

**NORTHFIELD TOWNSHIP BOARD AGENDA**  
**January 14, 2013 - - 6:15 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
CONSENT AGENDA: Minutes and 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. Soil boring proposals for Whitmore Lake Sewer Assessment District
  2. Application for Pond Hockey Tournament
  3. Approval of the 2013 Audit by Pfeffer, Hanniford, and Palka
  4. Approval of Tami Averill as Community Center Director

Joint Meeting with the Whitmore Lake School board begins at 7:00 pm

1. Financial picture of Whitmore Lake Public Schools and Northfield Township: Future Vision / 5 year budget projections
2. What is in place or planned to attract school of choice students to Whitmore Lake and new residents to Northfield Township
3. Development Planning
  - a. U.S. 23 Expansion Project, N. Territorial Interchange, and other bridge improvements
  - b. Corridor Development (i.e. North Territorial, Downtown, etc.)
4. Future Planning for Whitmore Lake Public Schools and Northfield Township
  - a. Jennings Road Park
  - b. Possible WLPS bond issue

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**  
**Joint Meeting of the Township Board and Whitmore Lake School Board**  
**Minutes**  
**January 14, 2014**

**CALL TO ORDER**

The meeting was called to order at 6:15 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	Absent
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Absent with notice
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Whitmore Lake Public Schools Board of Education:

Lynn Slagle, President  
Jeffrey Vega, Vice President  
Anne Iaquinto, Secretary  
Ken Dignan  
Kimberley Hart  
Rita LaForest  
James Vibbart

Superintendent Kimberley Hart

Northfield Township:

Township Manager Howard Fink  
Public Safety Director William Wagner  
Community Center Director Tami Averill  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:  
Minutes and Bills**

- ▶ **Motion:** Engstrom moved, Chick supported, that the items in the consent agenda be approved as presented. **Motion carried 5—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

Fink suggested adding an additional call to the public after the business section of the agenda.

- ▶ **Motion:** Engstrom moved, Thomas supported, that the balance of the agenda be adopted as amended. **Motion carried 5—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

Mary Devlin, 9211 Brookside, thanked Otto, Thomas, Manning, and Fink for the information provided at the Town Meeting last month.

**REPORTS**

**Department Heads**

*Fire.* Chief Wagner read the Fire Department summary for December.

- ▶ **Motion:** Chick moved, Engstrom supported, that the resignation of Firefighter Ryan Berkey be accepted. **Motion carried 5—0 on a voice vote.**
- ▶ **Motion:** Chick moved, Thomas supported, that Ryan Berkey be hired as a Reserve Officer for the Police Department. **Motion carried 5—0 on a voice vote.**
- ▶ **Motion:** Chick moved, Otto supported, that the purchase of a 1660 connector boat in the amount of u to \$23,600 from Milpro Marine, the cost to be split equally among the Police, Fire, and General fund balances. **Motion carried 4—1 on a voice vote, Engstrom opposed.**

*Police.* Wagner read the Police Department summary for the month of December.

*Wastewater Treatment Plant.* No comments.

**Other**

*Zoning Board of Appeals.* Otto noted there was no meeting in December.

*Planning Commission.* Chick noted there has been no meeting since the last Board meeting.

*Parks and Recreation.* Thomas referred to information in the Manager's Report and noted the next meeting is scheduled for Thursday.

*Financial.* Braun noted the Revenue and Expenditure Report had been distributed as well as reports produced by the Controller.

*Township Manager.* Fink referred to his written report and provided additional information about applying for streetscape grants, choosing a vendor for on-line Township payments, the new Township website, the Parks & Recreation master plan, and a donation to the Downtown Development Authority (DDA) from the Chamber of Commerce.

**BUSINESS ITEMS**

1.

**Soil Boring Proposals for Whitmore Lake  
Sewer Assessment District**

- ▶ **Motion:** Engstrom moved, Braun supported, that the contract from TTL Associates for soil borings for the sanitary sewer assessment district be executed, not to exceed \$9,000. **Motion carried 5—0 on a voice vote.**

**Northfield Township Board Meeting  
Minutes of Joint Meeting with the Whitmore Lake School Board  
Public Safety Building; 8350 Main Street  
January 14, 2014**

**2.  
Application for Pond Hockey Tournament**

- ▶ **Motion:** Thomas moved, Chick supported, that the application by Michigan Pond Hockey Sports Charities for the Pond Hockey Tournament be approved.  
**Motion carried 5—0 on a voice vote.**

**3.  
Approval of 2013 Audit**

- ▶ **Motion:** Thomas moved, Otto supported, that the 2013 audit be accepted as presented.  
**Motion carried 5—0 on a voice vote.**

**4.  
Approval of Hiring of Tami Averill  
as Community Center Director**

- ▶ **Motion:** Thomas moved, Otto supported, that Howard Fink's recommendation to hire Tami Averill as Recreation Center Director be confirmed with the particulars stated in his memo of January 9, 2014, including a starting salary of \$35,500, a three month probationary period, and a six month review.  
**Motion carried 5—0 on a voice vote.**

**5.  
Planning Commission Appointments**

- ▶ **Motion:** Engstrom moved, Thomas supported, that Andrea Darden be appointed to the Planning Commission for a three year term starting January 1, 2014. **Motion carried 5—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Braun supported, that Kenneth Dignan be reappointed to the Planning Commission for a three year term starting January 1, 2014. **Motion carried 5—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

State Representative Gretchen Driskoll provided information about her efforts to bring internet service to rural areas, to bring residents back to the State of

Michigan, and provided an update on the US-23 expansion project.

Randy Rush, 9672 Main Street, urged the Township Board and School Board to support the purchase of the Jennings Road land for parkland.

Engstrom relayed a question sent to her via email by a citizen and said he suggested opting out of Common Core to attract students through School of Choice.

**JOINT MEETING WITH THE  
WHITMORE LAKE SCHOOL BOARD**

The Township Board and Whitmore Lake School Board discussed at length the finances of each entity, their plans for the next several years, the extreme financial deficits the school district is facing, possibilities for preserving the Jennings Road property currently owned by the school district for park use, the need for a strong school district to have a strong community, how to market both the community and the school district—perhaps jointly, plans for increased development in the Township, the possibility of asking voters again for a school repair/improvement bond, and the desirability of the Township and school district working more closely with each other.

**LAST CALL TO THE PUBLIC**

State Representative Gretchen Driskoll said there is a surplus in the general fund of about \$400 million and that would go a long way toward solving some of the school districts' problems, and while she is a strong supporter of public schools, she is not in the majority party in Lansing.

**BOARD MEMBER COMMENTS**

None.

**ADJOURNMENT**

- ▶ **Motion:** Engstrom moved, Chick supported, that the meeting be adjourned.  
**Motion carried 5—0 on a voice vote.**

The meeting adjourned at 9:08 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 February 11, 2014.

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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

## Joint Meeting of the Township Board and Whitmore Lake School Board

### Notes

### January 14, 2014

#### CALL TO ORDER

The meeting was called to order at 6:15 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	Absent
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Absent with notice
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Whitmore Lake Public Schools Board of Education:

Lynn Slagle, President  
 Jeffrey Vega, Vice President  
 Bob Henry, Treasurer (not present)  
 Anne Iaquinto, Secretary  
 Ken Dignan  
 Kimberley Hart  
 Rita LaForest  
 James Vibbart

Superintendent Kimberley Hart

Northfield Township:

Township Manager Howard Fink  
 Public Safety Director William Wagner  
 Community Center Director Tami Averill  
 Township Attorney Paul Burns  
 Recording Secretary Lisa Lemble  
 Members of the community

#### CONSENT AGENDA:

- Minutes of December 10, 2013
- Bills

► **Motion:** Engstrom moved, Chick supported, that the items in the consent agenda be approved as presented. **Motion carried 5—0 on a voice vote.**

#### ADOPT BALANCE OF AGENDA

Fink suggested adding an additional call to the public after the business section of the agenda.

► **Motion:** Engstrom moved, Thomas supported, that the balance of the agenda be adopted as amended. **Motion carried 5—0 on a voice vote.**

#### FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, thanked Otto, Thomas, Manning, and Fink for the information provided at the Town Meeting last month.

#### REPORTS

##### Department Heads

*Fire.* Chief Wagner read the Fire Department summary for December.

► **Motion:** Chick moved, Engstrom supported, that the resignation of Firefighter Ryan Berkey be accepted. **Motion carried 5—0 on a voice vote.**

► **Motion:** Chick moved, Thomas supported, that Ryan Berkey be hired as a Reserve Officer for the Police Department. **Motion carried 5—0 on a voice vote.**

► **Motion:** Chick moved, Otto supported, that the purchase of a 1660 connector boat in the amount of u to \$23,600 from Milpro Marine, the cost to be split equally among the Police, Fire, and General fund balances.

Chief Wagner noted that at the beginning of the year fund balances were approximately:

Police .....	\$388,000
Fire .....	\$404,000
General Fund .....	\$1,200,000

In answer to questions from Engstrom and Braun, Wagner said:

- The department has a marine-trained officer who will be able to train police and firefighters for marine safety and rescue.
- The Police and Fire departments will handle maintenance.
- While there is likely an insurance cost he does not know what that is, but he recommends that any cost be split between the Fire and Police departments.
- The purchase includes a trailer, and the Township has a vehicle with a hitch installed on it.
- The boat will be stored at the Fire Department all year.
- The Township does not have any way to attempt rescue operations without trying to commandeer a boat.
- Hamburg, Green Oak, and Putnam all have boats.
- The boat will be used to patrol the lake by the Police Department, although no specific plan is in place yet.
- Waverunners used to be donated through manufacturers, but those programs were discontinued.

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Notes of Joint Meeting with the Whitmore Lake School Board  
Public Safety Building; 8350 Main Street  
January 14, 2014**

**Motion carried 4—1 on a voice vote, Engstrom opposed.**

*Police.* Wagner read the Police Department summary for the month of December. Chick noted that the new tornado siren will be installed soon. Wagner confirmed this and said it will be installed in the area of Main Street/Six Mile, so it will be able to be heard in most of the Horseshoe Lake area and on the high school grounds.

*Wastewater Treatment Plant.* No comments.

**Other**

*Zoning Board of Appeals.* Otto noted there was no meeting in December.

*Planning Commission.* Chick noted there has been no meeting since the last Board meeting.

*Parks and Recreation.* Thomas referred to information in the Manager's Report and noted the next meeting is scheduled for Thursday.

*Financial.* Braun noted the Revenue and Expenditure Report had been distributed as well as reports produced by the Controller. She noted that letters had been sent to customers informing that that payments previously arranged via ACH will no longer be taken.

*Township Manager.* Fink referred to his written report and added:

- He will be starting work on a streetscape grant for the downtown area.
- He is in the process of trying to find a vendor that will offer the best rates for taxpayers to make on-line payments. He said the current company is less expensive and promises to improve their on-line interface so he is leaning in the direction of staying with them.
- The new website is still in draft mode, but he has provided Board members with a link to look at.
- Work is being done diligently on the Parks & Recreation master plan, including a SWOT analysis, and it may be ready for review by the Board at the next workshop. In response to a comment from Otto, Thomas and Fink said the Committee has reviewed the portion of the Blue Skies SWOT analysis related to parks and recreation.

In answer to a question from Otto, Fink said he does not know when the County will make a decision on the non-motorized pathway grant application.

Otto said she has a concern about the donation from the Chamber of Commerce to the DDA because both groups are led by the same person. Fink said he was not at the Chamber meeting when this decision was made, but he knows there are stipulations attached to the donation including that is benefit downtown businesses and that the funds be used in the next two years. He said the Chamber is also hopeful the funds could be used as matching funds for grants. Engstrom noted the DDA will be meeting this week.

**BUSINESS ITEMS**

**1.**

**Soil Boring Proposals for Whitmore Lake Sewer Assessment District**

- **Motion:** Engstrom moved, Braun supported, that the contract from TTL Associates for soil borings for the sanitary sewer assessment district be executed, not to exceed \$9,000.

Brian Rubel of Tetra Tech said he feels confident that either of the firms that made proposals could do this job well.

**Motion carried 5—0 on a voice vote.**

**2.**

**Application for Pond Hockey Tournament**

Sam Iaquinto said has met with Chief Wagner. He said formal contracts for use of a couple properties still need to be signed, but otherwise the application is complete.

- **Motion:** Thomas moved, Chick supported, that the application by Michigan Pond Hockey Sports Charities for the Pond Hockey Tournament be approved.  
**Motion carried 5—0 on a voice vote.**

Iaquinto urged anyone group interested in participating to contact him or see the website michiganpondhockey.com

**3.**

**Approval of 2013 Audit**

Fink noted a presentation had been made by the auditors of Pfeffer, Hanniford & Palka. He said he does not think there is a statutory requirement for the audit to be officially approved. Township attorney Paul Burns said an acceptance, rather than an approval, is appropriate.

- **Motion:** Thomas moved, Otto supported, that the 2013 audit be accepted as presented.  
**Motion carried 5—0 on a voice vote.**

**4.**

**Approval of Hiring of Tami Averill as Community Center Director**

Fink said a quite grueling process of reviewing resumes and interviewing candidates was undertaken, including asking applicants to present a vision of what the Community Center should be in the future. He said Tami Averill stood out among the candidates introduced her.

- **Motion:** Thomas moved, Otto supported, that Howard Fink's recommendation to hire Tami Averill as Recreation Center Director be confirmed with the particulars stated in his memo of January 9, 2014, including a starting salary of \$35,500, a three month

**Northfield Township Board Meeting  
Notes of Joint Meeting with the Whitmore Lake School Board  
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probationary period, and a six month review.  
**Motion carried 5—0 on a voice vote.**

Fink noted Averill will be welcomed at an open house at the Township offices this Friday from 2:00 PM. to 4:30 P.M.

**5.  
Planning Commission Appointments**

Engstrom noted two residents have expressed interest in the open position on the Planning Commission, and Ken Dignan has requested reappointment.

Andrea Darden said she has lived in Northfield Township for ten years, she has been involved in many community activities in Ann Arbor, and she is looking to get involved locally. Larry Ritchee said he looking forward to being a bigger part of his community. He said he is a team player and has construction experience.

Chick said she really appreciates the interest of all of the candidates and encouraged them to pursue other opportunities in the community if they are not appointed tonight.

- ▶ **Motion:** Engstrom moved, Thomas supported, that Andrea Darden be appointed to the Planning Commission for a three year term starting January 1, 2014. **Motion carried 5—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Braun supported, that Kenneth Dignan be reappointed to the Planning Commission for a three year term starting January 1, 2014. **Motion carried 5—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

Gretchen Driskoll, State Representative, said she has been working on bringing internet service to rural areas of the community. She said this is a huge issue for public education and home-based businesses. She said is looking into opportunities with Connect Michigan and noted that on that website anyone can enter their address to find out if service is available.

Driskoll said 12 townships and school districts are participating in a survey of residents to help identify a market for internet services to interest a provider. She said there will be a meeting concerning this in Sylvan township at 9am this Friday.

Regarding the US-23 proposal she noted MDOT is considering an environmental study which would push the project back.

Driskoll also provided information about efforts to bring residents back to the State of Michigan, and she would be happy to provide more information about that. She added she is always available to constituents—cell phone 734.255.2707.

Randy Rush, 9672 Main Street, urged the Township Board and School Board to support the purchase of the Jennings

Road land for parkland. He noted the dog park has been a huge success and he thanked both Boards for making that possible.

Engstrom relayed a question sent to her via email by a citizen. She said he suggested opting out of Common Core to attract students through School of Choice.

**JOINT MEETING WITH THE  
WHITMORE LAKE SCHOOL BOARD**

Slagle said holding joint meetings keeps the lines of communication open. Hart said this is an opportunity for both Boards to get to know each other and share ideas.

**1. Financial Picture of the Whitmore Lake Public Schools and Northfield Township: Future Vision/ 5 Year Budget Projections.** Hart said the school district has experienced difficult times economically in recent years, and it has cut its budget about \$3 million through energy savings and cutting other expenses and staff. She said about \$500,000 per year was lost when the State cut funding by almost \$482/student/year several years ago, and the district as also had a steady 2%-3% loss of students each year, mainly due to fewer kindergartners enrolling than there were seniors graduating. She said that loss increased to 6%-7% this past year and much of that was due to students moving out of the district. She said this will mean a need to cut \$500,000 to \$1 million from next year's budget, and it is not clear how that will be done yet.

Hart said they do not want to cut transportation or athletics (only 1% of the budget), and staff salaries are 82% of the budget, so this means making cuts could be very difficult. She said that \$482/student cut by the State several years ago equals about what they will need to balance the budget, so that cut will continue to represent a real problem for the district for years to come.

Dignan noted that the Ann Arbor Public Schools' announcement that they will accept 750 students through School of Choice could bankrupt many other area districts. He said the Board hears from everyone about the importance of being part of a small, local school district because of the close, long-term relationships it fosters. In answer to a question from Engstrom, Hart said Ann Arbor and most other districts are struggling with about the same percentage budget deficits.

Hart said a survey of the school district's School of Choice families showed that most of them were attracted through word-of-mouth, so it is important that the positive nature of the district be shared widely. She said, however, School of Choice will not save the district because parents have to drive their students to school, and the students lost to other districts is about equal to the students gained in this way.

In answer to a question from Chick, Fink said there is a page on the Township's new website dedicated to the school district. Hart said the school's website is heavily used and the tech staff does an excellent job keeping it up.

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Public Safety Building; 8350 Main Street  
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Vega said his teenage son tells him the teachers are tough, but fair, and he considers that to be a high compliment about the dedicated staff. He said if that message could get out it would greatly benefit the school, but that has to come from the adults.

In answer to a question from Otto, Hart said the school district has met all of the incentives offered by the State.

**2. What is in place or planned to attract School of Choice students to Whitmore Lake Schools and new resident to Northfield Township?** Engstrom said this Board is committed to growth and open for business, and it realizes that families cannot move here without having more housing. Dignan noted that much of the school district is in Northfield Township, so he asked for the Township's five year budgetary vision.

Fink said the Township is financially stable with a fund balance equal to or greater than one year's operating costs. He said Police and Fire fund balances are stable, although they are not as strong as the general fund balance. He said the sewer fund is different because rates are based on operating costs.

Fink said the Township Board has talked a great deal about marketing the community and he referred to his memo of January 9<sup>th</sup> concerning this. He said the Township wants to start a billboard campaign using the free advertising available to the Township.

He said the new website's focus is service to residents, and while it can also be used for marketing, they intend to concentrate marketing efforts on direct contact with developers and development groups. He said he thinks development will increase, but it will realistically take several years. Hart said slow, steady growth is good for the district, so this is good news for the near future if the district can make it through the next few years.

Fink said a joint ad campaign would make it seem bigger. He said since he arrived in the township it has been clear to him community togetherness matters, and that is created by things like the Movies in the Park program and the Pond Hockey Tournament. He said different entities—the Township, the Library, the School District—working together and avoiding duplication is important. Vega said the schools have the children from 8am to 3pm, but it is important that there be other activities for kids after hours and in the summer.

Otto said the Township also understands the importance of bringing commercial and light industrial growth to the Township. Hart agreed, noting that people like to live close to where they work, so it is vital to have employment opportunities in the Township. Fink said in today's environment there are not opportunities for large-scale commercial and industrial development, and to the real credit of this Board it has talked about a tax abatement ordinance to offer incentives for that kind of development. Chick said both the Township Board and Planning Commission have been working for several years to make it easier for developers to work here.

Hart said the school district's fund balance is not as strong as the Township's, and families have asked whether the district will be dissolved or broken up, but there are no plans to do that. She said there is no way to know what laws will be passed regarding consolidation, and something like that would take years, so the district is continuing to work on providing the quality education parents expect.

Dignan said the district needs additional revenue, and a bond could be used to maintain, replace, or renovate buildings which could in turn reduce stress on the general budget, but the best way to increase revenue is to get more students.

**3. Development Planning.**

**a. US-23 Expansion Project; North Territorial Interchange, and other bridge improvements.**

Fink said:

- Not everyone is in favor of the US-23 expansion plan, and the State does not have enough money to maintain existing roads.
- North Territorial development is seen as the key economic driver for the future, and the Township is strongly encouraging the State to building a four lane bridge over US-23, but the State has indicated there is no funding for that.
- The Planning Commission has been doing a lot of work to open up the US-23/Territorial area to development as part of the new master plan and by responding to property owner requests for rezoning to allow more mixed use development.

**b. Corridor Development (e.g. North Territorial, Downtown, etc.).** Fink noted the Township has been building the Barker Road non-motorized path and he will be pursuing downtown streetscape grants, but downtown improvements happen organically over time. He noted that the Planning Commission has been doing great things that will affect future downtown development through adopting form-based codes. Chick said making the downtown area a destination will encourage people to live in the community. Otto said the Barker Road path has made a visible difference with more people walking, biking, and pushing strollers.

**4. Future Planning for Whitmore Lake Public Schools and Northfield Township.**

**a. Jennings Road Park.** Hart said structures have a finite life, and the school district does not have the finances to maintain both the old and new athletic fields. She said rentals are just covering the expenses and the dog park is a great addition, but she does not know how long the equipment can be maintained and the district certainly cannot replace it. She said the district does not want to sell the property, but financial support will be needed to maintain it.

Hart said the required equipment maintenance is not something volunteers can do, but it is good to have responsible people in the area using the facilities. Fink said this asset needs to be retained and should not be

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considered a development asset. Otto said the future of this property is a community issue, not just a school issue, because it is used by the entire community. Hart said that is good to hear. Dignan said this property evokes a lot of emotion because anyone who went to high school here in the last 50 years has spent time there. He said the close proximity to the downtown provides a lot of opportunity.

Otto said there are probably a lot of people in the community who will be willing to work on maintaining this property as a park, but it will require a lot of funding.

**Possible Whitmore Lake Public Schools bond issue.**

Hart said the school can run only an informational campaign for a bond issue, so any support of it would have to come from others. She said it is hard for people to get excited about supporting something that is not a pretty, new building, but it would help the general fund. She said an unexpected \$100,000 repair expense could mean laying off one or two teachers or increasing class sizes, so a bond of this type is very important to the district. She said it is difficult to explain to voters that a \$200 bond investment in the schools will do more to increase the value of their home than spending \$200 directly on their home.

Otto asked what lessons the school district learned from the failure of the bond issue last year. Hart said it is clear that the community needs to be involved to tell voters about the need for and value of the bond. She said they heard in community forums that people feel they are already too highly taxed and she does not know how to address that. She said bonds in other districts also failed, so this may be more of a State issue.

