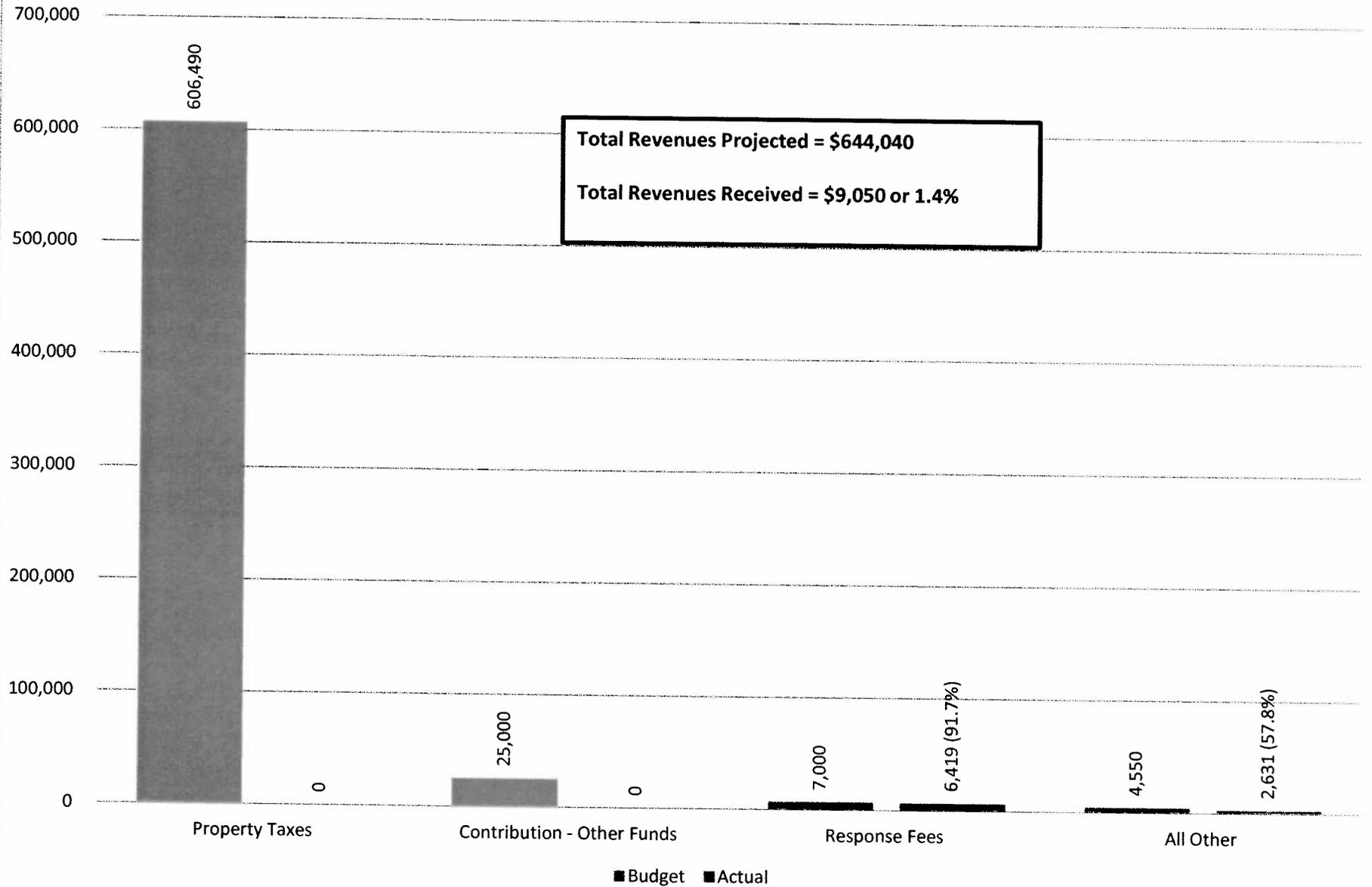
# NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received October 31, 2013 YTD



# NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred October 31, 2013 YTD

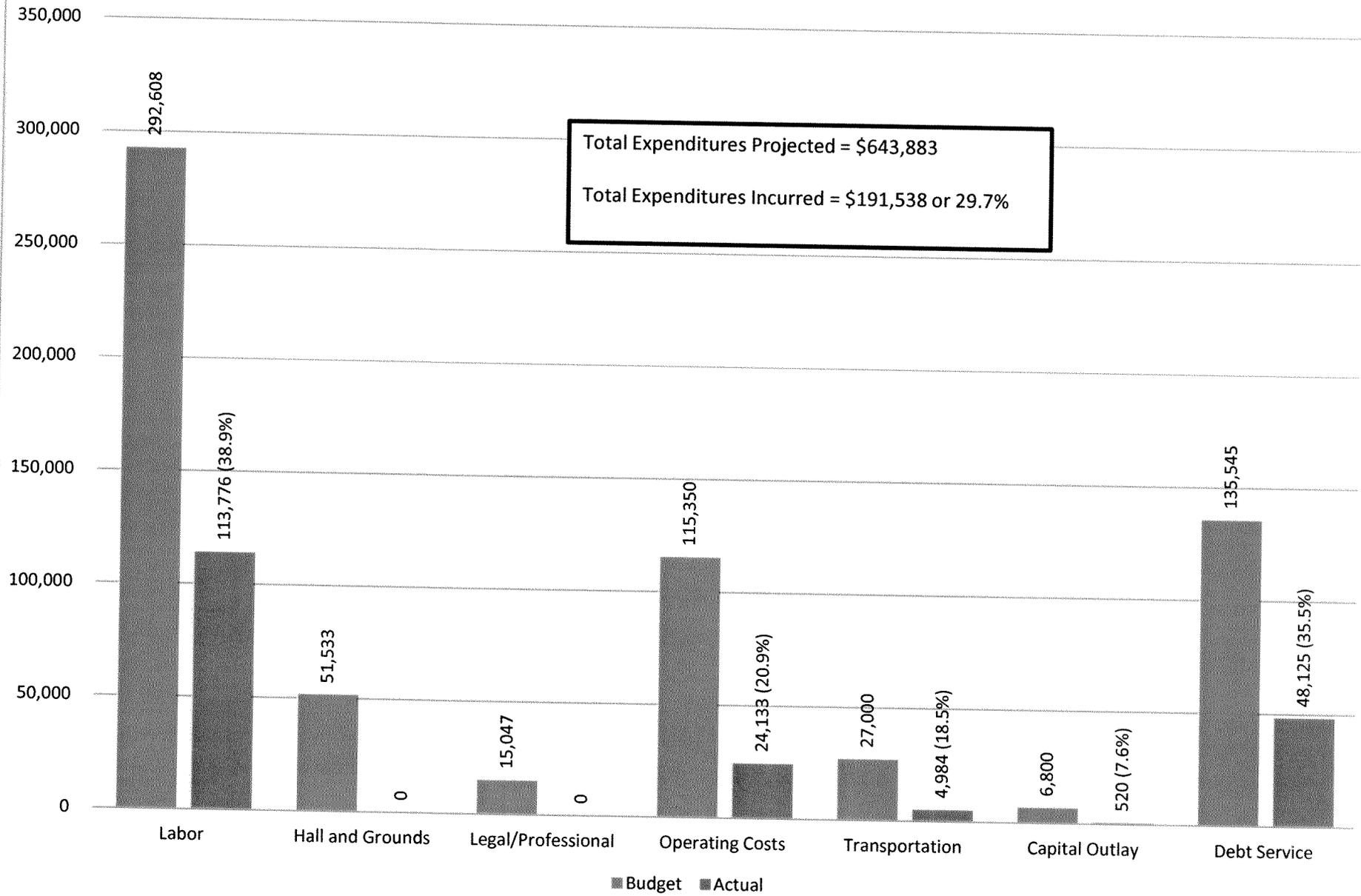


# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received October 31, 2013 YTD

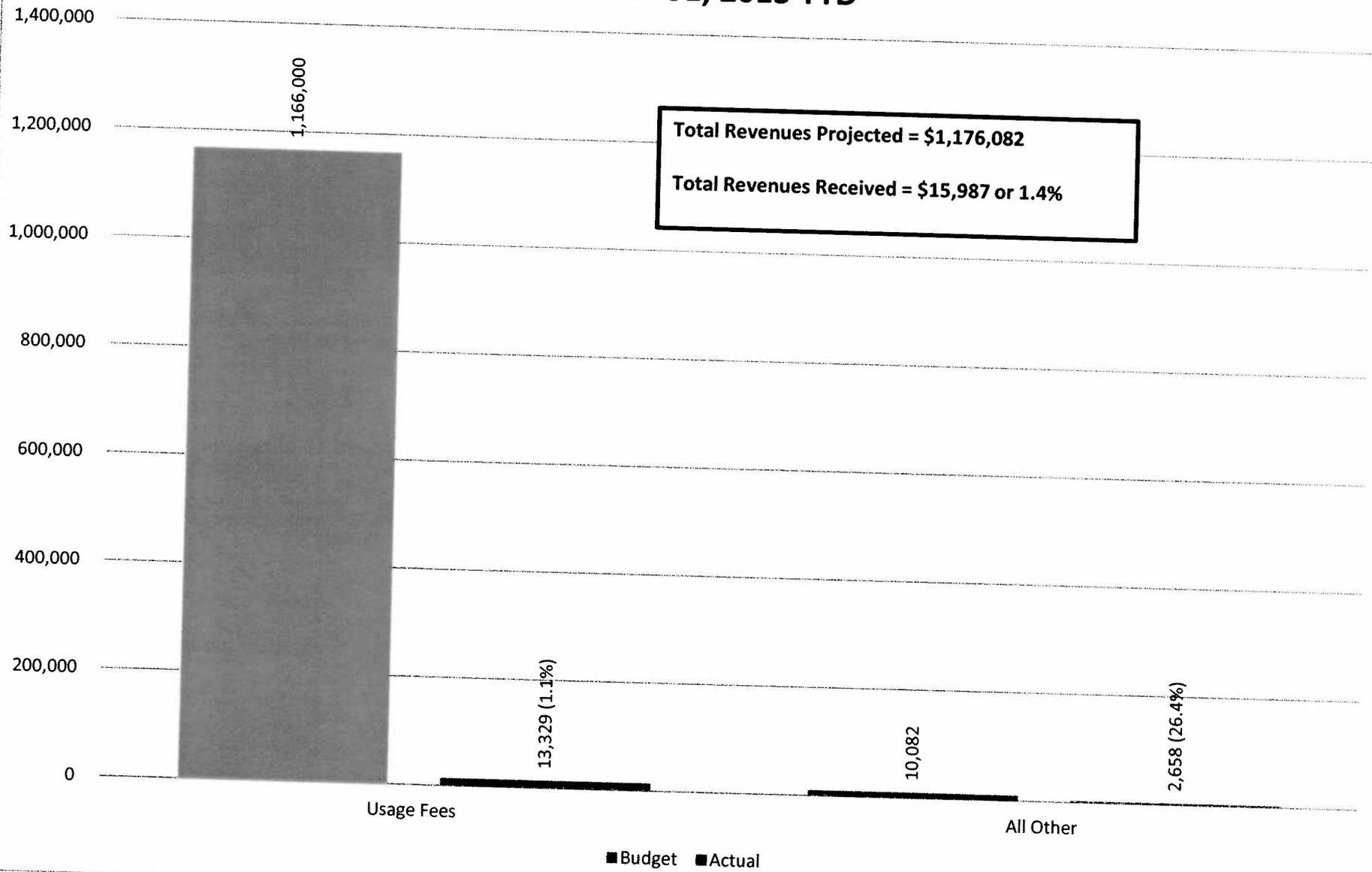


# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND

## Total Expenditures Projected vs. Incurred October 31, 2013 YTD

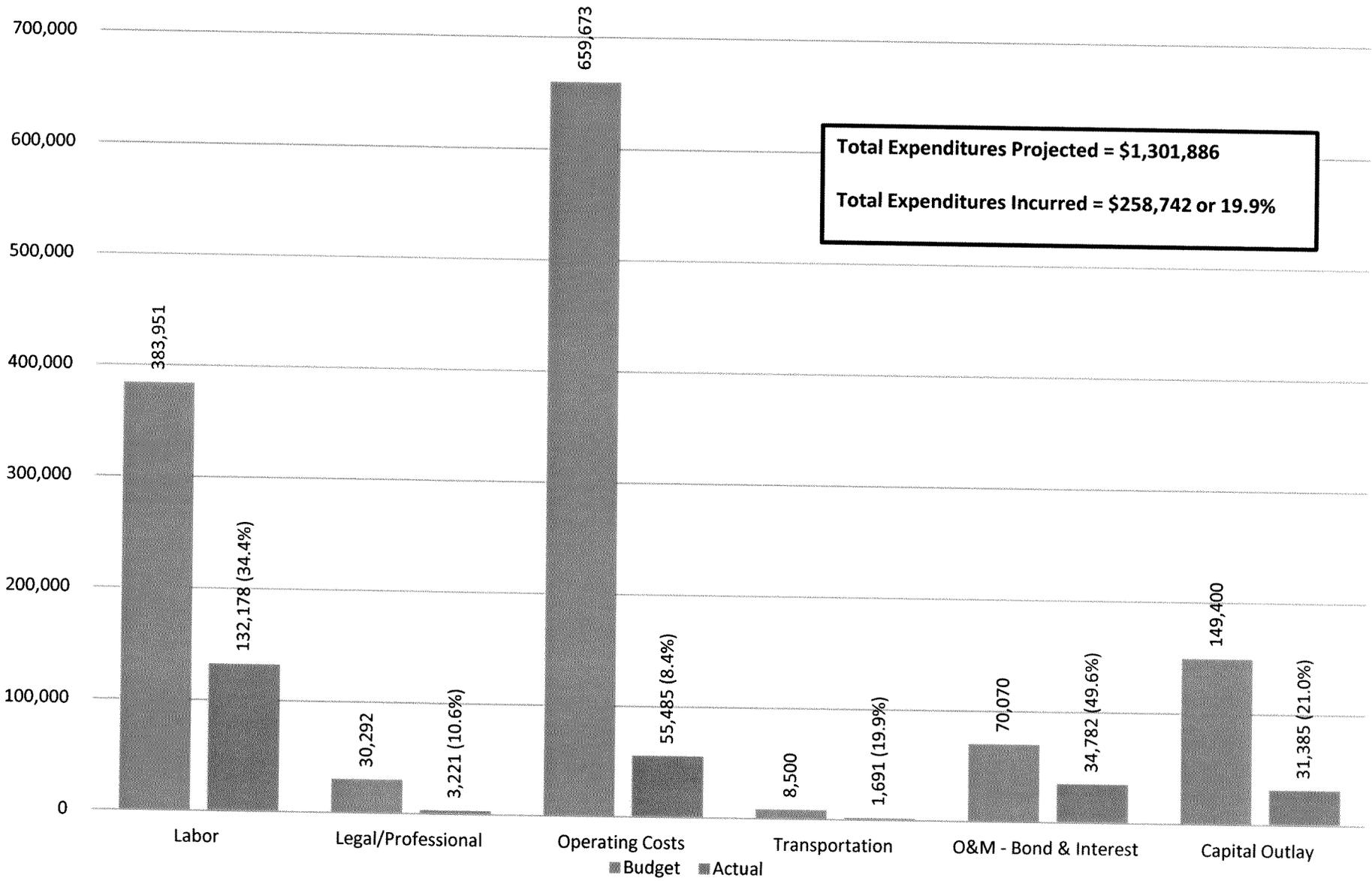


# NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Received October 31, 2013 YTD



# NORTHFIELD TOWNSHIP WWTP FUND

## Total Expenditures Projected vs. Incurred October 31, 2013 YTD



# **Northfield Township Stormwater-Asset Management-Wastewater (SAW) Grant Application**

## **Status Report**

This state grant program will fund the preparation of an asset management plan for the Township's wastewater system (sewer and WWTP). Tetra Tech has donated their services to work with the WWTP staff in the preparation of an application for Northfield Township. The demand for this new grant program is expected to exceed the supply of funds available and the MDEQ is anticipating a lottery approach to awarding the funds. Developing an asset management plan may be an unfunded NPDES permit requirement in the near future. Thus, should the Township be successful in obtaining funding, the grant will assist in paying for the preparation of what may be a future NPDES permit requirement. Furthermore, the grant would pay for many services that the Township staff already performs such as sewer cleaning and televising.

Township staff and Tetra Tech have prepared a draft budget and permit application and continue to refine the contents. The Board of Trustees will need to issue a resolution at the November 12 meeting to authorize the Township Manager to submit the application (applications are due by December 2, 2013). The resolution will need to contain an upper limit for the authorized amount for the grant application. The resolution has been preapproved by the attorney general and any revisions made to the resolution will risk the Township's eligibility for receiving the funds.

A summary of elements of an asset management plan follow:

Township of Northfield  
County of Washtenaw

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the Board of Trustees of the Township of Northfield, County of Washtenaw, State of Michigan, (the "Municipality") held on November 12, 2013.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_\_\_ offered and moved the adoption of the following resolution, seconded by Member \_\_\_\_\_.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (*select one or more*)  
 establish an asset management plan,  establish a stormwater management plan,  establish a plan for wastewater/stormwater,  establish a design of wastewater/stormwater,  pursue innovative technology, or  initiate construction activities (up to \$500,000 for disadvantaged community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$600,000 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Township Administrator (*title of the designee's position*), a position currently held by Howard Fink (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Township of Northfield, County of Washtenaw, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Name  
Board of Trustees, Clerk  
Township of Northfield, County of Washtenaw

# SAW GRANT APPLICATION

Rick Snyder, Governor

## Michigan Department of Environmental Quality (DEQ)

Dan Wyant, Director

<http://www.michigan.gov/deq>

## Michigan Department of Treasury Michigan Finance Authority (Authority)

Andy Dillon, State Treasurer

<http://www.michigan.gov/treasury>

### Administered by:

Department of Environmental Quality  
Office of Drinking Water and Municipal Assistance  
Revolving Loan Section  
Sonya T. Butler, Chief

Department of Treasury  
Michigan Finance Authority  
Joseph Fielek, Executive Director

### *Mailing Addresses:*

PO Box 30241  
Lansing, Michigan 48909  
517-284-5433

PO Box 15128  
Lansing, Michigan 48901  
517-335-0994

### *Delivery Addresses:*

Constitution Hall  
4<sup>th</sup> Floor South  
525 West Allegan Street  
Lansing, Michigan 48933

Richard H. Austin Building  
1<sup>st</sup> Floor  
430 West Allegan Street  
Lansing, Michigan 48922

**Completion of this application is mandatory for the applicant  
to be considered for SAW Grant Program assistance.**

Printed under the authority of Parts 52 and 53, of the Natural Resources and Environmental Protection Act,  
1994 PA 451, as amended.

October 8, 2013

# SAW Grant Application Instructions

**Project information:** This portion of the grant application needs to be completed and returned with one or more of the grant activities noted in the appendices below.

**Authorizing Resolution:** The resolution must be signed and dated. Submit the resolution with the project information noted above.

**Sample Grant Agreement:** A sample of the grant agreement must accompany the resolution.

**Appendices:** Provide complete information as noted in the Appendix that corresponds to the proposed project. Each Appendix contains guidance on eligibility and general information related to the grant activity.

- Appendix A: Wastewater Planning, Design and User Charge Activities
- Appendix B: Planning and/or Design of Stormwater and/or Nonpoint Source of Water Pollution
- Appendix C: Asset Management Plan for Stormwater and Wastewater
- Appendix D: Stormwater Management Plan
- Appendix E: SAW Innovative Wastewater and Stormwater Technology
- Appendix F: Disadvantaged Community Status Determination Worksheet

Appendix C and Appendix E will require a separate certification within 3 years of the grant award confirming that grant activities have been completed. The certification forms can be found at: [www.michigan.gov/cleanwaterrevolvingfund](http://www.michigan.gov/cleanwaterrevolvingfund) (select Forms and Guidance).

A hard copy of the grant application must be submitted to the DEQ. Grant applications may be submitted at any time beginning December 2, 2013. Grant awards will be issued quarterly based on the date an application is administratively complete, until available SAW funding had been exhausted.

**PROJECT INFORMATION**

**Project Name and County** \_\_\_Northfield Township Wastewater Asset Management Plan

**(Washtenaw County)**

**A. Legal Name of Applicant** \_\_\_Northfield Township

*The legal name of the applicant may be different from the name of the project. For example, a county may be the legal applicant, while the project may be named for the particular village or township it will serve.*

If applicant is not a City/County/Township/Village, provide Authorizing Statute to qualify as a municipality. \_\_\_\_\_

**B. Mailing Address of Applicant**

Street, P.O. Box \_\_\_8350 Main Street

City, State & Zip \_\_\_Whitmore Lake, MI 48189

County(s) project is located in \_\_\_Washtenaw

\_\_\_734-449-2880\_\_\_\_\_  
(Area Code and Telephone Number)

**C. Designated Contacts for this Project**

1. Authorized Representative (Name below must match the person named in the resolution)

Name \_\_\_Howard Fink

Title \_\_\_Township Manager

Street, P.O. Box \_\_\_8350 Main Street

City, State & Zip \_\_\_Whitmore Lake, MI 48189

\_\_\_734-449-2880\_\_\_\_\_ finkh@twp.northfield.mi.us\_\_\_\_\_  
(Area Code and Telephone Number) (E-mail Address)

2. Applicant's Financial Advisor

Name \_\_\_John Wheatley\_\_\_\_\_

Firm \_\_\_Bendzinski & Co\_\_\_\_\_

Street, P.O. Box \_\_\_607 Shelby

City, State & Zip \_\_\_Detroit, MI 48226

\_\_\_(313) 961-8222\_\_\_\_\_ jcw@bendzinski.com\_\_\_\_\_  
(Area Code and Telephone Number) (E-mail Address)

3. Applicant's Consulting Engineer (if applicable)

Name \_\_\_Brian Rubel

Firm \_\_\_Tetra Tech

Street, P.O. Box \_\_\_710 Avis Drive\_\_\_\_\_

City, State & Zip \_\_\_Ann Arbor, MI 48108\_\_\_\_\_

**734-213-4081**      **brian.rubel@tetrattech.com**  
(Area Code and Telephone Number)      (E-mail Address)

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

4. Primary Contact (if different than authorized representative)

Name \_\_\_\_\_ Title \_\_\_\_\_

(Area Code and Telephone Number)

(E-mail Address)

**D. Disclosure of Conditions Requiring Repayment of Grant**

The intent of the SAW Grant Program is to accelerate the statewide use of asset management planning practices as well as improve water quality. It is expected that SAW grant wastewater or stormwater recipients will implement the necessary construction for which grant funding was provided for any planning, design, and/or user charge grants. SAW grant recipients for wastewater system asset management plans are required to make significant progress (as defined in Appendix C) on the funding structure. Stormwater Asset Management Plan (AMP) recipients are required to implement the plan (as defined in Appendix C). Stormwater management grant recipients must develop a stormwater management plan. An innovative technology grant recipient must proceed with the project if testing and demonstration show that the water quality issue may be successfully and feasibly addressed with full scale implementation. Consistent with this intent and provisions of Part 52 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended:

“(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided.”

**E. Project Need and Proposed Scope of Work**

In order to improve water quality, the applicant can seek SAW Grant Program assistance to cover the costs of: 1) planning, design, and/or user charge of a wastewater or stormwater system; 2) asset management for a wastewater and/or stormwater system; 3) a stormwater management plan; and 4) innovative wastewater and stormwater technologies. Details for establishing project need for each of these categories can be found in the appendices.

Describe the specific activities you will fund with SAW grant assistance. Describe the system deficiencies and/or water quality problems you want to evaluate/address: **(Attach additional pages as necessary.)**

\_\_\_\_ See attached sheet

**F. Ownership of System Facilities or Assets**

Is the legal entity that owns the system facilities or assets described in the proposed scope of work the same as the legal name of the applicant (see Item A)?  YES  NO

If NO, has the applicant obtained the necessary legal documentation delegating the applicant as an agent of the owner who has the authority for implementing the activities associated with the proposed scope of work at the direction of the owner? (Certification of this legal relationship must be provided prior to the applicant receiving SAW grant assistance. The applicant must have the authority to establish a rate structure necessary to demonstrate significant progress with implementing a wastewater asset management plan if applicable. Note that a rate structure is not required for a stormwater asset management grant.)  YES  NO

**G. Funding Source for Associated Construction (if applicable)**

If the proposed scope of work for SAW grant assistance will result in subsequent construction, then identify the anticipated funding source(s) for the construction.

SAW  SRF  SWQIF  Rural Development  Other (explain) \_\_\_\_\_

The applicant intends to seek SAW, SRF, and/or SWQIF loan(s) to construct the proposed project in fiscal year \_\_\_\_\_ (an October 1st to September 30th fiscal year).

If construction financing is anticipated to come from a source other than SAW, SRF and/or SWQIF, identify the proposed construction year(s): \_\_\_\_\_.

**H. SAW Grant Agreement Period**

Start date of grant-funded tasks: 04/14 \_\_\_\_\_ (month/year). May include services rendered on or after January 2, 2013, the effective date of the SAW program legislation.

Estimated date for completion of all grant-funded tasks: \_\_04/16 \_\_\_\_\_ (month/year). Must be completed within 3 years of executed grant.

**I. Does this project have an associated SRF/SWQIF loan or S2 grant(s)?** If so, indicate the project number(s) below:

S2 Grant Project # \_\_\_\_\_ SRF Loan Project # \_\_\_\_\_ SWQIF Loan Project # \_\_\_\_\_

**J. Is the applicant in receivership?**  YES  NO

**Is the applicant operating under an emergency manager or an emergency financial manager appointed under state law?**  YES  NO

**Is the applicant operating under a consent agreement as provided under the local government fiscal responsibility act, 1990 PA 72, MCL 141.1201 to 141.1291?**  
 YES  NO

If a disadvantaged community status determination is being requested, then complete and submit the worksheet in Appendix F. Communities considered disadvantaged by the DEQ can be awarded up to \$500,000 in grant funds to construct projects identified in an asset management plan.

**K. Project Cost Worksheet**

**Read the instructions below before completing the Project Cost Worksheet.**

Grant Budget Item	Incurred Project Costs A	Estimated Project Costs B	Cost Supporting Documents Attached?	Total Project Costs A+B
1. Project Planning Costs			<input type="checkbox"/> YES	
2. Design Engineering Costs			<input type="checkbox"/> YES	
3. User Charge System Development Costs			<input type="checkbox"/> YES	
4. Wastewater Asset Management Plan Costs	<b>0</b>	<b>555,996</b>	<input checked="" type="checkbox"/> YES	<b>555,996</b>
5. Stormwater Asset Management Plan Costs			<input type="checkbox"/> YES	
6. Stormwater Management Plan Costs			<input type="checkbox"/> YES	
7. Innovative Wastewater and Stormwater Technology Costs			<input type="checkbox"/> YES	
8. Disadvantaged Community Construction Cost			<input type="checkbox"/> YES	
9. Cost Subtotal				<b>555,996</b>
10. LESS Local Match				<b>55,600</b>
11. Requested SAW Grant Amount (Line 9 minus Line 10)				<b>500,396</b>

1. Entering Cost Figures

To complete the Project Cost Worksheet, enter costs incurred to date in the first column and estimated costs in the second column. **Use whole dollar amounts for all entries.** A budget line item may have costs entered in each column; however, the entries must accurately reflect the division between incurred costs and estimated (i.e., the costs in the second column must not be a cumulative total but are to represent the balance of costs not yet incurred).

2. Supporting Documentation

Documentation must be attached to your application to support the costs included on the Project Cost Worksheet: Validate by checking the box in the third column on each requested line item.

- For incurred costs, adequate supporting documentation means executed contract; an invoice; proof of billing or payment for each cost for which grant assistance is being sought (e.g., copies of the monthly invoices from your consulting engineer, timesheet/payroll records showing hours worked and work performed).
- For estimated costs, adequate supporting documentation means an engineer’s estimate; a letter, or email from a vendor detailing the services to be rendered and their costs; or a ledger of anticipated billable force account hours, employee rates, and classifications.

3. Executed Contracts (required for reimbursement, not required for grant application)

A contract between the applicant and the vendor must be executed for each service that has been or is to be rendered if the cost of such service is greater than \$50,000. An executed

copy of each contract, with a clear identification of the scope of the service(s) and a contract period, must be submitted prior to reimbursements of costs.

#### 4. Line-By-Line Completion Guidance

In addition to the costs described below, costs eligible for SAW grant assistance include: those incurred for services rendered on or after January 2, 2013; for services to prepare this grant application; and for activities performed by the applicant's employees that are directly related to the project. These incurred costs or cost estimates should be placed under the applicable budget lines.

##### Line 1 – Project Planning Costs

The costs associated with project planning activities and preparation of required planning documents. Refer to Appendix A or B.

##### Line 2 – Design Engineering Costs

The costs associated with engineering design and preparation of design required documents. Bidding phase services, including construction staking, are not eligible for SAW grant assistance. Refer to Appendix A or B.

##### Line 3 – User Charge System Development Costs

The costs associated with developing or updating the applicant's system of rates and user charges to cover the costs of project construction, operation, and maintenance as part of a planning or design grant. The costs to develop, amend, and pass sewer use ordinances, and prepare or revise intermunicipal service agreements necessary for construction of the proposed project are also eligible for reimbursement. Refer to Appendix A or B.

##### Line 4 – Wastewater Asset Management Plan Costs

The costs associated with developing a wastewater asset management plan. Only those components addressing wastewater assets are eligible (e.g., costs associated with conducting an asset inventory of other utilities cannot be included). Refer to Appendix C.

##### Line 5 – Stormwater Asset Management Plan Costs

The costs associated with the development of a stormwater asset management plan. SAW grant assistance is available for the development of an asset management plan for both open and enclosed storm sewer systems. Open drainage systems that are deemed surface waters of the state are not eligible for assistance to develop a stormwater asset management plan. Refer to Appendix C.

##### Line 6 – Stormwater Management Plan Costs

The costs associated with the development of a stormwater management plan. SAW grant assistance is available for the development of plans intended to address water quality problems from MS4 permitted stormwater systems and unpermitted stormwater runoff and nonpoint sources of pollution. Refer to the Stormwater Management Plan guidance and Appendix D for information on eligible plans and planning activities.

##### Line 7 – Innovative Wastewater and Stormwater Technology Costs

The costs associated with testing and demonstrating the practical use of technology to address a water quality issue. The cost of the technology is not eligible for SAW grant assistance. Refer to Appendix E.

Line 8 – Disadvantaged Community Construction Cost

The construction costs associated with a project identified in an asset management plan. The costs cannot exceed \$500,000. This is only available to communities identified as “disadvantaged.” See Appendix F.

Line 10 – Required Local Match

SAW grant assistance is limited to \$2 million per community with a 10-percent local match for the first million and a 25-percent local match for the second million. Applicants who responded “Yes” to any of the questions under Section J of this application or whose community status is determined as disadvantaged by the DEQ are not required to provide a local match.

**L. Covenants and Certifications**

The applicant must abide by all of the covenants and certifications enumerated below:

1. The applicant has the legal, managerial, institutional, and financial capability to plan, design, and build the project, or cause the project to be built, and cause all facilities eventually constructed to be adequately operated.
2. The applicant certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the project, the prospects for its completion, or the applicant's ability to make timely repayments of the grant if the project does not proceed.
3. The applicant agrees to provide the local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.
4. The applicant agrees to maintain complete books and records relating to the grant and financial affairs of the project in accordance with generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS).
5. The applicant agrees that all municipal contracts related to the project will provide that the prime contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.
6. The applicant agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners, or agents with which the applicant negotiates an agreement.
7. The applicant agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years and that if litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.
8. The applicant agrees to ensure that planning and design activities of the project are conducted in compliance with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; its Administrative Rules; and all applicable state laws, executive orders, regulations, policies, and procedures.
9. The applicant acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

I certify that I am the authorized representative designated by the municipality, as defined by Section 324.5301(i) of Part 53 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that will receive the grant for this project and that the application information being submitted is complete and accurate to the best of my knowledge.

I further certify that Northfield Township (legal name of applicant) agrees to and will abide by the covenants and certifications stipulated above.

Howard Fink, Village Manager  
Name and Title of Authorized Representative (Please Print or Type)

Signature of Authorized Representative (Original Signature Required) \_\_\_\_\_ Date \_\_\_\_\_

**Required Documents**

The following documents must be submitted with this application. This grant application will be deemed incomplete if the required documents are not attached.

- (1) Authorizing Resolution. An adopted and certified copy of the attached standard resolution, **including the SAW Grant Agreement boilerplate marked SAMPLE**, must be attached.
- (2) Application Information. The proposed scope of work must be supported by the additional information required under Section E on page 3.
- (3) Cost Support Documentation. All requested costs must be supported with documentation consistent with the instructions on pages 5-7.
- (4) All of the required information listed in each of the applicable appendices must be provided.

Please return the application and the specified attachments to:

REVOLVING LOAN SECTION  
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

*MAILING ADDRESS*  
P.O. BOX 30241  
LANSING MI 48909-7741

*SURFACE DELIVERY ADDRESS*  
CONSTITUTION HALL, 4<sup>TH</sup> FLOOR SOUTH  
525 W ALLEGANS ST  
LANSING MI 48933

Grant Application Received By:	Can Expect A Grant Award In:*
July 1	October
October 1	January
January 1	April
April 1	July

\*A hard copy of the grant application must be submitted to the DEQ. Grant application may be submitted at any time beginning December 2, 2013. Grant awards will be issued quarterly based upon the date an application is administratively complete, until available SAW funding has been exhausted.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

**Please Use the Attached Resolution “As Is”  
(Do Not Substitute Your Own Form)**

\_\_\_\_\_ of \_\_\_\_\_  
County of \_\_\_\_\_

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
County of \_\_\_\_\_, State of Michigan, (the "Municipality") held on  
\_\_\_\_\_.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_\_\_ offered and moved the adoption of the following resolution,  
seconded by Member \_\_\_\_\_.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and  
Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL  
324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan  
Department of Environmental Quality (the "DEQ") shall establish a strategic water quality  
initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to  
municipalities for sewage collection and treatment systems or storm water or nonpoint source  
pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other  
applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient  
shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality  
to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to establish a(n) (**select one or  
more**)  asset management plan,  stormwater management plan,  plan for wastewater/  
stormwater,  design of wastewater/stormwater,  innovative technology, or  for  
disadvantaged community construction activities (up to \$500,000).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate  
principal amount not to exceed \_\_\_\_\_ ("Grant") be requested from the MFA and  
the DEQ to pay for the planning and/or design activities; and

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. \_\_\_\_\_ (*title of the designee's position*), a position currently held by \_\_\_\_\_ (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached hereto as Appendix I) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation from the general funds of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Name  
\_\_\_\_\_ of \_\_\_\_\_, Clerk  
\_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_



## Michigan Finance Authority

### Stormwater, Asset Management, and Wastewater (SAW) GRANT AGREEMENT

This Grant Agreement ("Agreement") is made as of \_\_\_\_\_ 20\_\_\_\_, among the Michigan Department of Environmental Quality, Office of Drinking Water and Municipal Assistance (the "DEQ"), the Michigan Finance Authority (the "Authority") (the DEQ and the Authority are, collectively, the "State") and the \_\_\_\_\_, County of \_\_\_\_\_ ("Grantee") in consideration for providing grant assistance to the Grantee.

The purpose of this Agreement is to provide funding for the project named below. The State is authorized to provide grant assistance pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Legislative appropriation of funds for grant disclosure is set forth in 2013 Public Act 59.

**The Grantee shall be required to repay the grant made under this Agreement (the "Grant"), within 90 days of being informed by the State to do so, under certain conditions, as set forth in Section XVIII. Program Specific Requirements: SAW Grant.**

Award of a Grant under this Agreement and completion of the activities identified in Exhibit A does not guarantee loan assistance from the State Revolving Fund, Strategic Water Quality Initiatives Fund, or Stormwater, Asset Management or Wastewater.

#### GRANTEE INFORMATION:

\_\_\_\_\_  
Name/Title of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
E-mail address

#### GRANT INFORMATION:

Project Name: \_\_\_\_\_

Project #: \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_

Amount of Match \$ \_\_\_\_\_

Project Total \$ \_\_\_\_\_ (grant plus match)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### DEQ REPRESENTATIVE:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
E-mail address

#### AUTHORITY REPRESENTATIVE:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
E-mail address

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their respective parties, and that the parties will fulfill the terms of this Agreement, including the attached Exhibit A, and use this Grant only as set forth in this Agreement.

GRANTEE

\_\_\_\_\_  
Signature of Grantee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and title (typed or printed)

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

\_\_\_\_\_  
Its Authorized Officer

\_\_\_\_\_  
Date

MICHIGAN FINANCE AUTHORITY

\_\_\_\_\_  
Its Authorized Officer

\_\_\_\_\_  
Date

**I. PROJECT SCOPE**

This Agreement shall be in addition to any other contractual undertaking by the Grantee contained in the Resolution authorizing the Grant (the "Resolution").

This Agreement, including its exhibit(s), constitutes the entire agreement between the DEQ, the Authority, and the Grantee.