Engstrom said she has two children in the district and she sells the district to everyone she knows. She asked if there are any other options such as the idea of opting out of Common Core to attract students. Hart said the district is going to do everything it can to keep its doors open over the next several years. Regarding the Common Core idea, she said schools are very rule-bound and law-bound, so a decision like that might not be possible. She said there is neither an incentive or disincentive to opting out at this point, but doing things out-of-the-box are often not options legally for schools.

Dignan said the school board will be looking at its vision and doing this very publicly. He said he thinks it is very important for the Board to look deeply internally before proposing another bond. He said while school board meetings are open to the public, involvement has been low.

Chick suggested that the School Board televise its meetings. She said Planning Commission meetings generally have low attendance, but from comments she gets from citizens she knows many people watch on television. She said without information people will not support the school district's goals. Dignan agreed.

**Concluding Comments.** Otto said she appreciates the two boards meeting together and said good things will

come out of both groups working toward their goals and coming together where appropriate.

In answer to a question from Chick, Hart said a small amount of school building space may be available for rental such as for a trade school program. She added the district already has a relationship with Washtenaw Community College and the location of the school along US-23 is a benefit.

Thomas said the Township Board needs to carve out more time and effort to work on its relationship with the school district. He said that could start with Fink and Hart meeting more frequently.

In answer to a question from Braun, Hart said constant slow growth is better than fast growth because it allows income to increase while maintaining programs without becoming overcrowded too quickly. In answer to another question from Braun, Hart said Michigan is one of the only states without a plan for restructuring or rebuilding schools. She said districts must either save money from their budgets or bond. She said the district does put money aside, but with less State support budgeting has become tighter and tighter. Vega said—unlike an independent business—schools are highly regulated and, for example, cannot cut programs with low enrollment that they are mandated to provide.

Slagle also thanked the Boards for meeting together. She suggested forming marketing/advertising and Jennings Road Park sub-committees. She said it is clear there is strong commitment to the community.

Engstrom said there is definitely a learning process. She said she is interesting in looking at the idea of opting out of Common Core because she hears a lot of negative comments about that.

Vega thanked the Township for the opportunity to meet together. He said the schools have great teachers and this is a great community.

Dignan said he is excited about this opportunity to meet together, and he agreed with Fink that it would be great for the Township, Library, and schools to work together. He said in the year he has served on the school board he has learned that the district has very little control over how the money it receives is spent and that is extremely aggravating. He said gut-wrenching decisions were made by the current and past school boards to use a great part of the district's fund balance to continue giving students a high-quality education.

LaForest said she has two children in the schools and it is a wonderful district. She suggested having a community "Jennings Park" day to help clean it up and maintain it.

Laquinto said the school district and township are great and both have had to make very tough budget cuts in the past few years, but the next few years will be very difficult for the school district.

Vibbart said he has lived in the school district for 50

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Public Safety Building; 8350 Main Street  
January 14, 2014**

years and all three of his children have gotten bachelor degrees after going through the district school system. He said his grandson attends school in the district as a School of Choice student and the district is very attractive to many people.

He said the terms “growth” and “partnership” get him excited, so he is happy to hear discussions surrounding those ideas. He said the district gets less money per student than most others and pays its teachers less while competing with districts like Ann Arbor for teachers. He said he does not like his taxes going up any more than anyone else, but he cautioned that if people do not invest in schools a downward death spiral occurs. He said he does not know if a bond is a way to do that, but foundation grants are an unlikely source.

Vibbart said people will continue to hear talk of consolidation, and while the district has discussed this with other districts, it is difficult to get them to see things the same way this district does. He said the district’s business manager is partnering with the Manchester schools to help manage them and save money for both even though they are 30 miles apart. He said school districts are all suffering financially and the situation is one of survival for Whitmore Lake and many other districts, and that will not change unless there is a new State funding resolution.

Hart said this really is a state-wide issue and a state superintendents committee has been looking at this for about six months including determining what rules and restrictions can be lifted to allow more options for

districts, but changes in school funding happen much more slowly than in any other arena. She said she has a fantastic, committed teaching staff and school board despite working sometimes under very difficult conditions. She said she appreciates the Township Board being interested and willing to work with the school district.

**LAST CALL TO THE PUBLIC**

State Representative Gretchen Driskoll said there is a surplus in the general fund of about \$400 million and that would go a long way toward solving some of the school districts’ problems. She said there is also talk about using the surplus to cut taxes, but she urges caution in doing that. She said she is a strong supporter of public schools and agrees a strong school district is necessary for a strong community, but she is not in the majority party in Lansing.

**BOARD MEMBER COMMENTS**

None.

**ADJOURNMENT**

- ▶ **Motion:** Engstrom moved, Chick supported, that the meeting be adjourned.  
**Motion carried 5—0 on a voice vote.**

The meeting adjourned at 9:08 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**  
**January 14, 2014 - - 6:15 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

CONSENT AGENDA: Minutes and 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. Soil boring proposals for Whitmore Lake Sewer Assessment District
2. Application for Pond Hockey Tournament
3. Approval of the 2013 Audit by Pfeffer, Hanniford, and Palka
4. Approval of Tami Averill as Community Center Director
5. Planning Commission Appointments

Joint Meeting with the Whitmore Lake School board begins at 7:00 pm

1. Financial picture of Whitmore Lake Public Schools and Northfield Township: Future Vision / 5 year budget projections +
2. What is in place or planned to attract school of choice students to Whitmore Lake and new residents to Northfield Township
3. Development Planning
  - a. U.S. 23 Expansion Project, N. Territorial Interchange, and other bridge improvements
  - b. Corridor Development (i.e. North Territorial, Downtown, etc.)
4. Future Planning for Whitmore Lake Public Schools and Northfield Township +
  - a. Jennings Road Park
  - b. Possible WLPS bond issue

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.

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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  
December 10, 2013**

**CALL TO ORDER**

The meeting was called to order at 6:17 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	Absent with notice
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

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

**CALL TO THE PUBLIC**

None present.

**CLOSED SESSION**

- ▶ **Motion:** Manning moved, Chick supported, that the Board go into closed pursuant to MCL 15.268(8)(E) to consult with attorney regarding trial or settlement strategy in connection with specific pending litigation.  
**Motion carried 6—0 on a roll call vote.**
- ▶ **Motion:** Otto moved, Thomas supported, that the Board return to open session.  
**Motion carried 6—0 on a voice vote.**

**CONSENT AGENDA:**

- Minutes of November 12, & 26, 2013
  - Bills
- ▶ **Motion:** Manning moved, Chick supported, that the items in the consent agenda be approved as presented.

Fink and Manning made the following corrections to the November 26<sup>th</sup> workshop minutes:

- Manning was absent with notice and that Dockett was present, but left early.
- A request for use of the Township hall was for December 1<sup>st</sup>, not September 1<sup>st</sup>.

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

**ADOPT BALANCE OF AGENDA**

Engstrom asked that a reappointment to the Planning Commission be added as item 13. Manning noted that a MERS request should be added as item 14.

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

**CALL TO THE PUBLIC**

**D&G Nature's Way Conditional Use Permit (CUP).** Seven area residents appeared and spoke in opposition to this request. Their comments included:

- the business should not be allowed in AR zoning because it is a lawn service, not a landscaping business,
- the operation is a warehouse and commercial garage storing 350 tons of fertilizer on a 4.5 acre residential lot that is not large enough to legally have one horse,
- the Township will not be able to enforce the conditions recommended by the Planning Commission,
- the proposal does not conform to the Northfield Township master plan,
- it will affect the value of homes in this area and throughout the Township,
- most of the owners of neighboring properties have signed a petition asking that this request be denied,
- the current variance D&G claims they have does not exist.

**REPORTS**

**Department Heads**

*Fire.* Chief William Wagner read his written report summary.

*Police.* Sgt. Smith read Lt. Greene's written report summary.

*Township Manager.* Fink referred to his written report.

*Wastewater Treatment Plant.* Superintendent Hardesty clarified that the University of Michigan test plant

Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 10, 2013

mentioned in his report will present no cost to the Township.

**Other**

*Zoning Board of Appeals.* Otto reported that a request for variances to allow an addition to a house was approved.

*Planning Commission.* Chick reported that on December 4<sup>th</sup> the Commission continued its discussion of the US-23/North Territorial Interchange Area and also discussed possible changes to its by-laws.

*Parks and Recreation.* Thomas said he had nothing to add to what was included in the Township Manager's report.

*Financial.* Braun noted she had distributed the Revenue and Expenditure Report for November.

**BUSINESS ITEMS**

**1.**

**Authorization for the Township Attorney to Execute Proposed Settlement**

- ▶ **Motion:** Otto moved, Thomas supported, that the Township Attorney be authorized to execute the consent judgment for Nowatske Truck vs. Northfield Township in Michigan Tax Tribunal Docket 438512 as proposed in the attorney's letter of December 6, 2013. **Motion carried 6—0 on a voice vote.**

**2.**

**Authorization for the Township Attorney to Execute Proposed Settlement**

- ▶ **Motion:** Otto moved, Thomas supported, that the office of Paul Burns be authorized to execute the consent judgment in the case of Mallard Properties Partnership vs. Northfield Township, Michigan Tax Tribunal Dockets 445384 and 455012 as outlined in the attorney's letter of December 6, 2013. **Motion carried 6—0 on a voice vote.**

**3.**

**Conditional Use Permit:  
D&G Nature's Way**

In answer to a question from Manning, Chick said if this Conditional Use Permit (CUP) is approved, D&G will still have to submit a final site plan and meet the list of requirements included in the CUP recommendation. Manning said she is trying to figure out why there was a 3-2 vote of the Planning Commission. In answer to a question from Thomas, Planning Consultant Douglas Lewan said the Township Board needs to determine whether the zoning ordinance's Standards for Determination have been met by the application.

Lewan recounted his review of the original request for a building permit which led him to determine that the use and lot were non-conforming. He said he and the Township zoning administrator determined that this use is a landscape business as defined by the zoning ordinance and that is not appealable except by the Zoning Board of Appeals.

He said in researching the history of the property they found there were no permits on record for this business when it was started in 1977. He said the business could have just been started, or someone in the Township could have determined that it conformed to the 1971 zoning ordinance. He said since 1977 the zoning ordinance has changed, which leaves this business as a non-conforming, legal use. He said in its current situation the business can continue without expanding and the property could be sold and another operator could run a similar business. He said in that case none of the conditions proposed with the CUP will be in place or could be enforced, and D&G can continue with their current operation.

Paul Bond, attorney for D&G, said even large operations that people think might contaminate the environment do not if they are operated properly. In answer to a question from Otto, Bond said the property does have a well and there are no holding tanks for water on the site. He said there is a difference between perception and reality, and while everyone is entitled to their own set of facts they are not entitled to their own set of facts. He said the materials stored on the site are inert materials—dry chemicals that are primarily fertilizers that are no pesticides. He said they still have to be stored and handled properly, and the proposal is to expand the building to allow more things to be stored indoors. He referred to Lewan's point that with this approval would come the ability to enforce the conditions attached to it, and those conditions would apply to the next generation of the Jackson family or to anyone else who runs a business of this type on this site.

Otto asked who would be regulating this operation. Lewan said with the proposed conditions in place the Township will be in a much better position to regulate the operation. He said from what he can tell the Jacksons operate the business responsibly, but the situation could be different in the future with another owner. He said with the proposed regulations in place the zoning administrator would have the ability, for example, to count trucks and pallets of fertilizer.

Bond said the zoning ordinance allows a retail operation with this business, but the Jacksons are not proposing retail sales so they will not be allowed if this is approved. He added that only pickup trucks are used in the business and Material Safety Data Sheets (MSDS) are available for all materials they handle. Chief Wagner said D&G is not required to provide the MSDS sheets to the Township because of the type of materials they are, but whether this permit is approved or not he will be asking for copies of them for D&G. Bond said any car has more hazardous material in it than the materials stored on the D&G site. He said he is not trying to minimize the potential for these materials, but he said this is an opportunity for the Township to establish what operations are going on at D&G and to regulate them.

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Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 10, 2013

Thomas said he appreciates the argument that this is an opportunity to craft a clear understanding, but the case that the Township currently has no ability to regulate should not be overstated.

Otto said small businesses in her family has operated elsewhere have been in the situation that D&G are currently in, and she has used D&G's services, but a small business can get to the point where they have outgrown their site. She said she is not saying D&G cannot grow or that the Township has an interest in stopping their current operation or future growth, but D&G has to ask themselves if they have outgrown their site. She said if the Township approves this request D&G's growth will be limited to that level and they will not be able to grow unless they move. Bond said he thinks D&G understands that.

Chick said the Township has to consider the master plan and what is good for the Township as a whole, not just one business. Braun said the surrounding land can be used for farming which would involve the use of chemicals and fertilizers.

Bond said members of the Jackson family and their site planner are at the meeting to answer questions. He said he would treat this as an opportunity for the Township to create certainty where none exists today. He said he believes that will benefit the Township as a whole as well as the people who live on that road.

- ▶ **Motion:** Engstrom moved, Braun supported, to approve D&G Nature's way request for a Conditional Use Permit, including the nine conditions recommended by the Planning Commission. **Motion failed 2—4 on a roll call vote, Chick, Manning, Otto, and Thomas opposed.**

4.  
Add New Zoning Ordinance Section 60.34:  
Food Cart Vending

- ▶ **Motion:** Chick moved, Manning supported, that new Section 60.34, Food Cart Vending, of the Northfield Township zoning ordinances be approved as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

5.  
Zoning Ordinance Amendment to Section 62.01:  
Sign Regulations

- ▶ **Motion:** Chick moved, Engstrom supported, that the proposed amendment to Section 62.01, Sign Regulations, be approved as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

6.  
Zoning Ordinance Amendment to Article 2.0:  
Definitions

- ▶ **Motion:** Chick moved, Manning supported, that the amendments to Article 2.0 of the zoning ordinance be approved as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

7.  
Senior Center

- ▶ **Motion:** Chick moved, Braun supported, that the name of the Northfield Township Senior Center be changed to the Northfield Township Community and Senior Center.

The Board discussed community concerns about the Senior Center being used for other community activities. Manning questioned if the name would be less redundant if it were called the Northfield Township Community Center. Fink said he thinks the name should reflect that it is a center for all of Northfield Township, though that does not mean the programming would focus on any one age group. He said the Center is funded by the Township and there should be an indication that it is there for all Township residents; however, he believes all of the Senior Center programming will continue and the vast majority of users will be senior citizens.

- ▶ **Amended motion:** Chick moved, Braun supported, that the name of the Northfield Township Senior Center be changed to the Northfield Township Community Center. **Amended motion carried 6—0 on a voice vote.**

8.  
Northfield Township Board  
Meeting Dates for 2014

- ▶ **Motion:** Manning moved, Otto supported, that the Township Board meeting dates for 2014 be approved as presented. **Motion carried 6—0 on a voice vote.**

9.  
Northfield Township 2014 Holidays

- ▶ **Motion:** Engstrom moved, Manning supported, that the 2014 Holidays for Northfield Township be approved as presented. **Motion carried 6—0 on a voice vote.**

10.  
Resolution to Expunge  
Delinquent Personal Property Taxes

Braun reported she and attorney Burns have been working on determining which taxes can be collected, but this resolution pertains to personal property taxes are no longer legally collectible.

Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 10, 2013

- ▶ **Motion:** Braun moved, Chick supported, that Paul Burns be allowed to move forward with Circuit Court proceedings to expunge the delinquent personal property taxes that are five years old or older and are not collectible because of the statute of limitations.

Burns said the Township's position has been that payment of the full amounts due should be pursued, because these taxes are a statutory obligation and people who pay in full have not had their taxes discounted.

**Motion carried 6—0 on a roll call vote. Resolution adopted.**

11.  
Phase 3 Grant Application  
for Non-Motorized Path

- ▶ **Motion:** Manning moved, Engstrom supported, that Township Manager Fink be authorized to submit the Phase 3 grant application for the non-motorized pathway.
- ▶ **Amended motion:** Manning moved, Engstrom supported, that Township Manager Fink be authorized to submit the Phase 3 grant application for the non-motorized pathway with a maximum \$300,000 in construction costs.  
**Amended motion carried 6—0 on a voice vote.**

12.  
Approval of Snow Plow Contract

- ▶ **Motion:** Manning moved, Engstrom supported, that the snow and ice removal contract be approved as presented. **Motion carried 6—0 on a voice vote.**

13.  
Planning Commission Re-appointment

Engstrom asked that this be removed by the agenda. She said two appointments to the Planning Commission will be addressed in January, and she asked any interested members of the public contact her, Chick, or Fink by the end of the month.

14.  
MERS Request

- ▶ **Motion:** Manning moved, Chick supported, to allow Mark Jensen to purchase four years two months credited service from MERS for the amount of \$4,877.  
**Motion carried 6—0 on a voice vote.**

Should be \$40,877

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Engstrom thanked the Board members for a them all for a productive first year and thanked Fink for all he has accomplished since he arrived at the Township, noting that he has already saved the Township thousands of dollars already. Thomas said this is a very good group and enjoys being here every month.

Braun reported that use of ACH payments to debit private accounts for Township payments is in the process of being discontinued.

ADJOURNMENT

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

The meeting adjourned at 8:54 P.M.

Submitted by Lisa Lemble.

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

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

\_\_\_\_\_  
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  
Notes  
December 10, 2013**

**CALL TO ORDER**

The meeting was called to order at 6:17 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	Absent with notice
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

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

**CALL TO THE PUBLIC**

None present.

**CLOSED SESSION**

- ▶ **Motion:** Manning moved, Chick supported, that the Board go into closed pursuant to MCL 15.268(8)(E) to consult with attorney regarding trial or settlement strategy in connection with specific pending litigation.  
**Motion carried 6—0 on a roll call vote.**
- ▶ **Motion:** Otto moved, Thomas supported, that the Board return to open session.  
**Motion carried 6—0 on a voice vote.**

**CONSENT AGENDA:**

- Minutes of November 12, & 26, 2013
  - Bills
- ▶ **Motion:** Manning moved, Chick supported, that the items in the consent agenda be approved as presented.

In answer to a question from Otto, Engstrom noted that the Township's accounting software will be updated after the new year.

Fink and Manning made the following corrections to the November 26<sup>th</sup> workshop minutes:

- Manning was absent with notice and that Dockett was present, but left early.
- A request for use of the Township hall was for December 1<sup>st</sup>, not September 1<sup>st</sup>.

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

**ADOPT BALANCE OF AGENDA**

Engstrom asked that a reappointment to the Planning Commission be added as item 13. Manning noted that a MERS request should be added as item 14.

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

**CALL TO THE PUBLIC**

**D&G Nature's Way Conditional Use Permit (CUP).** Andy Defall, said he and wife have owned the tree and shrub nursery at 8 Mile and Earhart Roads for 30 years and he referred to his letter to the Board of December 5<sup>th</sup>. He said D&G have never done landscaping work, rather they do lawn care, despite the claim made before the Planning Commission. He said D&G does not have a license for installing plant materials and listed several landscape material suppliers he had contacted and said all of them stated they have no record of having sold plant materials to D&G.

David Perry, 9411 Earhart Road, said he lives across the street from D&G. He said this is a warehouse and commercial garage which stores 350 tons of fertilizer on a 4.5 acre residential lot in a residential area. He said if this request is approved D&G will be allowed to park 17 trucks on a property which could not legally get a permit to have a single horse. He said it is not clear how the conditions for the CUP recommended by the Planning Commission will be enforced. He said the Washtenaw County Environmental Health Department learned on an unannounced visit that trucks which carry fertilizer were being washed out outside without the water being trapped and treated, and this was being done in an area which is only one of two groundwater recharge areas in the Township. He said there is a pond less than 200 feet from the proposed storage facility, and the proposal does not conform to the Northfield Township master plan. He said approving this request would be ignoring the Township's zoning ordinance and master plan, and it will affect the value of homes in this area and throughout the Township. He presented a map showing that most of the owners of neighboring properties have signed a petition asking that

**Northfield Township Board Meeting  
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December 10, 2013**

this request be denied. He asked Board members to vote their conscience.

Kathy Nieman, 9355 Earhart Road, said the current variance D&G claims they have does not exist. She said the lot size is non-conforming and the business is an illegal non-conforming use. She said Township officials cannot find evidence of a CUP being requested or granted at the time the family started operations in 1977. She said their request to construct a building the size of four houses on a 4.5 acre lot to operate a business with 17 trucks on a dirt road is ridiculous. She said D&G has never reported to the fire department that they are storing this large amount of fertilizer. She said the longer a business of this type operates the higher the chance that an accident will occur which will contaminate the ground water.

Laura Ratering, 9813 Earhart Road, said two-thirds of the residents who live on their road are over 60 years old, and half of them are over 70 years old, so in the next few years many of these properties will turn over. She questioned whether the Township will have to be dealing with requests from all of the new property owners for similar types of businesses.

Judy Johnson, 9381 Earhart, said she and her husband live directly across the street from D&G. She said this request would allow them to expand from 12 to 17 trucks, which will increase the traffic on their dirt road. She said the statement that all of the employees leave in the morning and do not come back until the end of the day is not true. She said Liz Hinkle who lives directly next door to D&G has said when fertilizers are being loaded it causes her eyes to burn. Johnson said she can also smell the chemicals as the trucks go down the road. She said business is sometimes conducted on weekends, and in addition to the six semi-trailer loads per season there are an unspecified number of flatbed deliveries each year. She added that some of the people who signed the petition in opposition to this request were so disheartened and humiliated at the last Planning Commission meeting that they did not come to this meeting.

John Messner, 9623 Earhart Road, asked if Dow Chemical and Monsanto are landscaping companies, and said all of the chemicals D&G handles are made by those companies.

Delores Iscaro, 9335 Earhart, said only farming is allowed in the AR district.

## REPORTS

### Department Heads

*Fire.* Chief William Wagner read his written report summary.

*Police.* Sgt. Smith read Lt. Greene's written report summary.

*Township Manager.* Fink referred to his written report. In answer to a question from Otto, Fink said Chief Wagner will write a letter advocating for maintaining Five Mile Road as it is.

*Wastewater Treatment Plant.* Superintendent Hardesty clarified that the University of Michigan test plant—which will be set up as previously approved by the Board—will present no cost to the Township and will be a good learning experience for the Township.

### Other

*Zoning Board of Appeals.* Otto reported that a request for variances to allow an addition to a house was approved.

*Planning Commission.* Chick reported that on December 4<sup>th</sup> the Commission continued its discussion of the US-23/North Territorial Interchange Area and also discussed possible changes to its by-laws which have not been updated for several years.

*Parks and Recreation.* Thomas said he had nothing to add to what was included in the Township Manager's report.

*Financial.* Braun noted she had distributed the Revenue and Expenditure Report for November.

## BUSINESS ITEMS

1.

### Authorization for the Township Attorney to Execute Proposed Settlement

- ▶ **Motion:** Otto moved, Thomas supported, that the Township Attorney be authorized to execute the consent judgment for Nowatske Truck vs. Northfield Township in Michigan Tax Tribunal Docket 438512 as proposed in the attorney's letter of December 6, 2013. **Motion carried 6—0 on a voice vote.**

2.

### Authorization for the Township Attorney to Execute Proposed Settlement

- ▶ **Motion:** Otto moved, Thomas supported, that the office of Paul Burns be authorized to execute the consent judgment in the case of Mallard Properties Partnership vs. Northfield Township, Michigan Tax Tribunal Dockets 445384 and 455012 as outlined in the attorney's letter of December 6, 2013. **Motion carried 6—0 on a voice vote.**

3.

### Conditional Use Permit: D&G Nature's Way

In answer to a question from Manning, Chick said if this Conditional Use Permit (CUP) is approved, D&G will still have to submit a final site plan and meet the list of requirements included in the CUP recommendation. Manning said she is trying to figure out why there was a 3-2 vote of the Planning Commission. In answer to a question from Thomas, Planning Consultant Douglas Lewan said the Township Board needs to determine

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 10, 2013**

whether the zoning ordinance's Standards for Determination have been met by the application.

Lewan recounted his review of the original request for a building permit which led him to determine that the use and lot were non-conforming. He said in considering the use, he and the Township zoning administrator determined that this use is a landscape business as defined by the zoning ordinance and that is not appealable except by the Zoning Board of Appeals.

He said in researching the history of the property they found there were no permits on record for this business when it was started in 1977. He said the business could have just been started, or someone in the Township could have determined that it conformed to the 1971 zoning ordinance. He said since 1977 the zoning ordinance has changed, which leaves this business as a non-conforming, legal use. He said in its current situation the business can continue without expanding and the property could be sold and another operator could run a similar business. He said in that case none of the conditions proposed with the CUP will be in place or could be enforced, and D&G can continue with their current operation..

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Otto asked who would be regulating this operation. Lewan said with the proposed conditions in place the Township will be in a much better position to regulate the operation. He said from what he can tell the Jacksons operate the business responsibly, but the situation could be different in the future with another owner. He said with the proposed regulations in place the zoning administrator would have the ability, for example, to count trucks and pallets of fertilizer.

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Township to establish what operations are going on at D&G and to regulate them.

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Chick said the Township has to consider the master plan and what is good for the Township as a whole, not just one business. Braun said the surrounding land can be used for farming which would involve the use of chemicals and fertilizers.

Bond said members of the Jackson family and their site planner are at the meeting to answer questions. He said he would treat this as an opportunity for the Township to create certainty where none exists today. He said he believes that will benefit the Township as a whole as well as the people who live on that road.

- ▶ **Motion:** Engstrom moved, Braun supported, to approve D&G Nature's way request for a Conditional Use Permit, including the nine conditions recommended by the Planning Commission. **Motion failed 2—4 on a roll call vote, Chick, Manning, Otto, and Thomas opposed.**

4.

**Add New Zoning Ordinance Section 60.34:  
Food Cart Vending**

- ▶ **Motion:** Chick moved, Manning supported, that new Section 60.34, Food Cart Vending, of the Northfield Township zoning ordinances be approved as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

5.

**Zoning Ordinance Amendment to Section 62.01:  
Sign Regulations**

- ▶ **Motion:** Chick moved, Engstrom supported, that the proposed amendment to Section 62.01, Sign Regulations, be approved as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

6.

Zoning Ordinance Amendment to Article 2.0:  
Definitions

- ▶ **Motion:** Chick moved, Manning supported, that the amendments to Article 2.0 of the zoning ordinance be approved as provided in the Board packet.  
**Motion carried 6—0 on a voice vote.**

7.

Senior Center

Otto referred to a letter to the editor in the Northfield *Courant*. She said Fink investigated the reference in that letter to an advertisement for yoga classes at the Whitmore Lake Community Center, and he found that there was no such advertisement. She said there is a lot of talk about the direction of the Center in the future, and she wants the public to be aware that the only thing the Board has approved is hiring of a Director with the title of Senior Center/Recreation Center Director to allow options in the future.

Braun said there is no grant available for a Recreation Center, and while it is not a comment for or against the Senior Center, the operation of it constitutes 30% of the Township's budget.

Engstrom questioned whether the Board is interested in changing the name of the Center to indicate that the activities in it could be broadened. Manning recommended waiting until there is a new Director.

- ▶ **Motion:** Chick moved, Braun supported, that the name of the Northfield Township Senior Center be changed to the Northfield Township Community and Senior Center.

Manning questioned if the name would be less redundant if it were called the Northfield Township Community Center. Jill Steuer, 760 Six Mile, asked if with the name change all members of the community using it will be charged dues.

Thomas asked for Fink's opinion. Fink said he thinks the name should reflect that it is a center for all of Northfield Township, though that does not mean the programming would focus on any one age group. He said the Center is funded by the Township which has limited funds and there should be an indication that it is there for all Township residents. He said he believes without a doubt that all of the Senior Center programming will continue and the vast majority of users will be senior citizens, but the programming should be opened up to the wider community if appropriate.

- ▶ **Amended motion:** Chick moved, Braun supported, that the name of the Northfield Township Senior Center be changed to the Northfield Township Community Center.

Otto said by opening up the Center to more users there is the potential for more funding, and that would also benefit seniors.

Amended motion carried 6—0 on a voice vote.

8.

Northfield Township Board  
Meeting Dates for 2014

- ▶ **Motion:** Manning moved, Otto supported, that the Township Board meeting dates for 2014 be approved as presented. **Motion carried 6—0 on a voice vote.**

9.

Northfield Township 2014 Holidays

- ▶ **Motion:** Engstrom moved, Manning supported, that the 2014 Holidays for Northfield Township be approved as presented.  
**Motion carried 6—0 on a voice vote.**

10.

Resolution to Expunge  
Delinquent Personal Property Taxes

Braun recalled that this was a big issue during the election, and she and attorney Burns have been working on determining which taxes can be collected, but this resolution pertains to personal property taxes are no longer legally collectible. She said Fink is working with the Assessor to eliminate assessments for improvements under \$100 such as decks in mobile home parks.

- ▶ **Motion:** Braun moved, Chick supported, that Paul Burns be allowed to move forward with Circuit Court proceedings to expunge the delinquent personal property taxes that are five years old or older and are not collectible because of the statute of limitations.

Thomas noted that under State statute the Board has a duty to take this action. Manning asked if the process previously set out to pursue these property owners is being followed. Braun said that is being done. Burns said there are lists of these properties for expungements, district court cases, and small claims actions, and all actions are being pursued.

In answer to a question from Thomas, Burns said the Township's position has been that no negotiations will be undertaken, rather payment of the full amounts due should be pursued, because these taxes are a statutory obligation and people who pay in full have not had their taxes discounted.

**Motion carried 6—0 on a roll call vote. Resolution adopted.**

11.

Phase 3 Grant Application  
for Non-Motorized Path

- ▶ **Motion:** Manning moved, Engstrom supported, that Township Manager Fink be authorized to submit the Phase 3 grant application for the non-motorized pathway.

Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 10, 2013

In answer to questions from Manning and Otto, Fink said he has told Boss Engineering that it is likely that the engineering for this project will be re-bid. He said the grant will cover only construction costs, and the Township will be responsible for engineering costs. He said the grant application does not have to include engineering documents, but he will have to use some of Boss Engineering's cost figures because there will not be time to consult with another engineer prior to submittal.

Fink said he spoke with County officials and they indicated Boss does not have to submit on behalf of the Township, nor does the engineer have to be specified in the grant application. He said he will update the application as needed from the prior submittal.

- ▶ **Amended motion:** Manning moved, Engstrom supported, that Township Manager Fink be authorized to submit the Phase 3 grant application for the non-motorized pathway with a maximum \$300,000 in construction costs.  
**Amended motion carried 6—0 on a voice vote.**

12.  
Approval of Snow Plow Contract

- ▶ **Motion:** Manning moved, Engstrom supported, that the snow and ice removal contract be approved as presented. **Motion carried 6—0 on a voice vote.**

13.  
Planning Commission Re-appointment

Engstrom asked that this be removed by the agenda. She said two appointments to the Planning Commission will be addressed in January, and she asked any interested members of the public contact her, Chick, or Fink by the end of the month.

14.  
MERS Request

- ▶ **Motion:** Manning moved, Chick supported, to allow Mark Jensen to purchase four years two months credited service from MERS for the amount of \$4,877.  
**Motion carried 6—0 on a voice vote.** *should be \$40,877*

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Engstrom noted the Board members have been in office for one year and thanked them all for a productive year. She also thanked Fink for all he has accomplished since he arrived at the Township. She said he hit the ground running and has saved the Township thousands of dollars already. Thomas said this is a very good group and enjoys being here every month.

Braun reported that use of ACH payments to debit private accounts for Township payments is in the process of being discontinued.

Board members wished everyone happy holidays.

ADJOURNMENT

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

The meeting adjourned at 8:54 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)

01/08/2014  
02:45 pm

INVOICE DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
INVOICES TO BE PAID 01/15/2014 - 01/15/2014  
Bank: MIF MUNICIPAL INVESTMENT FUND  
Open Invoices Only

"Open"

GL Number	Inv. Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 253 TREASURER					
101-253-803	LEGAL	PAUL E BURNS	RETAINER & GENERAL	500.00	
Total for Dept 253 TREASURER:				500.00	
Dept 265 HALL AND GROUNDS					
101-265-727	SUPPLIES	ARBOR SPRINGS WATER CO INC	DECEMBER DELIVERY - TWP HALL	31.25	
101-265-727	SUPPLIES	AUTOMATED RESOURCE MGT INC	DECEMBER CHECKS/DEPS.	86.58	
Total for Dept 265 HALL AND GROUNDS:				117.83	
Dept 270 LEGAL/PROFESSIONAL					
101-270-803 LEGAL					
101-270-927 ALLOCATE TO DEPARTMENTS					
				6,085.00	
				(3,800.00)	
Total for Dept 270 LEGAL/PROFESSIONAL:				2,285.00	
Dept 412 PLANNING/ZONING DEPT					
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	RETAINER	450.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	N TERRITORIAL-WHITMORE LAKE STUDY ARE	540.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	MISC ORDINANCE (MIA DEAD WHEN FOUND)	135.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	SIGN ORDINANCE AMENDMENT	270.00	
101-412-801	PLANNER FEES	CARLISLE, WORTMAN ASSOCIATES, INC	GENERAL CONSULTATION	1,130.00	
Total for Dept 412 PLANNING/ZONING DEPT:				2,525.00	
Dept 449 ROAD WORK					
101-449-814 ROAD IMPROVEMENTS					
101-449-929 GRANT EXPENSE					
				19,367.38	
				297.94	
Total for Dept 449 ROAD WORK:				19,665.32	
Total for Fund 101 GENERAL FUND:				25,093.15	
Fund 207 LAW ENFORCEMENT FUND					
Dept 270 LEGAL/PROFESSIONAL					
207-270-803 LEGAL					
				3,300.00	
Total for Dept 270 LEGAL/PROFESSIONAL:				3,300.00	
Dept 301 OPERATING COSTS					
207-301-727 SUPPLIES					
207-301-727 SUPPLIES					
				24.48	
				99.57	
Total for Dept 301 OPERATING COSTS:				124.05	
Dept 333 TRANSPORTATION					
207-333-930 REPAIRS & MAINTENANCE					
				518.00	

INVOICE DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
INVOICES TO BE PAID 01/15/2014 - 01/15/2014  
Bank: MIF MUNICIPAL INVESTMENT FUND  
Open Invoices Only

GL Number	Inv. Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 LAW ENFORCEMENT FUND					
Dept 333 TRANSPORTATION					
Total for Dept 333 TRANSPORTATION:				518.00	
Total for Fund 207 LAW ENFORCEMENT FUND:				3,942.05	
Fund 216 MEDICAL RESCUE FUND					
Dept 301 OPERATING COSTS					
216-301-727	SUPPLIES	AUTOMATED RESOURCE MGT INC	DECEMBER CHECKS/DEPS.	155.84	
216-301-741	UNIFORMS/GEAR & ALLOWANCE	APOLLO FIRE EQUIPMENT	DEC 2013, FIRE DEPT SUPPLIES	422.06	
Total for Dept 301 OPERATING COSTS:				577.90	
Total for Fund 216 MEDICAL RESCUE FUND:				577.90	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 301 OPERATING COSTS					
571-301-727	SUPPLIES	AUTOMATED RESOURCE MGT INC	DECEMBER CHECKS/DEPS.	30.30	
571-301-740	OPERATING SUPPLIES	ELHORN ENGINEERING CO.	EL-CLOR, FUEL SURCHARGE	212.50	
571-301-740	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	DIR-FERRCHL38, FERRIC CHLOR.	6,057.83	
571-301-819	COLLECTION SYS ANNUAL MAINT	SYNAGRO CENTRAL	PUMP	15,472.38	
571-301-930	REPAIRS & MAINTENANCE	HACH COMPANY	TUBING	310.47	
571-301-930	REPAIRS & MAINTENANCE	USA BLUE BOOK	PH STORAGE/CHLORINE	400.08	
571-301-930	REPAIRS & MAINTENANCE	GRAINGER	PUMP MOTOR, 3-HP	335.70	
Total for Dept 301 OPERATING COSTS:				22,819.26	
Total for Fund 571 WASTEWATER TREATMENT FUND:				22,819.26	
Fund Totals:					
Fund 101 GENERAL FUND				25,093.15	
Fund 207 LAW ENFORCEMENT FUND				3,942.05	
Fund 216 MEDICAL RESCUE FUND				577.90	
Fund 571 WASTEWATER TREATMENT FUND				22,819.26	
Total - All Funds				52,432.36	

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

*Paid*

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/11/2013	MIF	00000036983*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	265	11.50
				RENTAL EQUIPMENT	940	265	14.00
				CHECK TOTAL FOR FUND 101			25.50
12/11/2013	MIF	00000036985	BS&A SOFTWARE	REPAIRS & MAINTENANCE	930	265	3,355.00
12/11/2013	MIF	00000036986	CARLISLE, WORTMAN ASSOCIATES, INC.	PLANNER FEES	801	412	450.00
				PLANNER FEES	801	412	1,175.00
				PLANNER FEES	801	412	180.00
				PLANNER FEES	801	412	835.00
				CHECK TOTAL FOR FUND 101			2,640.00
12/11/2013	MIF	00000036988	CONCRETE CONSTRUCTION, INC.	GRANT EXPENSE	929	449	27,000.53
12/11/2013	MIF	00000036989	CONCRETE CONSTRUCTION, INC.	GRANT EXPENSE	929	449	8,865.25
				GRANT EXPENSE	929	449	160,068.70
				CHECK TOTAL FOR FUND 101			168,933.95
12/11/2013	MIF	00000036995	FRITZ NELSON	SUPPLIES	727	666	52.53
12/11/2013	MIF	00000036997	JEWELIE BRUESTLE	COMPUTER	972	900	164.28
12/11/2013	MIF	00000036998	MICHIGAN MUNICIPAL LEAGUE	PRINTING & PUBLICATIONS	900	101	72.00
				PRINTING & PUBLICATIONS	900	101	66.60
				PRINTING & PUBLICATIONS	900	101	88.80
				PRINTING & PUBLICATIONS	900	101	92.40
				CHECK TOTAL FOR FUND 101			319.80
12/11/2013	MIF	00000036999	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	90.00
12/11/2013	MIF	00000037003	RED CARPET TRAVEL CLUB	SCC TRIPS/PROGRAMS	812	666	437.76
12/11/2013	MIF	00000037005	STATE OF MICHIGAN	MEMBERSHIP DUES	807	257	175.00
12/11/2013	MIF	00000037007*	TETRA TECH INC	ENGINEER	806	270	700.00
12/11/2013	MIF	00000037016*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	253	45.95
				LIFE/DISB. INSURANCE	717	257	75.42
				LIFE/DISB. INSURANCE	717	172	92.97
				CHECK TOTAL FOR FUND 101			214.34
12/18/2013	MIF	00000037017*	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	666	75.00
				GROUNDS/CLEANG/JANITORL SERVIC	816	265	724.80
				GROUNDS/CLEANG/JANITORL SERVIC	816	666	966.40
				CHECK TOTAL FOR FUND 101			1,766.20
12/18/2013	MIF	00000037018	MICRO TECH SERVICES INC	COMPUTER	972	900	4,300.00
12/18/2013	MIF	A0000000261*	PAYROLL	SALARIES	701	101	1,874.97
				SOCIAL SECURITY	715	101	143.44
				SALARIES	701	171	480.76
				SOCIAL SECURITY	715	171	(7.37)
				ASSESSOR	713	257	2,363.07
				SOCIAL SECURITY	715	257	180.77
				PENSION	718	257	236.30
				BOARD OF REVIEW FEE	706	247	72.00

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				SOCIAL SECURITY	715	247	5.51
				SALARIES	701	215	480.76
				DEPUTY SALARIES	703	215	1,115.63
				SOCIAL SECURITY	715	215	122.12
				SALARIES	701	253	480.76
				DEPUTY SALARIES	703	253	1,746.92
				CLERICAL/DEP /SUPER/ELECTION	704	253	801.13
				SOCIAL SECURITY	715	253	231.71
				PENSION	718	253	157.68
				PLANN COMM	726	412	700.00
				SOCIAL SECURITY	715	412	53.55
				SALARIES	701	172	2,961.54
				CONTROLLER	722	172	2,022.40
				SOCIAL SECURITY	715	172	381.27
				PENSION	718	172	296.14
				CHECK TOTAL FOR FUND 101			16,901.06
12/20/2013	MIF	00000037024	CAPTAIN JOE'S GRILL	SCC TRIPS/PROGRAMS	812	666	797.58
12/20/2013	MIF	00000037036	KENT COMMUNICATIONS INC	POSTAGE	851	253	1,616.00
				TAX STATEMENT PREPARATION	804	253	643.53
				CHECK TOTAL FOR FUND 101			2,259.53
12/20/2013	MIF	00000037042*	PITTSFIELD TOWNSHIP	CODE ENFORCEMENT	809	412	607.50
12/20/2013	MIF	00000037044	STAPLES CREDIT PLAN	SUPPLIES	727	265	56.57
12/20/2013	MIF	00000037045*	VERIZON WIRELESS MESSAGING SVC	COMMUNICATION	850	172	51.19
12/20/2013	MIF	00000037047	WASHTENAW COUNTY SOIL EROSION	GRANT EXPENSE	929	449	47.50
12/20/2013	MIF	00000037048*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	265	55.51
				CHARGEBACKS - PRIOR TAX YEARS	938	265	200.47
				TRIBUNALS AND DRAINS	959	247	1,966.06
				CHARGEBACKS - PRIOR TAX YEARS	938	265	9.69
				CHARGEBACKS - PRIOR TAX YEARS	938	265	12,121.62
				CHECK TOTAL FOR FUND 101			14,353.35
12/20/2013	MIF	00000037050*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	265	109.91
12/20/2013	MIF	00000037052	WEST SHORE SERVICES, INC.	REPAIRS & MAINTENANCE	930	265	413.00
01/03/2014	MIF	00000037057	ARBOR SPRINGS WATER CO INC	RENTAL EQUIPMENT	940	265	12.98
01/03/2014	MIF	00000037058*	AT&T	COMMUNICATION	850	265	6.63
				COMMUNICATION	850	265	309.31
				COMMUNICATION	850	666	110.73
				CHECK TOTAL FOR FUND 101			426.67
01/03/2014	MIF	00000037059	AT&T - UVERSE	COMMUNICATION	850	666	40.00
01/03/2014	MIF	00000037060*	AT&T LONG DISTANCE	COMMUNICATION	850	265	387.37
				COMMUNICATION	850	666	1.31
				CHECK TOTAL FOR FUND 101			388.68
01/03/2014	MIF	00000037061*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	265	40.63

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
01/03/2014	MIF	00000037066*	CONSUMERS ENERGY	UTILITIES	920	666	142.27
01/03/2014	MIF	00000037072*	DTE ENERGY	UTILITIES	920	265	16.01
				UTILITIES	920	666	48.01
				CHECK TOTAL FOR FUND 101			64.02
01/03/2014	MIF	00000037075*	DTE ENERGY	UTILITIES	920	448	774.43
				UTILITIES	920	448	2,251.92
				CHECK TOTAL FOR FUND 101			3,026.35
01/03/2014	MIF	00000037077	HORNBACK RECYCLING	REPAIRS & MAINTENANCE	930	666	60.00
01/03/2014	MIF	00000037078*	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	666	22.25
				SUPPLIES	727	265	209.96
				SUPPLIES	727	265	19.38
				CHECK TOTAL FOR FUND 101			251.59
01/03/2014	MIF	00000037079	MICRO TECH SERVICES INC	REPAIRS & MAINTENANCE	930	265	90.00
01/03/2014	MIF	00000037080*	MLIVE MEDIA GROUP	PRINTING & PUBLICATIONS	900	412	94.39
01/03/2014	MIF	00000037081	MMTA	MEMBERSHIP DUES	807	253	50.00
				MEMBERSHIP DUES	807	253	50.00
				CHECK TOTAL FOR FUND 101			100.00
01/03/2014	MIF	00000037084	PITNEY BOWES PURCHASE POWER	POSTAGE	851	265	81.42
01/03/2014	MIF	00000037085*	PNC BANK	COMMUNICATION	850	265	45.00
01/03/2014	MIF	00000037091*	WELLS FARGO FINANCIAL LEASING	RENTAL EQUIPMENT	940	265	206.74
01/08/2014	MIF	00000037094*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	253	45.95
				LIFE/DISB. INSURANCE	717	257	75.42
				LIFE/DISB. INSURANCE	717	172	92.97
				CHECK TOTAL FOR FUND 101			214.34
01/08/2014	MIF	00000037096	ALL AMERICAN CLEANING CO.	GROUNDS/CLEANG/JANITORL SERVIC	816	666	350.00
01/08/2014	MIF	00000037097*	INTEGRYS ENERGY SERVICES, INC.	UTILITIES	920	265	10.12
				UTILITIES	920	666	46.56
				CHECK TOTAL FOR FUND 101			56.68
01/08/2014	MIF	A0000000262*	PAYROLL	SALARIES	701	171	480.76
				SOCIAL SECURITY	715	171	(3.10)
				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	1,326.56
				SOCIAL SECURITY	715	215	138.26
				SALARIES	701	253	480.76
				DEPUTY SALARIES	703	253	1,709.96
				SOCIAL SECURITY	715	253	234.44
				PENSION	718	253	157.68
				JANITORIAL SALARIES	710	265	440.00
				SOCIAL SECURITY	715	265	33.66