- (A) The scope of this Grant is limited to the activities specified in Exhibit A (the "Project"), and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.
- (B) By acceptance of this Agreement, the Grantee commits to complete the Project identified in Exhibit A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

**II. AGREEMENT PERIOD**

This Agreement shall take effect on the date that it has been signed by all parties (the "Effective Date"). The Grantee shall complete the Project in accordance with all the terms and conditions specified in this Agreement no later than the End Date shown on page one. **Only costs incurred on or after January 2, 2013 and between the Start Date and the End Date shall be eligible for payment under this Grant.**

### **III. CHANGES**

Any decreases in the amount of the Grantee's compensation, significant changes to the Project, or extension of the End Date, shall be requested by the Grantee in writing, and approved in writing by the State in advance. The State reserves the right to deny requests for changes to the Agreement including its Exhibit A. No changes can be implemented without approval by the State.

### **IV. GRANTEE PAYMENTS AND REPORTING REQUIREMENTS**

The Grantee shall meet the reporting requirements specified in Section XVIII of this Agreement.

### **V. GRANTEE RESPONSIBILITIES**

- (A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances and regulations in the performance of this Grant.
- (B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Grant is not a guarantee of permit approval by the state.
- (C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this Grant.
- (D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by its subcontractors under this Agreement. The State will consider the Grantee to be the sole point of contact concerning contractual matters, including payment resulting from this Grant. The Grantee or its subcontractor shall, without additional grant award, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.
- (E) The DEQ's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The DEQ's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willfully file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Grant.

### **VI. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VII. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

## **VIII. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

## **IX. LIABILITY**

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Agreement is the responsibility of the State and not the responsibility of the Grantee if the liability is materially caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **X. CONFLICT OF INTEREST**

No government employee or member of the legislative, judicial, or executive branches or member of the Grantee's governing body, its employees, partner, agencies or their families shall have benefit financially from any part of this Agreement.

## **XI. AUDIT AND ACCESS TO RECORDS**

See Section XVIII (C).

## **XII. INSURANCE**

(A) The Grantee shall maintain insurance or self insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

- (B) The Grantee must comply with applicant workers' compensation laws while engaging in activities authorized under this Agreement.

### **XIII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement shall not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings or to immediately refund to the State, the total amount representing such duplication of funding.

### **XIV. COMPENSATION**

- (A) A breakdown of Project costs covered under this Agreement is identified in Exhibit A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Agreement, in accordance with Exhibit A, and only for expenses incurred. All other costs over and above the Grant amount, necessary to complete the Project, are the sole responsibility of the Grantee.
- (B) The Grantee is committed to the match amount on page one of this Agreement, in accordance with Exhibit A. The Grantee shall expend all local match committed to the Project by the End Date of this Agreement.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.

### **XV. CLOSEOUT**

- (A) A determination of Project completion shall be made by the DEQ after the Grantee has met any match obligations and satisfactorily completed the activities and provided products and deliverables described in Exhibit A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.
- (C) The Grantee shall immediately refund to the State any payments or funds in excess of the costs allowed by this Agreement.

### **XVI. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding upon request by Grantee or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Agreement.

## **XVII. TERMINATION**

(A) This Agreement may also be terminated by the State for any of the following reasons upon 30 days written notice to the Grantee:

(1) If the Grantee fails to comply with the terms and conditions of the Agreement or with the requirements of the authorizing legislation cited on page 1 or the rules promulgated thereunder, or with other applicable law or rules.

(2) If the Grantee knowingly and willfully presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

(3) If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

(4) During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs 1 through 3, above.

(5) If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

(B) The State may immediately terminate this Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any subagreement, is:

(1) Convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract;

(2) Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

(3) Convicted under state or federal antitrust statutes;

(4) Convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity; or

(C) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XVIII. PROGRAM-SPECIFIC REQUIREMENTS: SAW REPAYABLE GRANT**

(A) General Representations. The Grantee represents and warrants to, and agrees with, the Authority and DEQ, as of the date hereof as follows:

(1) Grant funds shall be expended only to cover costs for the development of an Asset Management Plan, Stormwater Management Plan, innovative wastewater or stormwater technology, construction costs for disadvantaged communities, or for planning, design and user charge development.

(2) Grant funds used for administrative activities or activities performed by municipal employees shall be limited to work that is directly related to the Project and is conducted by employees of the Grantee.

(3) The Grantee has full legal right, power and authority to execute this Agreement, and to consummate all transactions contemplated by this Agreement, the Resolution, and any and all other agreements relating thereto. The Grantee has duly authorized and approved the execution and delivery of this Agreement, the performance by the Grantee of its obligations contained in this Agreement, and this Agreement is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(4) The Resolution has been duly adopted by the Grantee, acting through its executive(s) or governing body, is in full force and effect as of the date hereof, and is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(5) The execution and delivery of this Agreement by the Grantee, and the fulfillment of the terms and conditions of, and the carrying out of the transactions contemplated by the Resolution and this Agreement do not and will not conflict with or constitute on the part of the Grantee a breach of, or a default under any existing law (including, without limitation, the Michigan Constitution), any court or administrative regulation, decree or order or any agreement, indenture, mortgage, obligation, lease or other instrument to which the Grantee is subject or by which it is bound and which breach or default would materially affect the validity or binding effect of the Grant, or result in a default or lien on any assets of the Grantee. No event has occurred or is continuing which with the lapse of time or the giving of notice, or both, would constitute a default by the Grantee under the Resolution or this Agreement.

(6) No consent or approval of, or registration or declaration with, or permit from, any federal, state or other governmental body or instrumentality, is or was required in connection with enactment by the Grantee of the Resolution, or execution and delivery by the Grantee of this Agreement which has not already been obtained, nor is any further election or referendum of voters required in connection therewith which has not already been held and certified and all applicable referendum periods have expired.

(7) Proceeds of the Grant will be applied (i) to the financing of the Project or a portion thereof as set forth in the Resolution and Exhibit A or (ii) to reimburse the Grantee for a portion of the cost of the Project. The Grantee will expend the proceeds of each disbursement of the Grant for the governmental purpose for which the Grant was issued.

(8) The attached Exhibit A contains a summary of the estimated cost of the Project, which the Grantee certifies is a reasonable and accurate estimate.

(9) The Grantee reasonably expects (i) to fulfill all conditions set forth in this Agreement to receive and to keep the Grant, and (ii) that no event will occur as set forth in this Agreement which will require the Grantee to repay the Grant.

(B) Repayment of Grant. The Grantee shall repay the Grant, within 90 days of being informed to do so, with interest calculated from the date Grant funds are first drawn at a rate not to exceed 8% per year, to be determined by the Authority, to the Authority for deposit into the SWQIF.

“(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided.”

SAW grant recipients for wastewater system asset management plans are required to make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminated the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years. Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan. Innovative project grant recipients must proceed with full implementation or certify that the project is not financially or technically feasible.

(C) Covenants and Certifications.

(1) The Grantee has the legal, managerial, institutional, and financial capability to plan, design, and build the Project, or cause the Project to be built, and cause all facilities eventually constructed to be adequately operated.

(2) The Grantee certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the Project, the prospects for its completion, or the Grantee's ability to make timely repayments of the grant if any of the two (2) conditions identified under Section XVIII(B) occur.

(3) The Grantee agrees to provide the minimum appropriate local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.

(4) The Grantee agrees to maintain complete books and records relating to the grant and financial affairs of the Project in accordance with generally accepted accounting principles ("GAAP") and generally accepted government auditing standards ("GAGAS").

(5) The Grantee agrees that all municipal contracts related to the Project will provide that the contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.

(6) The Grantee agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the Project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners or agents with which the applicant negotiates an agreement.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

(7) The Grantee agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years after satisfactory completion of the Project and final payment. If litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.

(8) The Grantee agrees to ensure that planning and design activities of the Project are conducted in compliance with the requirements of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its Administrative Rules; and all applicable state and federal laws, executive orders, regulations, policies, and procedures.

(9) The Grantee agrees that the Project shall proceed in a timely fashion and will exercise its best efforts to satisfy the program requirements as identified under Section XVIII(B) within three years of award of the SAW Grant from the Strategic Water Quality Initiatives Fund in accordance with Section 5204(e) of the Natural Resources and Environmental Protection Act 1994, PA 451, as amended.

(10) The Grantee acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

(D) Grantee Reimbursements and Deliverables

The Grantee may request grant disbursements no more frequently than monthly, using the Disbursement Request Form provided by the DEQ. Upon receipt of a disbursement request, the DEQ will notify the Authority, which will in turn disburse grant funds equal to 75 percent, 90 percent, or 100 percent of eligible costs, whichever percentage is applicable, that have been adequately documented. The forms provided by the State will include instructions on their use and shall be submitted to the DEQ representative at the address on page 1. All required supporting documentation (invoices) for expenses must be included with the disbursement request form. The Grantee is responsible for the final submittal of all documents prepared under this Grant and included in the Project Scope identified in Exhibit A.

(E) Miscellaneous Provisions.

(1) Applicable Law and Nonassignability. This Agreement shall be governed by the laws of the State of Michigan.

(2) Severability. If any clause, provision or section of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

(3) Execution of Counterparts. This Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute one and the same document.

**XIX. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the DEQ funded all or a portion of its development.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

## **XX. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

## **XXI. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses as outlined in Michigan Compiled Law 129.312

## **XXIII. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a 3-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

**SAW Grant Program**

Project No. \_\_\_\_\_

**Exhibit A**

Grantee: \_\_\_\_\_

Project Name: \_\_\_\_\_

DEQ Approved Grant Amount: \$ \_\_\_\_\_; \_\_\_\_\_  
\_\_\_\_\_ Dollars

Time Period for Eligible Costs: Start Date \_\_\_\_\_ (month/year)

End Date \_\_\_\_\_ (month/year)

Description of Approved Project Scope:

\_\_\_\_\_  
\_\_\_\_\_

DEQ Approved Project Costs	
1. Project Planning Costs	
2. Design Engineering Costs	
3. User Charge Development Costs	
4. Wastewater Asset Management Plan Costs	
5. Stormwater Asset Management Plan Costs	
6. Stormwater Management Plan Costs	
7. Innovative Wastewater and Stormwater Technology Costs	
8. Disadvantaged Community Construction Cost	
9. Cost Subtotal	
10. LESS Local Match	
11. Requested SAW Grant Amount (Line 9 minus Line 10)	

The following services have been determined to be ineligible for SAW Grant assistance, for the reasons listed, and have been excluded from the approved project costs shown above:

\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX A**

### **Wastewater Planning and Design Activities**

Note: User Charge Development Costs can be included in either a planning or design grant.

#### Planning Grant Requirements

Applicants intending to fund projects through USDA Rural Development are required to develop a Preliminary Engineering Report and an Environmental Report per Rural Development guidelines.

Applicants intending to fund projects through a SAW loan or other funding source are required to develop a project proposal in accordance with the guidance below.

Applicants intending to fund projects through an SRF or SWQIF loan are required to develop a project plan in accordance with the Project Plan Preparation Guidance ([http://www.michigan.gov/documents/deq/deq-ess-mfs-formsguidance-SRFppsguide\\_249032\\_7.dot](http://www.michigan.gov/documents/deq/deq-ess-mfs-formsguidance-SRFppsguide_249032_7.dot)).

#### Design Grant Requirements

All applicants are required to develop and submit plans and specifications suitable for bidding.

Applicants intending to fund projects through USDA Rural Development are required to submit a Preliminary Engineering Report and an Environmental Report per Rural Development guidelines.

Applicants intending to fund projects through a SAW loan or other funding source are required to submit an approvable project proposal in accordance with the guidance below. If seeking a SAW loan, the project proposal should reference an asset management plan.

Applicants intending to fund projects through an SRF or SWQIF loan are required to submit an approvable Project Plan.

## Project Proposal

Below are the minimum requirements for a project proposal.

### 1. Study Area Identification and Description

- a. Cover the geographic area served by or affected by the proposed project. For example, for a nonpoint source (NPS) project that is replacing an asphalt mall parking lot with porous pavers, the study area should encompass, at least, the parking lot, mall, and properties that abut the parking lot.
- b. Population Data – include if relevant (e.g., needed when discussing asset management associated with future needs that would be based on population projections).
- c. Environmental Setting – include description of environmental features relevant to project’s geographical area and project construction activities. Include a map.
  - If present, identify wetlands, floodplains, natural/wild scenic rivers surface waters, parks, agriculture land, and endangered/threatened species. A Michigan Natural Features Inventory review should be conducted unless the applicant can show that construction is limited to a developed area.
- d. Do NOT include land use and economic characteristics, unless relevant to the project.

### 2. Existing Facilities

Should be described to the extent that existing facilities are included in the project or will be affected by the project.

### 3. Project Need

Describe in detail the need for the project, as well as any relevant permit compliance issues and water quality problems. Facility or project needs should be evaluated for a time period equal to the service life of the proposed project (i.e., the proposal should evaluate needs for a timeframe long enough so that the proposed project doesn’t become ineffective after only a few years or before the loan has been paid).

### 4. Description of Project Options Considered

Provide a description of the options considered to address the proposed project including a brief description of the costs and potential environmental impacts.

### 5. Proposed Project

Provide a detailed description of the proposed project including cost estimates and a construction schedule, as well as maps and/or diagrams.

### 6. Evaluation of Environmental Impacts

Discuss impacts from project construction and operation. Include a description of measures to mitigate impacts and the beneficial impacts.

## GUIDANCE FOR APPENDIX A

### Grant Eligible

#### Planning

- Costs associated with the development of a SAW loan project proposal, SRF/SWQIF project plan, or other similar planning documents.
- Equipment and services for the purchase, installation, and operation of flow meters necessary for an infiltration and inflow (I/I) analysis.
- Costs to prepare an eligible SAW grant application, including force account work.
- Force account costs. The maximum rate for fringe benefits of force account costs is 40 percent of salary.

#### Design

- Force account costs. The maximum rate for fringe benefits of force account costs is 40 percent of salary.
- Costs of preparing a basis of design, value engineering services, and preparation of plans and specifications. Any design-related service required to obtain the construction permit. This includes easement-related services for property surveys and easement descriptions.

#### User Charge System Development Costs

- The costs associated with developing or updating the applicant's system of rates and user charges to cover the costs of project construction, operation, and maintenance.
- The costs to develop, amend, and pass sewer use ordinances, and prepare or revise intermunicipal service agreements, or rate methodologies that are necessary for construction of the proposed project.

### Grant Ineligible

#### Planning and Design

- Purchase price and associated costs to acquire land/easements such as appraisals, title searches, easement agreement preparation, legal notices, and closing costs.
- Bidding phase services, including construction staking.

**APPENDIX B**  
**Planning and/or Design of Stormwater**  
**and/or Nonpoint Source of Water Pollution**

**Required Information**

SAW grant assistance for stormwater and/or NPS projects must address a water quality problem. If the project is identified in one of the following documents, please submit the document with the application unless it has already been submitted to the DEQ for review and approval. (If the document has been submitted to the DEQ for review, please provide the name of the DEQ staff member in receipt of the document.)

- An approved 319/CMI NPS watershed plan
- A Municipal Separate Storm Sewer System (MS4) permit (if the proposed project is required under the permit, then attach an explanation to this application)
- An approved Total Maximum Daily Load (attach an explanation to this application)
- A SAW stormwater management plan

Planning Grant Requirements

Applicants intending to fund projects through USDA Rural Development are required to develop a Preliminary Engineering Report and an Environmental Report per Rural Development guidelines.

Applicants intending to fund projects through a SAW loan or other funding source are required to develop a project proposal in accordance to the guidance in Appendix A.

Applicants intending to fund projects through an SRF or SWQIF loan are required to develop a project plan in accordance with the Project Plan Preparation Guidance ([http://www.michigan.gov/documents/deq/deq-ess-mfs-formsguidance-SRFpssguide\\_249032\\_7.dot](http://www.michigan.gov/documents/deq/deq-ess-mfs-formsguidance-SRFpssguide_249032_7.dot)).

Design Grant Requirements

All applicants are required to develop and submit plans and specifications suitable for bidding.

Applicants intending to fund projects through USDA Rural Development are required to submit a Preliminary Engineering Report and an Environmental Report per Rural Development guidelines.

Applicants intending to fund projects through a SAW loan or other funding source are required to submit an approvable project proposal in accordance with the guidance in Appendix A.

Applicants intending to fund projects through an SRF or SWQIF loan are required to submit an approvable project plan.

## GUIDANCE FOR APPENDIX B

### Grant Eligible

#### Planning

- Costs associated with the development of a SAW loan project proposal, SRF/SWQIF project plan, or other similar planning documents.
- Equipment and services for the purchase, installation, and operation of flow meters for a hydrological study of a storm sewer system or a watershed.
- Costs to prepare an eligible SAW grant application, including force account work.
- Force account costs. The maximum rate for fringe benefits of force account costs is 40 percent of salary.

#### Design

- Force account costs. The maximum rate for fringe benefits of force account costs is 40 percent of salary.
- Costs of preparing a basis of design, design and preparation for construction permit(s), value engineering services, and preparation of plans and specifications. This includes easement-related services for property surveys and easement descriptions.

#### User Charge System Development Costs

- The costs associated with developing or updating the applicant's system of rates and user charges to cover the costs of project construction, operation, and maintenance.
- The costs to develop, amend, and pass sewer use ordinances, and prepare or revise intermunicipal service agreements, or rate methodologies that are necessary for construction of the proposed project.

### Grant Ineligible

#### Planning and Design

- Post-construction monitoring of stormwater best management practices (BMP) performance to determine effectiveness.
- Purchase price and associated costs to acquire land/easements such as appraisals, title searches, easement agreement preparation, legal notices, and closing costs.
- Bidding phase services, including construction staking.

**APPENDIX C**  
**Asset Management Plan for Stormwater and Wastewater**

**A. Proposed Scope of Work**

Applicants can seek AMP grant assistance to cover the costs of the asset management plan development and implementation for wastewater and stormwater systems. This includes a complete inventory of all existing system assets. If the condition of the asset is not known, a reasonable assumption is acceptable. Cleaning and televising of the entire system is not expected.

If the wastewater AMP identifies a gap in the current revenue needs to meet expenses, then significant progress must be made toward achieving the funding structure necessary to operate the system. If no gap is identified, the applicant has fulfilled the significant progress requirement. Significant progress is defined as a 5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years and submit a copy of the 5-year plan with the certification.

The stormwater AMP must be implemented within three years of the executed grant. The applicant is required to submit the Stormwater AMP Certification of Project Completeness within three years of the executed grant.

Describe the specific activities you will fund with the AMP grant assistance. Attach additional pages as necessary:

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\_\_\_ See attached sheet

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**B. Describe your current asset management plan as applicable:**

**Northfield Township performs routine maintenance of all assets. The Village owns sewer televising equipment and performs cleaning and televising with Township staff. The Township does not own GIS software. Major improvements are planned through the Township's Capital Improvement Plans. The Township plans for underground utility needs ahead of street reconstruction projects.**

**Level of Completion:**

**Asset Inventory and Condition Assessment: 30%**

**Level of Service: 10%**

**Criticality of Assets: 10%**

**Operation and Maintenance/Revenue Structure: 40%**

**Long-term Funding/CIP: 20%**

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Provide the percentage of tasks completed and describe each asset management component of your current asset management plan

1. Asset Inventory and Condition Assessment
2. Level of Service
3. Criticality of Assets

4. Operation and Maintenance (O&M) Strategies/Revenue Structure
5. Long-term Funding/Capital Improvement Planning

**C. Revenue Structure (for wastewater only)**

Attach a copy of the current rates. It is expected that the applicant will submit an updated copy of the rate methodology within 2 ½ years of the executed grant to the DEQ.

If the applicant currently does not have a rate methodology, the asset management plan must include the development of a funding structure and rate methodology that provides sufficient resources to implement the asset management plan.

Is the applicant part of a regional facility?  YES  NO

**D. Cross-Sectoring**

Section 2504 e (2)(i) states that “The municipality shall coordinate, as feasible, with other infrastructure activities in the same geographic area.” Asset management encourages cross-sector utilization (for water utility, roads, gas, phones, etc.); however grant assistance may only be requested for those costs directly related to the requested asset management grant.

If cross-sectoring occurs, describe how SAW costs will be tracked.

**SAW costs will be planning related. As such, we do not see any overlap of SAW costs with road planning, for instance.** \_\_\_\_\_

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**E. Project Cost Worksheet**

Carefully read the guidance below before completing the Project Cost Worksheet.

Item	Incurring Costs	Force Account Costs	Estimated Costs	Supporting Documents	Total
Inventory		3,128	86,000	Y N	
Condition assessment (excluding televising)		6,256	64,000	Y N	
Metering/modeling			125,000	Y N	
AM/GIS Software*			85,000	Y N	
AM/GIS Training*				Y N	
AM/GIS Hardware*				Y N	
Cleaning & Televising		53,485		Y N	
Contracted costs					
Equip. rental costs					
Labor costs					
Level of Service			8,000	Y N	
Service agreement development					
Public meeting cost					

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Ordinance cost					
Training/certification For PACP For MACP		4,127		Y	N
Rate Structure Development costs			12,000	Y	N
Other			109,000	Y	N

\*Indicates items included in the cost limitations for software, hardware, and training as described in the Guidance below.

**F. National Pollutant Discharge Elimination System (NPDES) Permits for Municipal Wastewater Systems Only (Not Stormwater)**

Do you currently hold a NPDES permit to cover discharges from your wastewater system?  
 YES  NO

If Yes, what is the permit number? MI0023710

If you have a NPDES permit, does it currently contain an asset management requirement?  
 YES  NO

**Note:** For all NPDES permit holders, the applicant acknowledges that acceptance of a SAW wastewater asset management grant will result in an asset management condition in the next reissued NPDES permit. The asset management plan developed must meet NPDES permit requirements. The NPDES permit language can be found at: [www.michigan.gov/cleanwaterrevolvingfund](http://www.michigan.gov/cleanwaterrevolvingfund) (select Forms and Guidance).

**GUIDANCE FOR APPENDIX C**

Grant Eligible

- AMP/Geographic Information System (GIS) mapping software/hardware/training. Total limits are as follows:

Service Area Population	Dollar Limit
Less than or equal to 5,000	\$60,000
5,001 to less than or equal to 20,000	\$85,000
20,001 to less than or equal to 50,000	\$110,000
Greater than 50,000	\$160,000

Note: Attach justification when assistance is sought for an applicant with an existing GIS system or for when an exception is being made to the above dollar limits.

- Asset condition assessment (manhole inventory, cleaning and televising)
  - All televising and documentation must be completed in accordance with National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program/Manhole Assessment Certification Program (PACP/MACP) requirements and by PACP/MACP certified personnel.

- *Equipment rental costs for force account work of cleaning and televising equipment owned by the applicant will be reimbursed at rates no greater than those provided in an informal quote on a per foot basis.*
  - A justification is needed to clean and televise sewers installed or relined within the last 20 years. The limit is to encourage communities to focus on sewers installed or relined prior to 1993.
- Force account costs associated with the direct implementation of the AMP/GIS software and hardware. The maximum rate for fringe costs is 40 percent of salary.
  - The technical, legal, and financial costs to develop a funding structure and implementation schedule necessary to implement an AMP, or portion thereof. These tasks include those costs associated with the preparation or amendment of sewer use and rate ordinances, stormwater management ordinances, policies and design standards, preparation or revision of inter-municipal service agreements, and submittal of the proposed budgets and rate methodologies.
  - Any specific tasks named as a condition of an NPDES permit not identified elsewhere in this guidance, such as mapping without GIS, a fixed asset inventory, a business risk evaluation, an annual report of operation, maintenance, and replacement (OM&R)/AMP activities, etc.
  - Aerial data collection at the 12-inch resolution when it is purchased from the county or obtained from the state (for GIS purposes only).
  - The development of a stormwater funding structure is not required; however, an analysis of costs to maintain the system and to support the asset management program must be included.
  - Stormwater utility development costs.
  - Level of service may include service agreement development, public meeting costs, and ordinance costs.

#### Grant Ineligible

- Annual license renewals to an existing GIS system.
- Legal fees to defend the rate structure if challenged.

## APPENDIX D

### Stormwater Management Plan

The SAW grant program is available to applicants who wish to acquire funding for the development of Stormwater Management Plans. Under the SAW program, a Stormwater Management Plan is broadly defined to include those documents listed in the below checklist. Applicants are encouraged to review the webpages associated with each document to determine which Stormwater Management Plan best fits their planning needs for the treatment of stormwater. Applicants should also review the Stormwater Management Plan guidance document.

For those applicants applying for a SAW grant for the development of a Stormwater Management Plan, indicate below which type of document will be generated using grant funding. Include a description and a map of the planning area, as well as a description of water quality problems that will be addressed with the Stormwater Management Plan.

- Municipal Separate Storm Sewer System (MS4) Stormwater Management Program (see [www.mi.gov/deqstormwater](http://www.mi.gov/deqstormwater)). An MS4 Stormwater Management Program addresses the effects of urbanization on the water quality of surface waters of the state. Please choose one of the following:
- Applicant currently has National Pollutant Discharge Elimination System (NPDES) MS4 permit coverage
  - Applicant will be a new NPDES MS4 permittee

Applicants applying for a SAW grant for one of the following Stormwater Management Plans, shall also include as part of the application the percentage of land uses in the planning area.

- NPS Watershed Management Plan (See the “Developing an Approved Watershed Management Plan” [www.mi.gov/nps](http://www.mi.gov/nps) ). The description of water quality problems must include the following:
- A description of the watershed and watershed boundary and the hydrologic unit code.
  - A description of the current water quality conditions, and the needs/problems to be addressed with the proposed project. List or discuss all 303(d) listed water bodies and include the Assessment Unit ID (See the [2012 Integrated Report](#), Appendix B).
  - A list of the pollutants the NPS Watershed Management Plan will target. The list shall include pollutants listed in the [2012 Integrated Report](#) for Michigan (See Appendix B of the report) as causing designated use impairments in the watershed where NPS pollution is a contributor to the water quality impairment. The list should also include pollutants important at the local level and the rationale for the listing.

- SAW Stormwater Management Plan

## Stormwater Management Plan

The SAW grant program is available to applicants who wish to acquire funding for the development of Stormwater Management Plans and the design of projects contained or described within a Stormwater Management Plan. Under the SAW program, a Stormwater Management Plan is broadly defined to include:

- Municipal Separate Storm Sewer System (MS4) Stormwater Management Plan (See the MS4 at [www.mi.gov/deqstormwater](http://www.mi.gov/deqstormwater))
- NPS Watershed Management Plan (See the “Developing an Approved Watershed Management Plan” at [www.mi.gov/nps](http://www.mi.gov/nps) )
- SAW Stormwater Management Plan (See the SAW Stormwater Management Plan on page 22)

### Development of a Stormwater Management Plan

#### MS4 Stormwater Management Plan

Permittees required to develop an MS4 Stormwater Management Plan (SWMP) are municipal agencies, such as cities, townships, villages, county agencies, and school districts located in a census defined urbanized area with a discharge of stormwater to surface waters of the state. The existing NPDES MS4 individual permit application is structured such that by completing the application, an MS4 SWMP is produced. The best management practices (BMP) included in the MS4 SWMP shall be designed to reduce the discharge of pollutants from the MS4 to the maximum extent practicable.

For those applicants who are developing a new MS4 SWMP, the development of the entire MS4 SWMP is eligible for SAW grant funding. An applicant who already has an approved MS4 SWMP or Stormwater Pollution Prevention Initiative (SWPPI) in place can receive funding to update the SWMP/SWPPI. An approved MS4 SWMP includes the following minimum requirements:

1. BMPs to be implemented to meet the following six minimum control measures (a– f) and applicable water quality requirements (g)
  - a. Public Participation/Involvement Program
  - b. Public Education Program
  - c. Illicit Discharge Elimination Program
  - d. Construction Stormwater Runoff Control Program
  - e. Post-Construction Stormwater Runoff Program
  - f. Pollution Prevention and Good Housekeeping Program
  - g. Total Maximum Daily Loads (TMDL) Implementation Plan (This water quality requirement applies to a regulated MS4 that discharges stormwater to impaired waters with an approved TMDL that includes a pollutant load allocation assigned to the regulated MS4.)
2. A measurable goal for each BMP. Each measurable goal shall have a measure of assessment to determine progress towards achieving the measurable goal.
3. The following Phase I MS4 Permittees shall include as part of the SWMP an Industrial Facility Program: [cities of] Ann Arbor, Flint, Grand Rapids, Sterling Heights, and Warren.

The NPDES MS4 individual permit application allows an applicant the option of submitting a collaborative approach for four of the six minimum control measures and the water quality requirements as part of the SWMP. Collaborative efforts may include several MS4 permittees collaborating to meet all or parts of a minimum control measure or water quality requirement.

The MS4 SWMP is considered approved when an individual NPDES permit is issued to the MS4 permittee with the requirement to implement and enforce the approved MS4 SWMP. The MS4 permittee is required to document progress made implementing the MS4 SWMP as part of the Progress Report requirements in the MS4 NPDES permit.

For MS4 permittees with an approved SWMP or SWPPI, the following are examples of updates that may be eligible if the activity is significantly revised or goes beyond what is currently included in the approved SWMP/SWPPI:

- Public Education Program: Developing and implementing a survey to assess changes in public behavior.
- Illicit Discharge Elimination Program:
  - Developing a storm sewer system map to include the location of all outfalls and points of discharge.
  - Prioritizing dry-weather screening of outfalls and points of discharge by identifying areas of high illicit discharge potential. This prioritization could be completed as a collaborative effort with several MS4 permittees.
- Post-Construction Stormwater Runoff
  - Updating post-construction stormwater runoff performance standards. More specifically, updating an ordinance or regulatory mechanism to include the water quality treatment and channel protection performance standards in the current NPDES MS4 individual permit application.
  - Developing a tracking system for ensuring the long-term maintenance of post-construction BMPs. For example, a system to track the performance of the BMPs implemented to meet the performance standards and included in a maintenance agreement.
- Pollution Prevention and Good Housekeeping Program
  - Developing a site-specific standard operating procedure identifying the structural and non-structural stormwater controls implemented or to be implemented and maintained to prevent or reduce pollutant runoff at facilities owned/operated by the applicant with a high potential for pollutant runoff.
  - Developing a procedure for assessing catch basins for routine inspection, maintenance, and cleaning based on preventing or reducing pollutant runoff.
- TMDL Implementation Plan – Developing a TMDL monitoring plan for assessing the effectiveness of BMPs currently being implemented or to be implemented in making progress toward achieving the TMDL pollutant load reduction requirement.

#### Nonpoint Source Watershed Management Plan

Applicants eligible to develop a NPS Watershed Management Plan include cities, villages, counties, townships or other public bodies established under state law (watershed alliances, conservation districts, and regional planning agencies for example). Watershed Management Plans under this category must be approvable as defined in the administrative rules for the CMI NPS Pollution Control Grants and/or include the “nine minimum elements of watershed planning” required by the United States Environmental Protection Agency. To maximize potential future funding, plans should meet both state and federal criteria. NPS Watershed Management Plans must be developed for a hydrologically-based area and must include a list of targeted pollutants. Targeted pollutants must include those listed in Michigan’s 2012 Integrated Report as causing designated use impairments in the watershed. The list should also include pollutants important at the local level as well as the rationale for their listing.

For an applicant who is developing a new NPS Watershed Management Plan, the development of the entire plan is eligible for SAW grant funding. Justifiable updates to a previously approved NPS

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Watershed Management Plan are also eligible. Justifiable updates to a plan include, but are not limited to: updates to meet additional criteria; reevaluation of environmental conditions and next steps; etc.

Complete watershed management plans (along with completed checklists) can be submitted to the appropriate district office or the NPS Unit in Lansing. Watershed plan reviews require a minimum of 90 days and approval typically requires two or more reviews.

Applicants developing a NPS Watershed Management Plan for: (1) watersheds with flooding, flashy flows, or other hydrology issues; (2) or recommended stream bank stabilization, channel realignment, changes to channel geometry; (3) or changes impacting flow or sediment transport, must refer to the NPS Hydrologic and Geomorphic Guidance. Applicants must also consider a wetlands component, as described in the Guidance for Wetland Related Elements, when developing a NPS Watershed Management Plan.

### SAW Stormwater Management Plan

An applicant that wants to develop a SWMP other than an MS4 or NPS SWMP may receive grant funding to develop a SWMP as long as it contains the following minimum components:

1. A description and map of the jurisdictional boundaries and the area to be covered by the plan (typically a sewershed and/or drainage district). The planning area should be hydrologically based and include the entire collection and conveyance system (open and closed) as well as the contributing area.
2. A description of the major components of the stormwater system and/or country drainage district, including sewershed and watershed boundary and internal sub-boundaries, surface water hydrology, mapping of stormwater conveyance (pipes and channels), existing storage, regulatory or other mapped floodplains, flood control facilities and treatment components.
3. A description of publically owned BMPs and private BMPs that significantly affects the stormwater system.
4. A description of all stormwater sources and all known stormwater related water quality problems within the planning area (for example, surface flooding, hydraulic restriction, erosion, water quality, etc.).
5. Include recommendations and an analysis of projects to correct stormwater and known stormwater related water quality problems.
  - a. This includes project identification, preliminary sizing and description of proposed activities. Proposed activities could consist of capital improvements (i.e. culvert replacement, channel modification, structural BMPs, etc.) or changes to inspection or maintenance activities (i.e. stream bank assessments, detention basin inspections, floodplain or floodway encroachment surveys, etc.).
  - b. Provide estimated operation, maintenance and capital costs for all recommendations
6. Include a timeline for implementation of the plan. The extent of the timeline is at the applicant's discretion (i.e., 5-year, 10-year, etc.).

It is strongly suggested that the following components also be included in the SWMP:

1. A general maintenance plan
2. The desired level of service should be determined through a public involvement process
3. A public education program or activities
4. A general description of land use percentages

## GUIDANCE FOR APPENDIX D

### Grant Eligible

- A Stormwater Management Plan (SWMP) must address water quality issues caused by surface runoff of stormwater. There must be a stormwater related water quality problem, not just a stormwater quantity issue.
- Pre-project (planning and design) assessment of Best Management Practices (BMPs) to determine the most effective solution.
- Legal and/or force account costs associated with the creation or amendment of stormwater ordinances, policies, and design standards.
- Flow monitoring for a hydrologic analysis of a stormwater conveyance system or surface water system.
- Water quality sampling to determine current water quality conditions.
- Development of a public education and involvement program or activities for stormwater issues.
- Development of a maintenance plan for stormwater practices.
- AMP/GIS mapping software/hardware/training. Total limits are as follows:

<b>Service Area Population</b>	<b>Dollar Limit</b>
Less than or equal to 5,000	\$60,000
5,001 to less than or equal to 20,000	\$85,000
20,001 to less than or equal to 50,000	\$110,000
Greater than 50,000	\$160,000

Note: Attach justification when assistance is sought for an applicant with an existing GIS system or for when an exception is being made to the above dollar limits.

### Grant Ineligible

- Costs related to implementation of a MS4 SWMP program
- The purchase price to acquire land/easements
- Post-construction monitoring of stormwater management BMP performance to determine effectiveness.
- Planning and design activities related to the evaluation of groundwater impacted by stormwater infiltration.

**APPENDIX E**  
**SAW Innovative Wastewater and Stormwater Technology**

Project costs related to the testing and demonstration of innovative wastewater and stormwater technologies are eligible for grant funding. Within three years of the executed grant, the applicant must determine if the project is technically and financially feasible to implement and submit a SAW Innovative Technology Certification of Project Completeness. If the testing and demonstration results of the innovative technology prove to be technically and financially feasible, the applicant must agree to construct the project. Complete the following to aid in determining grant eligibility.

- A. The technology must meet one or more of the following categories to be considered innovative:
- The technology has not been previously used in Michigan or the region, if influenced by climate
  - The technology has not been previously used in the United States, if independent of climate influences
  - The technology is an application of an existing technology applied to a different media (e.g. a water supply treatment technology applied to the wastewater field)
  - The technology is an application of an existing technology applied to a different pollutant (e.g. previously used to address pollutant 'X', proposed to address pollutant 'Y')

Provide a detailed explanation of how the innovative technology meets one or more of the categories above (attach additional pages, if necessary):

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- B. Eligible projects must focus on a specific existing water quality issue that needs to be addressed. Provide a detailed explanation of how the proposed testing and demonstration of an innovative technology meets this requirement (attach additional pages, if necessary):

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- C. For eligible technologies identified in A above, attach a detailed pilot study work plan. The work plan should be developed based on the associated guidance included with this application.

**GUIDANCE FOR APPENDIX E**

Grant Eligible

- Pilot studies demonstrating the effectiveness of wastewater and/or stormwater technologies which do not result in any permanent construction that becomes a tangible asset.
- If testing and demonstration is successful, and reasonable in cost, the applicant must certify a project using the innovative technology will be constructed. If the testing and demonstration is not successful, there is no commitment to proceed with construction.

Grant Ineligible

- Permanent construction of the pilot technology

## Application Guidance

The SAW program allows for grants to fund project costs related to the testing and demonstration of innovative wastewater and storm water technologies. Innovative technologies must meet one or more of the four listed criteria:

1. Those technologies influenced by climate and have not been previously used in Michigan or the region may be eligible. For instance, if a technology that is heavily temperature dependent and has been used in warmer climates but not yet in colder climates is proposed for testing and demonstration, it may be eligible for grant funding.
2. Other potentially eligible projects include those that have not been previously used in the United States,
3. An application of an existing technology applied to a different media, or
4. A technology that is applied to address a different type of pollutant than previously used for.

Eligible projects are expected to focus on a specific and existing water quality issue that needs to be addressed. For example, this may include a technology that provides better and/or more efficient treatment performance. The existing water quality issue should be documented with water quality data or other relevant information (this may include the DEQ Water Resources Division's Integrated Report, approved Total Maximum Daily Loads (TMDL) or watershed management plans, local health department records, compliance or enforcement documents, etc.). The explanation should clearly tie together how the innovative technology will address the existing water quality issue which has been identified.