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				CLERICAL/DEP /SUPER/ELECTION	704	253	873.63
				SALARIES	701	172	2,961.54
				SOCIAL SECURITY	715	172	465.23
				PENSION	718	172	296.14
				CONTROLLER	722	172	2,150.40
				CLERICAL/DEP /SUPER/ELECTION	704	172	969.50
				CHECK TOTAL FOR FUND 101			15,976.32
				TOTAL FOR FUND 101			267,440.16

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				CHECK TOTAL FOR FUND 207			15,976.32
12/11/2013	MIF	00000036983*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	25.50
12/11/2013	MIF	00000036984	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	147.62
12/11/2013	MIF	00000036987*	CARQUEST AUTO PARTS	REPAIRS & MAINTENANCE	930	333	54.02
12/11/2013	MIF	00000036990	CREATIVE CARS INC	REPAIRS & MAINTENANCE	930	333	85.00
12/11/2013	MIF	00000036991	CRUISERS	REPAIRS & MAINTENANCE	930	301	245.00
				REPAIRS & MAINTENANCE	930	333	375.00
				CHECK TOTAL FOR FUND 207			620.00
12/11/2013	MIF	00000036992	DES MOINES STAMP MFG CO	SUPPLIES	727	301	35.70
12/11/2013	MIF	00000037001	NORTH EASTERN UNIFORMS & EQUIPMENT	UNIFORMS/GEAR & ALLOWANCE	741	301	134.98
				UNIFORMS/GEAR & ALLOWANCE	741	301	4.50
				UNIFORMS/GEAR & ALLOWANCE	741	301	473.75
				UNIFORMS/GEAR & ALLOWANCE	741	301	624.18
				CHECK TOTAL FOR FUND 207			1,237.41
12/11/2013	MIF	00000037006	STATE OF MICHIGAN	DUE TO OTHERS	214	000	45.00
12/11/2013	MIF	00000037010	VAL'S SERVICE STATION	REPAIRS & MAINTENANCE	930	333	18.00
12/11/2013	MIF	00000037016*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	846.18
12/18/2013	MIF	A0000000261*	PAYROLL	SALARIES	701	226	6,843.36
				SALARIES	702	226	10,484.31
				CLERICAL/DEP /SUPER/ELECTION	704	226	2,168.00
				SALARIES-PART TIME	708	226	1,361.28
				SALARIES-OVERTIME	711	226	5,461.08
				SOCIAL SECURITY	715	226	2,013.33
				PENSION	718	226	2,567.56
				CHECK TOTAL FOR FUND 207			30,898.92
12/20/2013	MIF	00000037021*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	8,437.97
12/20/2013	MIF	00000037023	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	46.40
				REPAIRS & MAINTENANCE	930	333	29.95
				CHECK TOTAL FOR FUND 207			76.35
12/20/2013	MIF	00000037029	DAVID POWELL	FUEL & MILEAGE	860	333	51.20
12/20/2013	MIF	00000037035	I. COMM	REPAIRS & MAINTENANCE	930	301	240.00
12/20/2013	MIF	00000037037	L-3 COMMUNICATIONS	REPAIRS & MAINTENANCE	930	301	63.95
12/20/2013	MIF	00000037045*	VERIZON WIRELESS MESSAGING SVC	COMMUNICATION	850	301	313.53
12/20/2013	MIF	00000037048*	WASHTENAW COUNTY TREASURER	DISPATCH SERVICES	820	301	5,278.91
				CHARGEBACKS - PRIOR TAX YEARS	938	301	150.32
				CHARGEBACKS - PRIOR TAX YEARS	938	301	30.54
				CHARGEBACKS - PRIOR TAX YEARS	938	301	38,853.99
				CHECK TOTAL FOR FUND 207			44,313.76

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/20/2013	MIF	00000037050*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	365.08
12/20/2013	MIF	00000037053*	WEX BANK	FUEL & MILEAGE	860	333	2,239.77
01/03/2014	MIF	00000037060*	AT&T LONG DISTANCE	COMMUNICATION	850	301	290.38
01/03/2014	MIF	00000037061*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	301	46.72
01/03/2014	MIF	00000037068	CRUISERS	UNIFORMS/GEAR & ALLOWANCE	741	301	34.00
01/03/2014	MIF	00000037070*	DIRTSQUIRT, LLC	REPAIRS & MAINTENANCE	930	333	152.00
01/03/2014	MIF	00000037076*	HEWLETT-PACKARD FINANCIAL SRV. CO.	COMPUTER	972	301	200.00
01/03/2014	MIF	00000037078*	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	301	43.21
01/03/2014	MIF	00000037082	NORTH EASTERN UNIFORMS & EQUIPMENT	UNIFORMS/GEAR & ALLOWANCE	741	301	21.50
				UNIFORMS/GEAR & ALLOWANCE	741	301	165.00
				UNIFORMS/GEAR & ALLOWANCE	741	301	58.90
				CHECK TOTAL FOR FUND 207			245.40
01/03/2014	MIF	00000037085*	PNC BANK	SUPPLIES	727	301	67.40
				MEMBERSHIP DUES	807	301	758.05
				CHECK TOTAL FOR FUND 207			825.45
01/03/2014	MIF	00000037087	STATE OF MICHIGAN	DUE TO OTHERS	214	000	139.50
01/03/2014	MIF	00000037091*	WELLS FARGO FINANCIAL LEASING	RENTAL EQUIPMENT	940	301	114.91
				SUPPLIES	727	301	87.50
				REPAIRS & MAINTENANCE	930	301	66.49
				CHECK TOTAL FOR FUND 207			268.90
01/03/2014	MIF	00000037092	WEX BANK	FUEL & MILEAGE	860	333	2,099.38
01/08/2014	MIF	00000037094*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	787.04
01/08/2014	MIF	A0000000262*	PAYROLL	SALARIES	701	226	7,225.00
				SALARIES	702	226	12,151.30
				CLERICAL/DEP /SUPER/ELECTION	704	226	2,477.55
				SALARIES-PART TIME	708	226	1,198.97
				SALARIES-OVERTIME	711	226	1,330.75
				JANITORIAL SALARIES	710	226	320.00
				SOCIAL SECURITY	715	226	1,889.82
				PENSION	718	226	2,057.56
				CHECK TOTAL FOR FUND 207			28,650.95
				TOTAL FOR FUND 207			123,897.89

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/11/2013	MIF	00000036983*	ARBOR SPRINGS WATER CO INC	SUPPLIES	727	301	11.50
12/11/2013	MIF	00000036993	EMERGENCY VEHICLES PLUS	REPAIRS & MAINTENANCE	930	333	103.94
				REPAIRS & MAINTENANCE	930	333	446.93
				REPAIRS & MAINTENANCE	930	333	446.93
				REPAIRS & MAINTENANCE	930	333	8.91
				REPAIRS & MAINTENANCE	930	333	147.43
				REPAIRS & MAINTENANCE	930	333	147.43
				REPAIRS & MAINTENANCE	930	333	147.43
				REPAIRS & MAINTENANCE	930	333	446.93
				REPAIRS & MAINTENANCE	930	333	446.93
				REPAIRS & MAINTENANCE	930	333	171.84
				CHECK TOTAL FOR FUND 216			2,514.70
12/11/2013	MIF	00000037002	ONE SOURCE JANITORIAL SUPPLY, LLC	SUPPLIES	727	301	387.87
12/11/2013	MIF	00000037008	TIME EMERGENCY EQUIPMENT LLC	UNIFORMS/GEAR & ALLOWANCE	741	301	1,299.99
12/11/2013	MIF	00000037011	AMERIGAS	UTILITIES	920	301	2,431.24
12/11/2013	MIF	00000037014	EMERGENCY VEHICLES PLUS	REPAIRS & MAINTENANCE	930	333	438.02
12/11/2013	MIF	00000037016*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	80.58
12/18/2013	MIF	00000037017*	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	265	724.80
12/18/2013	MIF	A0000000261*	PAYROLL	SALARIES	701	226	2,961.54
				SALARIES	702	226	4,872.00
				ADMINISTRATIVE ASSISTANT	705	226	72.54
				SALARIES-PART TIME	708	226	1,780.43
				TRAINING WAGES	958	226	948.00
				SOCIAL SECURITY	715	226	813.54
				PENSION	718	226	296.14
				CHECK TOTAL FOR FUND 216			11,744.19
12/20/2013	MIF	00000037019	ACCUMED BILLING, INC.	CONTRACTUAL SERVICES	818	301	103.15
12/20/2013	MIF	00000037021*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	1,941.86
12/20/2013	MIF	00000037027	CHRIS BISHOP	SUPPLIES	727	301	33.20
12/20/2013	MIF	00000037031	DOUGLASS SAFETY SYSTEMS LLC	UNIFORMS/GEAR & ALLOWANCE	741	301	200.56
12/20/2013	MIF	00000037032	EMERGENT HEALTH PARTNERS	DISPATCH SERVICES	820	301	882.07
12/20/2013	MIF	00000037038	MICHIGAN STATE FIREMEN'S ASSOC.	MEMBERSHIP DUES	807	301	120.68
12/20/2013	MIF	00000037040	OVERHEAD DOOR CO. WHITMORE LAKE	REPAIRS & MAINTENANCE	930	301	80.00
12/20/2013	MIF	00000037043	SCOTT CONKLIN	REPAIRS & MAINTENANCE	930	333	11.89
12/20/2013	MIF	00000037045*	VERIZON WIRELESS MESSAGING SVC	COMMUNICATION	850	301	143.39
12/20/2013	MIF	00000037048*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	66.57
				CHARGEBACKS - PRIOR TAX YEARS	938	301	13.66
				CHARGEBACKS - PRIOR TAX YEARS	938	301	14,073.61

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
				CHARGEBACKS - PRIOR TAX YEARS	938	301	3,302.40
				CHECK TOTAL FOR FUND 216			17,456.24
12/20/2013	MIF	00000037050*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	159.25
12/20/2013	MIF	00000037053*	WEX BANK	FUEL & MILEAGE	860	333	808.97
12/20/2013	MIF	00000037054	WILLIAM WAGNER	SUPPLIES	727	301	21.30
01/03/2014	MIF	00000037058*	AT&T	COMMUNICATION	850	301	101.51
				COMMUNICATION	850	301	169.61
				CHECK TOTAL FOR FUND 216			271.12
01/03/2014	MIF	00000037060*	AT&T LONG DISTANCE	COMMUNICATION	850	301	21.81
01/03/2014	MIF	00000037061*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	301	73.13
01/03/2014	MIF	00000037062	BRIGHTON FORD INC	REPAIRS & MAINTENANCE	930	333	107.36
01/03/2014	MIF	00000037064	CARQUEST OF WHITMORE LAKE	REPAIRS & MAINTENANCE	930	333	21.68
				REPAIRS & MAINTENANCE	930	333	118.50
				REPAIRS & MAINTENANCE	930	333	308.26
				CHECK TOTAL FOR FUND 216			448.44
01/03/2014	MIF	00000037070*	DIRTSQUIRT, LLC	REPAIRS & MAINTENANCE	930	333	40.00
01/03/2014	MIF	00000037071	DTE	UTILITIES	920	301	99.46
01/03/2014	MIF	00000037076*	HEWLETT-PACKARD FINANCIAL SRV. CO.	COMPUTER	972	900	58.63
01/03/2014	MIF	00000037083	OCCUPATIONAL HEALTH CENTERS OF MI	MEDICAL TESTING	730	226	85.00
01/03/2014	MIF	00000037085*	PNC BANK	TRAINING & DEVELOPMENT	957	226	230.00
				UTILITIES	920	301	299.50
				CHECK TOTAL FOR FUND 216			529.50
01/08/2014	MIF	00000037094*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	80.58
01/08/2014	MIF	00000037097*	INTEGRYS ENERGY SERVICES, INC.	UTILITIES	920	301	80.77
01/08/2014	MIF	A0000000262*	PAYROLL	SALARIES	701	226	2,961.54
				SALARIES	702	226	5,201.00
				ADMINISTRATIVE ASSISTANT	705	226	221.65
				SALARIES-PART TIME	708	226	2,721.60
				TRAINING WAGES	958	226	888.00
				SOCIAL SECURITY	715	226	917.52
				PENSION	718	226	296.14
				CHECK TOTAL FOR FUND 216			13,207.45
				TOTAL FOR FUND 216			56,698.70

01/03/2014  
02:57 pm

DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
FUND: 230 DONATION FUND

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
01/03/2014	MIF	00000037090	WASTE MANAGEMENT OF MI	DONATIONS - EVENTS/COMMUNITY P	904	301	91.20
				TOTAL FOR FUND 230			91.20

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/11/2013	MIF	00000037012	BRANDON ZIRKLE	INSPECTOR EXPENSES	725	301	76.80
12/11/2013	MIF	00000037013	DINO BONA	INSPECTOR EXPENSES	725	301	323.75
12/20/2013	MIF	00000037042*	PITTSFIELD TOWNSHIP	INSPECTOR EXPENSES	725	261	1,827.50
01/03/2014	MIF	00000037058*	AT&T	COMMUNICATION	850	301	49.71
01/03/2014	MIF	00000037069	DINO BONA	INSPECTOR EXPENSES	725	301	236.15
				TOTAL FOR FUND 287			2,513.91

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/11/2013	MIF	00000037009	TRI-COUNTY CLEANING SUPPLY CO	SUPPLIES	727	301	315.06
12/18/2013	MIF	00000037017*	J & M LANDSCAPING	GROUNDS/CLEANG/JANITORL SERVIC	816	301	2,416.00
12/20/2013	MIF	00000037020	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	301	10.00
12/20/2013	MIF	00000037026	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	106.98
12/20/2013	MIF	00000037039	OTIS ELEVATOR	CONTRACTUAL SERVICES	818	301	3,590.01
12/20/2013	MIF	00000037046	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	16.97
12/20/2013	MIF	00000037048*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	31.32
				CHARGEBACKS - PRIOR TAX YEARS	938	301	6.80
				CHARGEBACKS - PRIOR TAX YEARS	938	301	7,539.28
				CHECK TOTAL FOR FUND 370			7,577.40
12/20/2013	MIF	00000037050*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	70.32
12/20/2013	MIF	00000037051	WEBB CONTRACTORS	REPAIRS & MAINTENANCE	930	301	836.33
01/03/2014	MIF	00000037056	ALLIANCE WINDOW CLEANING	REPAIRS & MAINTENANCE	930	301	30.00
01/03/2014	MIF	00000037065	CHARTER COMMUNICATIONS	COMMUNICATION	850	301	213.96
01/03/2014	MIF	00000037066*	CONSUMERS ENERGY	UTILITIES	920	301	2,424.56
01/03/2014	MIF	00000037072*	DTE ENERGY	UTILITIES	920	301	1,555.54
01/08/2014	MIF	00000037097*	INTEGRYS ENERGY SERVICES, INC.	UTILITIES	920	301	2,013.22
				TOTAL FOR FUND 370			21,176.35

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/11/2013	MIF	00000036983*	ARBOR SPRINGS WATER CO INC	REPAIRS & MAINTENANCE	930	301	28.75
12/11/2013	MIF	00000036987*	CARQUEST AUTO PARTS	REPAIRS & MAINTENANCE	930	301	9.49
12/11/2013	MIF	00000036996	HACH COMPANY	OPERATING SUPPLIES	740	301	150.86
12/11/2013	MIF	00000037000	NCL OF WISCONSIN, INC.	OPERATING SUPPLIES	740	301	814.43
12/11/2013	MIF	00000037004	RED WING SHOE STORE	UNIFORMS/GEAR & ALLOWANCE	741	301	59.49
12/11/2013	MIF	00000037007*	TETRA TECH INC	ENGINEER	806	270	1,703.44
12/11/2013	MIF	00000037015	GLACIAL ENERGY	UTILITIES	920	301	33.44
12/11/2013	MIF	00000037016*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	302.20
12/18/2013	MIF	A0000000261*	PAYROLL	SALARIES	701	226	2,328.76
				SALARIES	702	226	10,101.32
				SOCIAL SECURITY	715	226	950.90
				PENSION	718	226	879.78
				CHECK TOTAL FOR FUND 571			14,260.76
12/20/2013	MIF	00000037021*	BLUE CROSS BLUE SHIELD OF MICHIGAN	HOSPITALIZATION	716	226	8,304.42
12/20/2013	MIF	00000037022	BRIGHTON CLEANING SUPPLIES	REPAIRS & MAINTENANCE	930	301	142.00
12/20/2013	MIF	00000037025	CARQUEST AUTO PARTS	REPAIRS & MAINTENANCE	930	301	5.37
				REPAIRS & MAINTENANCE	930	301	8.82
				REPAIRS & MAINTENANCE	930	333	3.66
				CHECK TOTAL FOR FUND 571			17.85
12/20/2013	MIF	00000037028	CITY ELECTRIC SUPPLY- MI	REPAIRS & MAINTENANCE	930	301	452.94
12/20/2013	MIF	00000037030	DE LAGE LANDEN FINANCIAL SERVICES	RENTAL EQUIPMENT	940	301	69.00
12/20/2013	MIF	00000037033	GRAINGER	REPAIRS & MAINTENANCE	930	301	319.96
12/20/2013	MIF	00000037034	HACH COMPANY	REPAIRS & MAINTENANCE	930	301	310.47
12/20/2013	MIF	00000037041	PETE BLACK PLUMBING	REPAIRS & MAINTENANCE	930	301	2,070.00
12/21/2013	MIF	00000037055	NORTHFIELD ESTATES	DUE TO OTHERS	214	000	78.71
01/03/2014	MIF	00000037060*	AT&T LONG DISTANCE	COMMUNICATION	850	301	24.48
01/03/2014	MIF	00000037061*	AUTOMATED RESOURCE MGT INC	SUPPLIES	727	301	14.22
01/03/2014	MIF	00000037063	BRUCE SPENCER	Sewer	214	000	7.16
01/03/2014	MIF	00000037066*	CONSUMERS ENERGY	UTILITIES	920	301	16.03
				UTILITIES	920	301	11.65
				UTILITIES	920	301	1,741.78
				UTILITIES	920	301	315.41
				UTILITIES	920	301	48.98
				CHECK TOTAL FOR FUND 571			2,133.85

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
01/03/2014	MIF	00000037072*	DTE ENERGY	UTILITIES	920	301	20.77
				UTILITIES	920	301	17.52
				UTILITIES	920	301	10.09
				UTILITIES	920	301	32.94
				UTILITIES	920	301	460.26
				UTILITIES	920	301	54.29
				UTILITIES	920	301	158.27
				UTILITIES	920	301	11.40
				UTILITIES	920	301	80.58
				UTILITIES	920	301	20.07
				UTILITIES	920	301	17.77
				UTILITIES	920	301	25.82
				UTILITIES	920	301	32.43
				UTILITIES	920	301	51.19
				UTILITIES	920	301	(9.26)
				UTILITIES	920	301	24.34
				UTILITIES	920	301	26.01
				CHECK TOTAL FOR FUND 571			1,034.49
01/03/2014	MIF	00000037075*	DTE ENERGY	UTILITIES	920	301	1,727.10
01/03/2014	MIF	00000037078*	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	727	301	44.94
01/03/2014	MIF	00000037080*	MLIVE MEDIA GROUP	PRINTING & PUBLICATIONS	900	301	24.20
01/03/2014	MIF	00000037085*	PNC BANK	REPAIRS & MAINTENANCE	930	333	10.30
01/03/2014	MIF	00000037086	QUILL CORP	SUPPLIES	727	301	16.46
				SUPPLIES	727	301	17.24
				CHECK TOTAL FOR FUND 571			33.70
01/03/2014	MIF	00000037088	UTILITIES INSTRUMENTATION SR.	REPAIRS & MAINTENANCE	930	301	423.50
01/03/2014	MIF	00000037089	WARD'S DO IT CENTER	REPAIRS & MAINTENANCE	930	301	129.19
01/08/2014	MIF	00000037093	AT&T	COMMUNICATION	850	301	385.67
01/08/2014	MIF	00000037094*	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE/DISB. INSURANCE	717	226	302.20
01/08/2014	MIF	00000037095	SPRINT/NEXTEL COMMUNICATIONS	COMMUNICATION	850	301	180.24
01/08/2014	MIF	00000037097*	INTEGRYS ENERGY SERVICES, INC.	UTILITIES	920	301	4,415.05
01/08/2014	MIF	A0000000262*	PAYROLL	SALARIES	701	226	2,328.76
				SALARIES	702	226	6,889.59
				SOCIAL SECURITY	715	226	705.20
				PENSION	718	226	879.78
				CHECK TOTAL FOR FUND 571			10,803.33
				TOTAL FOR FUND 571			50,821.83

02:57 pm

DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
FUND: 883 DISTRICT #3 HORSESHOE LAKE

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
01/03/2014	MIF	00000037066*	CONSUMERS ENERGY	UTILITIES	920	301	19.37
				UTILITIES	920	301	20.05
				UTILITIES	920	301	19.37
				CHECK TOTAL FOR FUND 883			58.79
				TOTAL FOR FUND 883			58.79

01/08/2014  
02:57 pm

DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
FUND: 955 FIRE TRUCK BOND MILLAGE

Check Date from 12/10/2013 to 01/14/2014 Bank Code: MIF

Date	Bank	Check	Payee	Description	Acct	Dept	AMT
12/20/2013	MIF	00000037048*	WASHTENAW COUNTY TREASURER	CHARGEBACKS - PRIOR TAX YEARS	938	301	1,879.96
				TOTAL FOR FUND 955			1,879.96
				GRAND TOTAL			524,578.79

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



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

## Northfield Township Public Safety

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



Timothy Greene  
Lieutenant  
Police Operations

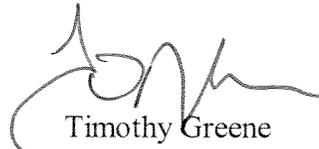
### MONTHLY REPORT DECEMBER 2013

**TO:** The Northfield Township Board of Trustees  
**FROM:** Timothy Greene, Lieutenant  
**RE:** Monthly Operations Review  
**DATE:** Township Board Meeting of January 14, 2014

#### GENERAL ENFORCEMENT STATISTICS

The Northfield Township Police Department responded to 400 complaints during the Month of December 2013, and handled 5 mutual aid responses inside the township and 6 outside the township. Of the total complaints answered, 56 % of them were in the hamlet area and 44 % were handled throughout the rest of the Township. The average response time on calls for service is 7.65 minutes. Officers generated a total of 15 arrests. An itemized listing of monthly activities is attached.