A pilot study work plan is required to be submitted with the application. The pilot study should provide sufficient evaluation of the applicability, operational reliability and effectiveness of the innovative technology. This should be demonstrated with a prototype unit or process of sufficient size and designed to operate at its design load conditions.

To determine that such new processes and equipment or applications have a reasonable and substantial chance of success, the following should be considered when developing a pilot study plan:

- Evaluation and discussion of any related, existing performance data and manufacturer's information.
- A plan for monitoring observations, including test results and evaluations, demonstrating the efficiency and effectiveness of such processes or equipment.
- Detailed description of the test methods and their appropriateness.
- Testing, including appropriate sampling, under various ranges of strength and flow rates (including diurnal and/or seasonal variations) and temperatures over a sufficient length of time to demonstrate performance under climatic and other conditions which may be encountered in the area of the proposed installations.
- Other appropriate information.
- Coordination and approval by DEQ district engineers if there are temporary changes in the operation of a permitted facility or permitted discharge during pilot testing.

It is strongly recommended that applicants team with academic institutions to aid in development and completion of a pilot study.

**APPENDIX F**  
**Disadvantaged Community Status Determination Worksheet**

In order to determine the disadvantaged status of a community, the Revolving Loan Section will first look to see if:

- 1) More than 50 percent of the area served by a proposed sewage treatment works project or stormwater treatment project is identified as a poverty area by the United States Census Bureau;
- 2) The median annual household income of the area served by a proposed sewage treatment works project or stormwater treatment project is less than the most recently published federal poverty guidelines for a family of 4 in the 48 contiguous United States. In determining the median annual household income of the area served by the proposed sewage treatment works project or stormwater treatment project, the municipality shall utilize the most recently published statistics from the United States Census Bureau, updated to reflect current dollars, for the community which most closely approximates the area being served by the project.

If no determination can be made by either criteria 1 or 2 then the following information will be used:

1. Is the applicant seeking a planning or design grant?  YES  NO

If YES, provide the total estimated construction amount \$\_\_\_\_\_.

2. Annual payment on the existing debt for the wastewater or stormwater system (if applicable):

**\$434,267.**

3. Total operation, maintenance and replacement expenses for the wastewater or stormwater system on an annual basis: **\$1,047,048.**

4. Number of "residential equivalent users" in the system: **4,186.**

If you have any questions about this worksheet, then contact Mr. Robert Schneider at 517-388-6466.

Note: If the total estimated construction amount is provided, the result of this determination is temporary until actual bid costs are submitted.

## NORTHFIELD TOWNSHIP

### WASTEWATER AND STORMWATER ASSET MANAGEMENT PLAN

#### PROJECT NEED AND PROPOSED WORK PLAN

##### SYSTEM DEFICIENCIES/WATER QUALITY PROBLEMS

Portions of Northfield Township's sanitary sewer system are over 50 years old. Many parts of the wastewater treatment plant are also 50 years old. These systems are aging and in need of systematic repair to maintain their function. As an example, the wastewater treatment plant has a grit handling system that requires extensive maintenance now and will require major improvements in the near future. Wet weather flows in the sanitary sewer are increasing as a result of increased infiltration/inflow.

An asset management plan for the wastewater systems will assist the City in understanding and planning for its infrastructure needs. A plan would assist in water quality by accomplishing the following:

- Identify sanitary sewer improvements needed before untreated overflows occur
- Identify WWTP asset O&M and replacement needed to avoid effluent quality violations
- Improve grease control to prevent sewer blockages and backups into basements and overflows to the environment

##### SPECIFIC ACTIVITIES

Specific activities to be accomplished in the asset management plan are itemized in the Tetra Tech proposal and include:

##### System inventory

- WWTP asset inventory
- Sanitary sewer manhole surveys
- Digitizing as-builts and linking to GIS
- Purchase of GIS software and populating GIS with inventory data

##### Condition Assessment

- WWTP asset assessment
- Limited sanitary sewer cleaning and televising (approximately 30,000 lineal feet) using PACP (work by Township staff)
- PACP condition evaluation of previously obtained televising data (work by Township staff)
- Manhole condition assessment using MACP
- Purchase of asset management software

#### Level of Service

- Internal and public meetings to review thoughts on levels of service for both sanitary sewer service and storm drainage
- Enhancement of the Township's sewer use ordinance to better control fats, oils and greases

#### Criticality of Assets

- The criticality of assets to failure and project priorities will be determined

#### O&M Strategy/Rate Structure

- Develop strategies to maintain the sewer system
- Evaluate rate impacts and develop a final rate model to fund the needed improvements

#### Long-Term Funding/Capital Improvement Planning/Report

- A final capital improvement plan will be prepared
- A final report will be prepared summarizing the asset management plan

## **Condition Assessment**

### 1c Collection System

#### Pipe and Manhole Condition

We understand that Township staff will conduct cleaning and televising of the sewer system. Township staff will also rate the sewer condition with Pipeline Assessment Certification Protocol (PACP) guidelines. In accordance with the SAW grant rules, no sewers newer than 20 years will be inspected. Tetra Tech will take these completed records and insert them within the GIS. Our proposal is based on the Township completing approximately 30,000 feet of sewer televising.

.A condition of each manhole will also be determined using Manhole Assessment and Certification Protocol (MACP) methodology and inserted into the GIS.

#### Pump Station Evaluation

Each of Northfield Township's 15 pump stations will be visited and the condition visually inspected. Pump stations will be assigned condition codes using, "Asset Management Plan Workbook for Water Utilities," as listed on the MDEQ asset management web page.

### 1d Wastewater Treatment

From the inventory list prepared above, Tetra Tech will prepare a condition evaluation of the WWTP assets. Tetra Tech will review operation records and ages of equipment to derive our evaluation of the remaining useful life of each asset. Wastewater assets will be assigned condition codes using, "Asset Management Plan Workbook for Water Utilities," as listed on the MDEQ asset management web page.

### 1e Software/Hardware

Tetra Tech will meet with the Township to review AMP software compatible with the City's GIS. These software packages allow the O&M data to be recorded and used to generate work orders. This meeting will review the pros and cons of the various packages (such as Cartegraph and GBA Master Series) and determine if there is value to purchase this software. We have included an allowance of \$85,000 in our proposal to purchase this software and any necessary hardware. Additionally, we have time budgeted to populate this software and train the City in its use.

October 31, 2013

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

RE: Stormwater, Asset Management, and Wastewater (SAW) Scope of Services

Dear Mr. Fink;

From our recent discussions, Northfield Township is interested in preparing an asset management program for its sanitary sewer and wastewater system. An asset management program will allow a community to understand the condition of its wastewater system and plan for maintenance, capital, and revenue needs. The Michigan Department of Environmental Quality has developed a grant program to assist communities in implementing these plans. This proposal outlines a scope of services for completing such a plan.

**SCOPE OF WORK**

We have broken our proposal into the following five categories of asset management outlined in the MDEQ's SAW application:

1. Asset Inventory and Condition Assessment
2. Level of Service
3. Criticality of Assets
4. O&M Strategy/ Revenue Structure
5. Long-Term Funding/Capital Improvement Planning

Within these five categories we have broken our approach into tasks for the wastewater collection system and the wastewater treatment plant.

## **1. Asset Inventory**

We understand that Northfield Township does not have a GIS and lacks paper records for most attributes of its sewer system. An approvable asset management plan will require that these attributes be gathered in the field. Our approach is based around populating a newly acquired GIS with the gathered information.

### 1a Collection System

#### Field Survey

A field survey will be conducted to determine the horizontal and vertical coordinates of each manhole and pump station in the system. We have estimated approximately 600 manholes will be surveyed.

#### Manhole and Pipe Inventory

Tetra Tech will visit each manhole to measure pipe sizes, inverts (measure down from rim) and to determine the pipe and manhole construction materials.

#### As-Built Records

Tetra Tech will import into the GIS scanned images of as-built collection system records provided by Northfield Township. In some cases, Tetra Tech has these records already in our files. Many communities find these records invaluable in understanding the construction of the sewer and more precise information on its location relative to easements, rights-of-ways and other utilities.

### 1b Wastewater Treatment

For the wastewater treatment plant, we will meet with staff to compile a comprehensive list of all assets at the facility.

### 1f Metering/Modeling (sanitary sewer system)

Northfield Township does not have a tool to track system demand and system capacity. A computer model would assist the Township in decision making regarding the locations of existing sewer deficiencies and assist in guiding the best locations for new connections.

This project would be initiated with a flow monitoring program to assess wet weather flows. Our proposal includes providing up to eight meters for a 4-month monitoring program. We will also provide two recording rain gauges during this time. Tetra Tech will install and service the meters twice per month during the monitoring program.

Using this data, Tetra Tech will prepare a calibrated model of the sanitary sewer system. The same SWMM-based model used in the storm sewer system will be used for the sanitary sewer system. The model will replicate conditions for the MDEQ's 25-year, 24-hour design storm for sanitary sewer systems and identify any capacity deficiencies that may need to be addressed. Alternatives to control the wet weather will also be developed.

The results of this analysis will be summarized in a report.

## **2. Level of Service**

Level of service involves setting goals for the utility. A meeting will be held to review goals within the Township staff. Additionally, input will be sought from the public regarding their expectations and needs for the utility. For this reason, Tetra Tech will lead a public engagement program to educate sewer users on wastewater and sewer policy and solicit comments regarding the wastewater system and developing asset management plan. We propose to attend one public meeting and prepare handouts and webpages for the City's use.

Tetra Tech will assist in enhancing the Township's sewer use ordinance. In particular, we will research means to strengthen the Township's existing authority to control fats, oils, and grease contributed to the sewer system.

## **3. Criticality of Assets**

### 3a Condition Rating

We will develop a condition rating for each asset based on the asset data collected, visual inspections, and information provided by Township staff.

### 3b Probability and Consequence of Failure Ratings

The condition rating, combined with other factors such as performance, reliability and parts availability, will be used to determine a probability of failure. Additionally, a consequence of failure rating will be determined for each asset. The probability of failure rating will be combined with the consequence of failure rating to determine a business risk exposure rating. Asset redundancy will also be reviewed and applied to the criticality rating if applicable.

We will work with Township staff to select a software tool to use to assist with these calculations. This may either be public domain software such as CUPSS or commercially licensed software purchased from the grant's software allowance.

### 3c Prioritization

The business risk exposure rating will be used along with the probability/consequence of failure ratings will be used to develop a priority list for all assets.

## **4. O&M Strategy/Rate Structure**

### 4a O&M Strategies

Tetra Tech will provide a review and recommendation regarding Northfield Township's operation and maintenance strategy for the collection system, pump stations and wastewater assets. The review will entail:

- Existing practices
- Record keeping
- Revisions to the current practices (frequency or new practice) based on condition and criticality of the assets

### 4b. Rate Structure

Tetra Tech will prepare a rate analysis for the wastewater utility. Preliminary capital improvement costs will be entered into the rate model to evaluate potential rate impacts. A final rate study report and tables will be prepared and delivered to the City.

## **5. Long-Term Funding/Capital Improvement Planning/**

### 5a. Capital Improvement Plan

A cost opinion and targeted completion date will be developed for each needed improvement. Present worth calculations may be performed for improvements of differing service lives. Ratings and schedules for improvements will be reworked based on rate impacts. We will review the Woolpert IO tool with City staff as one method to develop this plan.

#### 5b. Asset Management Plan Report

An asset management report will be compiled for the completed report. Tetra Tech will prepare ten draft copies of these reports and present to the Township for review. We will attend a meeting to review the report and receive comments. Tetra Tech will receive all Township comments and transmit the completed plan to the MDEQ. Tetra Tech will respond to any MDEQ comments and prepare the final plan. Ten copies of the final asset management plan will be prepared and delivered to the Township. Tetra Tech will attend one meeting with the Northfield Board of Trustees to present the completed plan.

#### 5c. Project Management

Throughout the project, Tetra Tech will attend a monthly meeting with the Township to review our progress. Written monthly reports will be submitted.

### **SCHEDULE**

We anticipate the work outlined in this proposal will take approximately two years to complete. A firm schedule will be prepared and reviewed with the City upon project initiation.

### **ASSUMPTIONS**

- City staff will gather necessary utility financial data for the rate study
- Excavation to locate buried manholes will not be conducted

### **COMPENSATION**

Compensation will be based on our standard hourly rates plus reimbursable expenses multiplied by 1.1. Our standard terms and conditions are attached and considered part of this proposal. This fee is valid if the proposal is accepted within 120 days of the date of this proposal.

Our fee can be derived from the following tasks:

<u>TASK</u>	<u>FEE</u>
Inventory	\$86,000
Condition Assessment	64,000
Metering/Modeling	125,000
AM/GIS Software	85,000
Level of Service	8,000
Rate Structure Development	12,000
Other	
Criticality of Assets	13,000
Long-Term Funding/CIP/Final Report/Proj. Mng.	96,000
 TOTAL	 \$489,000

**EXECUTION**

Should you agree with the terms of this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates this opportunity to provide this proposal to Northfield Township and continue our long history of service.

Sincerely;

Brian M. Rubel, P.E.

Vice President

**NORTHFIELD TOWNSHIP  
FORCE ACCOUNT SUMMARY**

**SEWER CLEANING AND TELEVISIONING (CONDITION ASSESSMENT)**

Name	Classification	Hours	Rate	Extended	1.4 OH	Total
Tim Hardesty	WWTP Superintendent	240	\$29.11	\$6,986.40	1.4	\$9,780.96
Dan Willis	Field Supervisor	240	\$26.75	6,420.00	1.4	8,988.00
Brian	Operator	240	\$19.84	4,761.60	1.4	6,666.24
Camera rental		30 days at \$550/day				16,500
Jet rental		6 weeks at \$1,925/week				11,550
<b>TOTAL</b>						<b>\$53,485.20</b>

**PACP CLASSIFICATION OF PREVIOUS TELEVISIONING (CONDITION ASSESSMENT)**

Name	Classification	Hours	Rate	Extended	1.4 OH	Total
Tim Hardesty	WWTP Superintendent	80	\$29.11	\$2,328.80	1.4	\$3,260.32
Dan Willis	Field Supervisor	80	\$26.75	2,140.00	1.4	2,996.00
<b>TOTAL</b>						<b>\$6,256.32</b>

**WWTP ASSET INVENTORY**

Name	Classification	Hours	Rate	Extended	1.4 OH	Total
Tim Hardesty	WWTP Superintendent	40	\$29.11	\$1,164.40	1.4	\$1,630.16
Dan Willis	Field Supervisor	40	\$26.75	1,070.00	1.4	1,498.00

TOTAL \$3,128.16

**PACP TRAINING**

Name	Classification	Hours	Rate	Extended	1.4 OH	Total
Tim Hardesty	WWTP Superintendent	24	\$29.11	\$698.64	1.4	\$978.10
Dan Willis	Field Supervisor	24	\$26.75	642.00	1.4	898.80
Training of three employees (3@\$750)						\$2,250
TOTAL						\$4,126.90

**Renewal Comparison for**  
**Northfield Township**  
 12/1/2013  
**Dental and Vision**

<b>Plan Summary</b>		<i>Carrier</i>	Blue Cross/Blue Shield	
		<i>Plan Type</i>	Dental & Vision	
<b>Out of Network Benefits</b>				
Dental Benefits		Traditional Plus Plan 3		
Optical Benefits		Blue Vision 12-12-12 BVFL		
<b>Premium Rates</b>		<b>Current Premiums</b>	<b>Renewal Premiums as 12/1/2013</b>	<b>Percent Change</b>
		#		
<b>Dental</b>				
Single	4	\$43.41	\$44.22	1.89%
Couple	2	\$104.17	\$106.14	1.89%
Family	11	\$130.22	\$132.67	1.89%
<b>Vision</b>				
Single	4	\$7.77	\$7.62	-1.93%
Couple	2	\$18.65	\$18.29	-1.93%
Family	11	\$23.31	\$22.87	-1.89%
<b>Total Estimated Monthly Premium</b>		\$2,139.19	\$2,167.16	
<b>Total Estimated Annual Premium</b>		<b>\$25,670.28</b>	<b>\$26,005.92</b>	1.31%

## Analysis of the Impact of Public Act 152 of 2011

The "Publicly Funded Health Insurance Contribution Act", also known as PA 152, was signed into law by Gov. Rick Snyder on September 27, 2011. The law specifies the amount public employers can contribute towards employee medical and prescription drug benefits, but permits certain local units of government to opt out of compliance via a 2/3 vote of the governing board. Employers who don't opt out must comply with one of two calculation methods described in the bill: The "Hard Cap" or, if selected, the "80/20" method.

\* Note that only active employees are considered for the calculation. Retirees are excluded. \*

Below, for your information, is a preliminary calculation applying both methods to your current renewal.

**Current Plan Design:**

**Simply Blue PPO**

**Suffix # 0002**

**HSA \$3,000/20% with \$5/\$25/\$50 Rx**

**The "Hard Cap":**

Member Status	Specified Annual Cap	Calculated Monthly Cap
Single	\$ 5,692.50	\$ 474.38
Couple	\$ 11,385.00	\$ 948.75
Family	\$ 15,525.00	\$ 1,293.75

*Based on renewal for medical and Rx rates.*

*Dental and vision coverage excluded in this calculation.*

**Calculating your Total Plan Cost:**

	# Members	Current Medical + Rx Rates	2013 Annual Plan Cost	"Hard Cap" Limit*	Total Difference between current cost and cap	Difference per member
Single	0	\$ 265.42	\$ -	\$ -	\$ -	\$ (208.96)
Couple	1	\$ 637.01	\$ 7,644.12	\$ 11,385.00	\$ (3,740.88)	\$ (311.74)
Family	6	\$ 796.26	\$ 57,330.72	\$ 93,150.00	\$ (35,819.28)	\$ (497.49)
			<b>\$ 64,974.84</b>	<b>\$104,535.00</b>	<b>\$ (39,560.16)</b>	

Please note: This information is based on 2013 Hard Caps.

Current Comparison for  
Northfield Township  
12/1/2013

		Police #0002
<b>Plan Summary</b>	<i>Plan Type</i>	Simply Blue
	<i>Plan No.</i>	HSA 3000/6000
	<i>Carrier</i>	Blue Cross/Blue Shield
<b>In Network Benefits</b>		
Office Visit Copays		80% after deductible
Primary/Specialty		80% after deductible
Chiropractic		80% after deductible
Emergency Room		80% after deductible
Urgent Care		80% after deductible
Inpatient/Outpatient Hospital		80% after deductible
DME & P&O (If Approved)		80% after deductible
In-Network Deductible		\$3,000/\$6,000
Coinsurance		80% after deductible
Maximum Out of Pocket		\$4,000/\$8,000
Preventive Care		100%
<b>Out of Network Benefits</b>		
Deductible		\$6,000/\$12,000
Coinsurance		60/40
Maximum Out of Pocket		\$8,000/\$16,000
<b>Prescription</b>		
Prescription Drug Card		\$5/\$25/\$50 RXCM (after deductible)
<b>Base Rates</b>		
Single		\$265.42
Couple		\$637.01
Family		\$796.26
Two Regular + Single Complementary		
<b>Premiums for your Group</b>		
Single	0	\$0.00
Couple	1	\$637.01
Family	6	\$4,777.56
Two Regular + Single Complementary		\$0.00
<b>Monthly Premium</b>		\$5,414.57
<b>Annual Premium</b>		\$64,974.84

Comparison for  
Northfield Township  
12/1/2013  
Alternatives

		Alternative Plan #2
<b>Plan Summary</b>	<i>Plan Type</i>	Simply Blue
	<i>Plan No</i>	PPO 1000/2000
	<i>Carrier</i>	Blue Cross/Blue Shield
<b>In Network Benefits</b>		
Office Visit Copays		
Primary/Specialty		\$30 Copay
Chiropractic		\$30 Copay
Emergency Room		\$150 Copay
Urgent Care		\$30 Copay
Inpatient/Outpatient Hospital		80% after deductible
DME & P&O (If Approved)		80% after deductible
In-Network Deductible		\$1,000/\$2,000
Coinsurance		80/20
Maximum Out of Pocket		\$3,500/\$7,000
Preventive Care		100%
<b>Out of Network Benefits</b>		
Deductible		\$2,000/\$4,000
Coinsurance		60/40
Maximum Out of Pocket		\$7,000/\$14,000
<b>Prescription</b>		
Prescription Drug Card		\$5/\$25/\$50 RXCM
<b>Base Rates</b>		
Single		\$413.31
Couple		\$991.95
Family		\$1,239.94
Two Regular + Single Complementary		\$1,534.98
<b>Premiums for your Group</b>		
Single	4	\$1,653.24
Couple	1	\$991.95
Family	4	\$4,959.76
1 Reg + 1 Comp +	1	\$1,534.98
<b>Monthly Premium</b>		\$9,139.93
<b>Total Annual Premium</b>		\$109,679.16

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 11/8/2013  
**Re:** Health Insurance

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Dear Township Board,

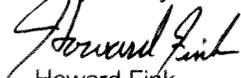
I cannot be happier with how the Health Insurance program turned out. Let me begin by saying a huge "thank you" to Rich Paquette, officer in the Northfield Township Police Department. Officer Paquette has been a great resource for the new health care laws / options and helped significantly to expedite a decision in regards to the union's position on our health plans. I would also like to thank the entire team at Burnam and Flowers who provided great service to our group.

In your packets are a handful of documents related to our renewal. Jack Schmitz will be available from Burnam and Flowers for any questions that the board may have. Essentially, both the HSA and traditional PPO plan for the Township will be under the cap. The only exception is the rates for couples under the PPO plan, which will necessitate those employees paying dollars out of their paychecks to bring us in line with the cap numbers. Our goal was to provide the best quality plans under the 2013 cap numbers for the employees. I believe we have done that. Because of our decision to renew in December of 2013, we will be using the 2013 instead of the 2014 cap numbers. This is providing a savings to the Township, as the 2014 cap numbers are higher. We made this decision because we believed that renewing in 2013 would provide us cheaper rates than renewing in 2014; due to potential increase from the Affordable Care Act and to preserve our ability to keep our existing plans in place. Our decision paid off, providing us with 9 – 10 % decreases in cost.

One issue that the board needs to be aware of is that the hard cap law only applies to medical and prescription coverage. Last year, the Township inadvertently included dental and vision in the employees' hard cap calculations used to determine how much was deducted from their paychecks. This, and the percentage decrease from renewals, allowed us to improve the plan options under the 2013 hard cap limits. We will be reimbursing the employees for any overages. It is my understanding that the numbers used in the budget calculations were correct (this will be researched prior to the meeting). Ultimately, everyone did a phenomenal job in providing the best coverage under the 2013 hard cap limits. This was according to the board's desire.

Both plans (HSA and PPO) need to be voted on and ratified by the board. Additionally, we have included EAP (Employee Assistance Plan) quotes in your packets. I recommend that the board chose the middle option from Blue Cross Blue Shield.

Respectfully Submitted,

  
Howard Fink

# Employee Assistance Program Plan Design and Rates

Customer:  
Effective:

# Anthem EAP

**Employer Contribution: 100% employer paid**  
**Participation: 100% non-voluntary**

Service Description	Basic EAP (employee services)	Enhanced EAP (employee and employer services)	Enhanced EAP (employee and employer services)
Toll-free, 24/7 telephone consultation and referral services	✓	✓	✓
Face-to-face counseling visits per issue per year offered to employees and household members	No. of visits: 3	No. of visits :4	No. of visits: 6
Financial Consultation: Unlimited, telephone consultations with a Certified Consumer Credit Counselor	✓	✓	✓
Legal Referrals & Discounted Fees: Free, 30-minute telephone or in-person consultation with a qualified attorney, 25% discount on attorney fees after consultation	✓	✓	✓
Identify Theft Recovery: telephone consultation to help recovery from and minimize the impact of a breach of identify	✓	✓	✓
Live Tobacco Free: online education; telephone consultation with a trained tobacco cessation coach	✓	✓	✓
Unlimited child and elder care web-based self search feature	✓	✓	✓
Unlimited telephone consultation with a child or elder care specialist: needs assessment and assisted search	N/A	✓	✓
Unlimited web-based convenience/and daily living resources such as household maintenance, relocation, pet care, etc.	✓	✓	✓
Unlimited telephone consultation to assist with convenience and daily living resources	N/A	✓	✓
EAP website resources	✓	✓	✓
Designated EAP clinical account manager	✓	✓	✓
Supervisor/Manager telephone consultation	N/A	✓	✓
Substance abuse policy: consultation and recommendations	N/A	✓	✓
Case assistance for management referrals, return to work, etc.	N/A	✓	✓
Workplace trauma response: consultation and recommendations	✓	✓	✓
Critical Incident Stress Debriefing (CISD)	Available for an additional fee	1 per contract year	1 per contract year
Introductory employee EAP orientation	EAP Website	EAP Website or Bank of Hours	EAP Website or Bank of Hours
Onsite services including supervisor/manager training, employee wellness seminars, health fair representation	Available for an additional fee	Bank of Hours: 6	Bank of Hours: 6
EAP promotional materials – posters, flyers, employee brochures, monthly electronic flyer, etc.	✓	✓	✓
Utilization reports (to employer)	Annual upon request	✓	✓
<b>Per Employee Per Month (PEPM) Rate</b>	<b>PEPM: \$1.05</b>	<b>PEPM: \$1.59</b>	<b>PEPM: \$2.05</b>

- Customization available for groups over 1000 employees
- Pricing may be subject to revision should assumptions detailed above change.
- The EAP may be purchased independently from medical/specialty products. The EAP is available to all employees regardless of medical plan election.
- Additional on-site manager training and/or education workshops are available for \$250/hour. Additional CISD services are available at \$300/hour per facilitator, and location. Travel fees are billed at cost
- Printed materials will be shipped to a central client location for distribution; shipping to additional locations will be priced and billed separately

#### Anthem EAP Services do not include the following:

- EAP Service Provider is not responsible for the inclusion or exclusion of any particular service or benefit under an EAP participant's other coverage, such as a group health plan or health benefit/insurance plan
- Fitness-For-Duty Evaluations; Expenses related to Substance Abuse Professional (SAP) services
- Authorizations for an employee to take a leave of absence or time off from the workplace
- Evaluations or reports for a legal proceeding; Counseling mandated by a court of law or government agency; Specialized treatment or evaluations required as a condition of parole, probation, custody, visitation or forensic evaluations
- Determinations/reports related to Family Medical Leave Act or Short/Long Term Disability

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Anthem EAP products are offered by Anthem Life Insurance Company. In New York, Anthem EAP products are offered by Anthem Life & Disability Insurance Company. In California, Anthem EAP products are offered by Blue Cross of California using the trade name Anthem Blue Cross. © ANTHEM is a registered trademark.

27244WPEENJIC 7/12

**Subject:** FW: Northfield  
**From:** Jack Schmitz <jschmitz@bfgroup.com>  
**Date:** 11/7/2013 12:20 PM  
**To:** "Howard Fink (finkh@twp.northfield.mi.us)" <finkh@twp.northfield.mi.us>  
**CC:** Jack Schmitz <jschmitz@bfgroup.com>



Jack Schmitz  
Director, Municipal Benefits Sales  
1056 Charles Orndorf Drive, Suite I  
Brighton, MI 48116

810-923-0355  
[jschmitz@bfgroup.com](mailto:jschmitz@bfgroup.com)  
[www.bfgroup.com](http://www.bfgroup.com)

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**From:** Debbie Schnelker  
**Sent:** Thursday, November 07, 2013 12:03 PM  
**To:** Jack Schmitz  
**Subject:** Northfield

Jack: Here is another EAP from TotalCare. They charge a flat \$1,500/year, billed annually.

**Debbie Schnelker**  
*Manager, Proposals and Underwriting*  
Burnham & Flower Insurance Group  
315 S. Kalamazoo Mall  
Kalamazoo, MI 49007  
269-341-9723 (Direct)  
269-276-4073 (Fax)  
[dschnelker@bfgroup.com](mailto:dschnelker@bfgroup.com)

— Attachments: —

TotalCare EAP Overview (2).doc

58.5 KB



## **TotalCare EAP Overview**

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### **Employee Assistance Counseling Benefits**

Calls answered directly by counselors with Master's or PhD degree 24/7  
Unlimited telephonic counseling - No restriction on number or duration of phone calls  
Face-to-face sessions provided by our network of 25,000+ counselors  
Counseling for: Depression, Stress, Anxiety...Family Issues...Relationship Issues...Loss and Grief...Workplace Difficulties...Alcohol/Drug Abuse...etc.

### **Work/Life Counseling Benefits**

Help and expert resources to address the challenges and concerns of daily living

Child care and daycare	Aging issues and elder care
Health and wellness	Debt and debt restructuring
Financial planning	Education planning

Legal – first consultation with attorney per legal issue provided at no cost; 25% reduction in fees thereafter

### **Information Resource Benefits**

Resources on thousands of topics provided online at [www.theeap.com](http://www.theeap.com)  
Thousands of Harvard University Medical School reviewed articles  
Over 2500 Health & Wellness videos  
Financial calculators  
Will and other legal templates

### **TotalCare Resource Centers**

- Career & Education
- Challenges of Military Deployment & Homecoming
- Walden University
- Parenting
- Cyber Safety Resource
- Tools for Tough Times

### **Personal Development and Training**

To help balance work, life and career objectives  
More than 50 online training modules to develop skills in a host of work and life areas

### **Wellness Center**

Online individual Health Risk Assessments  
Hundreds of wellness article, videos, training materials  
A complete nutrition assessment

### **Lifestyle Benefits**

Designed to enhance an employee's quality of life  
Special rates and discounts available at:  
LA Fitness – for physical fitness programs  
Jenny Craig – for weight loss  
Weight Watchers – for weight loss  
SmokEnders – for smoke cessation  
Apex Nutrition – for online nutrition programs  
Workouts For You – for online personal fitness training  
Retirement and college savings planning



**Adoption and Special Needs**

Adoption counseling, referrals to adoption agencies and support organizations

Assist employees with children with a broad range of special needs

Conduct needs assessment, discuss options, make referrals, and provide ongoing counseling

**Compliance Trainings- Global Compliance Network Trainings (GCN)**

To comply with Federal or State laws

Over 90 Tutorials/Trainings on OSHA, HR Issues, Professional Development & more.

**ESI Management Academy**

An entire curriculum of online training programs that promote key management skills

Thirty-nine courses arranged in four levels: Regulatory Compliance; Core Competencies;

Advanced Supervisory Skills; and Team Leadership

10 New Regulatory Compliance Video Trainings

**Stress Assessment Program**

A specialized stress assessment and remediation program

Includes a thorough assessment, identification of critical sensors, counseling intervention, stress reduction

Exercises and strategies tailored to the employee's specific needs

**Pet Help Center**

Articles, tools and links related to pet issues and pet care

**Personal Assistant**

Help with day-to-day problems and hundreds of issues including: finding a local medical or dental provider,

Consumer law, rental issues, summer camp options

-----  
**MANAGEMENT SERVICES**

**Administrative Referral Program**

Designed to address and resolve unacceptable employee performance

**HR Consultation Service**

Unlimited HR consultations with certified SPHR's for complex employee issues

**Crisis Management**

On-site trauma counseling when the organization experiences a severe trauma

**DOT Testing**

Department of Transportation Supervisory Trainings

**Free and Discounted Pre-Employment Screening**



Available for every hiring candidate through our background screening partner,  
Backgrounds Online

**Discounted Mediation Service**

- MWI- leading Mediation and Arbitration Service

**Supervisors Resources Centers:**

**FMLA Resource Center**

Useful information on subjects such as Intermittent Leave, Curbing Employee Abuse of FMLA, etc.

**Affordable Care Act Toolkit**

**Workplace Violence Resource**

**Monthly Newsletters**

**Quality Assurance**

ESI maintains the most rigorous Quality Assurance Program in the EAP industry

A participant survey is provided to every employee that utilizes the EAP

A doctoral degrees supervisor concurrently reviews every severe case

We require that every service issue that arises be addressed within 24 hours



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

ANDY DILLON  
STATE TREASURER

September 19, 2013

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS  
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2014**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563 sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2013, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$5,692.50 times the number of employees with single person coverage
- \$11,385.00 times the number of employees with individual and spouse coverage
- \$15,525.00 times the number of employees with family coverage.

The limits for 2014 will equal the 2013 limits increased by the percentage change in the medical care component from the period September 2011-August 2012 to the period September 2012-August 2013, which equaled an increase of **2.9 percent**.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2014, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$5,857.58** times the number of employees with single person coverage
- **\$11,715.17** times the number of employees with individual and spouse coverage
- **\$15,975.23** times the number of employees with family coverage.

Andy Dillon  
State Treasurer

September 19, 2013

# Burnham & Flower

INSURANCE GROUP

315 South Kalamazoo Mall  
Kalamazoo, MI 49007-4806  
Tel: 888.748.7966, ext. 3162  
Fax: 269.276.4110  
E-mail: ptarver@bfgroup.com

October 2, 2012

Ms. Michele K. Manning, Clerk  
Township of Northfield  
8350 Main Street, P.O. Box 576  
Whitmore Lake, MI 48189-0576

Dear Ms. Manning:

Your current coverage with Blue Cross Blue Shield of Michigan renews effective 01/01/13. Your new renewal rates are listed below.

Renewal Rates for your current benefit plan.

**Group #007011521-0001**

	Total	Health	Prescription	Dental	Vision	% change
One person	\$ 462.67	\$312.20	\$99.29	\$43.41	\$7.77	-2.24%
Two person	\$1,110.40	\$749.28	\$238.30	\$104.17	\$18.65	-2.24%
Family	\$1,387.99	\$936.59	\$297.87	\$130.22	\$23.31	-2.24%
2 person reg. & 1 comp.	\$1,616.31	\$936.59	\$526.19	\$130.22	\$23.31	0.19%

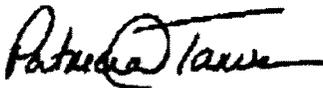
**Group #07011521-0002**

	Total	Health	Dental	Vision	% change
One person	\$ 255.00	\$203.82	\$43.41	\$7.77	-5.88%
Two person	\$ 611.99	\$489.17	\$104.17	\$18.65	-5.88%
Family	\$ 764.99	\$611.46	\$130.22	\$23.31	-5.88%

\*Rates do not include the Michigan Claims Tax Assessment.

Jack Schmitz from our office will be contacting you in the near future to discuss the renewal information in further detail. If you have any questions, please do not hesitate to contact our office at phone number provided above. Thank you for your continued patronage.

Sincerely,



Patricia Tarver  
Customer Service Representative

# Burnham & Flower

INSURANCE GROUP

315 South Kalamazoo Mall  
Kalamazoo, MI 49007-4806  
Tel: 888.748.7966, ext. 3162  
Fax: 269.276.4110  
E-mail: ptarver@bfgroup.com

September 5, 2013

Howard Fink  
Township of Northfield  
8350 Main Street, P.O. Box 576  
Whitmore Lake, MI 48189-0576

Dear Mr. Fink:

Your current coverage with Blue Cross Blue Shield of Michigan renews effective 12/01/13. Your new renewal rates are listed below.

Renewal Rates for your current benefit plan.

**Group #007011521-0001**

	Total	Health	Prescription	Dental	Vision	% change
One person	\$ 411.30	\$276.17	\$83.29	\$44.22	\$7.62	-11.10%
Two person	\$ 987.12	\$662.80	\$199.89	\$106.14	\$18.29	-11.10%
Family	\$1,233.91	\$828.50	\$249.87	\$132.67	\$22.87	-11.10%
2 person + 1 complementary	\$1,425.42	\$828.50	\$441.38	\$132.67	\$22.87	-11.81%

**Group #007011521-0002**

	Total	Health	Dental	Vision	% change
One person	\$ 231.87	\$180.03	\$44.22	\$7.62	-9.07%
Two person	\$ 556.50	\$432.07	\$106.14	\$18.29	-9.07%
Family	\$ 695.62	\$540.08	\$132.67	\$22.87	-9.07%

\*Rates do not include the Michigan Claims Tax Assessment.

Jack Schmitz from our office will be contacting you in the near future to discuss the renewal information in further detail. If you have any questions, please do not hesitate to contact our office at phone number provided above. Thank you for your continued patronage.

Sincerely,



Patricia Tarver  
Customer Service Representative



# Simply Blue<sup>SM</sup> PPO HSA – Plan 3000/20% Medical Coverage with Prescription Drug Coverage Benefits-at-a-Glance

Effective for groups on their plan year beginning on or after August 1, 2012 or January 1, 2013

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible, copay and/or coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

**Note:** To be eligible for coverage, the following services require your provider to obtain approval **before** they are provided – select radiology services, inpatient acute care, skilled nursing care, human organ transplants, inpatient mental health care, inpatient substance abuse treatment, rehabilitation therapy and applied behavioral analyses.

Pricing information for various procedures by in-network providers can be obtained by calling the customer service number listed on the back of your BCBSM ID card and providing the procedure code. Your provider can also provide this information upon request.