I recommend that the Northfield Township Board of Trustees approve the appointment of Ryan Jay Berkey for the position of Northfield Township Police Reserve Officer.



Timothy Greene  
Lieutenant

Attachments:

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

Offense Code	Description	Incident Count
1172	CSC 3rd Degree -Penetration Penis/Vagina	3
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	2
1380	Telephone Used for Harassment, Threats	2
2202	B&E - Burglary - Forced Entry - Residence - Home Invasion	1
2203	B&E - Burglary - Forced Entry - Non-Residence	1
2204	B&E - Burglary - No Forced Entry - Residence- Home Invasion	1
2299	Burglary -Other Forced Entry	1
2305	Larceny - Personal Property from Vehicle - LFA	1
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	2
2310	Larceny - From Mails	1
2379	Larceny of Gasoline, Self-Service Station	1
2399	Larceny (Other)	1
2404	Vehicle Theft UDAA (reported by your jurisdiction)	1
2501	Forgery of Checks	1
2605	Fraud - Illegal Use of Credit Card	1
2902	Damage to Property - Private Property - MDOP	1
3073	Retail Fraud Theft 1st Degree	1
7070	Runaway	1
8013	Accident, Failed to Report	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	2
C2821	Recovered Runaway Juvenile	1
C2931	DWLS OPS License Suspended / Revoked	1
C2933	Vehicle Registration - Improper / Expired	3
C2934	Vehicle Insurance - None / Expired	1
C2999	All Other Traffic Offenses	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	5
C3040	Felony Arrest Warrant - Other Jurisdiction	2
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	2
C3101	Acc, Single Motor Vehicle	4
C3145	Property Damage Traffic Crash PDA	23
C3148	Motor Vehicle - Animal Traffic Crash	1
C3155	Personal Injury Traffic Crash PIA	1
C3165	Fatal Traffic Crash	1
C3175	Private Property H&R Traffic Crash	2
C3250	Mental	1
C3299	Welfare Check	4
C3310	Family Trouble	6
C3312	Neighborhood Trouble	3
C3318	Found Property	2
C3324	Suspicious Circumstances	9
C3326	Suspicious Vehicles	6
C3328	Suspicious Persons	8
C3329	Intelligence Information	1
C3330	Assist Other Law Enforcement Agency	4
C3331	Assist Medical	13

**CLEAR-1018 Verified Offense By Date**

**Agency: NR**

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

Offense Code	Description	Incident Count
C3332	Assist Fire Department	7
C3333	Assist Motorist	6
C3334	Assist Other Govt Agency	2
C3336	Assist Citizen	23
C3337	Assist Citizen - Vehicle Lockout	3
C3351	Civil - Landlord / Tenant	1
C3355	Civil Matter - Other	10
C3360	Discharge of Weapon by Officer	1
C3702	Traffic Complaint / Road Hazard	6
C3704	Traffic Complaint / Abandoned Auto	1
C3707	Vehicle Release	3
C3708	Traffic Complaint / Private Impound	1
C3710	Traffic Complaint / Vehicle off roadway - CID	2
C3804	Animal Complaint	3
C3902	Burglary Alarm	1
C4041	Speeding Citation	11
C4044	Follow to Close Citation	1
C4046	Disobey Stop Sign Citation	1
C4047	Disobey Traffic Signal Citation	1
C4126	Seat Belt Law - Driver	1
C4222	Parking - Aband Motor Vehicle	1
C4313	Veh Reg Impr/Expired Citation	1
C4316	Fail to Change Address-Ops	1
L3501	911 Hang Up - NR	1
L3502	Follow Up - NR	2
L3503	Opened in Error - NR	3
L3504	PBT Station - NR	25
L3506	Shots Fired - NR	5
L3507	Fingerprints - NR	5
L3508	Ticket Sign Off - NR	3
L3510	Loud Music - NR	1
L3518	Vehicle Repossession - NR	1
L3526	False Alarm - NR	18
L3532	Range Firearms - NR	2
L3535	GUN Permit, Applications, CCW Permits - NR	20
L3538	Property/Vacation Check - NR	2
L3542	BOL - NR	10
L3546	Trespass Notice Served - NR	1
L3547	Subpoena Service - NR	6
L3551	Sex Offender Registration/Verification - NR	1
L3552	Traffic Stop - NR	30
L3568	Local Records Check - NR	3
L3569	Assist Other Police Agency - Inside Northfield - NR	5
L3570	Assist Other Police Agency - Outside Northfield - NR	6
L3571	Disorderly Person - NR	1

**CLEAR-1018 Verified Offense By Date**

**Agency: NR**

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

Offense Code	Description	Incident Count
L3597	Non Terminal - NR	27
L4598	Information - NR	1
L6501	Property Check/Directed Patrol/Vac Watch - NR	2
	Sum:	400

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

Agency: Northfield Township Police  
ORI: MI8196400

<u>Classification</u>	<u>Dec/2012</u>	<u>Dec/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	0	-
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	3	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	-
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	6	2	-66.7%
13002 AGGRAVATED/FELONIOUS ASSAULT	2	0	-100.0%
13003 INTIMIDATION/STALKING	0	2	-
20000 ARSON	0	0	-
21000 EXTORTION	0	0	-
22001 BURGLARY -FORCED ENTRY	2	3	50.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	1	-
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSES/NATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	1	2	100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	0	1	-
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
23007 LARCENY -OTHER	0	3	-
24001 MOTOR VEHICLE THEFT	1	1	0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	1	-
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	0	-
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	-
26003 FRAUD -IMPERSONATION	1	0	-100.0%
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
27000 EMBEZZLEMENT	0	0	-
28000 STOLEN PROPERTY	0	0	-
29000 DAMAGE TO PROPERTY	6	1	-83.3%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	2	1	-50.0%

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

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

Agency: Northfield Township Police  
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<u>Classification</u>	<u>Dec/2012</u>	<u>Dec/2013</u>	<u>%Change</u>
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	3	2	-33.3%
35002 NARCOTIC EQUIPMENT VIOLATIONS	1	0	-100.0%
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	0	1	-
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	-
52003 WEAPONS OFFENSE -OTHER	0	0	-
<b>Total for Group A</b>	<b>25</b>	<b>25</b>	<b>0%</b>
01000 SOVEREIGNTY	0	0	-
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	0	-
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	0	-
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	2	1	-50.0%
42000 DRUNKENNESS	0	0	-
48000 OBSTRUCTING POLICE	0	0	-
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	1	-
53001 DISORDERLY CONDUCT	1	0	-100.0%
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	2	2	0%
55000 HEALTH AND SAFETY	0	0	-
56000 CIVIL RIGHTS	0	0	-

Agency: Northfield Township  
ORI: MI8196400

Oakland County CLEMIS  
REPORT EXCLUDES UCR STATUS OF UNF

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

Agency: Northfield Township Police  
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Classification	Dec/2012	Dec/2013	%Change
57001 TRESPASS	1	0	-100.0%
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	1	0	-100.0%
63000 VAGRANCY	0	0	-
70000 JUVENILE RUNAWAY	0	1	-
73000 MISCELLANEOUS CRIMINAL OFFENSE	2	0	-100.0%
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>10</b>	<b>6</b>	<b>-40.0%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	3	1	-66.7%
2900 TRAFFIC OFFENSES	10	8	-20.0%
3000 WARRANTS	13	12	-7.7%
3100 TRAFFIC CRASHES	20	32	60.0%
3200 SICK / INJURY COMPLAINT	4	5	25.0%
3300 MISCELLANEOUS COMPLAINTS	100	105	5.0%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	244	178	-27.0%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	27	13	-51.9%
3800 ANIMAL COMPLAINTS	3	3	0%
3900 ALARMS	0	1	-
<b>Total for Group C</b>	<b>424</b>	<b>358</b>	<b>-15.6%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	19	14	-26.3%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	8	1	-87.5%
4200 PARKING CITATIONS	0	1	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	1	2	100.0%
4400 WATERCRAFT CITATIONS	0	0	-
4500 MISCELLANEOUS A THROUGH UUUU	2	1	-50.0%
4600 LIQUOR CITATIONS / SUMMONS	0	0	-
4700 COMMERCIAL VEHICLE CITATIONS	0	0	-
4800 LOCAL ORDINANCE WARNINGS	0	0	-
4900 TRAFFIC WARNINGS	0	0	-
<b>Total for Group D</b>	<b>30</b>	<b>19</b>	<b>-36.7%</b>
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
<b>Total for Group E</b>	<b>0</b>	<b>0</b>	<b>-</b>
6000 MISCELLANEOUS ACTIVITIES (6000)	1	0	-100.0%

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<u>Classification</u>	<u>Dec/2012</u>	<u>Dec/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	3	2	-33.3%
6600 COURT / WARRANT ACTIVITIES	0	0	-
6700 INVESTIGATIVE ACTIVITIES	0	0	-
<b>Total for Group F</b>	<b>4</b>	<b>2</b>	<b>-50.0%</b>
<b>Total for All Groups</b>	<b>493</b>	<b>410</b>	<b>-16.8%</b>

## MONTHLY REPORT for DECEMBER 2013

### EVENTS OF SIGNIFICANCE

#### **BREAKING & ENTERING**

On December 04, 2013, officers responded to a Home Invasion on Joy Rd where the house had not yet been cleared. The front door was kicked in and the homeowner was waiting for officers in a vehicle in the driveway. Officers searched the residence, locating no one. Taken were electronic devices. A neighbor reported having seen a newer white SUV in the driveway of the home approximately three hours before the arrival of the homeowner. The case is currently under investigation.

#### **CRIMINAL SEXUAL CONDUCT**

On December 04, 2013, officers responded to a Criminal Sexual Conduct report. According to the 14 year old female victim, she had been at a friend's house overnight when she snuck out and went to the home of a 16 year old male acquaintance, who lived nearby. She said that when she arrived, the male gave her alcohol, and they began kissing. The male ultimately performed oral sex on the female, but she refused sexual intercourse. This case was reported during the investigation of another CSC involving the same female and a different male subject, who is 21. The 21 year old male had sexual intercourse with this female victim and another 13 year old victim. Charges for this case are pending at the prosecutor's office. The prosecutor authorized charges on the related CSC, which was detailed in the November Significant Events report.

#### **FATAL CRASH**

On December 22, 2013, officers responded to an injury crash on Seven Mile near Rushton Rd. According to dispatch, the driver was unresponsive and unconscious – airbags had been deployed. It was extremely foggy and visibility was poor. Officers arrived on scene simultaneous to HVA and located the vehicle in the tree line of the ditch. Paramedics pronounced the subject to be deceased. The Medical Examiner and Accident Investigator were called to the scene. The case remains open pending the ME's report.

#### **OPERATE WHILE INTOXICATED**

On December 27, 2013, Northfield officers were running radar on Main Street when a northbound vehicle passed their location at 45mph in a 25mph zone. The vehicle continued on to run the red light as it entered NB US-23. Officers began pursuit of the vehicle and were able to stop it at the M-36 exit ramp. Officers immediately noted that the subject appeared to be intoxicated and could smell intoxicants coming from the subject. The subject admitted to drinking and handed officers his ID and Concealed Pistol License. Officers then asked the subject if there was a firearm in the car and the subject advised there was one under the passenger seat. The subject was taken into custody and a loaded encased handgun was located under the seat. Officers administered field sobriety tasks on the subject and a PBT showed .154 BAC. He was then placed under arrest for OWI. He was also issued a citation for speed, disobeying a traffic control device and a CPL violation.

#### **LARCENY FROM AUTO / POSSESSION OF COCAINE & MARIJUANA: FIVE MILE ROAD**

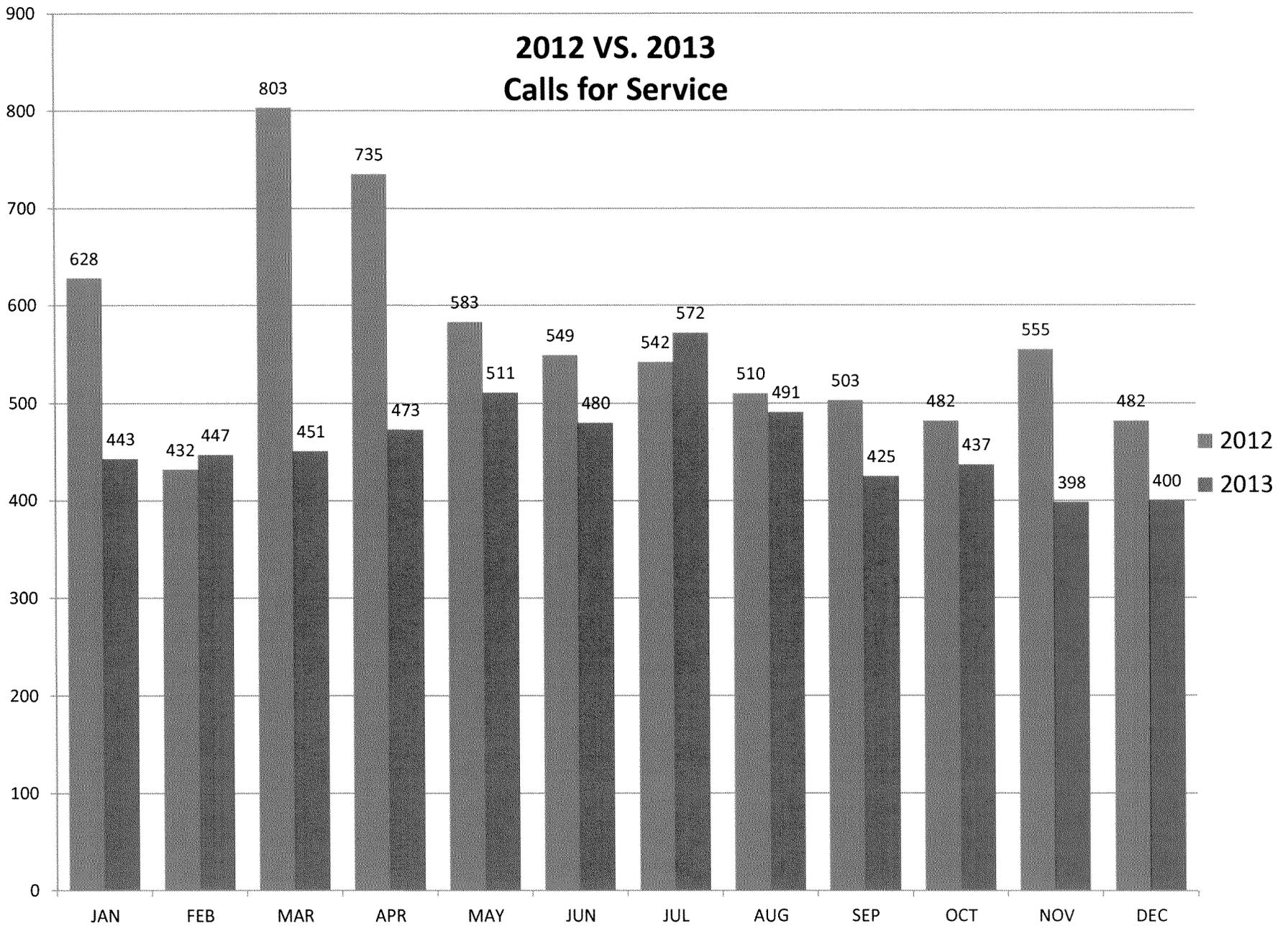
On December 28, 2013, a Northfield officer was on patrol with a civilian ride-along monitoring the area of the Park & Ride on Five Mile Rd when they noticed a suspicious vehicle parked in the lot. They had checked the lot previously and noticed that there was now an additional vehicle in the lot and one of the vehicles (a minivan which was parked there previously) now had its interior light on. The officer could see a male subject standing near the door of the minivan and he appeared to be throwing items out of the van. The officer entered the lot and observed that one of the other vehicles, which had been parked there earlier, now had a broken window. Numerous items strewn about the ground near the subject and broken glass from the window. The officer drew his weapon, approached the subject – giving him verbal commands to get on the ground – and called for backup. While waiting for backup to arrive, the subject made statements admitting to breaking into the vehicles in the lot. A backup officer arrived on scene and the subject was taken into custody without incident. The subject had stolen property both on his person and in his vehicle. Suspected cocaine and marijuana were also found in the subject's vehicle. A total of three vehicles were broken into and charges were authorized by the prosecutor's office for 3 counts of Larceny from Auto and Possession of Cocaine. Lab results are pending in reference to the marijuana.

## **MONTHLY TRAINING FOR DECEMBER 2013**

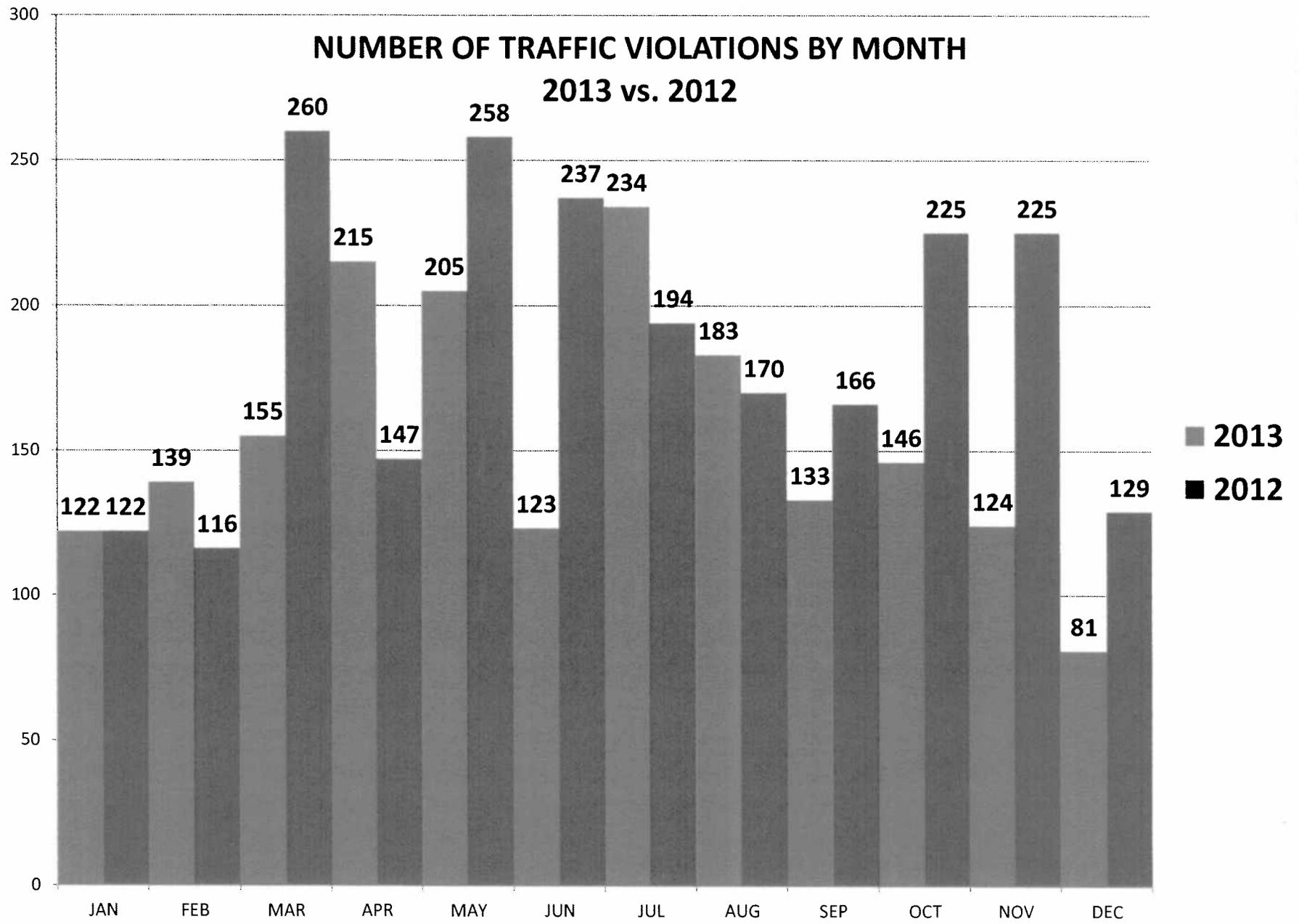
### **FORMAL TRAINING**

No training to report for the month of December

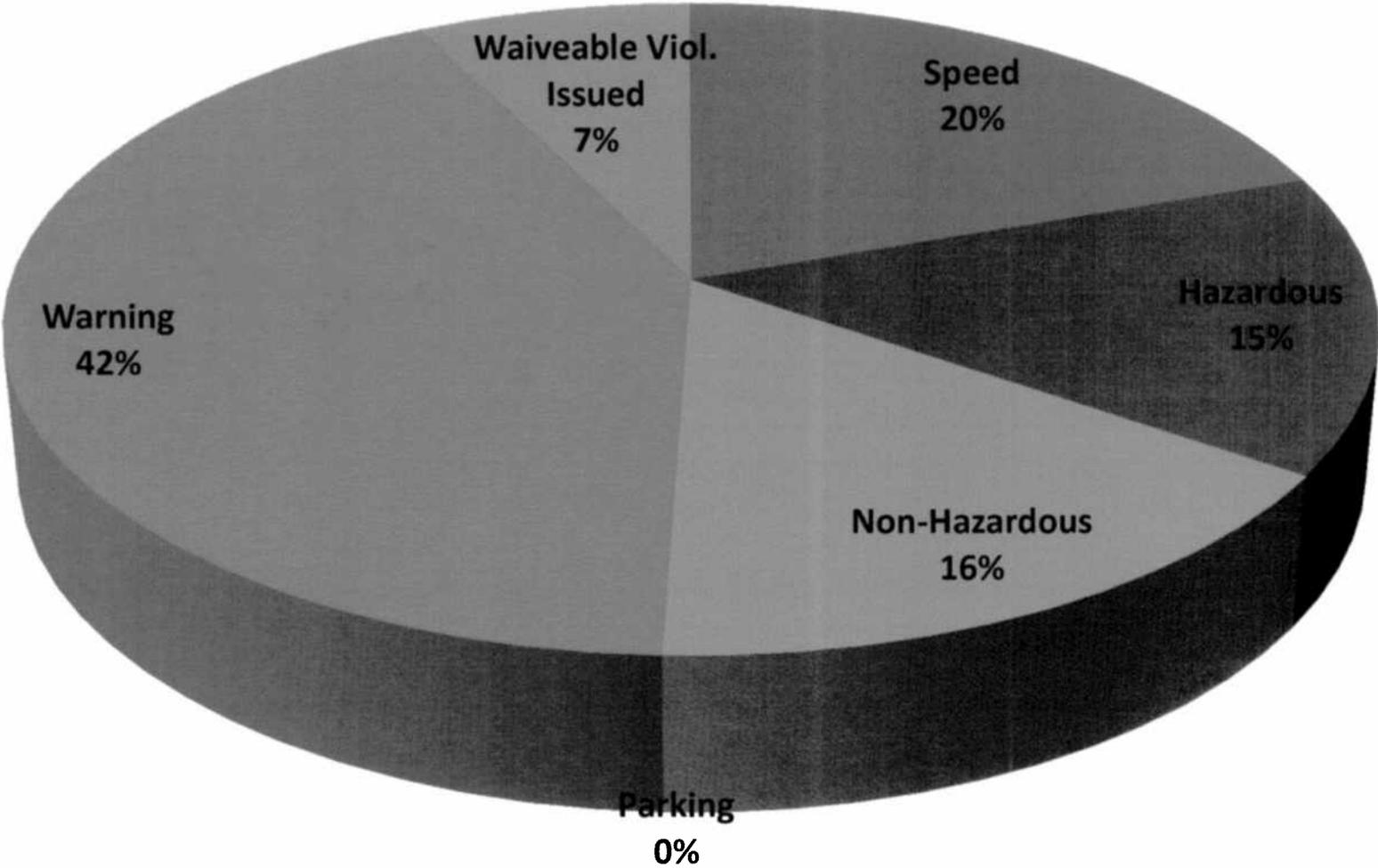
## 2012 VS. 2013 Calls for Service



# NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2013 vs. 2012



**TRAFFIC VIOLATIONS ISSUED BY TYPE**  
**December 2013**



## TRAFFIC VIOLATIONS SUMMARY

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

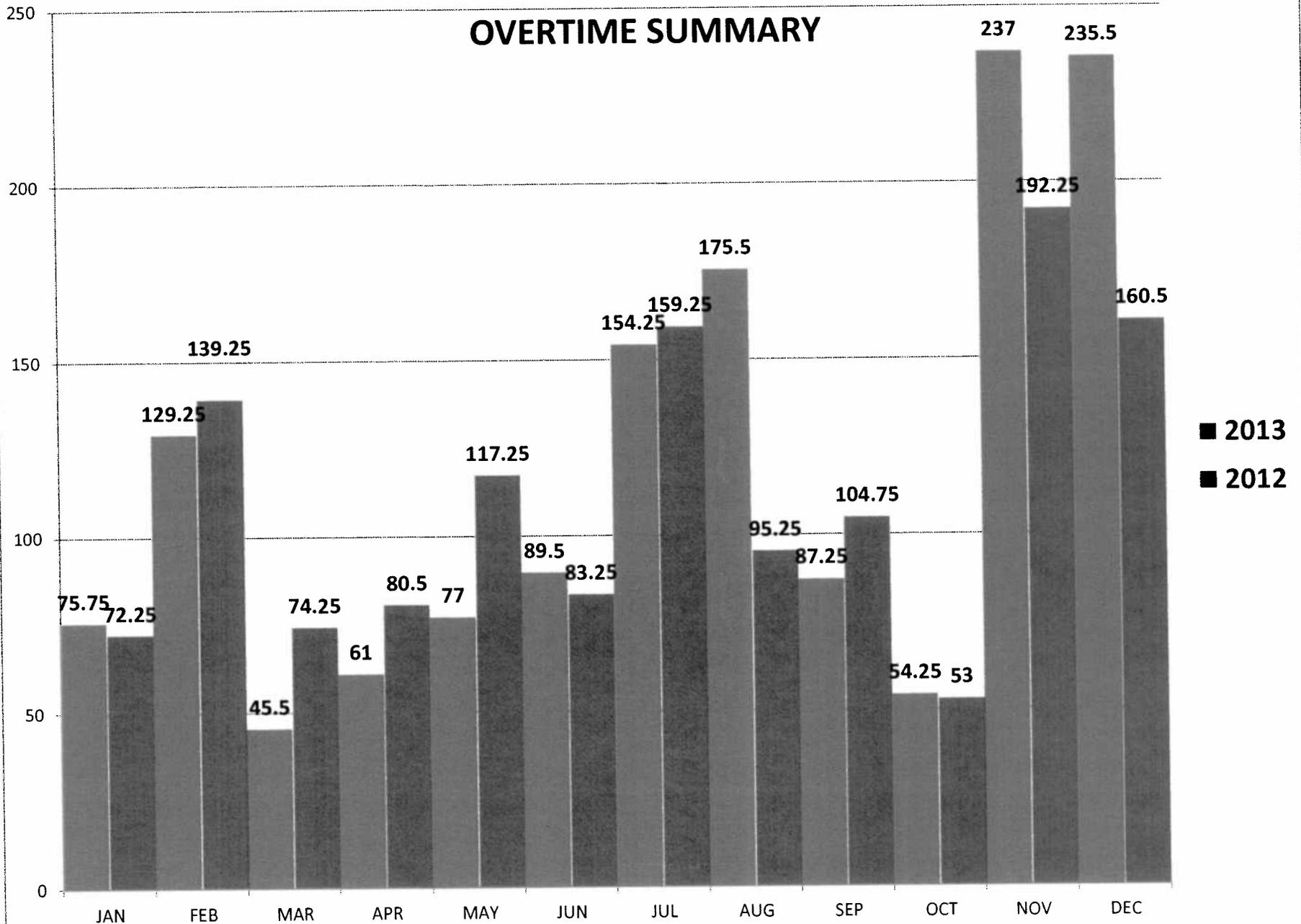
2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Speed	25	25	27	62	74	30	47	51	19	39	43	16	458
Hazardous	10	8	8	12	7	9	21	16	5	15	2	12	125
Non-Hazardous	8	14	15	22	26	16	40	16	12	26	13	13	221
Parking	0	1	0	1	1	0	0	0	0	0	0	0	3
Warning	69	70	86	103	79	54	106	81	87	49	55	34	873
Waiveable Viol. Issued	10	21	19	15	18	14	20	19	10	17	11	6	180
<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>124</b>	<b>81</b>	<b>1860</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	52	14	519
Hazardous	18	6	9	14	26	18	18	15	6	15	15	11	171
Non-Hazardous	14	12	22	24	43	22	24	18	7	14	14	13	227
Parking	0	0	0	3	0	0	0	1	1	0	0	0	5
Warning	59	60	121	23	110	109	72	91	89	104	104	73	1015
Waiveable	13	15	43	30	30	25	25	10	23	40	40	18	312
<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>225</b>	<b>129</b>	<b>2249</b>

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

# 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	28.25	18	234.25
Complaint Investigation	1.75	5.5	8.5	1	7	2.5	4.75	5.5	0.5	5.75	4.5	12.5	59.75
Report Writing	0	0.75	1	0	0	3	0	1.5	0	2	2	3	13.25
Training	8	1	0	0	0	0	19.5	9	13.5	0	0	0	51
Short Shift	6	48	0	29	36	22	29	124.5	26	12.75	42.25	42	417.5
Administrative	0	0	1	0	0	0	4	0	3	0	0	0	8
Special Detail	0	12	0	13	4	44.5	45	29	0	9.5	0	0	157
Holiday	48	44	26	0	0	0	43	0	0	0	160	160	481
<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>237</b>	<b>235.5</b>	<b>1421.75</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	237	235.5	1421.75
2012 - TOTAL	72.25	139.25	74.25	80.5	117.25	83.25	159.25	95.25	104.75	53	192.25	160.5	1331.75

## 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	0	32	390
Kelly	0	0	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	10.25	14.25	157
Vacation	0	44	0	84	36	112	99	232	88	0	92	70	857
Holiday	54	17	12.5	0	25	0	17	0	9	0	30	30	194.5
PTO	73	83.25	51	99.5	73	116.5	11	54.5	69.5	53	44.5	96.75	825.5
Other	0	0	0	0	0	0	0	0			12	196*	
<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>188.75</b>	<b>243</b>	<b>2424</b>

\* Workmans Comp

## 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	0	0	14
Patrol	22.5	8	25.5	62.75	32.5	36.75	24	45.5	13.75	41.25	17	23	352.5
Crime Prevention	0	0	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	0	2	115.33
Administrative	6	0	0	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>17</b>	<b>25</b>	<b>487.83</b>



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 December 2013

January 14, 2014

#### To The Northfield Township Board of Trustees:

The Northfield Township Fire Department responded to 60 requests for service in December 2013. This is an increase when compared to December 2012 when we responded to 49 calls. For the year 2013 we were within 5 calls of 2012.

Of the requests for service, 22 were motor vehicle accidents, 2 were pin in accidents, 7 were fire related calls, 22 were medical emergencies and there were 3 wires down calls. Of the fire related calls, 4 were structure fires, 1 was a vehicle fire and there were 2 gas leaks. There was also 1 public assist call.

Of the responses for the month 57% were in the Hamlet area of the Township, 38% 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 three times and received assistance three times.

The Average response time for the month of December was 6 minutes and 1 second.

This was one of the busiest months since I have been with Northfield Township. We had 2 major fires within the township and assisted on 2 others outside the township. The first fire in the township was a house fire of one of our fire fighters. This was an accidental fire and there were no injuries. The other fire was a pole barn fire on Christmas Eve. This fire was very long, cold (6 degrees) and dangerous due to the dangerous content of the building. We did have 2 burn injuries to fire fighters on this fire. There were also 2 fatal car crashes this month.

William Wagner  
Fire Chief

"We practice "CPR" daily - Courtesy Professionalism Respect"



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

### December 2013 Director of Public Safety Board Communication

- 1. Fire department training December:** Training for the month of December consisted of Incident command and Self-contained Breathing Apparatus training for the whole department. There was also pump and driving training for new hires.
- 2. Significant calls for December:** As mentioned in my statistical report, this has been one of the busiest months since I started in Northfield just over 6 years ago. We had 2 major structure fires within the Township and assisted other Departments on 2 other structure fires. The first of the 2 fires within the township consisted of a structure fire at one of our fire fighters houses. He had just moved into the house a couple months ago and was planning a wedding there in the spring. We did have a good stop on this fire and the majority of damage was heavy smoke damage. The fire was accidental and he does have insurance. The second fire was a pole barn fire on Christmas Eve. There were significant issues with this fire that have been relayed to the Building department. This was essentially a junk yard that is AR zoned area. We have had previous issues with this property at the Building department. The other problems with this fire were cold (6 degrees) and the fuel load. The owner repaired Volkswagen vehicles. Volkswagen vehicle are notorious for having Magnesium in their engines and transmissions. Magnesium his water reactive when it is on fire. There were many explosions during the suppression of this fire. We did have 2 burn injuries to fire fighters while putting this fire out. We also had 2 fatal car crashes last month. With all of this activity my payroll for the month was double the normal for the month.

3. **Apparatus Issues:** Because of the cold, busy month and aging fleet we did have a couple of apparatus failures. As of today unexpected repairs have been made and this is also challenging the repair budget for the year.
4. **Request to purchase Police and Fire Department boat:** Please see the memo attached about the possible purchase of a boat.
5. **School Interagency meeting:** We met again with Whitmore Lake School Administration in December. These quarterly meeting prove invaluable for both the School district as well as the Township Public Safety Departments.
6. **Woodland Correctional Facility:** I attended the quarterly meeting with the Woodland Correctional Facility. They have a new functioning siren for drills and escapes. They have utilized this siren for drills a couple times recently without notifying local agencies. On two occasions we have received calls from concerned residents. This siren sounds similar to the weather siren. We have requested they notify us when they are drilling. They agreed to do so.
7. **Tornado Siren:** We are still expecting installation of the new tornado siren early in the spring late March or early April. Hopefully before tornado weather gets here.
8. **Fire Fighter resignation:** Please accept the resignation with regret of Ryan Berkey from the fire department. We are losing Ryan from the Fire Department but requesting to hire him in the Police Department as a Reserve Officer.
9. **New hire:** In October the Board voted to hire 5 new fire fighters. One of those five fire fighters did not make it through the probationary period and is no longer with the department. If you have questions on the details please see Township Manager or me. This is potentially a personal sensitive issue.

# Memo

**To:** Board of Trustees  
**From:** William Wagner  
**CC:** Lt. Tim Greene, Deputy Chief Chris Bishop  
**Date:** January 14, 2014  
**Re:** Purchase of boat for Police and Fire Department

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Attached to the memo are 3 quotes for the purchase of a boat for the Police and Fire Departments.

As discussed at a previous Board meeting I was asked to obtain three quotes for the purchase of a boat. I discussed at that meeting that I was interested in requesting quotes from local vendors. Last summer I personally visited 2 businesses to request those quotes. Both businesses assured me they would quote this but I did not receive quotes from either. I was then forced to request bids from other companies that sell the boat we are looking for and they are attached.

As a reminder of the history this last summer we had another drowning on the lake that we were requested to respond to. This is the second drowning in the last few years. We responded and had to commandeer boats from private residents on the lake as well as Macs Marina. And while I certainly appreciate those that assisted us in the rescue and recovery efforts, I believe that with the lakes that we have in the Township we should have a boat not only for rescue but also for routine patrol. We have Marine trained personnel in the Police department.

We are requesting just the basic boat, and trailer we will be installing emergency lights (volunteers) and utilizing equipment that we already have to furnish the boat.

The Boat is a 1660 connector Boat.

Rescue One	Alabama	\$25,440
Tennessee Valley Marine		\$25,440
Milpro Marine	Grand Rapids	\$24,240

These prices include shipping.

I am requesting approval of up to **\$23,600** for the purchase of the boat and I will pick the boat up and bring it back from Alabama. As you can see on the Milpro bid the basic boat is \$22,900 and I think I can drive down pick it up for the price of gas and 1 night in a hotel in Alabama.

I am requesting this be split between the General Fund, Police and Fire and fund balances.



29639 Old Highway 20  
Madison, AL 35756

Phone: (256) 850-0555  
service@tvmarine.com  
www.tvmarine.com

Price Quotation - Valid until 2/5/14

12/5/2013

Chief William Wagner  
Northfield Township Fire Department  
8350 Main St  
Whitmore Lake, MI 48189

Quote: NTFDQ01

Product Name	Description	Qty
1000 Transport Trailer	Single Transport Trailer with spare	1
1660 Connector Boat	1660 Connector Boat with Navigation Lights, Bilge Pump, "TUFFLOOR" Liner, 2 SeaTool Boxes, and 4 FLOATropes	1
Command Console	Command Console with Mounted Seat, Steering, and Engine Controls	1
Dive/Rescue Platform	Anodized Aluminum Dive/Rescue Platform - Removeable/Stowable, 350lb Capacity	1
Light Bar Mount	Aluminum Light Bar Mount, 20lb capacity	1
Mercury 40hp 4 Stroke	40hp Mercury 4 Stroke EFI	1
Shipping	Freight charges	1

**Grand Total:** \$25,440.00

Notes:

Tax exemption assumed

Kind regards,

Mark Rizk  
General Manager  
Tennessee Valley Marine

MilPRO Marine LLC  
 5088 Boyd Ave NE  
 Grand Rapids, MI 49525

Phone/Fax: 616-363-5225  
 Cell: 616-308-1602

Bill Lamphiere

[blamphiere@milpromarine.com](mailto:blamphiere@milpromarine.com)  
[www.milpromarine.com](http://www.milpromarine.com)

**Quotation**

12/4/2013

\*\*\*\*\*

Bill to Northfield Township Fire Department  
 Address 8350 Main Street  
 Whitmore Lake, MI 48189

PO #  
 Ship Via Bill L  
 F.O.B.  
 Taxable No

Shipping  
 Address

Prices Valid  
 for 30 days

Phone # Bill Wagner 734-449-8166  
 Fax #  
 e-mail [wagnerw@twp.northfield.mi.us](mailto:wagnerw@twp.northfield.mi.us)

**QUANTITY**

**UNIT PRICE TOTAL PRICE**

1	Rescue One Connector Boat, 1660 Deluxe Package w/navigation lights, bilge pump, 2 sea tool boxes, 4 Float Ropes, 1000 Transport trailer w/ Spare & Carrier, 40 HP 4 Stroke Outboard Motor, Electric Start, Power Trim & Tilt, Light Bar Mount, Command Console with Mounted Seat, Steering Wheel & Engine Controls Diver Platform	\$22,900.00	\$22,900.00
1	Freight, Pick up from Manufacturer & delivery to customer	\$1,340.00	\$1,340.00
TOTAL			\$24,240.00



29639 Old Highway 20. • Madison, AL 35756 • (800) RESCUE1

Price Quotation - Valid for 60 days

12/5/2013

William Wagner  
Fire Chief  
Northfield Township Fire Department  
8350 Main St  
Whitmore Lake, MI 48189

Dear Chief Wagner,

Thank you for your interest in Rescue ONE Connector Boats. It was good talking with you and learning how our boats can meet your agency's needs. As promised, I have put together a quote covering the products and options that we discussed.

Product Name	Description	Qty
1000 Transport Trailer	Single Transport Trailer with spare	1
1660 Connector Boat	1660 Connector Boat with Navigation Lights, Bilge Pump, "TUFFLOOR" Liner, 2 SeaTool Boxes, and 4 FLOATropes	1
Command Console	Command Console with Mounted Seat, Steering, and Engine Controls	1
Dive/Rescue Platform	Anodized Aluminum Dive/Rescue Platform - Removeable/Stowable, 350lb Capacity	1
Light Bar Mount	Aluminum Light Bar Mount, 20lb capacity	1
Mercury 40hp 4 Stroke	40hp Mercury 4 Stroke EFI	1
Shipping	Freight charges	1

**Grand Total:**

**\$25,440.00**

Notes:

Tax exemption assumed  
All Prices F.O.B. Destination  
Specifications subject to change without notice

Let me know if you have any questions and when would be convenient for me to follow up with you. We appreciate the opportunity to serve you.

Sincerely,

Craig Edge  
VP, Operations  
Rescue ONE Connector Boats

*Professional Equipment for Emergency Professionals*

Chief Wagner,

January 8, 2014

As we've discussed previously, due to changes related to my full time employment at Domino's Pizza LLC leading the newly created Corporate Safety & Loss Prevention Team, there is no indication that my recent increased workload which includes an elevated amount of domestic travel, will soften. As such, I no longer have the flexibility of time (day to day) to effectively meet participation guidelines required to remain a firefighter with Northfield Township.

While I am grateful to have had the opportunity to serve our community as a member of the Northfield Township Fire Department since 2001, I find it necessary to resign my position as firefighter.

In addition, I respectfully request the support of you, members of the township board and members of both the Police and Fire Departments in my desire to continue serving our community in a transitioned role as a Reserve Police Officer with the Northfield Township Police Department. Per our previous conversations I believe due to my extensive background (Military Police, Criminal Justice degree; full time employment involving daily collaboration with various local, state & federal law enforcement agencies in pursuit of apprehending & prosecuting perpetrators of various violent and non-violent criminal activity, etc) would be a natural transition considering the current circumstance related to the changes in my full time employment as well provide the ongoing opportunity to serve the residents of Northfield Township.

I appreciate any consideration of our Township Board Members in support of this transition. I feel being a Reserve Police Officer would offer the opportunity to continue satisfying my rigid determination to serve and protect.