**Preauthorization for Specialty Pharmaceuticals** – BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician **must** contact BCBSM to request preauthorization of the drugs. If preauthorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other disease as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

## In-network

## Out-of-network \*

### Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

**Note: If a PPO provider refers you to a non-network provider, all covered services obtained from that non-network provider will be subject to applicable out-of-network cost-sharing.**

	In-network	Out-of-network *
<b>Deductibles</b> <b>Note:</b> Your deductible <b>combines</b> deductible amounts paid under your Simply Blue HSA medical coverage and your Simply Blue prescription drug coverage. <b>Note:</b> The full family deductible <b>must</b> be met under a two-person or family contract before benefits are paid for any person on the contract.	\$3,000 for a one-person contract or \$6,000 for a family contract (2 or more members) each calendar year (no 4 <sup>th</sup> quarter carry-over)	\$6,000 for a one-person contract or \$12,000 for a family contract (2 or more members) each calendar year (no 4 <sup>th</sup> quarter carry-over)
	Deductibles are based on amounts defined annually by the federal government for Simply Blue HSA-related health plans. Please call your customer service center for an annual update.	
<b>Fixed dollar copays</b>	Based on prescription drug copay rider selected	Based on prescription drug copay rider selected
<b>Coinsurance amounts</b> <b>Note:</b> Coinsurance amounts apply once the deductible has been met.	20% of approved amount	40% of approved amount
<b>Annual coinsurance/copay dollar maximums</b> <b>Note:</b> Your coinsurance/copay dollar maximum <b>combines</b> coinsurance/copay amounts paid under your Simply Blue HSA medical coverage and your Simply Blue prescription drug coverage.	\$1,000 for a one-person contract or \$2,000 for a family contract (2 or more members) each calendar year	\$2,000 for a one-person contract or \$4,000 for a family contract (2 or more members) each calendar year
<b>Lifetime dollar maximum</b>	None	

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\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.



**In-network**

**Out-of-network \***

**Preventive care services**

Health maintenance exam – includes chest x-ray, EKG, cholesterol screening and other select lab procedures	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Pap smear screening – laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Voluntary sterilizations for females	100% (no deductible or copay/coinsurance)	60% after out-of-network deductible
Prescription contraceptive devices – includes insertion and removal of an intrauterine device by a licensed physician	100% (no deductible or copay/coinsurance)	60% after out-of-network deductible
Contraceptive injections	100% (no deductible or copay/coinsurance)	60% after out-of-network deductible
Well-baby and child care visits	100% (no deductible or copay/coinsurance) <ul style="list-style-type: none"> <li>• 6 visits, birth through 12 months</li> <li>• 6 visits, 13 months through 23 months</li> <li>• 6 visits, 24 months through 35 months</li> <li>• 2 visits, 36 months through 47 months</li> <li>• Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit</li> </ul>	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance) <b>Note:</b> Subsequent medically necessary mammograms performed during the same calendar year are subject to your deductible and coinsurance. One per member per calendar year	60% after out-of-network deductible <b>Note:</b> Non-network readings and interpretations are payable only when the screening mammogram itself is performed by a network provider.
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) for routine colonoscopy <b>Note:</b> Medically necessary colonoscopies performed during the same calendar year are subject to your deductible and coinsurance. One routine colonoscopy per member per calendar year	60% after out-of-network deductible

**Physician office services**

Office visits – must be medically necessary	80% after in-network deductible	60% after out-of-network deductible
Outpatient and home medical care visits – must be medically necessary	80% after in-network deductible	60% after out-of-network deductible
Office consultations – must be medically necessary	80% after in-network deductible	60% after out-of-network deductible
Urgent care visits – must be medically necessary	80% after in-network deductible	60% after out-of-network deductible

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**In-network**

**Out-of-network \***

**Emergency medical care**

Hospital emergency room	80% after in-network deductible	80% after in-network deductible
Ambulance services – must be medically necessary	80% after in-network deductible	80% after in-network deductible

**Diagnostic services**

Laboratory and pathology services	80% after in-network deductible	60% after out-of-network deductible
Diagnostic tests and x-rays	80% after in-network deductible	60% after out-of-network deductible
Therapeutic radiology	80% after in-network deductible	60% after out-of-network deductible

**Maternity services provided by a physician**

Prenatal and postnatal care visits	80% after in-network deductible	60% after out-of-network deductible
	Includes covered services provided by a certified nurse midwife	
Delivery and nursery care	80% after in-network deductible	60% after out-of-network deductible
	Includes covered services provided by a certified nurse midwife	

**Hospital care**

Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies <b>Note:</b> Nonemergency services must be rendered in a <b>participating</b> hospital.	80% after in-network deductible	60% after out-of-network deductible
Unlimited days		
Inpatient consultations	80% after in-network deductible	60% after out-of-network deductible
Chemotherapy	80% after in-network deductible	60% after out-of-network deductible

**Alternatives to hospital care**

Skilled nursing care – must be in a <b>participating</b> skilled nursing facility	80% after in-network deductible	80% after in-network deductible
	Limited to a maximum of 90 days per member per calendar year	
Hospice care	80% after in-network deductible	80% after in-network deductible
	Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods – provided through a <b>participating</b> hospice program <b>only</b> ; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	
Home health care – must be medically necessary and provided by a <b>participating</b> home health care agency	80% after in-network deductible	80% after in-network deductible
Infusion therapy: • must be medically necessary • must be given by a <b>participating</b> Home Infusion Therapy (HIT) provider or in a <b>participating</b> freestanding Ambulatory Infusion Center (AIC) • may use drugs that require preauthorization – consult with your doctor	80% after in-network deductible	80% after in-network deductible

**Surgical services**

Surgery – includes related surgical services and medically necessary facility services by a <b>participating</b> ambulatory surgery facility	80% after in-network deductible	60% after out-of-network deductible
Presurgical consultations	80% after in-network deductible	60% after out-of-network deductible
Voluntary sterilization for males <b>Note:</b> See "Preventive care services" section for voluntary sterilizations for females.	80% after in-network deductible	60% after out-of-network deductible

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**In-network**

**Out-of-network \***

**Human organ transplants**

Specified human organ transplants – in designated facilities only, when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	80% after in-network deductible	80% after in-network deductible – In designated facilities only
Bone marrow transplants – when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	80% after in-network deductible	60% after out-of-network deductible
Specified oncology clinical trials	80% after in-network deductible	60% after out-of-network deductible
Kidney, cornea and skin transplants	80% after in-network deductible	60% after out-of-network deductible

**Mental health care and substance abuse treatment**

**Note:** If your employer has **51 or more** employees (including seasonal and part-time) and is subject to the MHP law, covered mental health and substance abuse services are subject to the following coinsurance amounts. Mental health and substance abuse coinsurance amounts are included in the annual coinsurance maximums for all covered services. See "Annual coinsurance maximums" section for this amount. If you receive your health care benefits through a collectively bargained agreement, please contact your employer and/or union to determine when or if this benefit level applies to your plan.

Inpatient mental health care and inpatient substance treatment	80% after in-network deductible	60% after out-of-network deductible
	Unlimited days	
Outpatient mental health care: • Facility and clinic	80% after in-network deductible	80% after in-network deductible, in participating facilities only
• Physician's office	80% after in-network deductible	60% after out-of-network deductible
Outpatient substance abuse treatment – in approved facilities only	80% after in-network deductible	60% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

**Note:** If your employer has **50 or fewer** employees (all employees, not just eligible employees), covered mental health and substance abuse services are subject to the following coinsurance amounts. Mental health and substance abuse coinsurance amounts are **not** limited to a coinsurance maximum.

Inpatient mental health care	80% after in-network deductible	60% after out-of-network deductible
	Limited to a maximum of 60 days per member per calendar year	
Inpatient substance abuse treatment	80% after in-network deductible	60% after out-of-network deductible
	Limited to a maximum of 60 days per member per calendar year	
Outpatient mental health care: • Facility and clinic	80% after in-network deductible	80% after in-network deductible, in participating facilities only
• Physician's office	80% after in-network deductible	60% after out-of-network deductible
	Limited to a maximum of 120 visits per member per calendar year	
Outpatient substance abuse treatment – in approved facilities only	80% after in-network deductible	60% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

**Autism spectrum disorders, diagnoses and treatment**

**Note:** If your group is self-funded, check with your group or check your plan documents to see if the following autism benefits are available to you.

Applied behavioral analyses (ABA) treatment in a BCBSM-approved autism evaluation center (AAEC) – limited to an annual maximum of \$50,000 per member, through age 18 (limits may be waived on an individual consideration basis) <b>Note:</b> ABA and AAEC services are not available outside of Michigan.	80% after in-network deductible	80% after in-network deductible
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder – through age 18	80% after in-network deductible	60% after out-of-network deductible
Other covered services, including mental health services, for Autism Spectrum Disorder	80% after in-network deductible	60% after out-of-network deductible

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**Other covered services**

**In-network**

**Out-of-network \***

<p>Outpatient Diabetes Management Program (ODMP)  <b>Note:</b> Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by a network provider.  <b>Note:</b> Effective July 1, 2011, when you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.</p>	80% after in-network deductible for diabetes medical supplies; 100% (no deductible or copay/coinsurance) for diabetes self-management training	60% after out-of-network deductible
Allergy testing and therapy	80% after in-network deductible	60% after out-of-network deductible
Chiropractic spinal manipulation and osteopathic manipulative therapy	80% after in-network deductible	60% after out-of-network deductible
Outpatient physical, speech and occupational therapy – provided for rehabilitation	Limited to a <b>combined</b> maximum of 12 visits per member per calendar year	
	80% after in-network deductible	60% after out-of-network deductible <b>Note:</b> Services at nonparticipating outpatient physical therapy facilities are not covered.
Durable medical equipment <b>Note:</b> DME items required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by a network provider. For a list of covered DME items required under PPACA, call BCBSM.	Limited to a <b>combined</b> maximum of 30 visits per member per calendar year	
	80% after in-network deductible	80% after in-network deductible
Prosthetic and orthotic appliances	80% after in-network deductible	80% after in-network deductible
Private duty nursing	80% after in-network deductible	80% after in-network deductible

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**Optional riders**

<b>Rider SB-HSA-CSR, cost sharing requirements</b>	Changes the member's cost sharing requirements for out-of-state services. Covered services obtained outside the state of Michigan are paid at the approved amount for covered services provided by a Michigan non-network provider; exceptions apply. Special guidelines apply to "Out-of-area services." <b>Note:</b> This rider is available only to groups in the Upper Peninsula.
<b>Rider XVA, excludes voluntary abortions</b>	Excludes benefits for voluntary abortions.
<b>Blue Advantage Rx certificate</b>	Allows BCBSM members to purchase eligible prescription drugs and supplies from network pharmacies at the Blues' negotiated rate rather than full price. <b>Note:</b> Optional prescription drug riders are not available with this plan.
<b>Prescription drug copay riders</b>	You must select one of the following triple-tier copay riders:
• <b>Riders PD-TTC \$5/\$25/\$50 and PD-RX-CM (open formulary)</b>	Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.
• <b>Riders PD-TTC \$15/\$30/\$60 and PD-RX-CM (open formulary)</b>	Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.
• <b>Rider PD-TTC \$7/\$35/\$70-RXCM (open formulary)</b>	Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.
• <b>Rider PD-TTC \$10/\$40/\$80-RXCM (open formulary)</b>	Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.
• <b>Rider PD-TTC \$15/\$50/50%/\$70/\$100-RXCM (open formulary)</b>	Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.
• <b>Riders PD-TTC \$20/\$60/50%/\$80/\$100-RXCM (open formulary)</b>	Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.
<b>Rider PD-XED, excludes elective drugs</b>	Excludes coverage for all elective lifestyle drugs. <b>Note:</b> Elective lifestyle drugs are lifestyle drugs that treat sexual impotency or infertility, help in weight loss, or help to stop smoking. They are not designed to treat acute or chronic illnesses. These medications are prescribed for medical conditions that have no demonstrable physical harm if not treated. BCBSM determines when a drug is an elective drug. <b>Note:</b> This rider is not available for MHP Impacted groups.
<b>Rider PD-XED-MHP, excludes elective drugs</b>	Excludes coverage for elective lifestyle drugs. <b>Note:</b> Elective lifestyle drugs are lifestyle drugs that treat sexual impotency or infertility, or help in weight loss. They are not designed to treat acute or chronic illnesses. These medications are prescribed for medical conditions that have no demonstrable physical harm if not treated. ( <b>Smoking cessation drugs are not considered an elective lifestyle drug and are a payable benefit.</b> ) BCBSM determines when a drug is an elective drug. <b>Note:</b> If your employer has 51 or more employees (including seasonal and part-time) and is subject to the MHP law, this rider must be taken to be MHP compliant.

**See Prescription Drug Coverage Benefits-at-a-Glance for prescription drug benefits.**

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Simply Blue PPO HSA – Plan 3000/20% with prescription drugs, MAY 2013



# Simply Blue<sup>SM</sup> PPO – Plan 1000 Medical Coverage Benefits-at-a-Glance

## Northfield Township #007011521-0001

Effective for groups on their plan year beginning on or after August 1, 2012 or January 1, 2013

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**Note:** To be eligible for coverage, the following services require your provider to obtain approval **before** they are provided – select radiology services, inpatient acute care, skilled nursing care, human organ transplants, inpatient mental health care, inpatient substance abuse treatment, rehabilitation therapy and applied behavioral analyses.

Pricing information for various procedures by in-network providers can be obtained by calling the customer service number listed on the back of your BCBSM ID card and providing the procedure code. Your provider can also provide this information upon request.

**Preauthorization for Specialty Pharmaceuticals** – BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician **must** contact BCBSM to request preauthorization of the drugs. If preauthorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other disease as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

### In-network

### Out-of-network \*

#### Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

**Note: If a PPO provider refers you to a non-network provider, all covered services obtained from that non-network provider will be subject to applicable out-of-network cost-sharing.**

	In-network	Out-of-network *
<b>Deductibles</b>	\$1,000 for one member \$2,000 for the family (when two or more members are covered under your contract) each calendar year	\$2,000 for one member \$4,000 for the family (when two or more members are covered under your contract) each calendar year <b>Note:</b> Out-of-network deductible amounts also apply toward the in-network deductible.
<b>Fixed dollar copays</b>	<ul style="list-style-type: none"> <li>\$40 copay for office visits</li> <li>\$40 copay for urgent care visits</li> <li>\$250 copay for emergency room visits</li> </ul>	\$250 copay for emergency room visits
<b>Coinsurance amounts</b> <b>Note:</b> Coinsurance amounts apply once the deductible has been met.	<ul style="list-style-type: none"> <li>50% of approved amount for private duty nursing</li> <li>20% of approved amount for most other covered services</li> </ul> See "Mental health care and substance abuse treatment" section for mental health and substance abuse coinsurance amounts.	<ul style="list-style-type: none"> <li>50% of approved amount for private duty nursing</li> <li>40% of approved amount for most other covered services</li> </ul> See "Mental health care and substance abuse treatment" section for mental health and substance abuse coinsurance amounts.
<b>Annual coinsurance dollar maximums</b> – applies to coinsurance amounts for all covered services – including mental health and substance abuse services – but <b>does not</b> apply to fixed dollar copays and private duty nursing coinsurance amounts <b>Note:</b> For groups with 50 or fewer employees or groups that are <b>not</b> subject to the MHP law, mental health care and substance abuse treatment coinsurance amounts <b>do not</b> contribute to the coinsurance maximum.	\$2,500 for one member \$5,000 for two or more members each calendar year	\$5,000 for one member \$10,000 for two or more members each calendar year <b>Note:</b> Out-of-network coinsurance amounts also apply toward the in-network maximum.

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Lifetime dollar maximum	None
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Simply Blue PPO – Plan 1000, OCT 2012



**In-network**

**Out-of-network \***

**Preventive care services**

Health maintenance exam – includes chest x-ray, EKG, cholesterol screening and other select lab procedures	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Pap smear screening – laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Voluntary sterilizations for females	100% (no deductible or copay/coinsurance)	60% after out-of-network deductible
Prescription contraceptive devices – includes insertion and removal of an intrauterine device by a licensed physician	100% (no deductible or copay/coinsurance)	100% after out-of-network deductible
Contraceptive injections	100% (no deductible or copay/coinsurance)	60% after out-of-network deductible
Well-baby and child care visits	100% (no deductible or copay/coinsurance) <ul style="list-style-type: none"> <li>• 6 visits, birth through 12 months</li> <li>• 6 visits, 13 months through 23 months</li> <li>• 6 visits, 24 months through 35 months</li> <li>• 2 visits, 36 months through 47 months</li> <li>• Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit</li> </ul>	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance) <b>Note:</b> Subsequent medically necessary mammograms performed during the same calendar year are subject to your deductible and coinsurance. One per member per calendar year	60% after out-of-network deductible <b>Note:</b> Non-network readings and interpretations are payable only when the screening mammogram itself is performed by a network provider.
Colonoscopy – routine or medically necessary	100% (no deductible or copay/coinsurance) for the first billed colonoscopy <b>Note:</b> Subsequent colonoscopies performed during the same calendar year are subject to your deductible and coinsurance. One per member per calendar year	60% after out-of-network deductible

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 Simply Blue PPO – Plan 1000, OCT 2012



**In-network**

**Out-of-network \***

**Physician office services**

Office visits – must be medically necessary	\$40 copay per office visit <b>Note:</b> Simply Blue applies deductible and coinsurance to office visit services. Services include diagnostic (including complex), therapeutic and surgery. An office visit copay still applies to the exam. Cost-sharing may not apply if preventive or immunization services are performed during the office visit.	60% after out-of-network deductible
Outpatient and home medical care visits – must be medically necessary	80% after in-network deductible	60% after out-of-network deductible
Office consultations – must be medically necessary	\$40 copay per office visit <b>Note:</b> Simply Blue applies deductible and coinsurance to office services. Services include diagnostic (including complex), therapeutic and surgery. An office visit copay still applies to the exam. Cost-sharing may not apply if preventive or immunization services are performed during the office visit.	60% after out-of-network deductible

**Urgent care visits**

Urgent care visits	\$40 copay per office visit <b>Note:</b> Simply Blue applies deductible and coinsurance to office services. Services include diagnostic (including complex), therapeutic and surgery. An office visit copay still applies to the exam. Cost-sharing may not apply if preventive or immunization services are performed during the office visit.	60% after out-of-network deductible
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**Emergency medical care**

Hospital emergency room	\$250 copay per visit (copay waived if admitted)	\$250 copay per visit (copay waived if admitted)
Ambulance services – must be medically necessary	80% after in-network deductible	80% after in-network deductible

**Diagnostic services**

Laboratory and pathology services	80% after in-network deductible	60% after out-of-network deductible
Diagnostic tests and x-rays	80% after in-network deductible	60% after out-of-network deductible
Therapeutic radiology	80% after in-network deductible	60% after out-of-network deductible

**Maternity services provided by a physician**

Prenatal and postnatal care visits	80% after in-network deductible	60% after out-of-network deductible
	Includes covered services provided by a certified nurse midwife	
Delivery and nursery care	80% after in-network deductible	60% after out-of-network deductible
	Includes covered services provided by a certified nurse midwife	

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.  
Simply Blue PPO – Plan 1000, OCT 2012



**Hospital care**

**In-network**

**Out-of-network \***

Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies <b>Note: Nonemergency services must be rendered in a participating hospital.</b>	80% after in-network deductible	60% after out-of-network deductible
Inpatient consultations	Unlimited days	
Chemotherapy	80% after in-network deductible	60% after out-of-network deductible
	80% after in-network deductible	60% after out-of-network deductible

**Alternatives to hospital care**

Skilled nursing care – must be in a <b>participating</b> skilled nursing facility	80% after in-network deductible	80% after in-network deductible
	Limited to a maximum of 120 days per member per calendar year	
Hospice care	100% (no deductible or copay/coinsurance)	100% (no deductible or copay/coinsurance)
	Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods – provided through a <b>participating hospice program only</b> ; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	
Home health care – must be medically necessary and provided by a <b>participating</b> home health care agency	80% after in-network deductible	80% after in-network deductible
Home infusion therapy – must be medically necessary and given by <b>participating</b> home infusion therapy providers	80% after in-network deductible	80% after in-network deductible

**Surgical services**

Surgery – includes related surgical services and medically necessary facility services by a <b>participating</b> ambulatory surgery facility	80% after in-network deductible	60% after out-of-network deductible
Presurgical consultations	100% (no deductible or copay/coinsurance)	60% after out-of-network deductible
Voluntary sterilization for males. <b>Note:</b> See "Preventive care services" section for voluntary sterilizations for females.	80% after in-network deductible	60% after out-of-network deductible

**Human organ transplants**

Specified human organ transplants – in designated facilities only, when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% (no deductible or copay/coinsurance)	100% (no deductible or copay/coinsurance) – in designated facilities only
Bone marrow transplants – when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	80% after in-network deductible	60% after out-of-network deductible
Specified oncology clinical trials	80% after in-network deductible	60% after out-of-network deductible
Kidney, cornea and skin transplants	80% after in-network deductible	60% after out-of-network deductible

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.  
Simply Blue PPO – Plan 1000, OCT 2012



**In-network**

**Out-of-network \***

**Mental health care and substance abuse treatment**

**Note:** If your employer has **51 or more** employees (including seasonal and part-time) and is subject to the MHP law, covered mental health and substance abuse services are subject to the following coinsurance amounts. Mental health and substance abuse coinsurance amounts are included in the annual coinsurance maximums for all covered services. See "Annual coinsurance maximums" section for this amount. If you receive your health care benefits through a collectively bargained agreement, please contact your employer and/or union to determine when or if this benefit level applies to your plan.

Inpatient mental health care	80% after in-network deductible	60% after out-of-network deductible
	Unlimited days	
Inpatient substance abuse treatment	80% after in-network deductible	60% after out-of-network deductible
	Unlimited days	
Outpatient mental health care: • Facility and clinic • Physician's office	80% after in-network deductible	80% after in-network deductible, in participating facilities <b>only</b>
	80% after in-network deductible	60% after out-of-network deductible
Outpatient substance abuse treatment – in approved facilities <b>only</b>	80% after in-network deductible	60% after out-of-network deductible (In-network cost-sharing will apply if there is no PPO network)

**Note:** If your employer has **50 or fewer** employees (all employees, not just eligible employees), covered mental health and substance abuse services are subject to the following coinsurance amounts. Mental health and substance abuse coinsurance amounts are **not** limited to a coinsurance maximum.

Inpatient mental health care	50% after in-network deductible	50% after out-of-network deductible
	Limited to a maximum of 60 days per member per calendar year	
Inpatient substance abuse treatment	50% after in-network deductible	50% after out-of-network deductible
	Limited to a maximum of 60 days per member per calendar year	
Outpatient mental health care: • Facility and clinic • Physician's office	50% after in-network deductible	50% after in-network deductible, in participating facilities <b>only</b>
	50% after in-network deductible	50% after out-of-network deductible
	Limited to a maximum of 50 visits per member per calendar year with a lifetime maximum of 120 visits	
Outpatient substance abuse treatment – in approved facilities <b>only</b>	50% after in-network deductible	50% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

**Autism spectrum disorders, diagnoses and treatment**

**Note:** If your group is self-funded, check with your group or check your plan documents to see if the following autism benefits are available to you.

Applied behavioral analyses (ABA) treatment – limited to an annual maximum of \$50,000 per member, through age 18 (limits may be waived on an individual consideration basis)	80% after in-network deductible	80% after in-network deductible
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder – through age 18	80% after in-network deductible	60% after out-of-network deductible
Other covered services, including mental health services, for Autism Spectrum Disorder	80% after in-network deductible	60% after out-of-network deductible

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.



**In-network**

**Out-of-network \***

**Other covered services**

<p>Outpatient Diabetes Management Program (ODMP) <b>Note:</b> Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by a network provider. <b>Note:</b> Effective July 1, 2011, when you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.</p>	<p>80% after in-network deductible for diabetes medical supplies; 100% (no deductible or copay/coinsurance) for diabetes self-management training</p>	<p>60% after out-of-network deductible</p>
<p>Allergy testing and therapy</p>	<p>80% after in-network deductible</p>	<p>60% after out-of-network deductible</p>
<p>Chiropractic spinal manipulation and osteopathic manipulative therapy</p>	<p>\$40 copay per office visit <b>Note:</b> Simply Blue applies deductible and coinsurance to office services. Services include diagnostic (including complex), therapeutic and surgery. An office visit copay still applies to the exam.</p>	<p>60% after out-of-network deductible</p>
<p>Limited to a <b>combined</b> maximum of 12 visits per member per calendar year</p>		
<p>Outpatient physical, speech and occupational therapy – provided for rehabilitation</p>	<p>80% after in-network deductible</p>	<p>60% after out-of-network deductible <b>Note:</b> Services at nonparticipating outpatient physical therapy facilities are not covered.</p>
<p>Limited to a <b>combined</b> maximum of 30 visits per member per calendar year</p>		
<p>Durable medical equipment <b>Note:</b> DME items required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by a network provider.</p>	<p>80% after in-network deductible</p>	<p>80% after in-network deductible</p>
<p>Prosthetic and orthotic appliances</p>	<p>80% after in-network deductible</p>	<p>80% after in-network deductible</p>
<p>Private duty nursing</p>	<p>50% after in-network deductible</p>	<p>50% after in-network deductible</p>

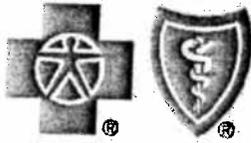
\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.



**Selected riders**

<p><b>Preferred Rx Program certificate</b></p>	<p>Provides benefits for FDA-approved and state-controlled drugs, injectable insulin, and needles and syringes. Benefits are payable at 100% of the BCBSM-approved amount, less the member's copay when obtained from a Preferred Rx network pharmacy (in Michigan) or a Medco network pharmacy (outside Michigan). When a member chooses to go to a non-network pharmacy (a pharmacy not in the Preferred Rx or Medco networks), benefits are payable at 75% of the BCBSM-approved amount, less the member's copay. Coverage also requires dispensing of generic equivalent drugs. Benefits for contraceptive drugs and drugs dispensed for cosmetic purposes are not included.</p> <p><b>Note:</b> When selecting prescription coverage, you <b>must</b> select one of the following triple-tier copay riders.</p>
<ul style="list-style-type: none"> <li>• <b>Rider PD-TTC \$10/\$40/\$80-RXCM</b> (open formulary)</li> </ul>	<p>Imposes a triple-tier copay for prescription drugs. Included are provisions for up to a 90-day supply of prescription drugs, a revised MAC program and the mail-order drug program.</p>

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**Blue Preferred<sup>®</sup> Rx Prescription Drug Coverage  
with \$10 Generic / \$40 Formulary (Preferred) Brand / \$80 Nonformulary  
(Nonpreferred) Brand  
Triple-Tier Copay  
Open Formulary  
Benefits-at-a-Glance**

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible, copay and/or coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

**Specialty Pharmaceutical Drugs** – The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel<sup>®</sup> and Humira<sup>®</sup>) are used to treat complex conditions such as rheumatoid arthritis, multiple sclerosis and cancer. These drugs require special handling, administration or monitoring. Walgreens Specialty Pharmacy will handle mail order prescriptions only for specialty drugs while many network retail pharmacies will continue to dispense specialty drugs (check with your local pharmacy for availability). Other mail order prescription medications can continue to be sent to Medco. (Medco is an independent company providing pharmacy benefit services for Blues members.) A list of specialty drugs is available on our Web site at [bcbsm.com](http://bcbsm.com). Log in under *I am a Member*. If you have any questions, please call Walgreens Specialty Pharmacy customer service at 1-866-515-1355.

We will not pay for more than a 30-day supply of a covered prescription drug that BCBSM defines as a "specialty pharmaceutical" whether or not the drug is obtained from a **90-Day Retail Network provider** or mail-order provider. We may make exceptions if a member requires more than a 30-day supply. BCBSM reserves the right to limit the initial quantity of select specialty drugs. Your copay will be reduced by one-half for this initial fill (15 days).

**Member's responsibility (copays)**

		90-day retail network pharmacy	* Network mail order provider	Network pharmacy (not part of the 90-day retail network)	Non-network pharmacy
Tier 1 – Generic or prescribed over-the-counter drugs	1 to 30-day period	\$10 copay	\$10 copay	\$10 copay	\$10 copay <i>plus</i> an additional 25% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$20 copay	No coverage	No coverage
	84 to 90-day period	\$20 copay	\$20 copay	No coverage	No coverage
Tier 2 – Formulary (preferred) brand-name drugs	1 to 30-day period	\$40 copay	\$40 copay	\$40 copay	\$40 copay <i>plus</i> an additional 25% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$80 copay	No coverage	No coverage
	84 to 90-day period	\$80 copay	\$80 copay	No coverage	No coverage
Tier 3 – Nonformulary (nonpreferred) brand-name drugs	1 to 30-day period	\$80 copay	\$80 copay	\$80 copay	\$80 copay <i>plus</i> an additional 25% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$160 copay	No coverage	No coverage
	84 to 90-day period	\$160 copay	\$160 copay	No coverage	No coverage

**Note:** Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law.

\* BCBSM will not pay for drugs obtained from non-network mail order providers, including Internet providers.

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.



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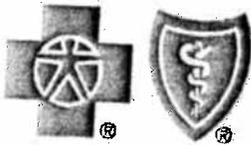
### Covered services

	90-day retail network pharmacy	* Network mail order provider	Network pharmacy (not part of the 90-day retail network)	Non-network pharmacy
FDA-approved drugs	100% of approved amount less plan copay	100% of approved amount less plan copay	100% of approved amount less plan copay	75% of approved amount less plan copay
Prescribed over-the-counter drugs – when covered by BCBSM	100% of approved amount less plan copay	100% of approved amount less plan copay	100% of approved amount less plan copay	75% of approved amount less plan copay
State-controlled drugs	100% of approved amount less plan copay	100% of approved amount less plan copay	100% of approved amount less plan copay	75% of approved amount less plan copay
Disposable needles and syringes – when dispensed with insulin or other covered injectable legend drugs <b>Note:</b> Needles and syringes have no copay.	100% of approved amount less plan copay for the insulin or other covered injectable legend drug	100% of approved amount less plan copay for the insulin or other covered injectable legend drug	100% of approved amount less plan copay for the insulin or other covered injectable legend drug	75% of approved amount less plan copay for the insulin or other covered injectable legend drug

\* BCBSM will not pay for drugs obtained from non-network mail order providers, including Internet providers.

### Features of your prescription drug plan

<b>BCBSM Custom Formulary</b>	<p>A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the formulary is to provide members with the greatest therapeutic value at the lowest possible cost.</p> <ul style="list-style-type: none"> <li>▪ <b>Tier 1 (generic)</b> – Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay, making them the most cost-effective option for the treatment.</li> <li>▪ <b>Tier 2 (preferred brand)</b> – Tier 2 includes brand-name drugs from the Custom Formulary. Preferred brand name drugs are also safe and effective, but require a higher copay.</li> <li>▪ <b>Tier 3 (nonpreferred brand)</b> – Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay for these drugs.</li> </ul>
<b>Prior authorization/step therapy</b>	<p>A process that requires a physician to obtain approval from BCBSM <b>before</b> select prescription drugs (drugs identified by BCBSM as requiring prior authorization) will be covered. <b>Step Therapy</b>, an initial step in the Prior Authorization process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require prior authorization. Details about which drugs require Prior Authorization or Step Therapy are available online at <a href="http://bcbsm.com">bcbsm.com</a>. Log in under <i>I am a Member</i> and click on <i>Prescription Drugs</i>.</p>
<b>Mandatory maximum allowable cost drugs</b>	<p>If your prescription is filled by a network pharmacy, and the pharmacist fills it with a brand-name drug for which a generic equivalent is available, you <b>MUST</b> pay the <b>difference</b> in cost between the BCBSM approved amount for the brand-name drug dispensed and the maximum allowable cost for the generic drug <b>plus</b> your applicable copay regardless of whether you or your physician requests the brand name drug. <b>Exception:</b> If your physician requests and receives authorization for a nonpreferred brand-name drug with a generic equivalent from BCBSM and writes "Dispense as Written" or "DAW" on the prescription order, you pay only your applicable copay. <b>Note:</b> This MAC difference will not be applied toward your annual in-network deductible, nor your annual coinsurance/copay maximum.</p>



<b>Drug Interchange and generic copay waiver</b>	BCBSM's drug Interchange and generic copay waiver programs encourage physicians to prescribe a less-costly generic equivalent. If your physician rewrites your prescription for the recommended generic or OTC alternate drug, you will only have to pay a generic copay. In select cases BCBSM may waive the initial copay after your prescription has been rewritten. BCBSM will notify you if you are eligible for a waiver.
<b>Quantity limits</b>	To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits. A list of these drugs is available at <a href="http://bcbsm.com">bcbsm.com</a> .

**Optional riders**

<b>Rider CI</b> , contraceptive injections <b>Rider PCD</b> , prescription contraceptive devices <b>Rider PD-CM</b> , prescription contraceptive medications	Adds coverage for contraceptive injections, physician-prescribed contraceptive devices such as diaphragms and IUDs, and FDA-approved oral, or self-injectable contraceptive medications as identified by BCBSM (non-self-administered drugs and devices are not covered). <b>Note:</b> These riders are only available as part of a prescription drug package. Riders CI and PCD are part of your medical-surgical coverage, subject to the same deductible and copay/coinsurance, if any, you pay for medical-surgical services. (Rider PCD waives the copay/coinsurance for services provided by a <b>network</b> provider.) Rider PD-CM is part of your prescription drug coverage, subject to the same copay you pay for prescription drugs.
<b>Rider PD-XED</b> , excludes elective drugs	Excludes coverage for all elective lifestyle drugs. <b>Note:</b> Elective lifestyle drugs are lifestyle drugs such as those that treat sexual impotency or infertility or help in weight loss or help to stop smoking. They are not designed to treat acute or chronic illnesses or prescribed for medical conditions that have no demonstrable physical harm if not treated. <b>Note:</b> This rider is not available for MHP impacted groups.
<b>Rider PD-XED-MHP</b> , excludes elective drugs	Excludes coverage for elective lifestyle drugs. <b>Note:</b> Elective lifestyle drugs are lifestyle drugs such as those that treat sexual impotency or infertility or help in weight loss. They are not designed to treat acute or chronic illnesses or prescribed for medical conditions that have no demonstrable physical harm if not treated. ( <b>Smoking cessation drugs are not considered an elective lifestyle drug and are a payable benefit when members are enrolled in this rider.</b> ) <b>Note:</b> If your employer has <b>51 or more</b> employees (including seasonal and part-time) and is subject to the MHP law, this rider must be taken to be MHP compliant.



# Simply Blue<sup>SM</sup> PPO HSA – Prescription Drug Coverage with \$5 Generic / \$25 Formulary (Preferred) Brand / \$50 Nonformulary (Nonpreferred) Brand Triple-Tier Copay Open Formulary Benefits-at-a-Glance

Effective for groups on their plan year beginning on or after August 1, 2012 or January 1, 2013

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**Specialty Pharmaceutical Drugs** – The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel<sup>®</sup> and Humira<sup>®</sup>) are used to treat complex conditions such as rheumatoid arthritis, multiple sclerosis and cancer. These drugs require special handling, administration or monitoring. Walgreens Specialty Pharmacy will handle mail order prescriptions only for specialty drugs while many network retail pharmacies will continue to dispense specialty drugs (check with your local pharmacy for availability). Other mail order prescription medications can continue to be sent to Medco. (Medco is an independent company providing pharmacy benefit services for Blues members.) A list of specialty drugs is available on our Web site at [bcbsm.com](http://bcbsm.com). Log in under *I am a Member*. If you have any questions, please call Walgreens Specialty Pharmacy customer service at 1-866-515-1355.

We will not pay for more than a 30-day supply of a covered prescription drug that BCBSM defines as a "specialty pharmaceutical" whether or not the drug is obtained from a **90-Day Retail Network provider** or mail-order provider. We may make exceptions if a member requires more than a 30-day supply. BCBSM reserves the right to limit the initial quantity of select specialty drugs. Your copay will be reduced by one-half for this initial fill (15 days).

### Member's responsibility (copays)

Your Simply Blue HSA prescription drug benefits, including mail order drugs, are subject to the **same deductible and same annual coinsurance/copay dollar maximum required under your Simply Blue HSA medical coverage**. Benefits are not payable until after you have met the Simply Blue HSA annual deductible. After you have satisfied the deductible you are required to pay applicable prescription drug fixed dollar copays which are subject to your annual coinsurance/copay dollar maximums.

**Note:** Fixed dollar copays apply once the deductible has been met.

		90-day retail network pharmacy	* Network mail order provider	Network pharmacy (not part of the 90-day retail network)	Non-network pharmacy
Tier 1 – Generic or prescribed over-the-counter drugs	1 to 30-day period	\$5 copay	\$5 copay	\$5 copay	\$5 copay <i>plus</i> an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$10 copay	No coverage	No coverage
	84 to 90-day period	\$10 copay	\$10 copay	No coverage	No coverage
Tier 2 – Formulary (preferred) brand-name drugs	1 to 30-day period	\$25 copay	\$25 copay	\$25 copay	\$25 copay <i>plus</i> an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$50 copay	No coverage	No coverage
	84 to 90-day period	\$50 copay	\$50 copay	No coverage	No coverage
Tier 3 – Nonformulary (nonpreferred) brand-name drugs	1 to 30-day period	\$50 copay	\$50 copay	\$50 copay	\$50 copay <i>plus</i> an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$100 copay	No coverage	No coverage
	84 to 90-day period	\$100 copay	\$100 copay	No coverage	No coverage

**Note:** Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law.

\* BCBSM will not pay for drugs obtained from non-network mail order providers, including Internet providers.

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.



**Covered services**

	<b>90-day retail network pharmacy</b>	<b>* Network mail order provider</b>	<b>Network pharmacy (not part of the 90-day retail network)</b>	<b>Non-network pharmacy</b>
FDA-approved drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <b>plus</b> an additional 20% prescription drug out-of-network copay **
Prescribed over-the-counter drugs – when covered by BCBSM	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <b>plus</b> an additional 20% prescription drug out-of-network copay **
State-controlled drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <b>plus</b> an additional 20% prescription drug out-of-network copay **
FDA-approved <b>generic</b> prescription contraceptive medication (non-self-administered drugs and devices are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	75% of approved amount less plan copay
FDA-approved <b>brand name</b> prescription contraceptive medication (non-self-administered drugs and devices are not covered)	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <b>plus</b> an additional 20% prescription drug out-of-network copay **
Disposable needles and syringes – when dispensed with insulin or other covered injectable legend drugs <b>Note:</b> Needles and syringes have no copay.	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug <b>plus</b> an additional 20% prescription drug out-of-network copay **

\* BCBSM will not pay for drugs obtained from non-network mail order providers, including Internet providers.

\*\* The 20% prescription drug out-of-network copay will not be applied toward your Simply Blue HSA deductible or annual coinsurance/copay dollar maximum.



**Features of your prescription drug plan**

<p><b>BCBSM Custom Formulary</b></p>	<p>A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the formulary is to provide members with the greatest therapeutic value at the lowest possible cost.</p> <ul style="list-style-type: none"> <li>▪ <b>Tier 1 (generic)</b> – Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay, making them the most cost-effective option for the treatment.</li> <li>▪ <b>Tier 2 (preferred brand)</b> – Tier 2 includes brand-name drugs from the Custom Formulary. Preferred brand name drugs are also safe and effective, but require a higher copay.</li> <li>▪ <b>Tier 3 (nonpreferred brand)</b> – Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay for these drugs.</li> </ul>
<p><b>Prior authorization/step therapy</b></p>	<p>A process that requires a physician to obtain approval from BCBSM <b>before</b> select prescription drugs (drugs identified by BCBSM as requiring prior authorization) will be covered. <b>Step Therapy</b>, an initial step in the Prior Authorization process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require prior authorization. Details about which drugs require Prior Authorization or Step Therapy are available online at <a href="http://bcbsm.com">bcbsm.com</a>. Log in under <i>I am a Member</i> and click on <i>Prescription Drugs</i>.</p>
<p><b>Mandatory maximum allowable cost drugs</b></p>	<p>If your prescription is filled by a network pharmacy, and the pharmacist fills it with a brand-name drug for which a generic equivalent is available, you <b>MUST</b> pay the <b>difference</b> in cost between the BCBSM approved amount for the brand-name drug dispensed and the maximum allowable cost for the generic drug <b>plus</b> your applicable copay regardless of whether you or your physician requests the brand name drug. <b>Exception:</b> If your physician requests and receives authorization for a nonpreferred brand-name drug with a generic equivalent from BCBSM and writes "Dispense as Written" or "DAW" on the prescription order, you pay only your applicable copay. <b>Note:</b> This MAC difference will not be applied toward your annual in-network deductible, nor your annual coinsurance/copay maximum.</p>
<p><b>Drug interchange and generic copay waiver</b></p>	<p>BCBSM's drug interchange and generic copay waiver programs encourage physicians to prescribe a less-costly generic equivalent. If your physician rewrites your prescription for the recommended generic or OTC alternate drug, you will only have to pay a generic copay. In select cases BCBSM may waive the initial copay after your prescription has been rewritten. BCBSM will notify you if you are eligible for a waiver.</p>
<p><b>Quantity limits</b></p>	<p>To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits. A list of these drugs is available at <a href="http://bcbsm.com">bcbsm.com</a>.</p>

2013-2014 Snow Plowing Bids

*Handwritten signature*

*Handwritten initials*

Vendor	Plowing					Salting					Sidewalk (Shoveling and Salting)		Seasonal Price
	PBS	SC	75 Barker	Station #2	NM	PBS	SC	75 Barker	NM	Station #2	PBS	SC	
<b>J &amp; M</b>													
<b>Landscaping</b>	\$150.00	\$35.00	\$50.00	\$60.00	\$75.00	\$150.00	\$35.00	\$50.00	\$0.00	\$60.00	\$150.00	\$50.00	\$14,500.00
<b>TurfScape</b>	\$200.00	\$40.00	\$50.00	\$45.00	\$200.00	\$125.00	\$40.00	\$45.00	\$100.00	\$30.00	\$220.00	\$65.00	\$26,785.00
<b>Armour</b>													
<b>Landscap'g</b>	\$140.00	\$30.00	\$40.00	\$75.00	\$125.00	\$130.00	\$25.00	\$30.00	\$100.00	\$70.00	\$95.00	\$50.00	\$17,770.00
<b>Lightning</b>													
<b>Lawn &amp; Landscape</b>	\$140.00	\$55.00	\$65.00	\$90.00	\$150.00	\$145.00	\$60.00	\$75.00	\$200.00	\$125.00	\$200.00	\$55.00	\$26,250.00
<b>Accents</b>													
<b>Property/J's Lawn Svs.</b>	\$125.00	\$45.00	\$70.00	\$125.00		\$150.00	\$50.00	\$75.00		\$45.00	\$140.00	\$60.00	
				Station #2 - \$50.00 approach only									
<b>Audia Construction</b>	\$900.00	\$150.00	\$150.00	\$175.00	\$438.00	\$375.00	\$150.00	\$150.00	\$320.00	\$150.00	\$423.00	\$257.50	\$63,162.00

Key

SC = Senior Center

NM = Non Motorized Path (Companies that did not quote salting indicated it was not recommended to salt new concrete)

**SNOW PLOWING BIDS 2013-2014****BID FOR SNOW PLOW SERVICE 2013-2014****NORTHFIELD TOWNSHIP****SNOW PLOWING**

**Public Safety Building** \$ 125. per push; Salt \$ 150. per application

8350 Main Street, Whitmore Lake

**Senior Center** \$ 45 per push; Salt - \$ 50.00 per application

9101 Main Street, Whitmore Lake

9129 Main Street (just north of SC) \$ 45.00 per push

This will just be the whole open area between the Senior Center and the house on this property.

**Old Town Hall** \$ 70.00 per push; Salt - \$ 75.00 per application

75 Barker Road, Whitmore Lake

**Fire Station #2** \$ 50.00 per push; Salt - \$ 45.00 per application

2727 North Territorial Road

just approaches?  
for whole parking \$ 125.00 ;

**Apron in front of bay doors ONLY**

**SIDEWALK SHOVELING**

**Public Safety Building** \$ 75.00 per cleaning; Salt - \$ 65.00 per application

8350 Main Street, Whitmore Lake

**Senior Center** \$ 35.00 per cleaning; Salt - \$ 25.00 per application

9101 Main Street, Whitmore Lake

**Criteria**

1. It is imperative that all parking lots be plowed as soon as possible. Emergency vehicles must be given priority. The winning bidder will meet with the Public Safety Director as to how to best plow to accommodate the emergency vehicles.
2. Sidewalks must be cleaned thoroughly every time. Salt application must be sufficient but not excessive. There are areas to be cleared all around the building at 8350 Main St. Please be sure to include them all in the pricing.

**Requirements**

1. Must own all equipment needed to accomplish the job.
2. Must provide proof of liability insurance showing property damage and public liability coverage in an amount not less than \$1,000,000, showing Northfield Township as additional insured. The proof of insurance must be submitted with your bid.
3. No less than 3 references from people who have used your services.

Accents  
property  
810 225-3151

4. Sealed bids must be received by the Township Manager by 4:00 pm on November 8, 2013. Bids will be considered at the Township Meeting on November 12, 2013.

This is printed from: **<http://twp-northfield.org/news/snowplowing>**  
on **Oct. 21, 2013 8:29 pm**

# Commercial Certificate of Insurance



**FARMERS**

Agency • Thomas Halonen  
 Name • 2000 Grand River Anx Ste 400  
 & • Brighton, MI 48114-3801  
 Address • 810-227-5052

Issue Date (MM/DD/YY) 10/26/2012

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 71 Dist. 11 Agent 356

**Companies Providing Coverage:**

Insured • JS LAWN SERVICE LLC  
 Name • 7197 RICKETT RD  
 & • BRIGHTON, MI 48116  
 Address •

Company A Truck Insurance Exchange  
 Letter  
 Company B Farmers Insurance Exchange  
 Letter  
 Company C Mid-Century Insurance Company  
 Letter  
 Company D \_\_\_\_\_  
 Letter

**Coverages**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
C	General Liability	604832851	07/08/2012	07/08/2013	General Aggregate	\$ 600,000
	⊗ Commercial General Liability				Products-Comp/OPS Aggregate	\$ 600,000
	⊗ - Occurrence Version				Personal & Advertising Injury	\$ 300,000
	Contractual - Incidental Only				Each Occurrence	\$ 300,000
	Owners & Contractors Prot.				Fire Damage (Any one fire)	\$ 100,000
					Medical Expense (Any one person)	\$ 5,000
C	Automobile Liability	604832851	07/08/2012	07/08/2013	Combined Single Limit	\$ 300,000
	⊗ All Owned Commercial Autos				Bodily Injury (Per person)	\$
	Scheduled Autos				Bodily Injury (Per accident)	\$
	Hired Autos				Property Damage	\$
	Non-Owned Autos				Garage Aggregate	\$
	Garage Liability					
	Umbrella Liability				Limit	\$
	Workers' Compensation and Employers' Liability				Statutory	
					Each Accident	\$
					Disease - Each Employee	\$
					Disease - Policy Limit	\$

Description of Operations/Vehicles/Restrictions/Special items:  
 2009 CHEVROLET K3500 SILV; VIN: 1GBJK74K99E134819

**Certificate Holder**

Name •  
 & •  
 Address •

**Cancellation**

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

*Thomas Halonen*  
 Authorized Representative

AUDIA

# Northfield Township

About Us Boards & Commiss Your Tax Dollar Services Transportation FAQ Links

News

## SNOW PLOWING BIDS 2013-2014

### BID FOR SNOW PLOW SERVICE 2013-2014 NORTHFIELD TOWNSHIP SNOW PLOWING & SIDEWALK SHOVELING

**Public Safety Building** \$ 900.00 per push; Salt \$ 375.00 per application; Sidewalk \$ 423.00

8350 Main Street, Whitmore Lake

**Senior Center** \$ 150.00 per push; Salt - \$ 150.00 per application; Sidewalk \$ 107.50

9101 Main Street, Whitmore Lake

9129 Main Street (just north of SC) \$ 150.00 per push

This will just be the whole open area between the Senior Center and the house on this property.

**Old Town Hall** \$ 150.00 per push; Salt - \$ 150.00 per application; Sidewalk \$ 107.50

75 Barker Road, Whitmore Lake

**Fire Station #2** \$ 175.00 per push; Salt - \$ 150.00 per application

2727 North Territorial Road

**Apron in front of bay doors ONLY**

**Non-Motorized Bike Path** \$ 438.00 per push; Salt - \$ 320.00

Elementary School to Main Street (on Barker Road)

### SIDEWALK SHOVELING

**Public Safety Building** \$ 303.00 per cleaning; Salt - \$ 120.00 per application; Sidewalk \$ 423.00

8350 Main Street, Whitmore Lake

**Senior Center** \$ 107.50 per cleaning; Salt - \$ 150.00 per application; Sidewalk \$ 257.50

9101 Main Street, Whitmore Lake

Site Search:



2012 Budget Hearing

CONSTRUCTION BIDS FOR BARKER ROAD NON-MOTORIZED PATHWAY...

ELECTION NEWS FROM THE CLERK

Farmer Market Newsletter

HOW PROPERTY TAXES ARE CALCULATED

SEMCOG (South East Michigan Council of Governments) has done a Fiscal and Operational Analysis on Northfield Township

SENIOR/COMMUNITY CENTER DIRECTOR Job Opening

ADMINISTRATIVE ASSISTANT TO TOWNSHIP MANAGER Job Opening

Assessing Assistant Job Opening

Where Your Tax Dollar goes

Homeowner's Handbook

Skywarn Spotter Training

**Criteria**

1. It is imperative that all parking lots be plowed as soon as possible. Emergency vehicles must be given priority. The winning bidder will meet with the Public Safety Director as to how to best plow to accommodate the emergency vehicles.
2. Sidewalks must be cleaned thoroughly every time. Salt application must be sufficient but not excessive. There are areas to be cleared all around the building at 8350 Main St. Please be sure to include them all in the pricing.

**Requirements**

1. Must own all equipment needed to accomplish the job.
2. Must provide proof of liability insurance showing property damage and public liability coverage in an amount not less than \$1,000,000, showing Northfield Township as additional insured. The proof of insurance must be submitted with your bid.
3. No less than 3 references from people who have used your services.
4. Sealed bids must be received by the Township Manager by 4:00 pm on **November 8, 2013**. Bids will be considered at the Township Meeting on November 12, 2013.
5. Season Price: a price for the whole season paid up front that doesn't change with more or less snowfall - include salt application also \$ 63,162.00.
6. Savings for paying the whole season up front? If so, what percentage? 20%.

Northfield Township - Planning for our Future, Preserving our Past.



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## Audia Construction Inc. Snow Removal Reference List

Merit Service Solutions (Target Stores)

100 Sharp Road  
Marlton, NJ 08053  
856-355-8655  
Jackie Ferguson

- Snow Removal & Landscaping

Troy Clogg  
4875 Product Dr.  
Wixom, MI 48393  
248-685-0123  
Jim Anderson

- Snow Removal

Facility Professional Property Care  
400 Student Dr.  
Redford, MI  
248-277-3006  
Faustino Lopez

- Snow Removal



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/6/2013

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

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

<b>PRODUCER</b> Griffin Smalley & Wilkerson, Inc. 37000 Grand River Ave. Suite 150 Farmington Hills MI 48333-2999	<b>CONTACT NAME:</b> Eileen Burden	
	<b>PHONE (A/C No. Ext):</b> (248) 471-0970	<b>FAX (A/C No.):</b> (248) 471-0641
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> AMCO Insurance Company		19100
<b>INSURER B:</b> ABC MI SelfInsured WC Fund		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 13/14 Liability **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		ACP7106071039	5/1/2013	5/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ *300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> XCU					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual					GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO. FECT <input type="checkbox"/> LOC					\$
A	AUTOMOBILE LIABILITY		ACP7106071039	5/1/2013	5/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR					Uninsured motorist combined \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		ACP7106071039	5/1/2013	5/1/2014	AGGREGATE \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		AUDIA-C	5/1/2013	4/30/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
A	Inland Marine		ACP7106071039	5/1/2013	5/1/2014	E.L. DISEASE - POLICY LIMIT \$ 500,000
						Leased/Rented Equip 10,000
						Installation 50,000

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

**CERTIFICATE HOLDER** **CANCELLATION**

\*Illustration of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

T. J. Griffin/EJB

J+M

# NORTHFIELD TOWNSHIP

## SNOW PLOWING BIDS 2013 - 2014

### BID FOR SNOW PLOW SERVICE 2013-2014

#### NORTHFIELD TOWNSHIP

##### SNOW PLOWING

**Public Safety Building** \$ 150 per push; Salt \$ 150 per application

8350 Main Street, Whitmore Lake

**Senior Center** \$ 35 per push; Salt - \$ 35 per application

9101 Main Street, Whitmore Lake

9129 Main Street (just north of SC) \$ 25 per push *40K more in Glass*

*This will just be the whole open area between the Senior Center and the house on this property.*

**Old Town Hall** \$ 50 per push; Salt - \$ 50 per application

75 Barker Road, Whitmore Lake

**Fire Station #2** \$ 60 per push; Salt - \$ 60 per application

2727 North Territorial Road

*Apron in front of bay doors ONLY.*

**Non-Motorized Bike Path** \$ 75 per push; Salt - \$ -0-

Elementary School to Main Street (on Barker Road) *"150 THE HOLE PATH"*

## SIDEWALK SHOVELING

Public Safety Building \$ 75 per cleaning; Salt - \$ 75 per application

8350 Main Street, Whitmore Lake

Senior Center \$ 25 per cleaning; Salt - \$ 25 per application

9101 Main Street, Whitmore Lake

### Criteria

1. It is imperative that all parking lots be plowed as soon as possible. Emergency vehicles must be given priority. The winning bidder will meet with the Public Safety Director as to how to best plow to accommodate the emergency vehicles.
2. Sidewalks must be cleaned thoroughly every time. Salt application must be sufficient but not excessive. There are areas to be cleared all around the building at 8350 Main St. Please be sure to include them all in the pricing.

### Requirements

1. Must own all equipment needed to accomplish the job.
2. Must provide proof of liability insurance showing property damage and public liability coverage in an amount not less than \$1,000,000, showing Northfield Township as additional insured. The proof of insurance must be submitted with your bid.
3. No less than 3 references from people who have used your services.
4. Sealed bids must be received by the Township Manager by 4:00 pm on November 8, 2013. Bids will be considered at the Township Meeting on November 12, 2013.
5. Season Price: a price for the whole season paid up front that doesn't change with more or less snowfall - include salt application also \$14,500.
6. Savings for paying the whole season up front? If so, what percentage? 5%.

6 ~~months~~ Paid NOV, DEC, JAN, FEB, MAR, APR

**Northfield Township - Planning for our Future, Preserving our Past.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/08/2013

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

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

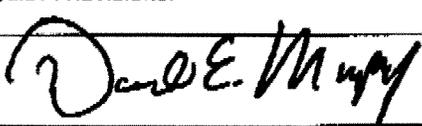
PRODUCER Eastman Insurance Agency, Inc. 8042 W. Grand River Ave. PO Box 640 Brighton, MI 48116 Donald Murphy	CONTACT NAME:
	PHONE (A/C, No. Ext):
INSURED J&M Lawn & Tree Specialist Jason Moffatt PO Box 243/8985 Main St Whitmore Lake, MI 48189	FAX (A/C, No):
	E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE	
INSURER A: Westbend Mutual Insurance Comp	NAIC #: 15350
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			NSP1467205	07/14/2013	07/14/2014	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/DP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			NSP1467205	07/14/2013	07/14/2014	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED      RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATU-TORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Equipment Floater				07/14/2012	07/14/2013		

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

<b>CERTIFICATE HOLDER</b> Northfield Township 8350 Main Street Whitmore Lake, MI 48189	NORTHTW	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE Donald Murphy 

# NORTHFIELD TOWNSHIP

## SNOW PLOWING BIDS 2013 - 2014

### BID FOR SNOW PLOW SERVICE 2013-2014

#### NORTHFIELD TOWNSHIP

##### SNOW PLOWING & SIDEWALK SHOVELING

**Public Safety Building** \$200 per push; Salt - \$125 per application; Sidewalk *see below*

8350 Main Street, Whitmore Lake

**Senior Center** \$40 per push; Salt - \$40 per application; Sidewalk *see below*

9101 Main Street, Whitmore Lake

9129 Main Street (just north of SC) \$125\* per push (\*by request. Not included in seasonal price)

*This will just be the whole open area between the Senior Center and the house on this property.*

**Old Town Hall** \$50 per push; Salt- \$45 per application; Sidewalk \$20 (clear and salt)

75 Barker Road, Whitmore Lake

**Fire Station #2** \$45 per push; Salt - \$30 per application

2727 North Territorial Road

*Apron in front of bay doors ONLY.*

**Non-Motorized Bike Path** \$200 per push; Salt - \$100

Elementary School to Main Street (on Barker Road)

# 2013-14 Snow Plowing Bid: Northfield Township

Submitted by:



P.O. Box 280

Hamburg, MI 48139

Mike McDade, Owner

734-320-4700

## SIDEWALK SHOVELING

**Public Safety Building** \$120 per cleaning; Salt - \$100 per application; Sidewalk \$220

8350 Main Street, Whitmore Lake

**Senior Center** \$40 per cleaning; Salt - \$25 per application; Sidewalk \$65

9101 Main Street, Whitmore Lake

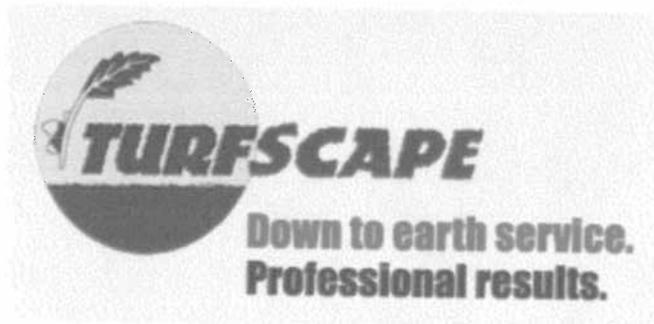
### Criteria

1. It is imperative that all parking lots be plowed as soon as possible. Emergency vehicles must be given priority. The winning bidder will meet with the Public Safety Director as to how to best plow to accommodate the emergency vehicles.
2. Sidewalks must be cleaned thoroughly every time. Salt application must be sufficient but not excessive. There are areas to be cleared all around the building at 8350 Main St. Please be sure to include them all in the pricing.

### Requirements

1. Must own all equipment needed to accomplish the job.
2. Must provide proof of liability insurance showing property damage and public liability coverage in an amount not less than \$1,000,000, showing Northfield Township as additional insured. The proof of insurance must be submitted with your bid.
3. No less than 3 references from people who have used your services.
4. Sealed bids must be received by the Township Manager by 4:00 pm on November 8, 2013. Bids will be considered at the Township Meeting on November 12, 2013.
5. Season Price: a price for the whole season paid up front that doesn't change with more or less snowfall - include salt application also \$26,785.
6. Savings for paying the whole season up front? If so, what percentage? 5%.

**Northfield Township - Planning for our Future, Preserving our Past.**



P.O. Box 280

Hamburg, MI 48139

Mike McDade, Owner

734-320-4700

References:

Doug Davis, VP Golf Operations, Miles of Golf

(734) 973-9004

Rose Manitz, Doors & Drawers

(734) 426-0005

Jeannie Terrell, Door Controls International

(734) 426-0400



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/5/2013

**PRODUCER**  
**Potter & Roose Ins. Flint**  
**P.O. Box 3008**  
**910 Mott Foundation Bldg.**  
**Flint, MI 48502**

(810) 767-8590

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURED**  
**Turfscape LLC**  
**1682 E. M36**  
**Pinckney, MI 48169-**

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: <b>Allied Property &amp; Casualty Insurance Co.</b>	<b>19097</b>
INSURER B: <b>Travelers Ins.</b>	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
<b>A</b>		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR V'L AGGREGATE LIMIT APPLIES PER: GE <input checked="" type="checkbox"/> JCY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<b>ACP MCTO 7162607313</b>	<b>3/17/2013</b>	<b>3/17/2014</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>1,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>B</b>		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>BA-4B394365</b>	<b>2/28/2013</b>	<b>2/28/2014</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>500,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC AGG \$
		<b>EXCESS / UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE				EACH OCCURRENCE \$ AGGREGATE \$

	RETENTION	\$					\$
							\$
WORKERS COMPENSATION						WC STATU- TORY LIMITS	OTH- ER
AND EMPLOYERS' LIABILITY	Y / N						
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
OTHER							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**CERTIFICATE HOLDER**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



# NORTHFIELD TOWNSHIP

## SNOW PLOWING BIDS 2013 - 2014

### BID FOR SNOW PLOW SERVICE 2013-2014

#### NORTHFIELD TOWNSHIP

##### SNOW PLOWING

**Public Safety Building** \$ 140<sup>-</sup> per push; Salt \$ 130<sup>-</sup> per application

8350 Main Street, Whitmore Lake

**Senior Center** \$ 30<sup>-</sup> per push; Salt - \$ 25<sup>-</sup> per application

9101 Main Street, Whitmore Lake

9129 Main Street (just north of SC) \$ 30<sup>-</sup> per push

*This will just be the whole open area between the Senior Center and the house on this property.*

**Old Town Hall** \$ 40<sup>-</sup> per push; Salt - \$ 30<sup>-</sup> per application

75 Barker Road, Whitmore Lake

**Fire Station #2** \$ 75<sup>-</sup> per push; Salt - \$ 70<sup>-</sup> per application

2727 North Territorial Road

*Apron in front of bay doors ONLY.*

**Non-Motorized Bike Path** \$ 125<sup>-</sup> per push; Salt - \$ 100<sup>-</sup>

Elementary School to Main Street (on Barker Road)

## SIDEWALK SHOVELING

**Public Safety Building** \$ 45<sup>00</sup> per cleaning; Salt - \$ 50<sup>00</sup> per application

8350 Main Street, Whitmore Lake

**Senior Center** \$ 30<sup>00</sup> per cleaning; Salt - \$ 20<sup>00</sup> per application

9101 Main Street, Whitmore Lake

### Criteria

1. It is imperative that all parking lots be plowed as soon as possible. Emergency vehicles must be given priority. The winning bidder will meet with the Public Safety Director as to how to best plow to accommodate the emergency vehicles.
2. Sidewalks must be cleaned thoroughly every time. Salt application must be sufficient but not excessive. There are areas to be cleared all around the building at 8350 Main St. Please be sure to include them all in the pricing.

### Requirements

1. Must own all equipment needed to accomplish the job.
2. Must provide proof of liability insurance showing property damage and public liability coverage in an amount not less than \$1,000,000, showing Northfield Township as additional insured. The proof of insurance must be submitted with your bid.
3. No less than 3 references from people who have used your services.
4. Sealed bids must be received by the Township Manager by 4:00 pm on November 8, 2013. Bids will be considered at the Township Meeting on November 12, 2013.
5. Season Price: a price for the whole season paid up front that doesn't change with more or less snowfall - include salt application also 17,220,00.
6. Savings for paying the whole season up front? If so, what percentage? 8%.

**Northfield Township - Planning for our Future, Preserving our Past.**



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: LW

DATE (MM/DD/YYYY)

11/08/13

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

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

<b>PRODUCER</b> TFC O'Connell Agency 27500 Farmington Rd Farmington Hills, MI 48334 Nancy A. O'Connell		Phone: 248-848-1900 Fax: 248-848-1912	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #: <b>AMOUR-1</b>	FAX (A/C, No):
<b>INSURED</b> Amour Landscaping, Inc P O Box 637 Hamburg, MI 48139-0637		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A :</b> HomeOwners Insurance Co		<b>26638</b>
		<b>INSURER B :</b>		
		<b>INSURER C :</b>		
		<b>INSURER D :</b>		
		<b>INSURER E :</b>		
		<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	<b>GENERAL LIABILITY</b>			094674-04007774-13	02/19/13	02/19/14	EACH OCCURRENCE	\$ 1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 25,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000	
	<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE	\$ 2,000,000		
							PRODUCTS - COM/OP AGG	\$ 2,000,000		
								\$		
A	<b>AUTOMOBILE LIABILITY</b>			094674-04007774-13	02/19/13	02/19/14	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000		
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$		
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$		
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$		
	<input checked="" type="checkbox"/> HIRED AUTOS							\$		
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							\$		
								\$		
	<b>UMBRELLA LIAB</b>			NOT INCLUDED			EACH OCCURRENCE	\$		
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/> OCCUR					AGGREGATE	\$	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CLAIMS-MADE						\$	
	<input type="checkbox"/> DEDUCTIBLE							\$		
	<input type="checkbox"/> RETENTION \$							\$		
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			04026494	11/18/13	11/18/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N						E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below								E.L. DISEASE - EA EMPLOYEE	\$ 500,000
									E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

An Additional Insured Clause is included on the General Liability policy in favor of Northfield Township

**CERTIFICATE HOLDER****CANCELLATION**

Northfield Township 8350 Main Street Whitmore Lake, MI 48189	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Nancy A. O'Connell
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# AMOUR' LANDSCAPING INC.

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**P. O. BOX 637**

**HAMBURG, MICHIGAN 48139**

**810-231-9717 PHONE**

**810-231-9717 FAX**

**810-923-7848 CELL**

## REFERANCES:

PROPERTY	CONTACT	NUMBER
C.D.I.M.S.	Terri Allport	(810)229-7900
Elon Property Management	Michelle Herrst	(734)719-1198
Prestige Pet	Kim Hacht	(480)361-5566 or (248)615-8984

(810) 923-7848  
Doug Parks

Lightning

# NORTHFIELD TOWNSHIP

## SNOW PLOWING BIDS 2013 - 2014

### BID FOR SNOW PLOW SERVICE 2013-2014

#### NORTHFIELD TOWNSHIP

##### SNOW PLOWING

**Public Safety Building** \$ 140 per push; Salt \$ 145 per application

8350 Main Street, Whitmore Lake

**Senior Center** \$ 55 per push; Salt - \$ 60 per application

9101 Main Street, Whitmore Lake

9129 Main Street (just north of SC) \$ 15 per push

*This will just be the whole open area between the Senior Center and the house on this property.*

**Old Town Hall** \$ 65 per push; Salt - \$ 75 per application

75 Barker Road, Whitmore Lake

**Fire Station #2** \$ 90 per push; Salt - \$ 125 per application

2727 North Territorial Road

*Apron in front of bay doors ONLY.*

**Non-Motorized Bike Path** \$ 150 per push; Salt - \$ 200

Elementary School to Main Street (on Barker Road)

*Ice melt used on  
cement walk ways*





**References:**

1. **Dean Williams / Kraimer Triad / 734-645-3555**
2. **Nicole Waugh / Kraimer Triad / 248-893-2118**
3. **Jervis b Webb/ Joe / 248-755-0955**
4. **Ashley Capital / Harry Templin / 734-637-6256**
5. **Echelon Homes / Josh / 248-672-7213**
6. **In Rhodes Management / Karen Wells / 248-652-8221**

If more references are needed please contact **[Justin@lightninglawncare.com](mailto:Justin@lightninglawncare.com)**  
We can provide many more HOA's, Commerical, Industrial, Government Referances

---

**PO BOX 875 SOUTH LYON, MI 48178 OFFICE: (248)446-8903 FAX: (248) 446-8910**  
**SALES@LIGHTNINGLAWNCARE.COM WWW.LIGHTNINGLAWNCARE.COM**

**LAWN CUTTING & MAINTENANCE,**  
**LANDSCAPING, BRICK PAVING**  
**SNOW PLOWING, SALT & ICE CONTROL, SPRINKLER SYSTEMS**  
**LOW VOLTAGE OUTDOOR LIGHTING, LOT MAINTENANCE, MULCH SERVICES SEASONAL**  
**CLEANUPS, SOD, HYDROSEEDING, DETHATCHING, AERATIONS**





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Experience:

Landscape construction, Landscape maintenance, Lawn maintenance,  
Property maintenance, Irrigation install / Maintenance, Snow plowing / De-icing  
Commercial / Industrial / State / Municipal / Schools / Residential

Vehicles:

1997 Ford F-250 Truck / liquid calcium sprayer  
1997 Ford Work Van /Irrigation/ Sidewalk Shoveling Crew  
1999 Ford F- 250 4x4 Truck with v-plow  
2000 Isuzu Flatbed Landscape body truck  
2001 Ford F-350 4x4 Dump Truck with v- Plow and Salter  
2002 Ford F-450 Dump Stake with plow and salter  
2002 Gmc W-4500 Flatbed landscape body  
2003 Gmc 2500 HD 4 x 4 Truck with Plow and Salter  
2003 Ford f-650 Dump Truck with Plow and Salter  
2006 Isuzu Flatbed Landscape body truck  
2008 Chevy c-4500 Dump truck with 10' v-plow and Salter  
2008 Ford F-350 Truck with v-plow  
2012 Ford F-450 Dump truck with v-plow and salter

Equipment:

14 Exmark Laser Z mowers  
Exmark Walk-behind mowers  
Weed Whips  
Backpack Blowers  
Stick Edger's  
Ditch witch irrigation puller /trencher  
2-John Deere Tractors with brush hog, Backhoe, 16 foot Batwing Mower, Plows  
Caterpillar 262 skid steer loader with many attachments 10' plow  
Volvo l35b loader with 10 foot push box  
Trailers = Enclosed to open style  
Many more pieces equipment not listed

Employees:

20 Employees employed part time and full time trained to perform services  
3 lawn crews, 2 landscape crews, 1 Irrigation crew, All equipment used in winter

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PO BOX 875 SOUTH LYON, MI 48178 OFFICE: (248)446-8903 FAX: (248) 446-8910

SALES@LIGHTNINGLAWNCARE.COM

WWW.LIGHTNINGLAWNCARE.COM





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/18/2013

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

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

<b>PRODUCER</b> Valenti Trobec Chandler Inc 1175 W. Long Lake, Suite 200  Troy MI 48098	<b>CONTACT NAME:</b> Lisa Gladstone	
	<b>PHONE (A/C No. Ext):</b> (248) 828-3377	<b>FAX (A/C. No.):</b> (248) 828-3741
<b>E-MAIL ADDRESS:</b> lgladstone@vtcins.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Acuity Group		14184
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** CERTIFICATE NUMBER: 2013-14 Liability REVISION NUMBER:

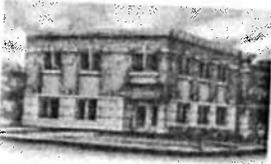
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			X66157	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			X66157	4/1/2013	4/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$ 0			X66157	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	X66157	4/1/2013	4/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 All operations of the Named Insured.

**CERTIFICATE HOLDER** **CANCELLATION**

*****FOR INSURANCE PURPOSE ONLY***** ***** *****	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Alan Chandler/V610 <i>Alan P. Chandler</i>
--	---



**LAW OFFICE OF PAUL E. BURNS**

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

Paul E. Burns  
Bradford L. Maynes  
Heather K. Kitson

**ATTORNEY-CLIENT PRIVILEGED CONFIDENTIAL COMMUNICATION**

November 7, 2013

**VIA ELECTRONIC MAIL**

Mr. Howard Fink  
Township Manager  
Northfield Township  
8350 Main Street  
P. O. Box 576  
Whitmore Lake, Michigan 48189

Re: Ordinances

Dear Howard,

Attached please find the following ordinances, in final, adoptable form, for presentation to the Board of Trustees:

1. Municipal Civil Infractions Ordinance;
2. Property Maintenance Code Ordinance;
3. Weed Ordinance; and
4. Anti-Blight and Inoperable Motor Vehicle Ordinance.

Please note that many blanks appear in the ordinances with regard to the numbers to be given to the ordinances and the cross-referencing numbers thereof. Please coordinate with the Clerk's office to complete these portions of the ordinances. Once this has been done, the ordinances are ready for presentation to the Board, publication and adoption.

Please contact our office with any questions that you may have in this regard.

Very truly yours,

Heather K. Kitson

encls

cc: Township Board of Trustees

TOWNSHIP OF NORTHFIELD  
(Municipal Civil Infractions Ordinance)  
Ordinance No. 13-\_\_

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF NORTHFIELD BY ADDING A NEW CHAPTER WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER \_\_\_\_ WHICH SHALL ESTABLISH PROCEDURES FOR THE ISSUANCE OF MUNICIPAL CIVIL INFRACTIONS, SPECIFICALLY BY DESIGNATING TOWNSHIP OFFICIALS AUTHORIZED TO ISSUE MUNICIPAL CIVIL INFRACTIONS; BY DESIGNATING THE METHODS OF COMMENCING A MUNICIPAL CIVIL INFRACTION ACTION; BY DESIGNATING THE FORM OF MUNICIPAL CIVIL INFRACTION CITATIONS AND OF MUNICIPAL CIVIL INFRACTION VIOLATION NOTICES; AND BY PROVIDING FOR PENALTIES FOR FAILING TO APPEAR ON MUNICIPAL CIVIL INFRACTIONS:

THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, HEREBY ORDAINS:

I. Chapter \_\_\_\_, Municipal Civil Infractions, of Title \_\_\_\_ is hereby created as follows:

Section 1. Short Title. This Ordinance shall be known and may be cited as the "Municipal Civil Infractions Ordinance."

Section 2. Definitions. The following words, terms and phrases, when used in sections \_\_\_\_ through \_\_\_\_, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (A) *Act* means Act No. 236 of the Public Acts of Michigan of 1961 (MCL 600.101 et seq., MSA 27A.101 et seq.), as amended.
- (B) *Authorized Township Official* means personnel of the township authorized by This Ordinance or any ordinance to issue municipal civil infraction citations or municipal civil infraction violation notices.
- (C) *Bureau* means the Township of Northfield Municipal Ordinance Violations Bureau as established by this Ordinance.
- (D) *Municipal Civil Infraction* means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
- (E) *Municipal Civil Infraction Citation* means a written complaint or notice prepared by an authorized Township official, directing a person to appear in court regarding the occurrence or existence of a municipal civil infraction violation by the person cited.
- (F) *Municipal Civil Infraction Violation Notice* means a written notice prepared by an authorized Township official, directing a person to appear at the Township of Northfield Municipal Ordinance Violations Bureau and to pay the fine and costs, if any, prescribed for the violation by the schedule of civil fines adopted by the Township, as authorized under sections 8396 and 8707(6) of the Act.

Section 3. Designation of Authorized Township Officials. The following personnel of the Township of Northfield have the authority to issue municipal civil infraction citations and municipal civil infraction violation notices pursuant to this Ordinance:

- (A) Building/zoning inspector;
- (B) Code enforcement officer; and
- (C) Township manager.

Section 4. Municipal Civil Infraction Action, Commencement. A municipal civil infraction action may be commenced upon the issuance by an authorized Township official of (1) a municipal civil infraction citation directing the alleged violator to appear in court; or (2) a municipal civil infraction violation notice directing the alleged violator to appear at the Township of Northfield Municipal Ordinance Violations Bureau.