Respectfully,



Ryan Berkey

<b>December 2012 Daily Average Flow</b>	<b>.534MGD</b>
<b>December 2013 Daily Average Flow</b>	<b>.638MGD</b>
<b>Maximum December Daily Flow 2012</b>	<b>.629MGD</b>
<b>Maximum December Daily Flow 2013</b>	<b>.854MGD</b>
<b>Minimum December Daily Flow 2012</b>	<b>.379MGD</b>
<b>Minimum December Daily Flow 2013</b>	<b>.514MGD</b>
<b>6 – Month Average Flow</b>	<b>.648MGD</b>
<b>12 – Month Average Flow</b>	<b>.687MGD</b>
<b>Total Gallons Treated December 2012</b>	<b>16.542 MG</b>
<b>Total Gallons Treated December 2013</b>	<b>19.787MG</b>
<b>Rainfall (inches) December 2012</b>	<b>NA</b>
<b>Rainfall (inches) December 2013</b>	<b>NA</b>
<b>Connections / Tap-ins' to system</b>	<b>0</b>
<b>Miss Dig Stakings</b>	<b>4</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**

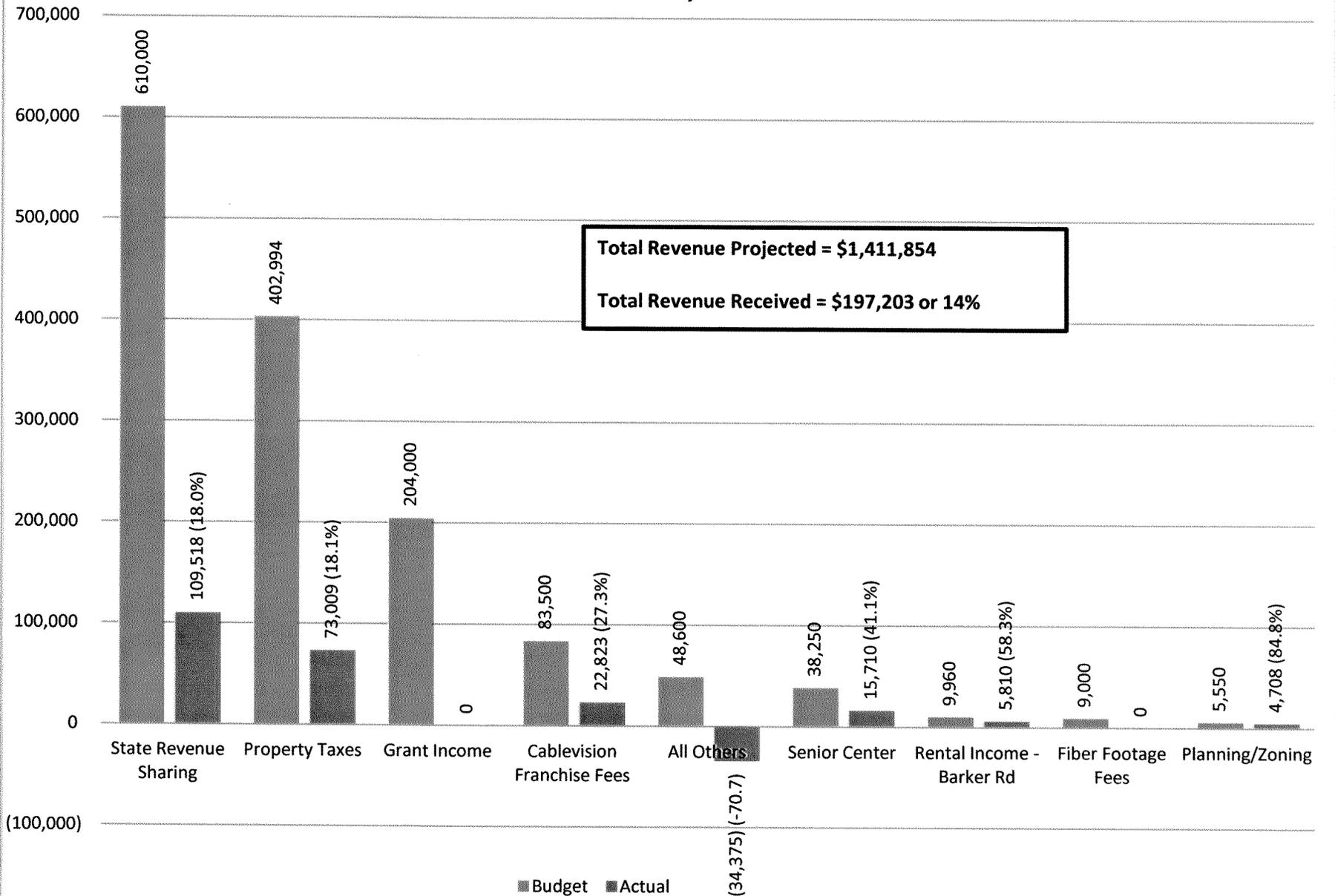
**Date: January 8<sup>th</sup>, 2014**

**Subject: December 2013 Monthly Report**

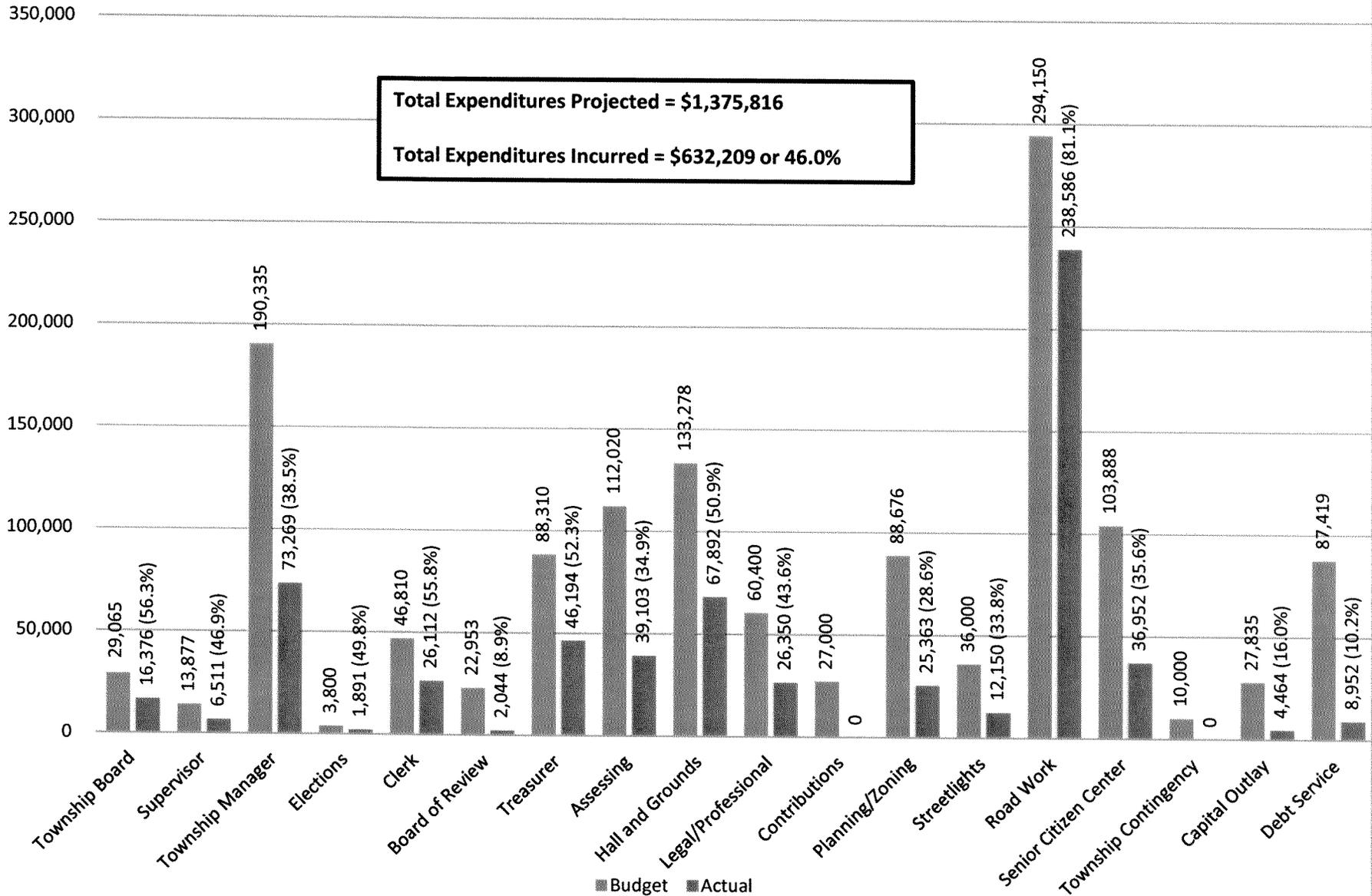
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- 12/2/13: Working with U of M on getting everything ready to set up their pilot plant.
- 12/3/13: Synagro finished hauling out our sludge from storage tank.
- 12/5/13: We replaced two backflow preventers that could no longer be certified. One in the grit building, and one in the basement of the boiler building. Pete Black plumbing certified them.
- 12/9/13: Reviewing recording of this past summers televising of sewer lines and coding the findings according to national standards.
- 12/10/13: Replaced small ferric pump on north aeration tank. Re-caulked the windows in office building.
- 12/11/13: Replaced the bearings on the motor of blower #1, re-aligned the motor, and ran to check operation.
- 12/16/13: Pulled pump #2 at the Raymond station because of rags in pump.
- 12/18/13: Replaced light fixture at sludge storage tank.
- 12/20/13: Pulled circulation pump #2 from boiler because of bad bearings and motor frame is cracked. Installed new motor and a seal kit on that pump.
- 12/22/13: Power failure at Northshore #2, Elmcrest, Nine Mile, Eastshore #1, and Eagle Gardens pumping stations.
- 12/23/13: Pulled pump #2 at the Raymond pump station.
- 12/24/13: Power finally restored at the Nine Mile rd. pump station.
- 12/24/13: Call back for a plant alarm.

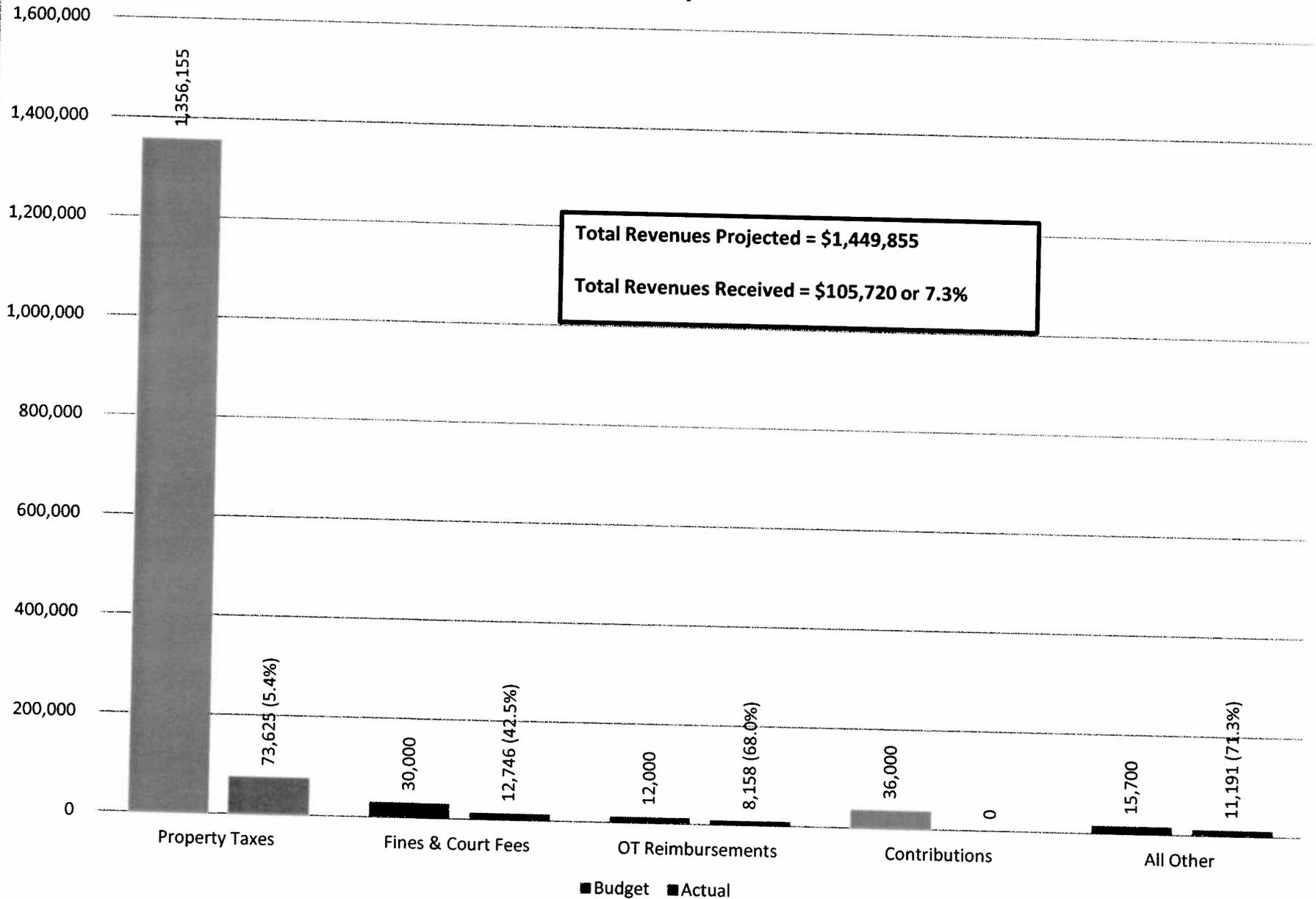
# NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Received December 31, 2013 YTD



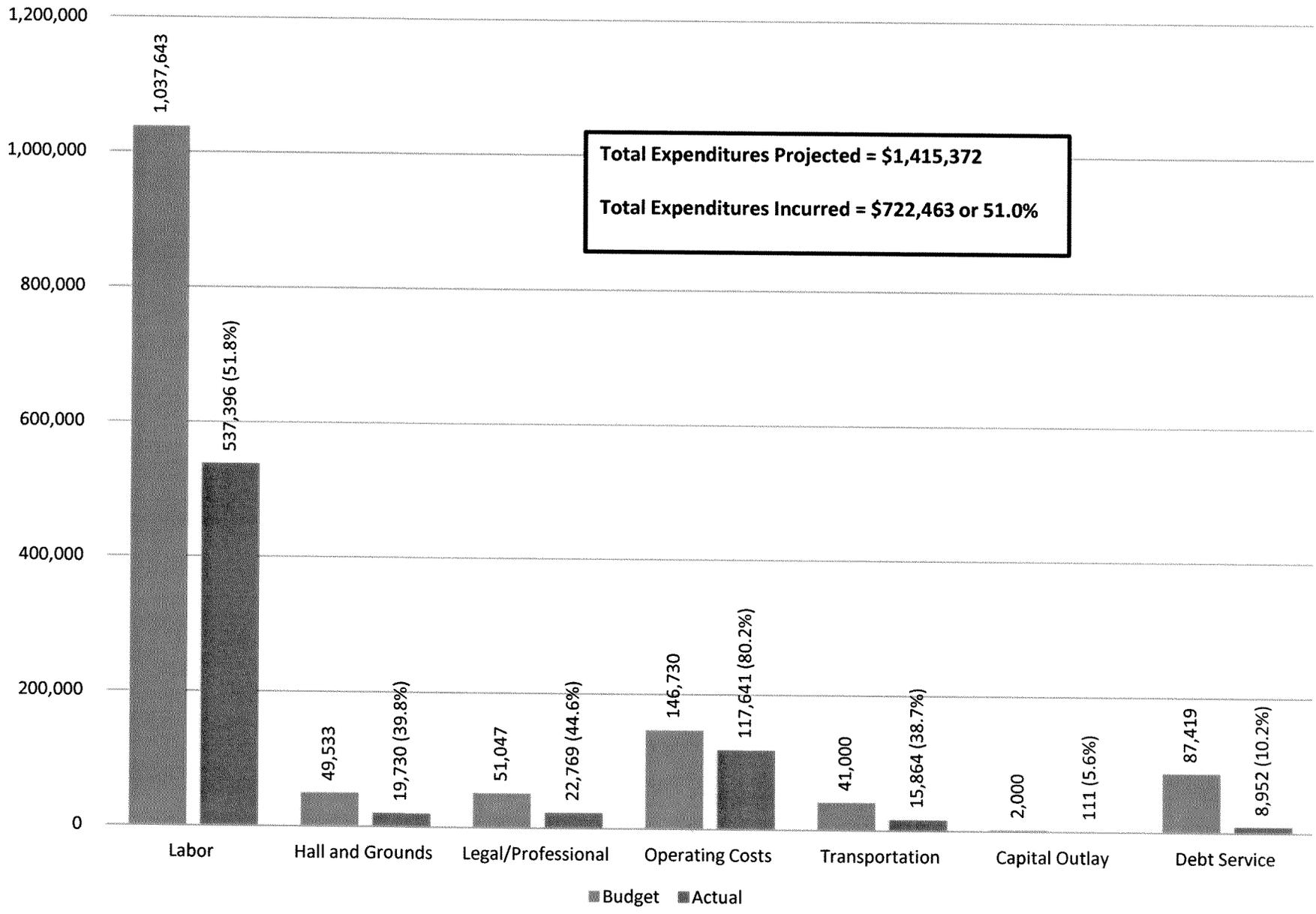
# NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred December 31, 2013 YTD



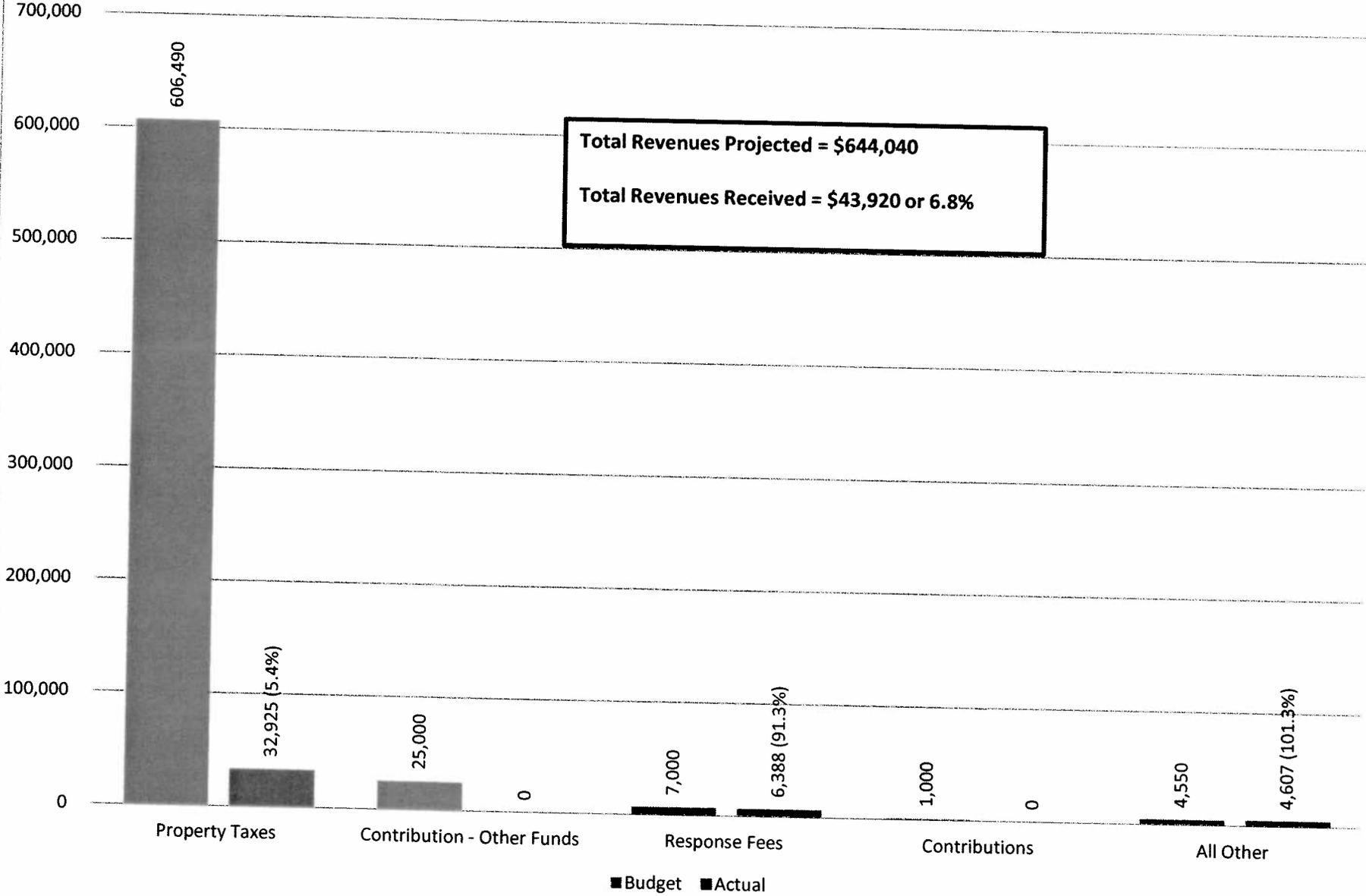
# NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received December 31, 2013 YTD



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

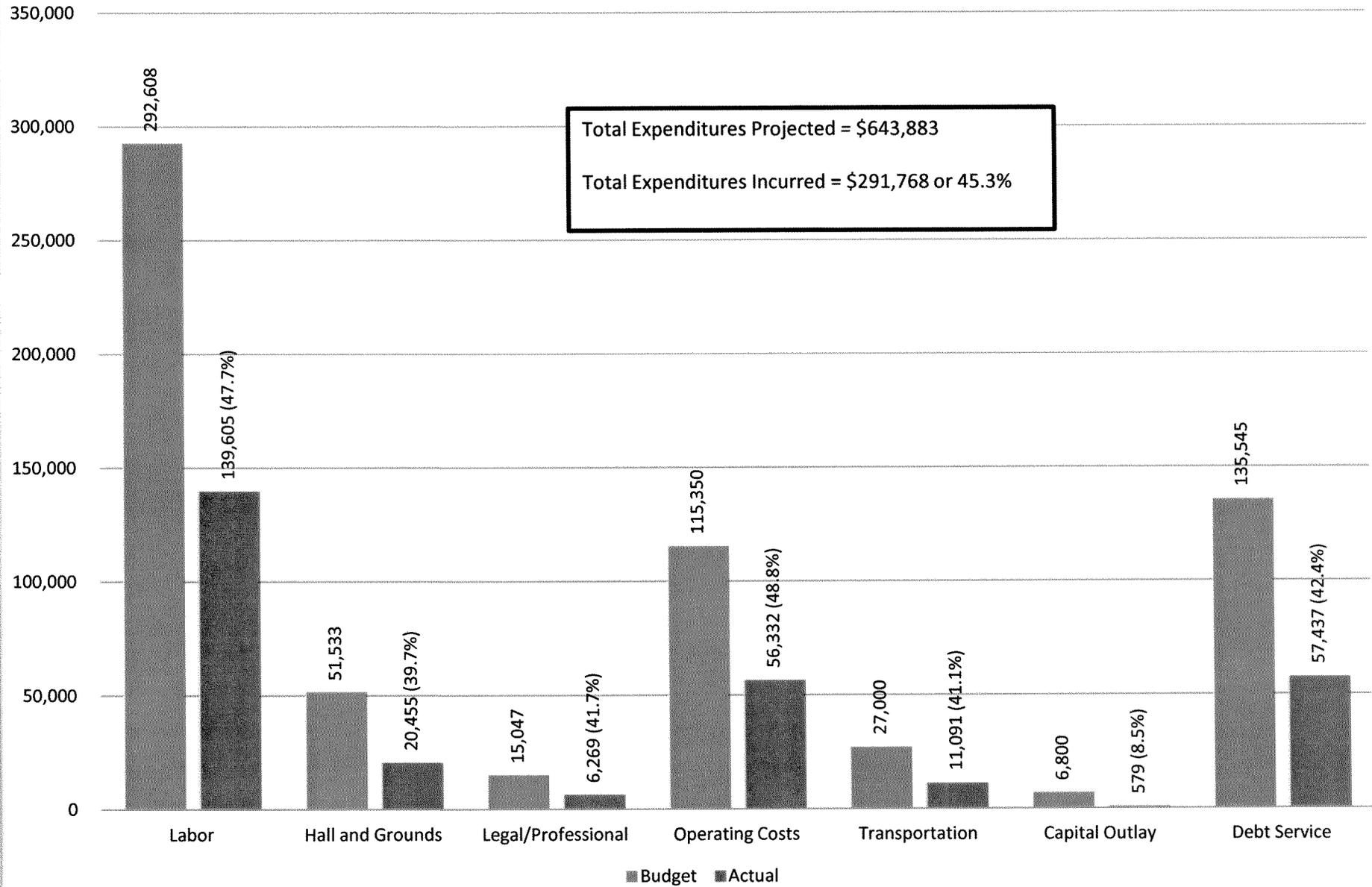


# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received December 31, 2013 YTD