Section 5. Municipal Civil Infraction Citations; Issuance and Service. Municipal civil infraction citations shall be issued and served by authorized Township officials as follows:

- (A) The time for appearance specified in a citation shall be that which is noted on the citation.
- (B) The place for appearance specified in a citation shall be the Northfield Township Hall.
- (C) Each citation shall be numbered consecutively and shall be in a form approved by the state court administrator. The original citation shall be retained by the Township and a copy shall be issued to the alleged violator..
- (D) A citation for a municipal civil infraction signed by an authorized Township official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."
- (E) An authorized Township official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- (F) An authorized Township official may issue a citation to a person if:
  - (1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - (2) Based upon investigation of a complaint by someone who allegedly witnessed the person violate an ordinance, a violation of which is a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction and if the Township attorney approves in writing the issuance of the citation.
- (G) Municipal civil infraction citations shall be served by an authorized township official as follows:

- (1) Except as provided by Section (G)(2), an authorized Township official shall personally serve the third (3<sup>rd</sup>) copy of the citation upon the alleged violator.
- (2) If the municipal civil infraction action involves the use or occupancy of land, a building or other structure, a copy of the citation does not need to be personally served upon the alleged violator, but may be served upon an owner or occupant of the land, building or structure by posting the copy of the citation on the land or attaching the copy to the building or structure. In addition, a copy of the citation shall be sent by first class mail to the owner of the land, building or structure at the owner's last known address.

Section 6. Municipal Civil Infraction Citations: Contents.

- (A) A municipal ordinance citation shall contain the name and address of the alleged violator, the municipal civil infraction alleged to have been violated, the place where the alleged violator shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- (B) Further, the citation shall inform the alleged violator that he or she may do one of the following:
  - (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  - (2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.
  - (3) Deny responsibility for the municipal civil infraction by doing either of the following:
    - a. Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the Township.
    - b. Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.
- (C) The citation shall also inform the alleged violator of all of the following:
  - (1) That if the alleged violator desires to admit responsibility "with explanation" in person or by representation, the alleged violator must apply to the Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.

- (2) That if the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
  - (3) That a hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the Township.
  - (4) That at an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
  - (5) That at formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.
- (D) The citation shall contain a notice in boldfaced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction.

Section 7.

Municipal Ordinance Violations Bureau.

- (A) Bureau Established. The Township hereby establishes a Municipal Ordinance Violations Bureau ("Bureau") as authorized under section 8396 of the Act to accept admissions of responsibility for municipal civil infractions in response to municipal civil infraction violation notices issued and served by authorized Township officials, and to collect and retain civil fines and costs as prescribed by this Ordinance or any ordinance.
- (B) Location; supervision; employees; rules and regulations. The Bureau shall be located at the Northfield Township Hall, and shall be under the supervision and control of the Northfield Township Manager. The Manager, subject to the approval of the Township Board, shall adopt rules and regulations for the operation of the Bureau.
- (C) Disposition of violations. The Bureau may dispose only of municipal civil infraction violations for which a fine has been scheduled and for which a municipal civil infraction violation notice (as compared with a citation) has been issued. The fact that a fine has been scheduled for a particular violation shall not entitle any person to dispose of the violation at the Bureau. Nothing in this Chapter shall prevent or restrict the Township from issuing a municipal civil infraction citation for any violation or from prosecuting any violation in a court of competent jurisdiction. No person shall be required to dispose of a municipal civil infraction violation at the Bureau and may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the Bureau shall not prejudice the person or in any way diminish the person's rights, privileges and protection afforded by law.
- (D) Bureau limited to accepting admissions of responsibility. The scope of the

Bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The Bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.

- (E) Municipal civil infraction violation notices. Municipal civil infraction violation notices shall be issued and served by authorized Township officials under the same circumstances and upon the same persons as provided for citations in Sections 5(F) and (G) of this Chapter. In addition to any other information required by this Ordinance or other ordinance, the notice of violation shall indicate the time by which the alleged violator must appear at the Bureau, the methods by which an appearance may be made, the address and telephone number of the Bureau, the hours during which the Bureau is open, the amount of the fine scheduled for the alleged violation, and the consequences for failure to appear and pay the required fine within the required time.
- (F) Appearance; payment of fines and costs. An alleged violator receiving a municipal civil infraction violation notice shall appear at the Bureau and pay the specified fine and costs at or by the time specified for appearance in the municipal civil infraction violation notice. An appearance may be made by mail, in person, or by representation.
- (G) Procedure when admission of responsibility not made or fine not paid. If an authorized Township official issues and serves a municipal ordinance violation notice and if an admission of responsibility is not made and the civil fine and costs, if any, prescribed by the schedule of fines for the violation are not paid at the Bureau, a municipal civil infraction citation may be filed with the District Court and a copy of the citation may be served by first class mail upon the alleged violator at the alleged violator's last known address. The citation filed with the court does not need to comply in all particulars with the requirements for citations as provided by Sections 8705 and 8709 of the Act, but shall consist of a sworn complaint containing the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citation.

Section 8. Penalties for Violations of Civil Infractions.

- (A) Unless a violation of this Ordinance or any ordinance is specifically designated in the Ordinance as a misdemeanor, the violation shall be deemed to be a civil infraction. In addition to any remedies available at law, the Township may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of this Ordinance or any Township ordinance.
- (B) The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided by this Ordinance or any ordinance, plus any costs, damages, expenses and other sanctions, as authorized under Act No. 236 of the Public Acts of Michigan of 1961, as amended, and other applicable laws.

Section 11. Savings. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

Section 12. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

II. This Ordinance shall be in full force and effect thirty (30) days after the first publication of the Ordinance.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

I, Michele K. Manning, Northfield Township Clerk, hereby certify as follows:

A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2013. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

B. A true copy of the above Ordinance was published in \_\_\_\_\_, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013;

C. The effective date of the Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2013; and

D. A true copy of the above Ordinance was filed with the Washtenaw County Clerk on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

TOWNSHIP OF NORTHFIELD  
(Property Maintenance Code Ordinance)  
Ordinance No. 13-\_\_\_\_\_

An ordinance of the Township of Northfield adopting the 2012 edition of the *International Property Maintenance Code*, as it may be amended from time to time, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the Township of Northfield; providing for the issuance of permits and collection of fees therefor; repealing ordinance No. 97-3 of the Township of Northfield and all other ordinances or parts of laws in conflict therewith.

The Board of Trustees of the Township of Northfield does ordain as follows:

**Section 1.** That a certain document, three (3) copies of which are on file in the office of the Clerk of the Township of Northfield being marked and designated as the *International Property Maintenance Code*, 2012 edition, or the version most recently published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the Township of Northfield, in the State of Michigan for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the Township of Northfield are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, which the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

**Section 2.** The following sections are hereby revised:

Section 101.1. **Title.** These regulations shall be known as the *International Property Maintenance Code* of the Township of Northfield, hereinafter referred to as "this code".

Section 103.5. **Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the fee schedule adopted from time to time by the Board of Trustees.

Section 112.4. **Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than One Hundred (\$100) dollars or more than Five Hundred (\$500) dollars.

Section 302.4. **Weeds.** Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property. To the extent that this section conflicts with Township of Northfield Weed Ordinance, No. \_\_\_\_\_, as amended, that ordinance shall control.

Section 304.14. **Insect screens.** During the period from March 1 to November 1, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

**Exception:** Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

Section 602.3. **Heat supply.** Every *owner* and *operator* of any building who rents, leases or lets one or more *dwelling units* or *sleeping units* on terms, either expressed or implied, to furnish heat to the *occupants* thereof shall supply heat during the period from January 1 to December 31 to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms*.

**Exceptions:**

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the *International Plumbing Code*.
2. In areas where the average monthly temperature is above 30°F (-1°C) a minimum temperature of 65°F (18°C) shall be maintained.

Section 602.4. **Occupiable work spaces.** Indoor occupiable work spaces shall be supplied with heat during the period from January 1 to December 31 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

**Exceptions:**

1. Processing, storage and operation areas that require cooling or special temperature conditions.

2. Areas in which persons are primarily engaged in vigorous physical activities.

**Section 3.** That ordinance No. 97-3 of the Township of Northfield entitled "AN ORDINANCE ESTABLISHING MINIMUM REGULATIONS GOVERNING THE CONDITIONS AND MAINTENANCE OF ALL PROPERTY, BUILDINGS AND STRUCTURES; BY PROVIDING THE STANDARDS FOR SUPPLIES UTILITIES AND FACILITIES AND OTHER PHYSICAL THINGS AND CONDITIONS ESSENTIAL TO INSURE THAT STRUCTURES ARE SAFE, SANITARY AND FIT FOR OCCUPATION AND USE; AND THE CONDEMNATION OF BUILDINGS AND STRUCTURES UNFIT FOR HUMAN OCCUPANCY AND USE AND THE DEMOLITION OF SUCH STRUCTURES KNOWN AS THE PROPERTY MAINTENANCE CODE; FIXING PENALTIES FOR VIOLATION; APPEALS; AND REPEAL EXISTING NORTHFIELD TOWNSHIP ORDINANCE 97-3" and all other ordinances or parts of laws in conflict herewith are hereby repealed.

**Section 4.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, clauses and phrases be declared unconstitutional.

**Section 5.** That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

**Section 6.** That the Clerk is hereby ordered and directed to cause this ordinance to be published in a newspaper circulating within the township.

**Section 7.** That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 30 days from and after the date of its publication.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

I, Michele K. Manning, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2013. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

- B. A true copy of the above Ordinance was published in \_\_\_\_\_, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013;
- C. The effective date of the Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2013; and
- D. A true copy of the above Ordinance was filed with the Washtenaw County Clerk on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

TOWNSHIP OF NORTHFIELD  
(Weed Ordinance)  
Ordinance No. 13-\_\_\_\_\_

AN ORDINANCE TO REPEAL THE PROVISIONS OF THE TOWNSHIP OF NORTHFIELD'S ORDINANCE NO. 83-3 (WEED ORDINANCE); TO ENACT REVISED MEASURES TO SECURE THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE RESIDENTS AND PROPERTY OWNERS OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, BY THE CONTROL AND REGULATION OF ALL WEEDS AND GRASSES; TO PROVIDE ABATEMENT AND PENALTIES FOR THE VIOLATION THEREOF; AND TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH.

THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, HEREBY ORDAINS:

Section 1.0 Title

This ordinance shall be known and cited as the "Northfield Township Noxious Weed Ordinance."

Section 2.0 Definitions

- a. Weeds: Weeds shall be defined as all grasses, annual plants and vegetation other than trees or shrubs provided, however, this term shall not include cultivated flowers and gardens.
- b. Noxious Weeds: Noxious Weeds shall be all noxious weeds as defined and listed as restricted or prohibited weeds by the Michigan Department of Agriculture (M.D.A.) and noxious weeds as listed by the U.S. Department of Agriculture (U.S.D.A.) as amended from time to time.

Sec. 3.0. Prohibitions

(a) Weed growth.

(1) No person owning or occupying any subdivision, or platted or commercial lot less than one acre in size, shall permit or maintain on any such premises any growth of weeds, noxious weeds, nor any growth of grass or other rank vegetation to a height greater than 6" inches on the average, nor any accumulation of dead weeds, grass or brush. On subdivisions, or platted or commercial lots in all zoning districts except agriculturally zoned property in excess of one acre in size, no person owning or occupying any such premises shall permit or maintain, within 50 feet from the edge of the street or road right-of-way, any growth of noxious weeds, nor any growth of grass or other rank vegetation to

a height greater than 6" inches on the average, nor any accumulation of dead weeds, grass, brush or yard waste.

(2) No person owning or occupying any premises shall permit or maintain on any such premises any growth of noxious weeds, nor any growth of grass or other rank vegetation or yard waste, composting or seasonal accumulation stored in or near an area that is frequented by water, or accumulate waste or compost materials in such a manner as to impede the natural flow of water. Rank vegetation, yard waste, composting or seasonal accumulations of yard materials shall not be permitted to accumulate on property lines or within the front yard setback of any parcel. Nothing in this section shall apply to weeds in fields devoted to growing any small grain crops, such as, but not limited to, wheat, oats, barley or rye.

(3) It shall be the duty of the township ordinance enforcement officer or his designee to serve, or cause to be served, a written notice upon the owner or occupant of any premises on which weeds, grasses or plants are permitted to grow in violation of the provisions of this subsection (a) and to demand the abatement of the nuisance within ten (10) days.

(b) Nuisance and abatement.

In addition to any other remedy provided in this section, the violation of the terms of this section shall constitute a public nuisance per se, and:

(1) If the owner or occupant does not abate the nuisance within ten (10) days, the ordinance enforcement officer or his designee may proceed to abate such nuisance, keeping an account of the expense of the abatement, and such expense shall be charged and paid by the owner or occupant of the premises.

(2) The township maintenance/building personnel shall have the duty to abate weeds, grasses or yard waste under this section, unless they are unavailable, in which case, a contracted lawn service shall be hired to abate such weeds, grasses or yard waste. All actual expenses of the abatement, plus a Township administrative fee of \$50.00, shall be charged to, and paid by, the owner or occupant of the premises.

(c) Lien.

(1) Charges for the actual costs of weed, grass or yard waste removal, plus a Township administrative fee of \$50.00, shall be billed to the property owner and constitute a lien upon the premises from which such weed, grass or yard waste was removed. Whenever a bill for such charges remains unpaid for sixty (60) days after it has been rendered, the township clerk may file with the register of deeds of the County of Washtenaw a statement of lien claim. The statement shall contain a legal description of the premises, the expenses and costs incurred, the date the weeds were cut and a notice that the township claims a lien for such amount. Notice of such lien claim shall be mailed to the owner of the premises if their address is known; provided, however, that failure of the clerk to record such lien claim or to mail such notice, or the failure of the owner to

receive such notice, shall not affect the township's right to collect for such charges as provided.

(2) Any such charges which have been assessed, but not paid when due, shall constitute a lien upon the subject real property. Such a lien shall be of the same character and effect as a lien created by state statute for general law township real property and shall include accrued interest and penalties. The Township treasurer shall verify on March 1 of each year, and certify to the township assessor, the fact that such charges are delinquent and unpaid. The Township assessor shall then enter the delinquent amount on the next general ad valorem tax roll as a charge against the affected property, and the lien thereon shall be enforced in the same manner as provided and allowed by law for delinquent and unpaid real property taxes.

#### Sec. 4.0 Civil Infraction Penalties.

The owner of the property (as shown on the assessment records) is responsible for compliance with this Ordinance. In addition to any other remedies available under Michigan Law and the abatement penalties provided in Section 3.0 herein, each violation of this article that remains unpaid ten (10) days after receipt of written notice of a violation shall constitute a civil infraction punishable by a civil fine of up to \$500.00 plus costs and all other remedies available by statute. Violation of this article shall be punishable by the following schedule:

- (1) First offense: not less than \$50.00;
- (2) Second offense: not less than \$100.00;
- (3) Third offense: not less than \$250.00;
- (4) Fourth offense within two calendar years: \$500.00; plus costs and all other remedies available by statute. Each day of violation shall be a separate violation. If the civil fine is not paid within 45 days, it shall become a lien against the property as provided in 3.0(c)2 herein.

#### Section 5.0 Repeal, Saving Clause.

Ordinance No. 83-3 is hereby repealed and all other ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are also hereby repealed.

#### Section 6.0 Conflict.

If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Ordinance.

#### Section 7.0 Effective Date

This Ordinance shall be effective thirty days after its publication pursuant to Michigan law.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

I, Michele K. Manning, Northfield Township Clerk, hereby certify as follows:

A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2013. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

B. A true copy of the above Ordinance was published in \_\_\_\_\_, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013;

C. The effective date of the Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2013; and

D. A true copy of the above Ordinance was filed with the Washtenaw County Clerk on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

TOWNSHIP OF NORTHFIELD  
(Anti-Blight and Inoperable Motor Vehicle Ordinance)  
Ordinance No. 13-\_\_\_\_\_

AN ORDINANCE TO REPEAL AND RESTATE THE NORTHFIELD TOWNSHIP INOPERABLE MOTOR VEHICLE ORDINANCE, ORDINANCE NO. 75, EFFECTIVE APRIL 12, 1995, AS AMENDED BY ORDINANCE NO. 106, EFFECTIVE JUNE 9, 1999; TO REPEAL AND RESTATE THE NORTHFIELD TOWNSHIP BLIGHT ORDINANCE, ORDINANCE NO. 08-08, EFFECTIVE JANUARY 10, 2009; TO PREVENT, REDUCE AND ELIMINATE BLIGHT, BLIGHTING FACTORS OR CAUSES OF BLIGHT WITHIN NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN; TO PROVIDE DEFINITIONS OF CERTAIN TERMS; TO RESTATE THE REGULATIONS REGARDING INOPERABLE MOTOR VEHICLES WITHIN THE TOWNSHIP TO PROTECT THE HEALTH, SAFETY AND GENERAL WELFARE OF PERSONS AND PROPERTY WITHIN THE TOWNSHIP; TO PROVIDE FOR ENFORCEMENT; TO PROVIDE PENALTIES FOR VIOLATION; AND TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE.

THE TOWNSHIP OF NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN ORDAINS:

**Section 1. Purpose.**

Pursuant to Public Act 344 of 1945, as amended, it is the purpose of this Ordinance to prevent, reduce or eliminate blight or potential blight in Northfield Township by preventing, reducing, eliminating of certain environmental causes of blight or blighting factors which currently exist or which may in the future exist in the Township. Further, pursuant to Public Act 300 of 1949, as amended, abandoned, scrapped or discarded Motor Vehicles are, or in the future may be, stored in a dangerous or unsanitary manner in yards or other places in the Township. The places in which such Motor Vehicles are, or in the future may be, stored tend to become overgrown with weeds, littered with rubbish, and infested with rodents and insects. Such conditions tend to attract children and endanger their lives and health, spread disease, invite plundering, create fire hazards or other safety and health hazards, create or extend blight, interfere with the enjoyment or reduce the value of private property, and interfere with the comfort and well being of the public. Adequate protection of public health, safety, and welfare requires that blight and conditions that cause blight, including but not limited to dismantled or Inoperable Motor Vehicles be regulated and controlled.

**Section 2. Definitions.**

- A. *“Building Materials”* shall include, but shall not be limited to, lumber, bricks, concrete or cinder blocks, plumbing materials, electrical wiring or equipment, heating ducts or equipment, shingles, mortar, concrete or cement, nails, screws, or any other materials used in constructing any structure.

- B. ***"Inoperable Motor Vehicle"*** shall include any Motor Vehicle which, by reason of dismantling, disrepair, or any other cause whatsoever:
1. Is incapable of being propelled under its own power;
  2. Lacks all of the necessary component parts to make it operable and serviceable as a Motor Vehicle; or
  3. Does not display or have affixed to it a current license plate or tabs as required by the State for the purpose of operating such a Motor Vehicle upon public roads or streets.
- C. ***"Junk"*** shall mean trash, garbage, rubbish, or refuse, including but not limited to, parts of machinery or motor vehicles, un-mounted motor vehicle tires, broken or unusable furniture, stoves, refrigerators or other appliances stored in the open, remnants of woods, broken toys and bicycles, metal or any other material or other cast-off material of any kind whether or not the same could be put to any reasonable use.
- D. ***"Motor Vehicle"*** shall include any self-propelled or towed vehicle designed or used on the public highways to transport passengers or property as defined in Section 90 of Act 300 of the Public Acts of 1949, as amended, being Section 257.79 of the Michigan Compiled Laws, which is required to be registered for use upon the public streets and highways of this State under Act 300, and also includes any wheeled vehicle which is self-propelled or intended to be self-propelled.
- E. ***"Person"*** shall mean any person, firm, partnership, association, corporation, company, individual, or organization of any kind.
- F. ***"Public Safety Officer"*** shall include law enforcement, fire, medical, or other emergency response personnel.
- G. ***"Responsible Parties"*** shall include, in the case of an Inoperable Motor Vehicle, or parts thereof, the following individuals:
1. The owner of record of the real property upon which the Inoperable Motor Vehicle, or parts thereof, is located;
  2. The lessee of the real property upon which the Inoperable Motor Vehicle, or parts thereof, is located; and
  3. The registered owner of the Inoperable Motor Vehicle.
- H. ***"Township"*** shall mean Northfield Township, a general law township located in the County of Washtenaw, State of Michigan.

### **Section 3. Causes of Blight or Blighting Factors.**

It is expressly recognized that blight is observable at different stages of severity, and that moderate blight un-remedied creates a strong probability that severe blight will follow. Therefore, the conditions that constitute blight are to be broadly construed to permit the Township to make an early identification of problems and to take early remedial action to correct a demonstrated pattern of deterioration and to prevent worsening of blight conditions.

The following uses, structures and activities are causes of blight or blighting factors which, if allowed to exist, will tend to result in blighted and undesirable neighborhoods and are subject to the following requirements:

- A. Operative or inoperative automotive vehicles or trailers of any kind or type which are unlicensed shall not be parked or stored in any recreation-conservation, agriculture, residential, or office zoning districts, or the RTM zoning district other than in completely enclosed buildings.
- B. Operative or inoperative automotive vehicles or trailers of any kind or type which are unlicensed shall be parked or stored in a commercial or industrial zoning district only in conjunction with an approved use and according to the regulations of Section 4 (C), herein, except for junkyards, which are regulated by the Zoning Ordinance.
- C. Parking or storage of semi-trailers, except semi-trailers owned and operated by the principal use of the lot, shall be prohibited on a lot in a commercial, office, or planned unit development zoning district, for a period of more than twenty-four (24) hours in a month.
- D. Storage of products, materials, or equipment inside of inoperative semi-trailers shall be prohibited in any zoning district.
- E. Sales of products, merchandise, or other materials from semi-trailers shall be prohibited in any zoning district.
- F. Operative or inoperative automotive vehicles of any kind or type which are licensed and operated by the principal use of the lot, shall be parked or stored in delineated storage areas which were delineated on the approved site plan for the use.
- G. Operative or inoperative automotive vehicles of any kind or type which are licensed and being stored by the principal use of the lot shall be parked or stored only in conjunction with an approved use and according to the regulations of Section 4 (C), herein.
- H. In any area, the storage upon any property of an Inoperable Motor Vehicle, except as provided below.

- I. Storage upon any property of building materials shall be prohibited unless there is in force a current and valid building permit issued by the Township for construction upon the property and the building materials are intended for use in connection with the lawfully permitted construction.
- J. Storage or accumulation of junk, trash, rubbish or refuse of any kind without a landfill permit shall be prohibited except for domestic refuse stored in such a manner as not to create a nuisance for a period not to exceed fifteen (15) days.
- K. A structure or part of any structure which, because of fire, wind, other natural disaster, or physical deterioration, is no longer habitable (if the structure is/was a dwelling), or is no longer useful for any other purpose of which it may have been intended shall be prohibited to remain on the property.
- L. A vacant dwelling, garage or other out-building are prohibited unless such buildings are kept securely locked, windows kept glazed, neatly boarded up, or otherwise protected and secured to prevent entrance by vandals or other unauthorized persons.
- M. A partially completed structure shall be prohibited unless such structure is in the course of construction in accordance with a valid and subsisting building permit issued by the Township and unless such construction is completed within a reasonable time.

This Section of this Ordinance shall not apply to an Inoperable Motor Vehicle, or parts thereof, that is owned by or in the possession of a commercial Motor Vehicle sales or services business or other similar businesses properly permitted and/or licensed by the Township, and located on property owned or leased by the business.

This Section of this Ordinance shall not apply to any owner of record or lessee of the real property who is not the registered owner of the Inoperable Motor Vehicle, provided the owner of record or lessee (a) gives written notification to the Township Ordinance Enforcement Officer within ten (10) days of the date a Notice to Remove Inoperable Motor Vehicle provided under Section 7(A) (1) of this Ordinance, that the Inoperable Motor Vehicle is located on the property in question without the consent of the owner of record or the lessee, and (b) authorizes in writing the Township Ordinance Enforcement Officer to remove the Motor Vehicle pursuant to Section 252a of Act 300 of the Public Acts of 1949, as amended, being Section 257.252a of the Michigan Compiled Laws.

#### **Section 4 Storage of Materials**

Except as otherwise provided in this Ordinance, the following regulations shall govern the storage of materials.

- A. The location or storage of abandoned, discarded, unused, unusable, or inoperative, appliances, furniture, equipment, or materials (but not including inoperative vehicles), shall be regulated as follows, except for junkyards, in which case the regulations set forth in the Zoning Ordinance shall apply.

- B. On any lot or parcel in any recreation-conservation or agriculture district, unless in conjunction with an approved use, all commercially produced products and/or materials, or equipment and machinery, whether operative or inoperative, must be stored within a completely enclosed building.

Bonafide farm operations shall not be subject to storing bonafide farm equipment and/or material within enclosed buildings when part of an on going farming operation.

1. On any lot or parcel in any recreation-conservation, agriculture, residential, office, or commercial district, the owner or tenant shall locate and store such materials within a completely enclosed building. Such storage shall be for future transfer to other premises and shall not be for the purpose of hire or sale.
2. On any lot or parcel in any industrial district the owner or tenant shall locate and store such materials:
  - a. Within a completely enclosed building, where required; or
  - b. Where outdoor storage is permitted, within an area surrounded by a solid, un-pierced fence or wall at least seven (7) feet in height and not less in height than the materials located or stored therein, and not closer to the lot lines than the minimum yard requirements for said districts.

Such storage shall be for future transfer to other premises and shall not be for the purpose of hire or sale.

- C. Garbage, trash, and similar refuse to be stored outside a building in a multiple residential, business, or industrial districts shall be stored within containers approved by the Washtenaw County Health Department and said containers shall be stored within a screened enclosure. The enclosure shall be constructed of an opaque material, such as wood, concrete blocks, or brick, and shall be enclosed on at least three (3) sides. The fourth side may be open for access or access may be provided by one or more gates. The storage area shall have a concrete floor at least four (4) inches thick.
- D. Outdoor storage of products, materials, and equipment, except vehicles owned and operated by the principal business or in conjunction with a licensed vehicle sales lot, shall be subject to the following regulations:
1. Such storage shall not be located within the area between the front face of the building, as extended across the entire width of the lot, and the street right-of-way; in any required side or rear yard; or in any required transition strip.
  2. Such storage shall not be located in any required parking or loading space.
  3. Such storage shall be strictly and clearly incidental to the principal use and only products and materials owned or produced by the principal business, and

equipment owned and operated by the principal use shall be permitted for storage under this sub-section. Such storage shall not be permitted as a principal use of a lot.

Such storage areas which are visible to the general public shall be screened from view on all sides.

4. The area for such storage shall be screened from view on all sides. Screening shall be constructed of wood or masonry materials. Wire fences with inserted strips of metal, plastic and similar materials shall not be substituted for the required screening. The screen shall not be less than six (6) feet in height. Vegetative screening may be required for buffering purposes as required by the Planning Commission.
5. The location and size of areas for such storage, nature of items to be stored herein, and details of the enclosure, including description of materials, height, and typical elevation of the enclosure shall be provided as part of site plan review.

## **Section 5 Prohibition**

### **A. Agricultural and Residential Properties**

No person shall maintain or permit to be maintained any causes of blight or blighting factors upon any property zoned in an agricultural or residential zoning district in Northfield Township that is owned, leased, rented or occupied by such person.

### **B. Commercial and Industrial Properties**

No person shall maintain or permit to be maintained any causes of blight or blighting factors upon any property zoned in a commercial or industrial zoning district in Northfield Township that is owned, leased, rented or occupied by such person except as provided by this section. No causes of blight or blighting factors shall be permitted in the front yard of any property. Any outdoor storage of materials that would otherwise be considered to cause blight or be blighting factors shall be adequately screened so that the materials are not easily visible from view of the road right of way or adjacent properties. Such screening shall be provided by landscaped berms, fences, vegetation, trees, or other appropriate types of screening materials.

## **Section 6 Removal of Inoperable Motor Vehicles**

### **A. Notice to Remove**

1. The Township Ordinance Enforcement Officer shall prepare a written notice clearly identifying the Inoperable Motor Vehicle, or parts thereof, and the location within the Township. Such notice shall be posted on the Motor Vehicle and personally delivered or sent via first class mail to the Responsible Parties. Such

notice shall require the Responsible Parties to remove the Inoperable Motor Vehicle, or parts thereof, within ten (10) days of the date of the notice. The notice shall further state that failure to so remove the Inoperable Motor Vehicle, or parts thereof, shall constitute a violation of this Ordinance.

2. The notice required by subparagraph (A) (1) above shall not be required to be sent to a Responsible Party if that Responsible Party has received a notice under this Ordinance within the preceding eighteen (18) months for the specific Inoperable Motor Vehicle, or parts thereof, in question.

B. Failure to Remove. If a Responsible Party, after receiving a Notice to Remove pursuant to Section 6 (A) (1) of this Ordinance, fails to remove the Inoperable Motor Vehicle, or parts thereof, then:

1. The Inoperable Motor Vehicle, or parts thereof, shall constitute a nuisance and shall be subject to all fines and penalties applicable to nuisances;
2. The Township may remove the Motor Vehicle, or its parts, and dispose of them in accordance with Section 252a of Act 300 of the Public Acts of 1949, as amended, being Section 257.252a of the Michigan Compiled Laws; and
3. The Responsible Party will be subject to the Enforcement and Penalty provisions contained in the Northfield Township Municipal Civil Infractions Ordinance, No. \_\_\_\_\_, as amended.

#### **Section 7 Enforcement and Penalties; Municipal Civil Infraction.**

Any person who shall violate a provision of this Ordinance or who shall fail to comply with any of its requirements shall be responsible for a municipal civil infraction subject to the enforcement procedures as adopted by the Township, and subject to a fine of not less than one hundred dollars (\$100), plus costs and other sanctions for each infraction. Each day during which any violation continues after notice has been served shall be deemed a separate and distinct offense. Increased civil fines may be imposed for repeat violations of this Ordinance. A repeat violation means a second or subsequent municipal civil infraction violation committed by a person within any twelve (12) month period and for which a person admits responsibility or is determined to be responsible. The increased civil fine for repeat violations shall be as follows.

- A. The fine for any offense which is a first repeat offense shall be two hundred fifty dollars (\$250), plus costs and other sanctions.
- B. The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be five hundred dollars (\$500), plus costs and other sanctions.

**Section 8 Administrative Liability**

No officer, agent, employee, or member of the Township Board shall render himself or herself personally liable for any damage that may occur to any person, entity or property as the result of any act or decision performed in the discharge of his or her duties and responsibilities pursuant to this Ordinance.

**Section 9 Severability and Captions**

The provisions of this Ordinance are hereby declared to be severable. If any clause, sentence, phrase, word, section, subsection, part, or provision is declared unconstitutional, void, or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any remainder of this Ordinance. The captions included at the beginning of each section are for convenience only and shall not be considered a part of this Ordinance.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

I, Michele K. Manning, Northfield Township Clerk, hereby certify as follows:

A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2013. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

B. A true copy of the above Ordinance was published in \_\_\_\_\_, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013;

C. The effective date of the Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2013; and

D. A true copy of the above Ordinance was filed with the Washtenaw County Clerk on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Michele K. Manning, Clerk

# NORTHFIELD TOWNSHIP Township Board Workshop Minutes September 24, 2013

## 1. CALL TO ORDER/PLEDGE

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

Supervisor Engstrom led those present in the Pledge of Allegiance.

## 2. ROLL CALL

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Members of the community

## 3. FIRST CALL TO THE PUBLIC

No comments.

## 4. CORRESPONDENCE & ANNOUNCEMENTS

Fink reported that:

- Blue Cross/Blue Shield (BC/BS) has announced that the Township's insurance policy costs will be going down by about 10%.
- A stop work order was issued on the Barker Road non-motorized pathway due to lack of soil erosion control permits and a gas line was hit, but work is continuing. The Board discussed how the cost for unforeseen construction expenses will be handled.
- He continues to work on getting funding for a sidewalk from the north of the Public Safety Building to the middle school using Community Development Block Grant (CDBG) funds.

## 5. NEW BUSINESS

**a. Senior Center Position/Direction of the Senior Center.** Fink noted Senior Center Director Jennifer Brown has resigned her position. The Board discussed offering to increase Brown's salary, changing the name of the center to "Community Center," whether programming for all ages should be offered, not competing with Library and school programs, the cost of running the Center, how this fits into a Parks & Recreation master plan, what grant funding might be available, what the community wants and needs,

what the expectations of the person in this position should be, the limited number of parking spaces, the possibility of relocating the operation to the Public Safety Building, and operating the Center before a new Director is hired. Three members of the public made comments and suggestions.

Fink said he will work on writing a job description for a Community Center Director for the Board to consider at the next workshop session with the understanding that the current focus is serving senior citizens.

**b. General Economic Development Direction.** The Board discussed building on work already done (completion of the Master Plan) to promote economic growth in the Township including:

- investigating infrastructure needs (community water, sewer districts, roads) and options for paying for improvements,
- considering whether to offer tax abatement for new businesses,
- Township-initiated rezonings based on the master plan,
- potentially setting up a small business development group; this should be discussed with the Downtown Development Authority (DDA), and
- marketing the Township based on those decisions.

The Board agreed that it should be made known to potential developers that tax abatement will be considered and that Fink should work on preparing a tax abatement program for both real and personal property to be reviewed by the Board.

**c. Job description for Administrative Assistant to the Township Manager.** The Board discussed what duties the person in this position might take over from other staff members or assist with, the continuing need to cross-train among staff members, and the need to get useful information put on the website. It was agreed to place the job description to the next regular meeting agenda.

## 6. OLD BUSINESS

**a. Health Insurance for Board Members and Part-time employees, and b. Ordinance 12-17.** The Board discussed whether to allow Board members and part-time staff members to purchase health insurance through the Township by paying 100% of the cost, what the administrative costs might be, and how the ordinance prohibiting Board members from receiving any Township benefits would have to be amended.

Fink said he would try to determine whether there is any interest from part-time staff about this, and create an

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September 24, 2013**

amendment to the ordinance to consider at the next Board meeting.

**c. Code Enforcement.** Fink reported he has been working with Zoning Administrator Kurt Weiland and Township attorney Paul Burns to create code enforcement ordinances and to estimate the cost of a part-time code enforcement officer.

The Board discussed whether the person in this position should be an employee or a contractor and how hiring should be done. Fink said this person would perform focused, prioritized enforcement of all Township ordinances proactively without direct Board involvement. There was discussion about what ordinances currently exist, what additional ordinances are desired, what enforcement has been done in the past, what level of enforcement the Board wants to see, and what is a ticketable offense vs. a misdemeanor.

**7. BOARD MEMBER ISSUE/COMMENTS**

Board members asked Fink to keep them updated on the millage in Scio Township for road improvements and reported that the Clerk will not be keeping regular office hours now that the additional hours she was hired for have ended.

**8. SECOND CALL TO THE PUBLIC**

Members of the public made comments about televising workshops, the limited amount of Senior Center parking, the idea of relocating the Senior Center, the delay in hiring a new Senior Center Director,

**9. ADJOURNMENT**

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

The meeting adjourned at 9:30 P.M.

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Submitted by Lisa Lemble.

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

Approved by the Township Board on \_\_\_\_\_

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Michele K. Manning, Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)

**NORTHFIELD TOWNSHIP**  
**Township Board Workshop**  
**Minutes**  
**October 22, 2013**

**CALL TO ORDER**

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

**CALL TO THE PUBLIC**

**PLEDGE/ROLL**

Pledge of Allegiance

Roll call:

Marilyn Engstrom, Supervisor  
Shelle Manning, Clerk  
Kathy Braun, Treasurer  
Janet Chick, Trustee  
Jacki Otto, Trustee  
Tracy Thomas, Trustee

Also present:

Township Manager Howard Fink  
Lew Kidder, Guest of the Township  
Dan Smith, Washtenaw County Commissioner  
Brent LaVanway, Boss Engineering  
Members of the community

**CORRESPONDENCE AND ANNOUNCEMENTS**

Next regular board meeting will be November 12, 2013

**OLD BUSINESS**

1. Township Wide SAD:  
A presentation was made by Lew Kiddle and Dan Smith on a Township Wide SAD district. Discussion was also had on the differences / similarities of a township wide millage for road improvements.
2. Non Motorized Path Update:  
An update was provided to the board on the Non-Motorized Path, its progress to date and future progress expected.
3. Blight, Property Maintenance Code, Civil Infractions and Weeds ordinance:  
Discussion issued by the board and a brief presentation on the following ordinances, property maintenance code, civil infractions, weeds, and blight ordinance. Paul Burns

recommended that these ordinances were close to being ready for adoption and that their office was still researching the statutory authority of the unsafe building law as it pertained to Townships. The board recommended to put all four ordinances presented (weeds, civil infractions, property maintenance code, and blight) on the agenda for the next Board of Trustees meeting.

4. Workshop Minutes  
Discussion by the board was had on how to address minutes at the workshop meetings.

**NEW BUSINESS**

1. North Territorial Zoning Changes and Planning Vision  
Trustee Chick gave an update to the board on the progress at the Planning Commission on the North Territorial Zoning Changes and informed the board on a proposed study for water infrastructure in the Township. Discussion on both items issued.

**BOARD MEMBER COMMENTS**

Trustee Thomas asked that a thank you note be sent to Lew Kiddle on his presentation to the board.

Trustee Dockett asked that a report be prepared by the Assessor regarding his progress on achieving 100% assessments in the township over 5 years or 20% per year. Mr. Dockett further requested the document / resolution that indicated the Township would not enter into a contract with individuals who have outstanding taxes owed to the Township.

**CALL TO THE PUBLIC**

**Adjournment at approximately 9:00 pm**

**NORTHFIELD TOWNSHIP  
Township Board  
Minutes  
October 8, 2013**

**CALL TO ORDER**

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

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

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

**CONSENT AGENDA:**

- **Minutes: July 23<sup>rd</sup> and September 10<sup>th</sup>**
- **Bills**

Dockett asked that bills be pulled for discussion.

- ▶ **Motion:** Manning moved, Thomas supported, that the consent agenda be approved as amended.  
**Motion carried 7—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

Fink asked that approval of hiring of a police officer be added to the agenda.

- ▶ **Motion:** Manning moved, Otto supported, that balance of the agenda be approved with the addition of Discussion of Bills and Hiring of a Police Officer.  
**Motion carried 7—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

Mary Devlin, 9211 Brookside, made comments about how to encourage new businesses in the community, questioned the changing of salaries of elected officials, and about draft minutes.

**REPORTS**

**Department Heads**

*Wastewater Treatment Plant.* Superintendent Hardesty reported that the driveway culvert project at the plant is complete and provided updated information about the proposed contract with PM Technologies.

- ▶ **Motion:** Manning moved, Chick supported, that the PM Technologies contract be approved with the deletion of the wording "& Contract."  
**Motion carried 7—0 on a voice vote.**

*Fire.* Chief Wagner reviewed his written report.

- ▶ **Motion:** Manning moved, Engstrom supported, that the resignation of William Buchinger from the Fire Department be accepted with regret.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Manning moved, Engstrom supported, that the resignation of Bryon Cooley from the Fire Department be accepted with regret.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Manning moved, Thomas supported, that Charles Smith, Brooke Thompson, Michael Michino, Jeremy Soerries, and Kevin Pollins be hired as Firefighter trainees pending background checks and physicals. **Motion carried 7—0 on a voice vote.**

*Police.* Sgt. Davidson reviewed Lt. Greene's written report.

**Other**

*Township Manager.* Fink referred to his written report and provided additional information about the Senior Center and the Barker Road pathway project. He also answered questions from Dockett about research concerning a municipal water system, and a change to Police Health Savings Accounts (HSAs).

*Financial.* Braun referred to the Revenue and Expenditure report and graphs and described how funds will be invested in staggered term certificates of deposit (CDs). In response to a comment from Otto, Fink said he will change the email address on financial documents from his to Braun's.

*Parks and Recreation.* Thomas reported work will begin—and hopefully be completed—on the Dog Park this weekend, and the next effort will be finishing the Parks & Recreation Master Plan.

*Zoning Board of Appeals.* No meeting held this month.

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*Planning Commission.* Chick reported that the Commission delayed action on a request for a Conditional Use Permit (CUP) to expand a landscaping business on Earhart Road, and it will be holding a public hearing on October 16<sup>th</sup> on adding definitions to the sign ordinance.

**BUSINESS ITEMS**

**1.  
Senior/Community Center Position  
Job Description**

Dockett asked that attendance at Township Board meetings be added to the requirement for this position. Manning said that is not included in other job descriptions and she has never felt department heads need to be at the meetings.

- ▶ **Motion:** Dockett moved, Thomas supported, that the requirement that the Senior/Community Center Director attend Township Board meetings be added to the job description for that position. **Motion carried 6—1 on a voice vote, Manning opposed.**
- ▶ **Motion:** Engstrom moved, Otto supported, that the Senior/Community Center Director job description be approved as amended. **Motion carried 7—0 on a voice vote.**

**2.  
Township Manager Assistant  
Job Description**

Dockett said he will not be supporting this because hours for deputies have been increased, raises have been given, and he believes there is enough help in the office.

- ▶ **Motion:** Manning moved, Thomas supported, that the job description for the Assistant to the Township Manager be approved as presented.

There was a discussion about whether 32 hours/week would entitle the person in this position to full-time benefits. Township attorney Paul Burns suggested removing the wording "up to 32 hours."

- ▶ **Amended motion:** Manning moved, Thomas supported, that the job description for the Assistant to the Township Manager be approved, removing the wording "up to 32 hours." **Motion carried 7—0 on a voice vote.**

**3.  
Code Enforcement Officer Job Description**

- ▶ **Motion:** Engstrom moved, Chick supported, that the job description for the Code Enforcement Officer be accepted as presented. **Motion carried 6—1 on a voice vote, Dockett opposed.**

**4.  
Amendment to Benefits Ordinance**

Otto said worker's compensation insurance is a disability policy; therefore, there cannot be a statement that the premium for such benefits cannot increase. It was agreed that the wording should be changed to exclude worker's compensation. Dockett said he will not vote for this because he does not believe any insurance company will provide \$250,000 in accidental death and dismemberment (AD&D) insurance for elected officials at no cost. He said the Board voted to eliminate all benefits for elected officials.

- ▶ **Motion:** Otto moved, Manning supported, that the Northfield Township Benefits Ordinance No 12-17 be amended as presented, with the wording in new Section (2)(a)(i) amended as follows [underlined words added]: "Elected township officers and officials, and dependents of those officers or officials, so long as provision of such benefits to elected township offices and officials, and dependents of those officers and officials, excluding worker's compensation, does not increase the cost of the premium paid by the Township for the provision of such benefits." **Motion carried 6—1 on a roll call vote., Dockett opposed.**

**5.  
Resolution on the Policy and Procedures for  
Public Inspection and Copying of Public Records**

Township attorney Paul Burns asked that this be tabled.

- ▶ **Motion:** Manning moved, Thomas supported, that the *Resolution on the Policy and Procedures for Public Inspection and Copying of Public Records* be tabled. **Motion carried 7—0 on a voice vote.**

**6.  
9142 Main Street Title Insurance**

- ▶ **Motion:** Dockett moved, Thomas supported, to instruct Howard Fink to obtain title Insurance for 9142 Main Street.

Engstrom said the real issue is that cleaning up the title is needed. There was discussion about the costs and benefits of doing that.

- ▶ **Amended motion:** Dockett moved, Thomas supported, to authorize Howard Fink to engage in the legal process necessary, with expenses not to exceed \$5,000, to prepare for the issuance of title insurance and to obtain title Insurance for 9142 Main Street.

Dockett requested a roll call vote.

**Motion carried 7—0 on a roll call vote.**

7.

**Procedures on Taping and Televising Workshops**

Thomas said members of the public have expressed interest in being able to watch the workshop sessions on cable TV.

- ▶ **Motion:** Thomas moved, Chick supported, that Township Board workshop sessions be televised..

The Board, Fink, and Burns had a lengthy discussion about the merits of separate workshop sessions vs. holding a second Board meeting each month.

**Motion carried 7—0 on a voice vote**

8.

**Zoning Ordinance Amendment:  
Section 10.01.D, Accessory Uses and Buildings**

- ▶ **Motion:** Chick moved, Otto supported, that the amendment to Section 10.01.D, Accessory Uses and Buildings be approved as provided in the October 8, 2013, Board of Trustees packet.  
**Motion carried 7—0 on a voice vote.**

9.

**Zoning Ordinance Amendments:  
Section 2.03, Definitions; and  
Section 3.19, Water and Sewage Facilities**

- ▶ **Motion:** Chick moved, Otto supported, that the amendment to Section 2.03, Definitions; and Section 3.19, Water and Sewage Facilities be approved as provided in the October 8, 2013, Board of Trustees packet. **Motion carried 7—0 on a voice vote.**

10.  
**Bills**

Fink and Manning answered several questions from Dockett about payments for expenses, bond payments, and a tax tribunal case.

- ▶ **Motion:** Thomas moved, Otto supported, that the bills be approved. **Motion carried 7—0 on a voice vote.**

11.

**Hiring of Police Officer**

- ▶ **Motion:** Manning moved, Otto supported, that Michael Larkin be hired as Part-Time Officer for the Northfield Township Police Department effective October 9, 2013, pending results of a physical, at the union contract rate. **Motion carried 7—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

In response to a request from Chuck Steuer, 760 Six Mile, Wagner said he will replace light bulbs in the Township Board meeting room.

**BOARD MEMBER COMMENTS**

Board members:

- Congratulated Wagner for being invited by Rep. Gretchen Driskoll to attend a 911 remembrance in Lansing.
- Commended three members of the Northfield Township Police Department who were given victim assistance awards from the United States Department of Justice.
- Asked about repayment due to a taxpayer.
- Provided information about the property assessment schedule and hiring of an assistant assessor.
- Discussed the merits of holding workshop sessions.
- Reported that the Clerk will no longer be keeping regular office hours, but voicemail messages may be left for her.
- Explained that voting for precincts 1 and 2 will for Ann Arbor and South Lyon school elections will be held in the Public Safety Building on November 5<sup>th</sup>.

**ADJOURNMENT**

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

The meeting adjourned at 9:29 P.M.

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Submitted by Lisa Lemble.

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

Approved by the Township Board on \_\_\_\_\_

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Michele K. Manning, Clerk

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**NORTHFIELD TOWNSHIP  
Township Board  
Notes  
October 8, 2013**

**CALL TO ORDER**

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

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

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

**CONSENT AGENDA:**

- **Minutes: July 23<sup>rd</sup> and September 10<sup>th</sup>**
- **Bills**

Dockett asked that bills be pulled for discussion.

- ▶ **Motion:** Manning moved, Thomas supported, that the consent agenda be approved as amended.

Dockett said minutes and notes of the September 10<sup>th</sup> meeting were not in his packet. Fink explained that was an error this time.

**Motion carried 7—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

Fink asked that approval of hiring of a police officer be added to the agenda.

- ▶ **Motion:** Manning moved, Otto supported, that balance of the agenda be approved with the addition of Discussion of Bills and Hiring of a Police Officer.  
**Motion carried 7—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

Mary Devlin, 9211 Brookside, made comments about how to encourage new businesses in the community, questioned how salaries of elected officials can be changed in the middle of a term, and objected to unedited, draft minutes being posted on the website. Manning said State law allows salaries to be increased—but not decreased, except in an election year.

**REPORTS**

**Department Heads**

*Wastewater Treatment Plant.* Superintendent Hardesty reported that the driveway culvert project at the plant is complete. He referred to the PM Technologies proposal to maintain generators for an annual cost of \$3,555. In answer to a question from Dockett, Hardesty said the note "Prices & Contract good from 8-1-13 to 12-31-2015" indicates only that they will not raise prices during that period, but the contract is only for one year at the state price. Otto suggested removing the wording "& Contract" to make this clear.

Hardesty answered a question from Chick about maintenance of the Eagle Gardens pump station.

- ▶ **Motion:** Manning moved, Chick supported, that the PM Technologies contract be approved with the deletion of the wording "& Contract."  
**Motion carried 7—0 on a voice vote.**

*Fire.* Chief Wagner reviewed his written report.

- ▶ **Motion:** Manning moved, Engstrom supported, that the resignation of William Buchinger from the Fire Department be accepted with regret.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Manning moved, Engstrom supported, that the resignation of Bryon Cooley from the Fire Department be accepted with regret.  
**Motion carried 7—0 on a voice vote.**

Dockett asked if these resignations are an indication of a problem. Wagner said one of these people moved out of town and the other cannot maintain this position with his

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
October 8, 2013**

full-time job. He said it is difficult in a better economy to find Firefighters.

Regarding new hires, Wagner asked that Jonathan Ewerts be removed from the list. Manning said start dates are usually included in motions. Wagner said he will provide those later.

- ▶ **Motion:** Manning moved, Thomas supported, that Charles Smith, Brooke Thompson, Michael Michino, Jeremy Soerries, and Kevin Pollins be hired as Firefighter trainees pending background checks and physicals. **Motion carried 7—0 on a voice vote.**

Wagner noted that the Police and Fire Departments will be hosting an open house this Sunday, and this Friday Main Street will be closed for about 45 minutes starting at 4:00 P.M. for the homecoming parade. Manning said road closures are supposed to come through the Board. Dockett asked that information about both of these be put on the website; Wagner said he will use the electronic, portable billboard.

*Police.* Sgt. Davidson reviewed Lt. Greene's written report. In answer to a question from Dockett, Davidson said the Washtenaw County Prosecutor is considering charges in the animal cruelty case listed in the report.

### Other

*Township Manager.* Fink referred to his written report and added:

- Grant proposals are being submitted for the Senior Center.
- Change orders will be coming for the Barker Road non-motorized pathway due to a variety of issues including a blockage in a culvert under a driveway.
- Following the resignation of the Senior Center Direction he and Public Safety personnel have been opening and closing the Center to allow programs to proceed. He is also working with someone who would like to expand art classes in the Center.

In answer to questions from Dockett, Fink said the change order for the Barker Road pathway project was to cover the cost of additional paving material for increasing the width from 8 to 10 feet, and he is operating under the assumption that these additional costs will be covered by the grant. Dockett commended Fink and Hardesty for the work they put in trying to solve the culvert problem.

Dockett said he does not think there will be support from the community for a municipal water system and he asked why Fink is looking into this. Fink said it was the Board's decision to investigate this and at this point there is no idea what the location, feasibility and costs would be.

In answer to a question from Dockett, Fink said the additional funds that will be added to the Police Health Savings Accounts (HSAs) will come from the Police budget and their fund balance if necessary. Fink explained that

this change is required due to dental and vision coverages not being separated from health coverage which is subject to a hard cap. Wagner said he believes the budgeting for this was done properly and there will not be an effect on the budget.

Engstrom asked whether Lew Kidder, the person mentioned in Fink's report who helped Scio Township establish a township-wide sewer assessment district, could be scheduled to speak to the Board. Fink said he has already arranged for that at the next Board meeting.

*Financial.* Braun referred to the Revenue and Expenditure report and graphs and described how funds will be invested in staggered term certificates of deposit (CDs). In answer to a question from Dockett, Braun said no funds will be invested in these CDs for longer than 90 days. He asked who in the Township was responsible for \$297,536 of the people's investment funds being lost previously. Braun said she is looking into this, but it appears people were making the best decisions they knew how to within the Township's investment policies. Dockett thanked Braun for her work on this.

Otto said she feels the email address referred to on financial documents should be the Treasurer's, not the Township Manager's, because this is a statutory duty of the Treasurer. There was a brief discussion about this; Fink said he will have that change made.

Chick said the reports provided by Braun are much better than the Board has received previously and noted the graphs are especially helpful.

*Parks and Recreation.* Thomas reported work will begin—and hopefully be completed—on the Dog Park this weekend, and the next effort will be finishing the Parks & Recreation Master Plan.

*Zoning Board of Appeals.* No meeting held this month.

*Planning Commission.* Chick reported that the Commission heard a request for a Conditional Use Permit (CUP) to expand a landscaping business on Earhart between 7 Mile and 8 Mile Roads, and the Commission postponed action to allow additional information to be submitted. She noted a public hearing on adding definitions to the sign ordinance is scheduled for October 16<sup>th</sup>. Dockett said he believes the Planning Commissioners are extortionists and make it too difficult for businesses to operate in the Township.

Engstrom asked what can be done about old, non-conforming signs being left up along the highway when businesses close. Chick said she does not know what can be done about these. Dockett said these signs are very expensive, the property owners are paying personal property taxes on them, and they should be allowed to remain.

**BUSINESS ITEMS**

**1.  
Senior/Community Center Position  
Job Description**

Engstrom referred to the proposed job description prepared by Fink. Dockett asked that attendance at Township Board meetings be added to the requirement for this position. Fink said he has no objection to that. Manning said that is not included in other job descriptions and she has never felt department heads need to be at the meetings.

- ▶ **Motion:** Dockett moved, Thomas supported, that the requirement that the Senior/Community Center Director attend Township Board meetings be added to the job description for that position. **Motion carried 6—1 on a voice vote, Manning opposed.**
- ▶ **Motion:** Engstrom moved, Otto supported, that the Senior/Community Center Director job description be approved as amended. **Motion carried 7—0 on a voice vote.**

Fink said he will place advertisements for this position tomorrow.

**2.  
Township Manager Assistant  
Job Description**

Dockett said he will not be supporting this because hours for deputies have been increased, raises have been given, and he believes there is enough help in the office.

- ▶ **Motion:** Manning moved, Thomas supported, that the job description for the Assistant to the Township Manager be approved as presented.

Chick noted that human resources functions are listed in the description. Fink said the full responsibility for human resources matters is assigned to him, and this person would handle the related day-to-day work and administration. There was a discussion about whether 32 hours/week would entitle the person in this position to full-time benefits. Fink said the description says "Part-time, up to 32 hours" and part-time employees do not receive benefits. Township attorney Paul Burns suggested removing the wording "up to 32 hours."

- ▶ **Amended motion:** Manning moved, Thomas supported, that the job description for the Assistant to the Township Manager be approved, removing the wording "up to 32 hours." **Motion carried 7—0 on a voice vote.**

**3.  
Code Enforcement Officer Job Description**

Dockett asked if the hours of the zoning administrator will be cut when this position is filled. Fink said he does not believe many hours are spent on code enforcement, and Kurt Weiland current spends most of his time on building issues. In answer to questions from Dockett, Fink said he hopes this person will be paid to use his/her own vehicle, but he does not want to rule out other options. In answer to a question from Otto, Manning said the Township currently pays \$.56½ per mile.

- ▶ **Motion:** Engstrom moved, Chick supported, that the job description for the Code Enforcement Officer be accepted as presented. **Motion carried 6—1 on a voice vote, Dockett opposed.**

**4.  
Amendment to Benefits Ordinance**

Otto said worker's compensation insurance is a disability policy; therefore, there cannot be a statement that the premium for such benefits cannot increase. It was agreed that the wording should be changed to exclude worker's compensation. Dockett said he will not vote for this because he does not believe any insurance company will provide \$250,000 in accidental death and dismemberment (AD&D) insurance for elected officials at no cost. He said the Board voted to eliminate all benefits for elected officials. He said a bid from another insurance company should be obtained to see if it would be less expensive without that \$250,000 coverage for Board members. Fink explained that the insurance company does not believe including AD&D coverage for the seven Board members adds significant risk in addition to the coverage it provides for Township's employees. Dockett said he ran on Board members not having any benefits. Otto said when the Board voted on the matter of benefits for Board members no research had been done about coverages of this type.

Fink said while he agrees that another quote would be a good idea, it is not a simple thing to accomplish.

- ▶ **Motion:** Otto moved, Manning supported, that the Northfield Township Benefits Ordinance No 12-17 be amended as presented, with the wording in new Section (2)(a)(i) amended as follows [underlined words added]: "Elected township officers and officials, and dependents of those officers or officials, so long as provision of such benefits to elected township offices and officials, and dependents of those officers and officials, excluding worker's compensation, does not increase the cost of the premium paid by the Township for the provision of such benefits." **Motion carried 6—1 on a roll call vote., Dockett opposed.**

5.

**Resolution on the Policy and Procedures for  
Public Inspection and Copying of Public Records**

Township attorney Paul Burns asked that this be tabled to allow him to consider the proposed policy.

- ▶ **Motion:** Manning moved, Thomas supported, that the *Resolution on the Policy and Procedures for Public Inspection and Copying of Public Records* be tabled. **Motion carried 7—0 on a voice vote.**

6.

**9142 Main Street Title Insurance**

- ▶ **Motion:** Dockett moved, Thomas supported, to instruct Howard Fink to obtain title insurance for 9142 Main Street.

Engstrom said the real issue is that cleaning up the title is needed. Fink agreed and said the cost for doing that would be at least \$2,000. Paul Burns explained that the owner of the property is in jail, the Township received the property through tax foreclosure, and the title insurance company is requiring that there be clarity that the legal process used to accomplish the foreclosure was proper before they will issue a policy.

- ▶ **Amended motion:** Dockett moved, Thomas supported, to authorize Howard Fink to engage in the legal process necessary, with expenses not to exceed \$5,000, to prepare for the issuance of title insurance and to obtain title insurance for 9142 Main Street.

Otto asked why this needs to be done now rather than waiting until the Township decides to sell it or keep the property. Dockett said it is better to do it now. Engstrom said the title has to be cleared at some point and it would be easier to do it now. Thomas said if nothing is done the Township would probably not experience a problem because of this title matter between the passage of time and the statute of limitations, but he agrees with Dockett that this should be taken care of now. He added it might be more expensive in the future. Manning said this is probably the most valuable property the Township owns other than its buildings, and she agreed with Thomas.

Dockett requested a roll call vote.

**Motion carried 7—0 on a roll call vote.**

7.

**Procedures on Taping and Televising Workshops**

Thomas said members of the public have expressed interest in being able to watch the workshop sessions on cable TV.

- ▶ **Motion:** Thomas moved, Chick supported, that Township Board workshop sessions be televised.

In answer to a question from Dockett, Burns said when Townships videotape meetings they often keep those tapes only until minutes are approved to assist the Clerk in preparation of the minutes, but the minutes are retained. In response to comments, Thomas clarified that his motion is to televise workshop sessions, not to videotape them or change the way anything is done regarding presentation of meetings to the public or to minutes.

Burns said the Board cannot modify rules about minutes which are set by the State Legislature. Dockett said he does not see why the Board does not simply return to having two regular meetings per month because that would allow the Board to vote on matters as necessary. Thomas said he does not see a reason to delay a necessary vote, but respect they must be given to Board members who say they are not ready to vote on issues that were brought for discussion. Fink disagreed. [See further discussion under Board Member Comments].

**Motion carried 7—0 on a voice vote.**

8.

**Zoning Ordinance Amendment:  
Section 10.01.D, Accessory Uses and Buildings**

Chick referred to a memo from Douglas Lewan, the Township's planning consultant.

- ▶ **Motion:** Chick moved, Otto supported, that the amendment to Section 10.01.D, Accessory Uses and Buildings be approved as provided in the October 8, 2013, Board of Trustees packet. **Motion carried 7—0 on a voice vote.**

Dockett said he is glad to see that some restrictions are being eased.

9.

**Zoning Ordinance Amendments:  
Section 2.03, Definitions; and  
Section 3.19, Water and Sewage Facilities**

- ▶ **Motion:** Chick moved, Otto supported, that the amendment to Section 2.03, Definitions; and Section 3.19, Water and Sewage Facilities be approved as provided in the October 8, 2013, Board of Trustees packet.

Manning said she thought the Township's zoning ordinance had previously been amended to allow these. Chick said the Planning Commission has been working on this since 2010.

**Motion carried 7—0 on a voice vote.**

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
October 8, 2013**

**10.  
Bills**

Fink and Manning answered several questions from Dockett about payments for expenses, bond payments, and a tax tribunal case. Dockett asked why a contractor who owes thousands of dollars in personal property taxes was hired to do work for the Township. Wagner said he was unaware that contractor owed the Township money and will not use him in the future.

- ▶ **Motion:** Thomas moved, Otto supported, that the bills be approved. **Motion carried 7—0 on a voice vote.**

**11.  
Hiring of Police Officer**

Wagner asked that the Board approve the hiring of Michael Larkin now to avoid additional overtime expense. In answer to a question from Dockett, Wagner said Larkin will replace one of two part-time officers who recently left.

- ▶ **Motion:** Manning moved, Otto supported, that Michael Larkin be hired as Part-Time Officer for the Northfield Township Police Department effective October 9, 2013, pending results of a physical, at the union contract rate. **Motion carried 7—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

Chuck Steuer, 760 Six Mile, said the florescent bulbs in the Township Board meeting room need to be replaced. Wagner said he will do this.

**BOARD MEMBER COMMENTS**

**Congratulations.** Chick congratulated Wagner for being invited by Rep. Gretchen Driskoll to attend 911 remembrances in Lansing. She said he is very deserving of that honor.

Otto commended three members of the Northfield Township Police Department who were given victim assistance awards from the United States Department of Justice.

**Tax Repayment.** Dockett asked if the Township has repaid a taxpayer for an overpayment of personal property taxes.

Fink said it is his understanding that this can be done only by the State Tax Commissioner.

**Thank you/Buy Local.** Dockett thanked servicemen and servicewoman and urged everyone to shop locally.

**Property Assessment.** In answer to a question previously asked by Chick, Engstrom said assessment of Township property is scheduled on five year basis, and while the Assessor is trying to maintain the pace of reviewing 20% of the tiles each year, he needs an assistant but there has been no interest in the job posting. She said recommended increasing the hourly wage that is being offered. Chick said she would support that.

**Board Workshop Sessions.** Regarding Board workshops, Fink said he believes from a process standpoint he believes it is important to set an expectation for the outcome of any meeting for the benefit of both the Board and the public. He said there is value in discussing, going away, then voting later or even having another discussion first. He said if there is something that needs to be voted on between regular Board meetings that a special meeting be called an hour before the workshop to deal specifically with that issue because it is important to have a clear delineation between regular sessions and workshops.

In answer to a question from Dockett, Fink said it is legal to hold separate workshop sessions. Otto said the Michigan Townships Association (MTA) recommends using workshop sessions.

**Clerk.** Manning said she wants the public to know that she is no longer keeping regular office hours, but the public is welcome to leave voicemails for her.

**Election.** Manning noted that on November 5<sup>th</sup> there will be elections for Ann Arbor and South Lyon school districts, and both precincts 1 and 2 will vote on the 2<sup>nd</sup> floor of the Public Safety Building. She invited questions to be directed to Julie at 449-2880 ext. 17.

**ADJOURNMENT**

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

The meeting adjourned at 9:29 P.M.

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Submitted by Lisa Lemble.

These notes are an expanded version of the official meeting minutes adopted by the Board of Trustees. Minutes and notes for all meetings are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)

**Northfield Township Board Meeting  
Minutes of Workshop Session  
Public Safety Building; 8350 Main Street  
August 27, 2013**

**e. PCI Contract Update.** Fink reported that following the Board's decision at their last meeting to change energy suppliers, the PCI agent offered to lower his commission from 35% to 10%. He said this would save the Township money. It was agreed to schedule this for a vote by the Board.

**f. Future Workshop Agenda Items.** Fink asked Board members to let him know about any items they would like added to future agendas.

**g. Process for Appointment to ZBA.** The Board discussed the process for filling the vacancy on the Zoning Board of Appeals and instructed Fink to ask each of the three people who have expressed interest in serving to be at the next Board meeting to briefly answer questions from the Board.

**7. BOARD MEMBER ISSUE/COMMENTS**

A board member made a comment on the blight ordinance.

**8. SECOND CALL TO THE PUBLIC**

A member of the public provided history about 75 Barker Road and suggestions for its use.

**9. ADJOURNMENT**

The meeting adjourned at 9:25 P.M.

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Submitted by Lisa Lemble.

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

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

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Michele K. Manning, Clerk

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INVOICE DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
INVOICES TO BE PAID 11/13/2013 - 11/13/2013  
Bank: MIF MUNICIPAL INVESTMENT FUND  
Open Invoices Only

“Open”

GL Number	Inv. Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-124	WORKER'S COMP PAYMENTS	MICHIGAN MUNICIPAL LEAGUE	WORKER'S COMP, 3RD INSTALLMENT, 2013	5,486.00	
Total for Dept 000 :				5,486.00	
Dept 191 ELECTIONS					
101-191-727	SUPPLIES	MICHIGAN ELECTION RESOURCES	PRECINCT SUPPLY KIT	56.41	
Total for Dept 191 ELECTIONS:				56.41	
Dept 265 HALL AND GROUNDS					
101-265-727	SUPPLIES	ARBOR SPRINGS WATER CO INC	SPRING WATER/RENTAL	17.25	
101-265-940	RENTAL EQUIPMENT	ARBOR SPRINGS WATER CO INC	SPRING WATER/RENTAL	14.00	
Total for Dept 265 HALL AND GROUNDS:				31.25	
Dept 270 LEGAL/PROFESSIONAL					
101-270-802	AUDIT FEES	PFEFFER, HANNIFORD & PALKA	2013 YEAR END AUDIT	4,500.00	
Total for Dept 270 LEGAL/PROFESSIONAL:				4,500.00	
Dept 412 PLANNING/ZONING DEPT					
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	PLANNING RETAINER	450.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	GENERAL CONSULTATION	512.50	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	ORD. AMEND/PUSH CART & SIGN ORDIN.	1,005.00	
Total for Dept 412 PLANNING/ZONING DEPT:				1,967.50	
Dept 449 ROAD WORK					
101-449-814	ROAD IMPROVEMENTS	WASHTENAW COUNTY SOIL EROSION	PLAN REVEW FEE - NON MOTORIZED PATH	47.50	
Total for Dept 449 ROAD WORK:				47.50	
Dept 666 SENIOR CITIZEN CENTER					
101-666-812	SCC TRIPS/PROGRAMS	DARRYL MICKENS	9/26 - 10/31, 2013 TAI CHI FOR ARTHRI	104.00	
Total for Dept 666 SENIOR CITIZEN CENTER:				104.00	
Total for Fund 101 GENERAL FUND:				12,192.66	
Fund 207 LAW ENFORCEMENT FUND					
Dept 000					
207-000-214	DUE TO OTHERS	MICHIGAN STATE POLICE	9/4 - 9/27, 2013 SERVICES	139.50	
Total for Dept 000 :				139.50	
Dept 270 LEGAL/PROFESSIONAL					
207-270-802	AUDIT FEES	PFEFFER, HANNIFORD & PALKA	2013 YEAR END AUDIT	3,060.00	

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Fund 207 LAW ENFORCEMENT FUND					
Dept 270 LEGAL/PROFESSIONAL					
Total for Dept 270 LEGAL/PROFESSIONAL:				3,060.00	
Dept 301 OPERATING COSTS					
207-301-727	SUPPLIES	ARBOR SPRINGS WATER CO INC	SPRING WATER, CUPS, POLICE DEPT.	25.50	
207-301-727	SUPPLIES	CDW GOVERNMENT INC	DYMO WHITE SHIPPING/300 LBLS	61.41	
207-301-741	UNIFORMS/GEAR & ALLOWANCE	NORTH EASTERN UNIFORMS & EQUIPMEN	UNIFORM ITEMS (SEWING/PATCHES, ETC)	117.49	
207-301-741	UNIFORMS/GEAR & ALLOWANCE	NORTH EASTERN UNIFORMS & EQUIPMEN	GLOVE CASE, PATCHES, SEWING	258.95	
207-301-818	CONTRACTUAL SERVICES	OAKLAND COUNTY	CLEMIS JULY-SEPT., 2013	3,696.75	
207-301-850	COMMUNICATION	OAKLAND COUNTY	CLEMIS JULY-SEPT., 2013	581.88	
Total for Dept 301 OPERATING COSTS:				4,741.98	
Dept 333 TRANSPORTATION					
207-333-930	REPAIRS & MAINTENANCE	TRADER RAY TIRE CTR	GY FUELMAX (4), GY RSA (4), 2012 EXPL	971.16	
207-333-930	REPAIRS & MAINTENANCE	VAL'S SERVICE STATION	MOUNT/BALANCE TIRES, FORD TAURUS	72.00	
207-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	LUBE, OIL, FILTER - 2013 EXPLORER	46.40	
Total for Dept 333 TRANSPORTATION:				1,089.56	
Total for Fund 207 LAW ENFORCEMENT FUND:				9,031.04	
Fund 216 MEDICAL RESCUE FUND					
Dept 000					
216-000-635	RESPONSE FEES	MICHAEL & CHERYL HASSETT	ACCIDENT RESPONSE REIMBURSEMENT	1,196.00	
Total for Dept 000 :				1,196.00	
Dept 270 LEGAL/PROFESSIONAL					
216-270-802	AUDIT FEES	PFEFFER, HANNIFORD & PALKA	2013 YEAR END AUDIT	3,060.00	
Total for Dept 270 LEGAL/PROFESSIONAL:				3,060.00	
Dept 301 OPERATING COSTS					
216-301-727	SUPPLIES	BATTERIES PLUS	9V INDUSTRIAL ALK	41.98	
216-301-727	SUPPLIES	MOORE MEDICAL LLC	PENLIGHTS/GLOVES, ETC.	238.47	
216-301-727	SUPPLIES	ARBOR SPRINGS WATER CO INC	SPRING WATER, FIRE DEPT.	17.25	
216-301-727	SUPPLIES	APOLLO FIRE EQUIPMENT	KNOCKDOWN CLASS A FOAM/SILKSCREEN	363.15	
216-301-741	UNIFORMS/GEAR & ALLOWANCE	APOLLO FIRE EQUIPMENT	LEATHER FRONT, UPS	43.86	
216-301-741	UNIFORMS/GEAR & ALLOWANCE	APOLLO FIRE APPARATUS REPAIR	LINER, UPS	206.79	
216-301-807	MEMBERSHIP DUES	MICHIGAN STATE FIREMEN'S ASSOC.	2014 MEMBERSHIP, MFIRS: 81-12(WAGNER)	75.00	
216-301-807	MEMBERSHIP DUES	SOUTHEASTERN MI. FIRE CHIEFS	2014 MEMBERSHIP DUES, WAGNER, BISHOP	80.00	
216-301-818	CONTRACTUAL SERVICES	ACCUMED BILLING, INC.	ACCUMED FEES - 10%	60.03	
216-301-820	DISPATCH SERVICES	EMERGENT HEALTH PARTNERS	NOVEMBER, 2013 FIRE DISPATCHING SERVI	882.07	
216-301-930	REPAIRS & MAINTENANCE	HORNBACK RECYCLING	10/1 - 12/31, 2013 (STATION 2)	46.00	
Total for Dept 301 OPERATING COSTS:				2,054.60	
Dept 333 TRANSPORTATION					
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	BRAKE CLEANER	19.75	

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Fund 216 MEDICAL RESCUE FUND					
Dept 333 TRANSPORTATION					
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	AIR FILTER/FREIGHT	43.92	
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	STOVE BOLT, WIRE BRUSH, SUPPLIES	15.40	
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	NON-DET 30W QT.	28.95	
216-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	EASY SEAL CLAMP (RETURN)	(15.38)	
216-333-930	REPAIRS & MAINTENANCE	BRIGHTON FORD INC	SERVICE 2005 FORD F550	107.36	
Total for Dept 333 TRANSPORTATION:				200.00	
Total for Fund 216 MEDICAL RESCUE FUND:				6,510.60	
Fund 287 BUILDING DEPARTMENT FUND					
Dept 270 LEGAL/PROFESSIONAL					
287-270-802	AUDIT FEES	PFEFFER, HANNIFORD & PALKA	2013 YEAR END AUDIT	900.00	
Total for Dept 270 LEGAL/PROFESSIONAL:				900.00	
Dept 301 OPERATING COSTS					
287-301-725	INSPECTOR EXPENSES	DINO BONA	OCTOBER 2013 INSPECTIONS	525.30	
Total for Dept 301 OPERATING COSTS:				525.30	
Total for Fund 287 BUILDING DEPARTMENT FUND:				1,425.30	
Fund 370 PUBLIC SAFETY BLDG DEBT FD					
Dept 301 OPERATING COSTS					
370-301-818	CONTRACTUAL SERVICES	PLANET COMMUNICATIONS INC.	TERMINATION AGREEMENT & RELEASE-CHRIS	4,205.31	
370-301-930	REPAIRS & MAINTENANCE	HORNBACK RECYCLING	10/1 - 12/31, 2103 (PUB. SFTY BLDG.)	66.00	
370-301-930	REPAIRS & MAINTENANCE	NEDERMAN, INC.	RECEIVERS, TIMER, BUFFER BURNT OUT-REPA	837.75	
370-301-930	REPAIRS & MAINTENANCE	ALLIANCE WINDOW CLEANING	ENTRYWAY WINDOW CLEANING, PUB. SAFETY	10.00	
Total for Dept 301 OPERATING COSTS:				5,119.06	
Total for Fund 370 PUBLIC SAFETY BLDG DEBT FD:				5,119.06	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 270 LEGAL/PROFESSIONAL					
571-270-802	AUDIT FEES	PFEFFER, HANNIFORD & PALKA	2013 YEAR END AUDIT	6,480.00	
Total for Dept 270 LEGAL/PROFESSIONAL:				6,480.00	
Dept 301 OPERATING COSTS					
571-301-740	OPERATING SUPPLIES	NCL OF WISCONSIN, INC.	ERLENMEYER FLASK, #1 FILTER PAPER	222.16	
571-301-817	LAB & TESTING	PARAGON LABORATORIES, INC.	EPA 200.8 METALS, 14 CMPS./TRIP CHARG	230.00	
571-301-920	UTILITIES	HORNBACK RECYCLING	10/1 - 12/31, 2013	180.00	

INVOICE DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
INVOICES TO BE PAID 11/13/2013 - 11/13/2013  
Bank: MIF MUNICIPAL INVESTMENT FUND  
Open Invoices Only

GL Number	Inv. Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS					
571-301-930	REPAIRS & MAINTENANCE	BOULLION SALES, INC.	JOHN DEER SERVICED	292.55	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	EC SWITCH	4.79	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	PLUG BUTTONS, SILICONE SEAL	11.24	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	ELECTRICAL CONNECTOR	3.79	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	FLEET OIL, PROF. AMT. TESTER	75.14	
571-301-930	REPAIRS & MAINTENANCE	CROSSBOW WATER	DMDI/DI EXPRESS/IT SERVICE EXCHANGER	176.37	
571-301-930	REPAIRS & MAINTENANCE	CROSSBOW WATER	CRB1 CARBON GUARD	93.05	
571-301-930	REPAIRS & MAINTENANCE	SPEARS FIRE & SAFETY SRVCS INC	ABC RECHARGE/DRY HYDRO/MISC.	237.55	
571-301-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	MOTOR OIL/FILTERS	20.97	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, KATOLIGHT 125, HEATER BL	546.19	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN # L990029189	495.00	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN # C040614901	325.00	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN # C070040331	395.00	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN # H110237620	275.00	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN # G080197499	545.00	
571-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN # 44477387	375.00	
571-301-930	REPAIRS & MAINTENANCE	RS TECHNICAL SERVICES, INC.	VACU REGULATOR, INJECTOR, TUBING, ETC	1,703.10	
571-301-930	REPAIRS & MAINTENANCE	CITY SERVICES INCORPORATED	CSI BILLINGS, 1-3" METER TEST/SPOOLPI	585.00	
Total for Dept 301 OPERATING COSTS:				6,791.90	
Dept 333 TRANSPORTATION					
571-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	ELECTRICAL CONNECTOR/ADAPTER	23.26	
571-333-930	REPAIRS & MAINTENANCE	CARQUEST AUTO PARTS	ELECTRICAL ADAPTER/RETURNS	(10.08)	
571-333-930	REPAIRS & MAINTENANCE	CRUISERS	SUPPLIES/LABOR, 2013 FORD F-350	400.00	
Total for Dept 333 TRANSPORTATION:				413.18	
Total for Fund 571 WASTEWATER TREATMENT FUND:				13,685.08	
Fund 883 DISTRICT #3 HORSESHOE LAKE					
Dept 301 OPERATING COSTS					
883-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN #A040591329	250.00	
883-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN #A040587941	250.00	
883-301-930	REPAIRS & MAINTENANCE	PM TECHNOLOGIES	MAINTENANCE, ONAN #A040591328	250.00	
Total for Dept 301 OPERATING COSTS:				750.00	
Total for Fund 883 DISTRICT #3 HORSESHOE LAKE:				750.00	
Fund Totals:					
Fund 101 GENERAL FUND				12,192.66	
Fund 207 LAW ENFORCEMENT FUND				9,031.04	
Fund 216 MEDICAL RESCUE FUND				6,510.60	
Fund 287 BUILDING DEPARTMENT FUND				1,425.30	
Fund 370 PUBLIC SAFETY BLDG DEBT FD				5,119.06	
Fund 571 WASTEWATER TREATMENT FUND				13,685.08	
Fund 883 DISTRICT #3 HORSESHOE LAKE				750.00	
Total - All Funds				48,713.74	

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Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/10/2013	MIF	00000036733*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	265	17.25
10/10/2013	MIF	00000036736	BOSS ENGINEERING	ROAD IMPROVEMENTS	814	449	152.00
10/10/2013	MIF	00000036751	JAY SINGH	FUEL & MILEAGE	860	257	166.10
10/10/2013	MIF	00000036754	MARY KENDALL	SUPPLIES	727	257	15.00
10/10/2013	MIF	00000036755	MCGRAW MORRIS P.C.	LEGAL	803	270	1,850.00
10/10/2013	MIF	00000036756	MEMORIES PHOTOGRAPHY	CONTRACTUAL SERVICES	818	172	150.00
10/10/2013	MIF	00000036757	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES	807	101	175.00
10/10/2013	MIF	00000036758	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	666	28.87
10/10/2013	MIF	00000036759	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	93.00
				REPAIRS & MAINTENANCE	930	265	90.00
				CHECK TOTAL FOR FUND 101			183.00
10/10/2013	MIF	00000036760	OHM ADVISORS	OTHER PROFESSIONAL FEES	800	412	1,995.00
10/10/2013	MIF	00000036762*	PAUL E BURNS	LEGAL	803	270	8,135.00
				ALLOCATE TO DEPARTMENTS	927	270	(3,800.00)
				LEGAL	803	253	500.00
				CHECK TOTAL FOR FUND 101			4,835.00
10/10/2013	MIF	00000036766	RED CARPET TRAVEL CLUB	SCC TRIPS/PROGRAMS	812	666	119.04
10/10/2013	MIF	00000036772*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	265	10,442.79
10/10/2013	MIF	00000036775	ANN ARBOR SUNROOMS	VARIANCES/APPEALS	608	412	231.89
10/10/2013	MIF	00000036778	JAY SINGH	FUEL & MILEAGE	860	257	127.88
10/11/2013	MIF	00000036780*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	253	466.14
				HOSPITALIZATION	716	666	466.14
				HOSPITALIZATION	716	172	1,118.73
				ACCOUNTS RECEIVABLE - OTHER	070	000	466.14
				CHECK TOTAL FOR FUND 101			2,517.15
10/11/2013	MIF	00000036781*	PITNEY BOWES PURCHASE POWER	POSTAGE	851	265	1,106.27
				POSTAGE	851	191	200.00
				POSTAGE	851	666	200.00
				CHECK TOTAL FOR FUND 101			1,506.27
10/11/2013	MIF	A0000000255*	PAYROLL	SALARIES	701	666	3,276.92
				SOCIAL SECURITY	715	666	250.68
				PENSION	718	666	136.54
				SALARIES	701	101	1,874.97
				SOCIAL SECURITY	715	101	143.44
				SALARIES	701	171	480.76
				SOCIAL SECURITY	715	171	0.91
				ASSESSOR	713	257	2,363.07
				SOCIAL SECURITY	715	257	180.77
				PENSION	718	257	236.30

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				SALARIES	701	215	480.76
				DEPUTY SALARIES	703	215	843.70
				CONTROLLER	722	172	1,766.40
				SOCIAL SECURITY	715	215	101.32
				SALARIES	701	253	480.76
				DEPUTY SALARIES	703	253	1,665.62
				SOCIAL SECURITY	715	253	219.54
				PENSION	718	253	157.68
				PLANN COMM	726	412	600.00
				SOCIAL SECURITY	715	412	45.90
				JANITORIAL SALARIES	710	265	400.00
				SOCIAL SECURITY	715	265	30.60
				CLERICAL/DEP /SUPER/ELECTION	704	253	723.34
				SALARIES	701	172	2,961.54
				SOCIAL SECURITY	715	172	361.69
				PENSION	718	172	296.14
				CHECK TOTAL FOR FUND 101			20,079.35
10/18/2013	MIF	00000036785*	AT&T LONG DISTANCE	COMMUNICATION	850	265	360.84
				COMMUNICATION	850	666	15.53
				COMMUNICATION	850	265	0.06
				CHECK TOTAL FOR FUND 101			376.43
10/18/2013	MIF	00000036786*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	265	37.86
10/18/2013	MIF	00000036787*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	253	466.14
				HOSPITALIZATION	716	666	466.14
				HOSPITALIZATION	716	172	1,118.73
				ACCOUNTS RECEIVABLE - OTHER	070	000	466.14
				CHECK TOTAL FOR FUND 101			2,517.15
10/18/2013	MIF	00000036790*	GLACIAL ENERGY	UTILITIES	920	265	5.59
				UTILITIES	920	666	60.62
				CHECK TOTAL FOR FUND 101			66.21
10/18/2013	MIF	00000036791*	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	265	220.00
				GROUNDS/CLEANG/JANITORL SERVIC	816	666	155.00
				CHECK TOTAL FOR FUND 101			375.00
10/18/2013	MIF	00000036792*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	253	45.95
				LIFE/DISB. INSURANCE	717	666	50.14
				LIFE/DISB. INSURANCE	717	257	75.42
				LIFE/DISB. INSURANCE	717	172	92.97
				CHECK TOTAL FOR FUND 101			264.48
10/18/2013	MIF	00000036793	LISA LEMBLE	RECORD SEC	723	215	780.00
				RECORD SEC	723	412	960.00
				CHECK TOTAL FOR FUND 101			1,740.00
10/18/2013	MIF	00000036794	MLIVE MEDIA GROUP	PRINTING & PUBLICATIONS	900	101	316.00
				PRINTING & PUBLICATIONS	900	412	387.69
				PRINTING & PUBLICATIONS	900	101	997.77
				CHECK TOTAL FOR FUND 101			1,701.46
10/18/2013	MIF	00000036797*	STAPLES CREDIT PLAN	SUPPLIES	727	265	103.69

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/18/2013	MIF	00000036800*	WARD'S DO IT CENTER	SUPPLIES	727	265	11.28
10/25/2013	MIF	00000036806	ALL AMERICAN CLEANING CO.	GROUNDS/CLEANG/JANITORL SERVIC	816	666	280.00
10/25/2013	MIF	00000036808*	AT&T LONG DISTANCE	COMMUNICATION	850	265	371.98
				COMMUNICATION	850	666	22.87
				CHECK TOTAL FOR FUND 101			394.85
10/25/2013	MIF	00000036818	MARY CHAMBERLAIN	SCC TRIPS/PROGRAMS	812	666	10.00
10/25/2013	MIF	00000036819	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	265	66.91
				SUPPLIES	727	265	14.12
				SUPPLIES	727	265	83.30
				CHECK TOTAL FOR FUND 101			164.33
10/25/2013	MIF	00000036820	NORINE BIBICOFF	SCC TRIPS/PROGRAMS	812	666	10.00
10/25/2013	MIF	00000036823*	PAUL E BURNS	LEGAL	803	270	7,475.00
				ALLOCATE TO DEPARTMENTS	927	270	(3,800.00)
				LEGAL	803	253	500.00
				CHECK TOTAL FOR FUND 101			4,175.00
10/25/2013	MIF	00000036824	PITNEY BOWES PURCHASE POWER	POSTAGE	851	265	79.49
10/25/2013	MIF	00000036825*	PITTSFIELD TOWNSHIP	CODE ENFORCEMENT	809	412	1,567.50
10/25/2013	MIF	00000036826*	PNC BANK	COMMUNICATION	850	265	45.00
10/25/2013	MIF	00000036827	PRINTING SYSTEMS INC	SUPPLIES	727	265	264.42
10/25/2013	MIF	00000036828*	QUILL CORP	SUPPLIES	727	265	43.49
				SUPPLIES	727	265	443.95
				CHECK TOTAL FOR FUND 101			487.44
10/25/2013	MIF	00000036829	RED CARPET TRAVEL CLUB	SCC TRIPS/PROGRAMS	812	666	665.28
10/25/2013	MIF	00000036831	SIGN A RAMA	SUPPLIES	727	412	25.00
10/25/2013	MIF	00000036836*	VERIZON WIRELESS MESSAGING SVC	COMMUNICATION	850	172	100.42
10/25/2013	MIF	00000036837	WASHTENAW COUNTY	SUPPLIES	727	257	360.00
10/25/2013	MIF	00000036839	WHITMORE LAKE MEDIA, LLC.	PRINTING & PUBLICATIONS	900	101	125.00
10/31/2013	MIF	A0000000256*	PAYROLL	SALARIES	701	171	480.76
				SOCIAL SECURITY	715	171	(18.74)
				ASSESSOR	713	257	2,363.07
				SOCIAL SECURITY	715	257	180.77
				PENSION	718	257	236.30
				SALARIES	701	215	480.76
				DEPUTY SALARIES	703	215	885.89
				CLERICAL/DEP /SUPER/ELECTION	704	253	600.74
				SOCIAL SECURITY	715	215	104.55
				SALARIES	701	253	480.76
				DEPUTY SALARIES	703	253	1,643.44
				SOCIAL SECURITY	715	253	208.45

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				PENSION	718	253	157.68
				PLANN COMM	726	412	600.00
				SOCIAL SECURITY	715	412	45.90
				SALARIES	701	172	2,961.54
				SOCIAL SECURITY	715	172	361.69
				PENSION	718	172	296.14
				CONTROLLER	722	172	1,766.40
				CHECK TOTAL FOR FUND 101			13,836.10
11/01/2013	MIF	00000036840	ALL AMERICAN CLEANING CO.	GROUNDS/CLEANG/JANITORL SERVIC	816	666	350.00
11/01/2013	MIF	00000036843	AT&T - UVERSE	COMMUNICATION	850	666	40.00
11/01/2013	MIF	00000036846	CARLISLE, WORTMAN ASSOCIATES, INC.	PLANNER FEES	801	412	450.00
				PLANNER FEES	801	412	450.00
				PLANNER FEES	801	412	810.00
				CHECK TOTAL FOR FUND 101			1,710.00
11/01/2013	MIF	00000036848*	CONSUMERS ENERGY	UTILITIES	920	666	26.26
11/01/2013	MIF	00000036851*	DTE ENERGY	UTILITIES	920	666	48.80
				UTILITIES	920	265	12.02
				CHECK TOTAL FOR FUND 101			60.82
11/01/2013	MIF	00000036854*	DTE ENERGY	UTILITIES	920	448	2,243.86
				UTILITIES	920	448	771.67
				CHECK TOTAL FOR FUND 101			3,015.53
11/04/2013	MIF	00000036860*	PNC BANK	SUPPLIES	727	666	138.08
				SCC TRIPS/PROGRAMS	812	666	44.51
				TRAINING & DEVELOPMENT	957	172	119.00
				TRAINING & DEVELOPMENT	957	215	119.00
				TRAINING & DEVELOPMENT	957	101	238.00
				CHECK TOTAL FOR FUND 101			658.59
11/06/2013	MIF	A0000000257*	PAYROLL	SALARIES	701	171	480.76
				SOCIAL SECURITY	715	171	0.79
				ASSESSOR	713	257	2,363.07
				SOCIAL SECURITY	715	257	180.77
				PENSION	718	257	236.30
				SALARIES	701	215	480.76
				DEPUTY SALARIES	703	215	882.05
				CONTROLLER	722	172	2,176.00
				SOCIAL SECURITY	715	215	104.25
				SALARIES	701	253	480.76
				DEPUTY SALARIES	703	253	1,613.88
				SOCIAL SECURITY	715	253	214.88
				PENSION	718	253	157.68
				PLANN COMM	726	412	600.00
				SOCIAL SECURITY	715	412	45.90
				JANITORIAL SALARIES	710	265	440.00
				SOCIAL SECURITY	715	265	33.66
				CLERICAL/DEP /SUPER/ELECTION	704	253	714.15
				SALARIES	701	172	2,961.54
				SOCIAL SECURITY	715	172	393.02
				CHECK TOTAL FOR FUND 101			14,560.22

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
11/08/2013	MIF	00000036863*	AT&T	COMMUNICATION	850	265	320.10
				COMMUNICATION	850	666	107.41
				CHECK TOTAL FOR FUND 101			427.51
11/08/2013	MIF	00000036864*	GLACIAL ENERGY	UTILITIES	920	265	7.37
				UTILITIES	920	666	49.00
				CHECK TOTAL FOR FUND 101			56.37
11/08/2013	MIF	00000036865	JEWELL CLAIR	SCC TRIPS/PROGRAMS	812	666	14.00
11/08/2013	MIF	00000036867*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	253	45.95
				LIFE/DISB. INSURANCE	717	666	(50.14)
				LIFE/DISB. INSURANCE	717	257	75.42
				LIFE/DISB. INSURANCE	717	172	92.97
				CHECK TOTAL FOR FUND 101			164.20
11/08/2013	MIF	00000036868	MARLENE CHOCKLEY	TRAINING & DEVELOPMENT	957	412	219.78
11/08/2013	MIF	00000036871*	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	666	5.64
11/08/2013	MIF	00000036872*	WELLS FARGO FINANCIAL LEASING	RENTAL EQUIPMENT	940	265	206.74
				TOTAL FOR FUND 101			95,890.64

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/10/2013	MIF	00000036734*	AT&T	COMMUNICATION	850	301	556.12
10/10/2013	MIF	00000036738	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	30.16
10/10/2013	MIF	00000036742	CREATIVE CARS INC	REPAIRS & MAINTENANCE	930	333	42.00
10/10/2013	MIF	00000036743	CRUISERS	REPAIRS & MAINTENANCE	930	301	335.00
10/10/2013	MIF	00000036745	DIRTSQUIRT, LLC	REPAIRS & MAINTENANCE	930	333	184.00
10/10/2013	MIF	00000036762*	PAUL E BURNS	LEGAL	803	270	3,300.00
10/10/2013	MIF	00000036769	STATE OF MICHIGAN	DUE TO OTHERS	214	000	46.50
10/10/2013	MIF	00000036772*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	33,408.73
10/10/2013	MIF	00000036774	WEX BANK	FUEL & MILEAGE	860	333	2,362.83
10/11/2013	MIF	00000036780*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	5,240.96
10/11/2013	MIF	00000036781*	PITNEY BOWES PURCHASE POWER	POSTAGE	851	301	100.00
10/11/2013	MIF	A0000000255*	PAYROLL	SALARIES-CHIEF/COMMAND OFFICER	701	226	7,217.25
				SALARIES - FT PATROL OFFICERS	702	226	14,033.20
				CLERICAL	704	226	2,264.10
				SALARIES-PART TIME	708	226	720.24
				SALARIES-OVERTIME	711	226	1,466.01
				JANITORIAL SALARIES	710	226	320.00
				SOCIAL SECURITY	715	226	1,990.59
				PENSION	718	226	2,092.00
				CHECK TOTAL FOR FUND 207			30,103.39
10/18/2013	MIF	00000036785*	AT&T LONG DISTANCE	COMMUNICATION	850	301	193.27
10/18/2013	MIF	00000036786*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	301	43.51
10/18/2013	MIF	00000036787*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	5,240.96
10/18/2013	MIF	00000036789	CRUISERS	REPAIRS & MAINTENANCE	930	333	165.00
10/18/2013	MIF	00000036792*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	668.76
10/25/2013	MIF	00000036807*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	29.52
10/25/2013	MIF	00000036808*	AT&T LONG DISTANCE	COMMUNICATION	850	301	302.74
10/25/2013	MIF	00000036811	CRUISERS	REPAIRS & MAINTENANCE	930	301	335.00
10/25/2013	MIF	00000036816*	HEWLETT-PACKARD FINANCIAL SRV. CO.	COMPUTER	972	301	200.00
10/25/2013	MIF	00000036821	NORTH EASTERN UNIFORMS & EQUIPMENT	UNIFORMS/GEAR & ALLOWANCE	741	301	309.94
10/25/2013	MIF	00000036823*	PAUL E BURNS	LEGAL	803	270	3,300.00
10/25/2013	MIF	00000036830	SECURITY LOCK SERVICE	REPAIRS & MAINTENANCE	930	301	314.00

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10/25/2013	MIF	00000036835	VAL'S SERVICE STATION	REPAIRS & MAINTENANCE	930	333	36.00
10/25/2013	MIF	00000036838	WASHTENAW COUNTY TREASURER	DISPATCH SERVICES	820	301	5,278.91
10/31/2013	MIF	A0000000256*	PAYROLL	SALARIES	701	226	7,228.85
				SALARIES	702	226	14,031.30
				CLERICAL/DEP /SUPER/ELECTION	704	226	2,373.62
				SALARIES-PART TIME	708	226	174.32
				SALARIES-OVERTIME	711	226	1,562.26
				SOCIAL SECURITY	715	226	1,940.83
				PENSION	718	226	2,092.00
				CHECK TOTAL FOR FUND 207			29,403.18
11/01/2013	MIF	00000036850	CRAFTMASTER HARDWARE CO. INC.	REPAIRS & MAINTENANCE	930	301	220.59
11/01/2013	MIF	00000036856	QUILL CORP	SUPPLIES	727	301	160.19
11/01/2013	MIF	00000036858	VERIZON WIRELESS MESSAGING SVC	COMMUNICATION	850	301	291.06
11/01/2013	MIF	00000036859	WELLS FARGO FINANCIAL LEASING	SUPPLIES	727	301	87.50
				REPAIRS & MAINTENANCE	930	301	66.49
				CHECK TOTAL FOR FUND 207			153.99
11/06/2013	MIF	A0000000257*	PAYROLL	SALARIES	701	226	7,234.80
				SALARIES	702	226	14,033.31
				CLERICAL/DEP /SUPER/ELECTION	704	226	2,254.56
				SALARIES-PART TIME	708	226	219.47
				SALARIES-OVERTIME	711	226	1,159.88
				JANITORIAL SALARIES	710	226	320.00
				SOCIAL SECURITY	715	226	1,929.48
				PENSION	718	226	2,092.00
				CHECK TOTAL FOR FUND 207			29,243.50
11/08/2013	MIF	00000036867*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	727.90
11/08/2013	MIF	00000036869	OCCUPATIONAL HEALTH CENTERS OF MI	MEDICAL TESTING	730	226	137.50
11/08/2013	MIF	00000036871*	WARD'S DO IT CENTER	SUPPLIES	727	301	9.40
11/08/2013	MIF	00000036872*	WELLS FARGO FINANCIAL LEASING	RENTAL EQUIPMENT	940	301	114.91
				TOTAL FOR FUND 207			152,589.52

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/10/2013	MIF	00000036730	ACCUMED BILLING, INC.	CONTRACTUAL SERVICES	818	301	54.73
10/10/2013	MIF	00000036731	AMERICAN MESSAGING	COMMUNICATION	850	301	20.45
10/10/2013	MIF	00000036732	ANN ARBOR WELDING SUPPLY	SUPPLIES	727	301	107.40
10/10/2013	MIF	00000036733*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	17.25
10/10/2013	MIF	00000036735	BATTERIES PLUS	SUPPLIES	727	301	49.99
10/10/2013	MIF	00000036739*	CARQUEST AUTO PARTS	REPAIRS & MAINTENANCE	930	333	39.25
				REPAIRS & MAINTENANCE	930	333	9.52
				REPAIRS & MAINTENANCE	930	333	14.97
				REPAIRS & MAINTENANCE	930	333	14.44
				CHECK TOTAL FOR FUND 216			78.18
10/10/2013	MIF	00000036747	EMERGENT HEALTH PARTNERS	DISPATCH SERVICES	820	301	882.07
				TRAINING & DEVELOPMENT	957	226	135.00
				CHECK TOTAL FOR FUND 216			1,017.07
10/10/2013	MIF	00000036752	KANSAS STATE BANK	DEBT SERVICE - PRINCIPAL	991	905	39,819.32
				DEBT SERVICE - INTEREST	995	905	8,305.33
				CHECK TOTAL FOR FUND 216			48,124.65
10/10/2013	MIF	00000036761	ONE SOURCE JANITORIAL SUPPLY, LLC	SUPPLIES	727	301	96.23
10/10/2013	MIF	00000036771	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	727	301	17.98
10/10/2013	MIF	00000036772*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	14,940.83
10/10/2013	MIF	00000036773	WEBB CONTRACTORS	REPAIRS & MAINTENANCE	930	333	553.85
10/10/2013	MIF	00000036776	AT&T	COMMUNICATION	850	301	169.17
10/11/2013	MIF	00000036780*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	1,398.40
10/11/2013	MIF	A0000000255*	PAYROLL	CHIEF SALARY	701	226	2,961.54
				DUTY SHIFT P-TIME	702	226	4,704.00
				ADMINISTRATIVE ASSISTANT	705	226	201.50
				PAID ON CALL	708	226	1,012.95
				TRAINING WAGES	958	226	327.00
				SOCIAL SECURITY	715	226	704.33
				PENSION	718	226	296.14
				CHECK TOTAL FOR FUND 216			10,207.46
10/18/2013	MIF	00000036784	APOLLO FIRE EQUIPMENT	UNIFORMS/GEAR & ALLOWANCE	741	301	80.86
10/18/2013	MIF	00000036785*	AT&T LONG DISTANCE	COMMUNICATION	850	301	2.93
10/18/2013	MIF	00000036786*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	301	68.11
10/18/2013	MIF	00000036787*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	1,398.40
10/18/2013	MIF	00000036788	BRADLEY RENNELLS	MEMBERSHIP DUES	807	301	25.00
10/18/2013	MIF	00000036792*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	80.58

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/18/2013	MIF	00000036795	OCCUPATIONAL HEALTH CENTERS OF MI	MEDICAL TESTING	730	226	203.00
10/18/2013	MIF	00000036797*	STAPLES CREDIT PLAN	SUPPLIES	727	301	187.26
10/18/2013	MIF	00000036800*	WARD'S DO IT CENTER	SUPPLIES	727	301	11.98
10/18/2013	MIF	00000036803	WEX BANK	FUEL & MILEAGE	860	333	1,014.62
10/18/2013	MIF	00000036804	WILLIAM WAGNER	SUPPLIES	727	301	122.96
				SUPPLIES	727	301	35.15
				CHECK TOTAL FOR FUND 216			158.11
10/25/2013	MIF	00000036805	ACCUMED BILLING, INC.	CONTRACTUAL SERVICES	818	301	264.72
10/25/2013	MIF	00000036807*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	17.25
10/25/2013	MIF	00000036808*	AT&T LONG DISTANCE	COMMUNICATION	850	301	5.99
10/25/2013	MIF	00000036809	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	58.69
10/25/2013	MIF	00000036814	EMERGENT HEALTH PARTNERS	DISPATCH SERVICES	820	301	882.07
10/25/2013	MIF	00000036815*	GLACIAL ENERGY	UTILITIES	920	301	83.80
10/25/2013	MIF	00000036816*	HEWLETT-PACKARD FINANCIAL SRV. CO.	COMPUTER	972	900	58.63
10/25/2013	MIF	00000036822	OCCUPATIONAL HEALTH CENTERS OF MI	MEDICAL TESTING	730	226	48.50
10/25/2013	MIF	00000036826*	PNC BANK	SUPPLIES	727	301	59.72
				REPAIRS & MAINTENANCE	930	333	38.92
				CHECK TOTAL FOR FUND 216			98.64
10/25/2013	MIF	00000036836*	VERIZON WIRELESS MESSAGING SVC	COMMUNICATION	850	301	93.56
10/31/2013	MIF	A0000000256*	PAYROLL	SALARIES	701	226	2,961.54
				SALARIES	702	226	4,704.00
				ADMINISTRATIVE ASSISTANT	705	226	249.86
				SALARIES-PART TIME	708	226	2,753.11
				TRAINING WAGES	958	226	438.00
				SOCIAL SECURITY	715	226	849.65
				PENSION	718	226	296.14
				CHECK TOTAL FOR FUND 216			12,252.30
11/01/2013	MIF	00000036842	AT&T	COMMUNICATION	850	301	100.77
11/01/2013	MIF	00000036844	BOUND TREE MEDICAL LLC	SUPPLIES	727	301	203.52
11/01/2013	MIF	00000036851*	DTE ENERGY	UTILITIES	920	301	75.45
11/06/2013	MIF	A0000000257*	PAYROLL	SALARIES	701	226	2,961.54
				SALARIES	702	226	4,704.00
				ADMINISTRATIVE ASSISTANT	705	226	241.80
				SALARIES-PART TIME	708	226	2,741.12
				TRAINING WAGES	958	226	639.00
				SOCIAL SECURITY	715	226	863.49
				PENSION	718	226	296.14
				CHECK TOTAL FOR FUND 216			12,447.09

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
11/08/2013	MIF	00000036862	AMERICAN MESSAGING	COMMUNICATION	850	301	15.45
11/08/2013	MIF	00000036863*	AT&T	COMMUNICATION	850	301	165.55
11/08/2013	MIF	00000036866	KANSAS STATE BANK	DEBT SERVICE - INTEREST	995	905	360.94
11/08/2013	MIF	00000036867*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	80.58
				TOTAL FOR FUND 216			107,397.99

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
11/08/2013	MIF	00000036870	TRACTOR SUPPLY CREDIT PLAN	DONATIONS - EVENTS/COMMUNITY P	904	301	1,252.72
				TOTAL FOR FUND 230			1,252.72

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/10/2013	MIF	00000036737	BRANDON ZIRKLE	INSPECTOR EXPENSES	725	301	21.00
10/10/2013	MIF	00000036744	DINO BONA	INSPECTOR EXPENSES	725	301	162.80
10/25/2013	MIF	00000036808*	AT&T LONG DISTANCE	COMMUNICATION	850	301	15.31
10/25/2013	MIF	00000036810	CHELSEA RENTALS &	TRADE PERMIT FEES	488	000	45.50
10/25/2013	MIF	00000036825*	PITTSFIELD TOWNSHIP	INSPECTOR EXPENSES	725	261	4,890.00
11/08/2013	MIF	00000036863*	AT&T	COMMUNICATION	850	301	49.67
				TOTAL FOR FUND 287			5,184.28

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Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/10/2013	MIF	00000036734*	AT&T	COMMUNICATION	850	301	201.82
10/10/2013	MIF	00000036741	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	106.98
10/10/2013	MIF	00000036746	DOUG WILBUR	REPAIRS & MAINTENANCE	930	301	1,607.29
10/10/2013	MIF	00000036768	STATE OF MICHIGAN	REPAIRS & MAINTENANCE	930	301	120.00
10/10/2013	MIF	00000036772*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	7,383.27
10/18/2013	MIF	00000036782	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	301	10.00
10/18/2013	MIF	00000036783	ALLSTAR ALARM LLC	CONTRACTUAL SERVICES	818	301	261.00
10/18/2013	MIF	00000036790*	GLACIAL ENERGY	UTILITIES	920	301	5,488.82
10/18/2013	MIF	00000036791*	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	301	200.00
10/18/2013	MIF	00000036796	OVERHEAD DOOR CO. WHITMORE LAKE	REPAIRS & MAINTENANCE	930	301	3,426.99
10/18/2013	MIF	00000036798	TERMINIX	REPAIRS & MAINTENANCE	930	301	62.00
10/18/2013	MIF	00000036802	WEBB CONTRACTORS	REPAIRS & MAINTENANCE	930	301	321.68
				REPAIRS & MAINTENANCE	930	301	2,413.08
				CHECK TOTAL FOR FUND 370			2,734.76
10/25/2013	MIF	00000036826*	PNC BANK	REPAIRS & MAINTENANCE	930	301	359.82
10/25/2013	MIF	00000036832	STATE OF MICHIGAN	REPAIRS & MAINTENANCE	930	301	250.00
11/01/2013	MIF	00000036841	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	301	10.00
11/01/2013	MIF	00000036847	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	106.98
11/01/2013	MIF	00000036848*	CONSUMERS ENERGY	UTILITIES	920	301	984.32
11/01/2013	MIF	00000036851*	DTE ENERGY	UTILITIES	920	301	1,968.77
11/01/2013	MIF	00000036855	HOME DEPOT CREDIT SERVICES	REPAIRS & MAINTENANCE	930	301	133.66
11/08/2013	MIF	00000036864*	GLACIAL ENERGY	UTILITIES	920	301	4,369.14
				TOTAL FOR FUND 370			29,785.62

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/10/2013	MIF	00000036733*	ARBOR SPRINGS WATER CO INC	REPAIRS & MAINTENANCE	930	301	46.00
10/10/2013	MIF	00000036734*	AT&T	COMMUNICATION	850	301	392.31
10/10/2013	MIF	00000036739*	CARQUEST AUTO PARTS	REPAIRS & MAINTENANCE	930	301	52.68
				REPAIRS & MAINTENANCE	930	301	(42.25)
				REPAIRS & MAINTENANCE	930	301	5.00
				REPAIRS & MAINTENANCE	930	301	29.91
				REPAIRS & MAINTENANCE	930	301	10.66
				REPAIRS & MAINTENANCE	930	301	29.62
				REPAIRS & MAINTENANCE	930	301	4.80
				REPAIRS & MAINTENANCE	930	301	20.46
				CHECK TOTAL FOR FUND 571			110.88
10/10/2013	MIF	00000036748	ENMET CORP	REPAIRS & MAINTENANCE	930	301	495.00
10/10/2013	MIF	00000036749	GRAINGER				** VOIDED **
10/10/2013	MIF	00000036750	HACH COMPANY	REPAIRS & MAINTENANCE	930	301	393.47
10/10/2013	MIF	00000036753	M & K JETTING AND TELEVISIONING				** VOIDED **
10/10/2013	MIF	00000036763	PETROLEUM SOLUTIONS	REPAIRS & MAINTENANCE	930	301	630.00
10/10/2013	MIF	00000036764	PNC BANK	FUEL & MILEAGE	860	333	75.00
				UNIFORMS - RENTALS	941	301	1,459.00
				REPAIRS & MAINTENANCE	930	301	239.94
				CHECK TOTAL FOR FUND 571			1,773.94
10/10/2013	MIF	00000036765	QUALITY ASSURANCE SERV LLC	OPERATING SUPPLIES	740	301	210.00
10/10/2013	MIF	00000036767	RHINO LININGS	REPAIRS & MAINTENANCE	930	333	500.00
10/10/2013	MIF	00000036770	TIMOTHY HARDESTY	UNIFORMS - RENTALS	941	301	59.94
10/10/2013	MIF	00000036777	GRAINGER	REPAIRS & MAINTENANCE	930	301	21.98
				REPAIRS & MAINTENANCE	930	301	246.38
				CHECK TOTAL FOR FUND 571			268.36
10/10/2013	MIF	00000036779	M & K JETTING AND TELEVISIONING	REPAIRS & MAINTENANCE	930	301	832.50
10/11/2013	MIF	00000036780*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	6,289.77
10/11/2013	MIF	00000036781*	PITNEY BOWES PURCHASE POWER	POSTAGE	851	301	500.00
10/11/2013	MIF	A0000000255*	PAYROLL	SALARIES	701	226	2,328.76
				SALARIES	702	226	6,860.86
				SOCIAL SECURITY	715	226	703.01
				PENSION	718	226	876.92
				CHECK TOTAL FOR FUND 571			10,769.55
10/18/2013	MIF	00000036785*	AT&T LONG DISTANCE	COMMUNICATION	850	301	15.09
10/18/2013	MIF	00000036786*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	301	13.24
10/18/2013	MIF	00000036787*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	6,289.77

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/18/2013	MIF	00000036790*	GLACIAL ENERGY	UTILITIES	920	301	3,545.38
10/18/2013	MIF	00000036792*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	302.20
10/18/2013	MIF	00000036799	UNIFIRST CORPORATION	UNIFORMS - RENTALS	941	301	214.53
10/18/2013	MIF	00000036800*	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	44.23
10/18/2013	MIF	00000036801*	WASHTENAW COUNTY TREASURER	DEBT SERVICE - INTEREST	995	528	26,313.88
				AGENT FEES	954	528	99.12
				CHECK TOTAL FOR FUND 571			26,413.00
10/25/2013	MIF	00000036812	DE LAGE LANDEN FINANCIAL SERVICES	RENTAL EQUIPMENT	940	301	69.00
10/25/2013	MIF	00000036813	DTE ENERGY	UTILITIES	920	301	136.61
				UTILITIES	920	301	29.72
				CHECK TOTAL FOR FUND 571			166.33
10/25/2013	MIF	00000036815*	GLACIAL ENERGY	UTILITIES	920	301	294.81
10/25/2013	MIF	00000036817	HYDRO DYNAMICS	REPAIRS & MAINTENANCE	930	301	330.24
10/25/2013	MIF	00000036828*	QUILL CORP	REPAIRS & MAINTENANCE	930	301	125.96
10/25/2013	MIF	00000036833	TETRA TECH INC	ENGINEER	806	270	2,782.49
10/25/2013	MIF	00000036834	UIS SCADA	REPAIRS & MAINTENANCE	930	301	1,073.62
10/31/2013	MIF	A0000000256*	PAYROLL	SALARIES	701	226	2,328.76
				SALARIES	702	226	6,860.86
				SOCIAL SECURITY	715	226	703.01
				PENSION	718	226	876.92
				CHECK TOTAL FOR FUND 571			10,769.55
11/01/2013	MIF	00000036845	BRIGHTON ANALYTICAL LLC	LAB & TESTING	817	301	60.00
11/01/2013	MIF	00000036848*	CONSUMERS ENERGY	UTILITIES	920	301	914.87
				UTILITIES	920	301	19.99
				UTILITIES	920	301	24.76
				UTILITIES	920	301	16.04
				UTILITIES	920	301	18.70
				CHECK TOTAL FOR FUND 571			994.36
11/01/2013	MIF	00000036851*	DTE ENERGY	UTILITIES	920	301	5.00
				UTILITIES	920	301	24.69
				UTILITIES	920	301	35.80
				UTILITIES	920	301	24.71
				UTILITIES	920	301	32.67
				UTILITIES	920	301	39.59
				UTILITIES	920	301	46.41
				UTILITIES	920	301	43.48
				UTILITIES	920	301	379.68
				UTILITIES	920	301	32.39
				UTILITIES	920	301	32.85
				UTILITIES	920	301	28.61
				UTILITIES	920	301	138.50

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				UTILITIES	920	301	68.87
				UTILITIES	920	301	29.44
				CHECK TOTAL FOR FUND 571			962.69
11/01/2013	MIF	00000036854*	DTE ENERGY	UTILITIES	920	301	1,700.55
11/01/2013	MIF	00000036857	SPRINT/NEXTEL COMMUNICATIONS	COMMUNICATION	850	301	180.24
11/04/2013	MIF	00000036860*	PNC BANK	REPAIRS & MAINTENANCE	930	301	129.63
				REPAIRS & MAINTENANCE	930	333	607.52
				UNIFORMS - RENTALS	941	301	410.25
				CHECK TOTAL FOR FUND 571			1,147.40
11/06/2013	MIF	A0000000257*	PAYROLL	SALARIES	701	226	2,328.76
				SALARIES	702	226	6,860.86
				SOCIAL SECURITY	715	226	703.01
				PENSION	718	226	876.92
				CHECK TOTAL FOR FUND 571			10,769.55
11/07/2013	MIF	00000036861	STATE OF MICHIGAN	MEMBERSHIP DUES	807	301	190.00
11/08/2013	MIF	00000036864*	GLACIAL ENERGY	UTILITIES	920	301	3,683.20
11/08/2013	MIF	00000036867*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	302.20
11/08/2013	MIF	00000036871*	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	483.44
				REPAIRS & MAINTENANCE	930	301	(14.89)
				CHECK TOTAL FOR FUND 571			468.55
				TOTAL FOR FUND 571			96,179.90

DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
FUND: 883 DISTRICT #3 HORSESHOE LAKE

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
11/01/2013	MIF	00000036848*	CONSUMERS ENERGY	UTILITIES	920	301	21.39
				UTILITIES	920	301	20.72
				UTILITIES	920	301	20.06
				CHECK TOTAL FOR FUND 883			62.17
				TOTAL FOR FUND 883			62.17

DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
FUND: 890 N.T. SEWER DISTRICT

Check Date from 10/08/2013 to 11/08/2013 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
10/18/2013	MIF	00000036801*	WASHTENAW COUNTY TREASURER	INTEREST NT BOND	998	905	16,823.62
				AGENT FEES	954	905	63.38
				CHECK TOTAL FOR FUND 890			16,887.00
				TOTAL FOR FUND 890			16,887.00
				GRAND TOTAL			505,229.84

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