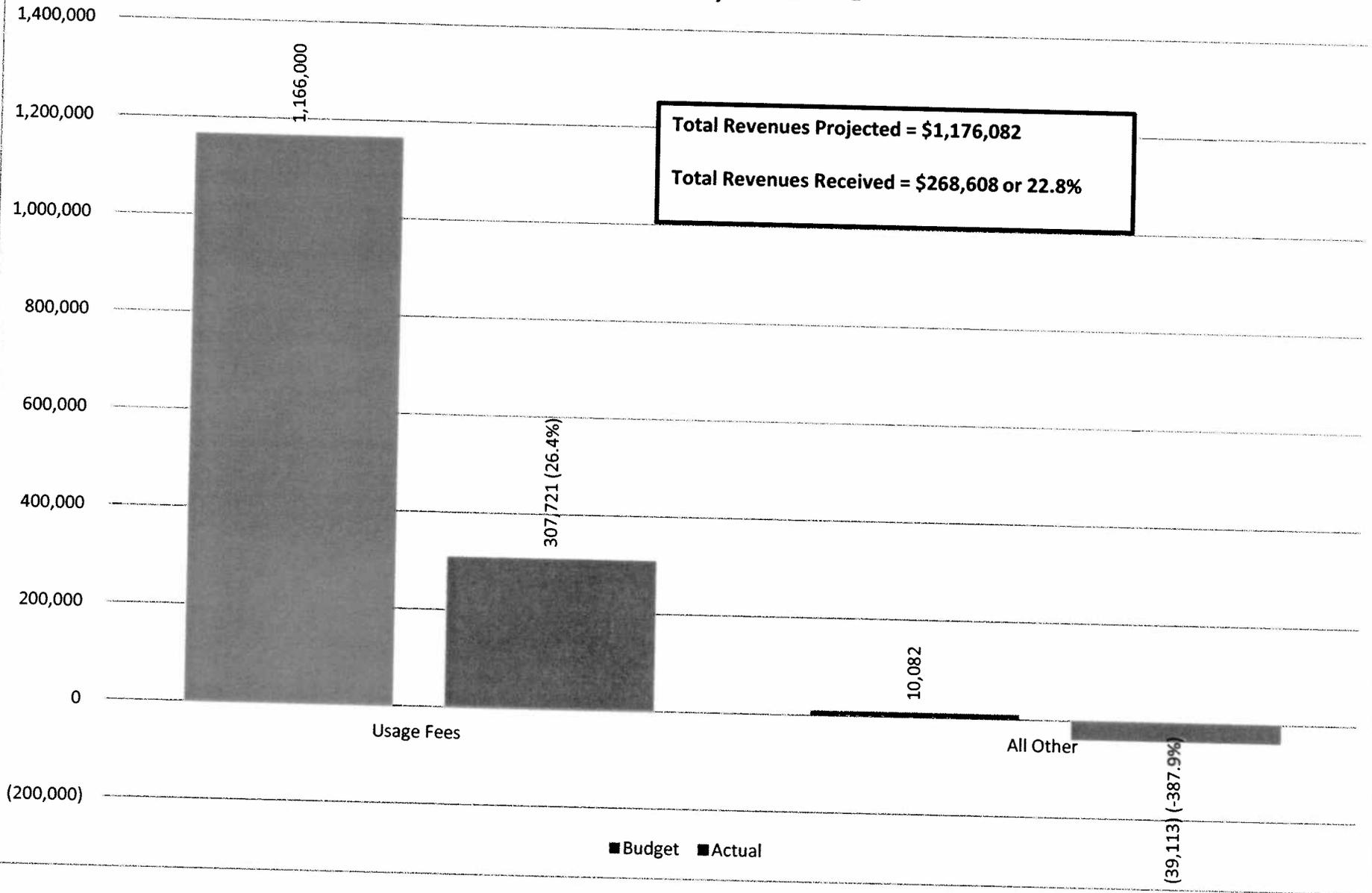


# NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND

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

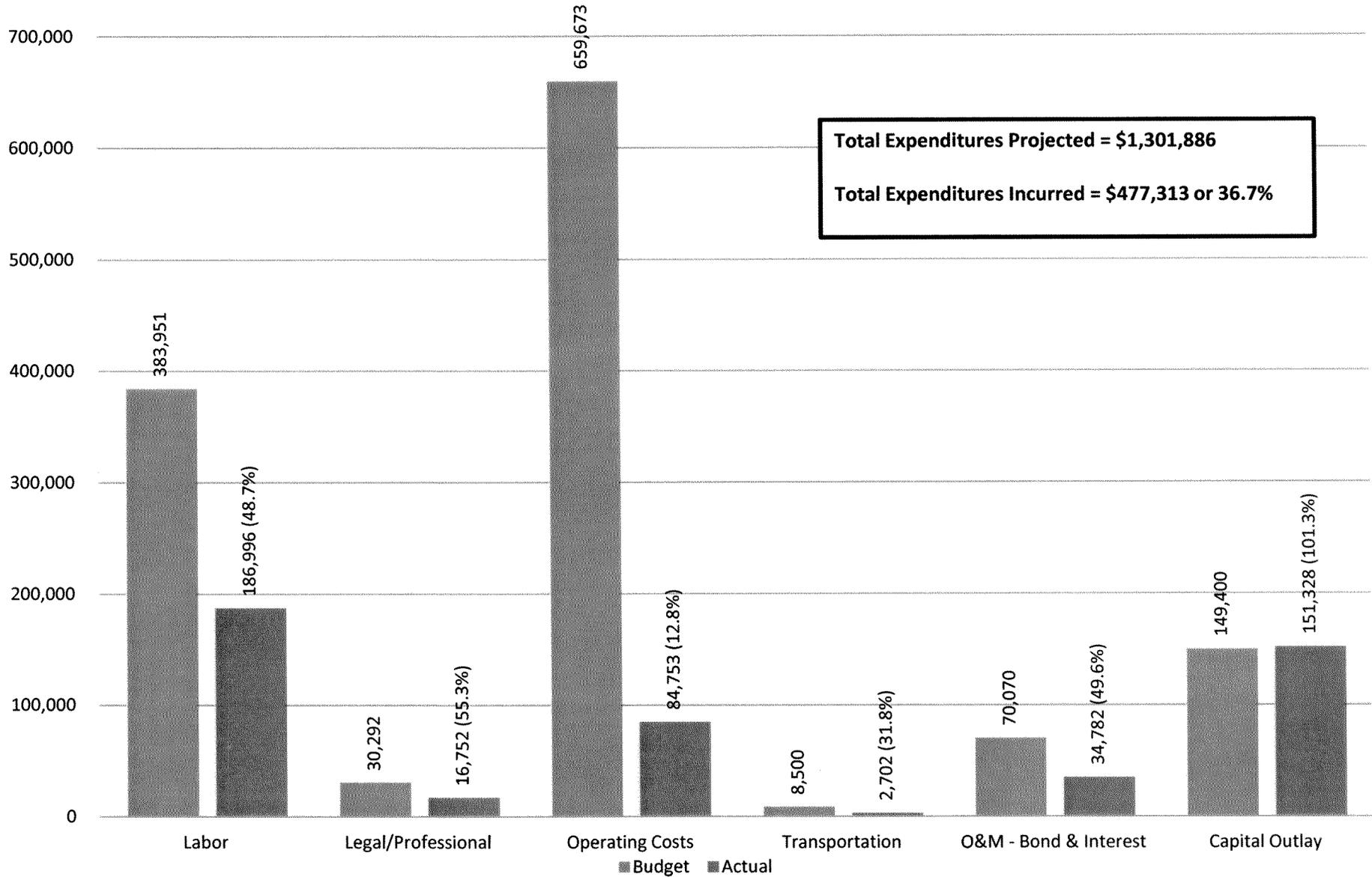


# NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Received December 31, 2013 YTD



# NORTHFIELD TOWNSHIP WWTP FUND

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



**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

Month Ended 12/31/2013

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Dept 171: SUPERVISOR</b>						
701 SALARIES	25,105.08	12,500.00	6,249.88	961.52	6,250.12	50.00
715 SOCIAL SECURITY	1,220.46	957.00	261.26	13.87	695.74	27.30
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>6,511.14</b>	<b>975.39</b>	<b>7,365.86</b>	<b>46.92</b>
<b>Dept 172: TOWNSHIP MANAGER</b>						
701 SALARIES	8,292.31	77,000.00	38,500.02	5,923.08	38,499.98	50.00
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	4,869.63	741.00	8,001.37	37.83
716 HOSPITALIZATION	2,237.46	13,144.00	7,339.03	1,316.60	5,804.97	55.84
717 LIFE/DISB. INSURANCE	0.00	915.00	464.85	92.97	450.15	50.80
718 PENSION	829.20	7,700.00	3,849.80	592.28	3,850.20	50.00
722 CONTROLLER	52,000.00	53,248.00	25,155.20	3,763.20	28,092.80	47.24
818 CONTRACTUAL SERVICES	0.00	13,500.00	4,923.75	0.00	8,576.25	36.47
850 COMMUNICATION	0.00	840.00	455.20	51.19	384.80	54.19
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)	(12,407.00)	0.00	(18,476.00)	40.17
957 TRAINING & DEVELOPMENT	0.00	2,000.00	119.00	0.00	1,881.00	5.95
<b>Total - Dept 172</b>	<b>37,584.60</b>	<b>190,335.00</b>	<b>73,269.48</b>	<b>12,480.32</b>	<b>117,065.52</b>	<b>38.50</b>
<b>Dept 191: ELECTIONS</b>						
704 CLERICAL/DEP /SUPER/ELECTION	6,325.77	2,000.00	1,400.36	0.00	599.64	70.02
727 SUPPLIES	2,634.16	1,000.00	291.12	115.59	708.88	29.11
851 POSTAGE	1,000.00	400.00	200.00	0.00	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>1,891.48</b>	<b>115.59</b>	<b>1,908.52</b>	<b>49.78</b>
<b>Dept 215: CLERK</b>						
701 SALARIES	31,911.27	12,500.00	10,619.45	961.52	1,880.55	84.96
703 DEPUTY SALARIES	17,577.00	25,130.00	12,237.89	2,282.82	12,892.11	48.70
715 SOCIAL SECURITY	3,785.99	2,880.00	1,748.58	248.19	1,131.42	60.71
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	1,375.00	0.00	3,625.00	27.50
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	119.00	0.00	881.00	11.90
<b>Total - Dept 215</b>	<b>60,675.94</b>	<b>46,810.00</b>	<b>26,111.67</b>	<b>3,492.53</b>	<b>20,698.33</b>	<b>55.78</b>
<b>Dept 247: BOARD OF REVIEW</b>						
706 BOARD OF REVIEW FEE	1,458.00	2,000.00	72.00	72.00	1,928.00	3.60
715 SOCIAL SECURITY	111.50	153.00	5.51	5.51	147.49	3.60
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	1,966.06	1,966.06	18,033.94	9.83
<b>Total - Dept 247</b>	<b>10,698.74</b>	<b>22,953.00</b>	<b>2,043.57</b>	<b>2,043.57</b>	<b>20,909.43</b>	<b>8.90</b>
<b>Dept 253: TREASURER</b>						
701 SALARIES	23,865.29	12,500.00	6,249.88	961.52	6,250.12	50.00
703 DEPUTY SALARIES	39,449.27	41,000.00	21,592.42	3,405.14	19,407.58	52.66
704 CLERICAL/DEP /SUPER/ELECTION	15,331.22	15,890.00	8,800.43	1,475.43	7,089.57	55.38
715 SOCIAL SECURITY	6,016.41	5,308.00	2,803.19	446.94	2,504.81	52.81
716 HOSPITALIZATION	5,806.28	6,442.00	3,293.59	548.51	3,148.41	51.13
717 LIFE/DISB. INSURANCE	310.78	560.00	275.70	45.95	284.30	49.23
718 PENSION	5,445.28	4,100.00	2,037.56	315.36	2,062.44	49.70
803 LEGAL	6,000.00	6,000.00	2,500.00	0.00	3,500.00	41.67
804 TAX STATEMENT PREPARATION	1,379.57	1,500.00	1,248.09	643.53	251.91	83.21
807 MEMBERSHIP DUES	100.00	120.00	0.00	0.00	120.00	0.00
851 POSTAGE	2,474.72	3,200.00	3,243.42	1,616.00	(43.42)	101.36
860 FUEL & MILEAGE	0.00	0.00	44.40	0.00	(44.40)	100.00
927 ALLOCATE TO DEPARTMENTS	(12,708.00)	(13,810.00)	(6,068.00)	0.00	(7,742.00)	43.94
956 MISCELLANEOUS	858.23	3,500.00	173.00	0.00	3,327.00	4.94
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>46,193.68</b>	<b>9,458.38</b>	<b>42,116.32</b>	<b>52.31</b>

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	32,164.53	6,226.14	30,299.47	51.49
715 SOCIAL SECURITY	5,003.41	6,816.00	2,460.53	476.29	4,355.47	36.10
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	452.52	75.42	467.48	49.19
718 PENSION	5,999.76	6,246.00	3,066.36	472.60	3,179.64	49.09
720 BANKED PTO	230.77	0.00	0.00	0.00	0.00	0.00
727 SUPPLIES	75.00	1,000.00	375.00	0.00	625.00	37.50
807 MEMBERSHIP DUES	390.00	450.00	290.00	175.00	160.00	64.44
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	0.00	1,706.02	14.70
957 TRAINING & DEVELOPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Total - Dept 257	80,427.22	112,020.00	39,102.92	7,425.45	72,917.08	34.91
<b>Dept 265: HALL AND GROUNDS</b>						
710 JANITORIAL SALARIES	5,080.00	6,000.00	2,640.00	440.00	3,360.00	44.00
715 SOCIAL SECURITY	388.62	459.00	201.96	33.66	257.04	44.00
727 SUPPLIES	7,716.37	8,500.00	3,056.41	68.07	5,443.59	35.96
731 WORKERS COMP INSURANCE	1,721.00	1,155.00	0.00	0.00	1,155.00	0.00
816 GROUNDS/CLEANG/JANITORL SERVIC	4,985.00	4,000.00	1,584.80	724.80	2,415.20	39.62
821 PSB MAINT & OPS ALLOCATION	42,945.00	49,534.00	19,729.00	0.00	29,805.00	39.83
850 COMMUNICATION	5,213.48	4,380.00	3,385.18	353.90	994.82	77.29
851 POSTAGE	4,396.77	5,500.00	2,514.75	1,319.99	2,985.25	45.72
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	891.30	57.18	608.70	59.42
930 REPAIRS & MAINTENANCE	29,454.94	15,000.00	9,546.97	503.00	5,453.03	63.65
938 CHARGEBACKS - PRIOR TAX YEARS	56.99	2,000.00	22,939.99	12,497.20	(20,939.99)	1,147.00
940 RENTAL EQUIPMENT	3,909.80	4,300.00	1,376.45	14.00	2,923.55	32.01
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
Total - Dept 265	144,816.76	133,278.00	67,891.81	16,011.80	65,386.19	50.94
<b>Dept 270: LEGAL/PROFESSIONAL</b>						
800 OTHER PROFESSIONAL FEES	8,187.50	500.00	500.00	500.00	0.00	100.00
802 AUDIT FEES	4,500.00	4,500.00	4,500.00	0.00	0.00	100.00
803 LEGAL	104,996.06	96,000.00	39,650.00	0.00	56,350.00	41.30
806 ENGINEER	3,159.00	5,000.00	700.00	700.00	4,300.00	14.00
927 ALLOCATE TO DEPARTMENTS	(45,600.00)	(45,600.00)	(19,000.00)	0.00	(26,600.00)	41.67
Total - Dept 270	75,242.56	60,400.00	26,350.00	1,200.00	34,050.00	43.63
<b>Dept 336: CONTRIBUTIONS</b>						
933 CONTRIBUTION - INDEPENDENCE DAY	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
Total - Dept 336	35,260.00	27,000.00	0.00	0.00	27,000.00	0.00
<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	466.65	84.15	604.35	43.57
723 RECORD SEC	4,240.00	4,500.00	1,555.00	0.00	2,945.00	34.56
726 PLANN COMM	7,300.00	11,000.00	5,200.00	1,100.00	5,800.00	47.27
727 SUPPLIES	0.00	200.00	25.00	0.00	175.00	12.50
800 OTHER PROFESSIONAL FEES	0.00	3,000.00	1,995.00	0.00	1,005.00	66.50
801 PLANNER FEES	32,773.65	30,000.00	7,917.50	2,640.00	22,082.50	26.39
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	3,312.50	607.50	11,687.50	22.08
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	0.00	1,112.31	25.85
927 ALLOCATE TO DEPARTMENTS	6,354.00	6,905.00	3,034.00	0.00	3,871.00	43.94
957 TRAINING & DEVELOPMENT	0.00	2,000.00	569.78	0.00	1,430.22	28.49
Total - Dept 412	64,886.80	88,676.00	25,363.12	4,431.65	63,312.88	28.60
<b>Dept 448: STREET LIGHTS</b>						
920 UTILITIES	36,626.00	36,000.00	12,150.41	0.00	23,849.59	33.75
Total - Dept 448	36,626.00	36,000.00	12,150.41	0.00	23,849.59	33.75

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

Month Ended 12/31/2013

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	73,624.67	73,624.67	5.43
445	PENALTY & INTEREST ON TAXES	1,089.05	0.00	589.70	290.71	100.00
570	LIQUOR LICENSE & PERMITS	2,589.40	3,000.00	2,564.10	0.00	85.47
590	GRANT INCOME	13,872.50	0.00	0.00	0.00	0.00
626	COPY & FOIA INCOME	1,536.50	2,000.00	754.50	56.00	37.73
656	FINES & COURT FEES	27,330.86	30,000.00	12,745.96	2,977.04	42.49
658	IMPOUND FEES	1,660.00	2,000.00	1,340.00	80.00	67.00
664	FEES PAID FOR OFFICER WAGES	5,957.76	6,000.00	3,671.00	0.00	61.18
671	REIMBURSEMENT/OTHER INCOME	2,046.00	2,500.00	2,271.75	220.00	90.87
675	CONTRIBUTION-PRIVATE SOURCES	3,000.00	200.00	0.00	0.00	0.00
681	OT REIMBURSEMENT	21,586.19	12,000.00	8,158.45	0.00	67.99
Total - Dept 000		1,408,419.07	1,413,855.00	105,720.13	77,248.42	7.48
Dept 336: CONTRIBUTIONS						
588	CONTRIBUTION OTHER FUND(S)	42,500.00	35,000.00	0.00	0.00	0.00
683	CONTRIBUTION - INDEPENDENCE DAY	1,350.00	1,000.00	0.00	0.00	0.00
Total - Dept 336		43,850.00	36,000.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>1,452,269.07</b>	<b>1,449,855.00</b>	<b>105,720.13</b>	<b>77,248.42</b>	<b>7.29</b>
<b>Expenditures</b>						
Dept 226: PERSONNEL						
701	SALARIES	144,716.34	187,651.00	92,919.00	13,409.78	49.52
702	SALARIES	352,055.97	322,775.00	182,785.05	23,260.11	56.63
704	CLERICAL/DEP /SUPER/ELECTION	57,110.13	65,755.00	29,642.38	4,778.90	45.08
708	SALARIES-PART TIME	50,179.78	50,000.00	12,436.06	2,551.98	24.87
710	JANITORIAL SALARIES	4,160.00	4,600.00	2,160.00	400.00	46.88
711	SALARIES-OVERTIME	49,608.48	50,000.00	36,202.51	10,238.06	72.41
714	HOLIDAY	29,066.25	29,469.00	31,837.50	31,837.50	108.04
715	SOCIAL SECURITY	54,287.97	55,138.00	31,353.45	8,288.24	56.86
716	HOSPITALIZATION	125,151.63	129,118.00	50,575.14	19,604.63	39.17
717	LIFE/DISB. INSURANCE	7,743.12	8,022.00	4,223.62	846.18	52.65
718	PENSION	52,390.28	54,819.00	28,402.44	5,339.56	51.81
719	EMPLOYEE FRINGE-LONGEVITY	4,500.00	4,800.00	4,800.00	4,800.00	100.00
720	BANKED PTO	(1,271.27)	0.00	0.00	0.00	0.00
730	MEDICAL TESTING	81.00	1,000.00	137.50	0.00	13.75
731	WORKERS COMP INSURANCE	13,225.00	10,130.00	0.00	0.00	0.00
741	UNIFORMS/GEAR & ALLOWANCE	5,400.00	5,700.00	5,900.00	5,900.00	103.51
927	ALLOCATE TO DEPARTMENTS	52,179.00	54,658.00	23,331.00	0.00	42.69
957	TRAINING & DEVELOPMENT	2,008.73	4,000.00	690.00	0.00	17.25
Total - Dept 226		1,002,592.41	1,037,643.00	537,395.65	131,254.94	51.79
Dept 265: HALL AND GROUNDS						
821	PSB MAINT & OPS ALLOCATION	42,945.00	49,533.00	19,730.00	0.00	39.83
Total - Dept 265		42,945.00	49,533.00	19,730.00	0.00	39.83
Dept 270: LEGAL/PROFESSIONAL						
722	CONTROLLER	7,800.01	7,987.00	3,209.00	0.00	40.18
802	AUDIT FEES	3,060.00	3,060.00	3,060.00	0.00	100.00
803	LEGAL	39,600.00	40,000.00	16,500.00	0.00	41.25
Total - Dept 270		50,460.01	51,047.00	22,769.00	0.00	44.60

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

Month Ended 12/31/2013

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Dept 301: OPERATING COSTS</b>						
727 SUPPLIES	6,918.09	6,000.00	1,276.26	61.20	4,723.74	21.27
741 UNIFORMS/GEAR & ALLOWANCE	2,003.21	4,000.00	1,758.19	1,237.41	2,241.81	43.95
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	0.00	13,803.25	21.12
820 DISPATCH SERVICES	63,346.92	67,980.00	26,394.55	5,278.91	41,585.45	38.83
850 COMMUNICATION	12,894.03	16,000.00	6,260.03	884.35	9,739.97	39.13
851 POSTAGE	100.00	250.00	123.40	0.00	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	3,024.71	548.95	(24.71)	100.82
932 RADIO REPAIR	2,200.00	1,100.00	0.00	0.00	1,100.00	0.00
938 CHARGEBACKS - PRIOR TAX YEARS	(3,321.28)	0.00	72,808.66	39,399.93	(72,808.66)	100.00
940 RENTAL EQUIPMENT	1,691.61	2,300.00	574.55	0.00	1,725.45	24.98
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	1,103.13	0.00	1,296.87	45.96
<b>Total - Dept 301</b>	<b>153,466.64</b>	<b>146,730.00</b>	<b>117,641.28</b>	<b>47,410.75</b>	<b>29,088.72</b>	<b>80.18</b>
<b>Dept 333: TRANSPORTATION</b>						
860 FUEL & MILEAGE	32,616.37	28,000.00	11,347.12	2,290.97	16,652.88	40.53
930 REPAIRS & MAINTENANCE	13,571.27	13,000.00	4,517.05	755.99	8,482.95	34.75
<b>Total - Dept 333</b>	<b>46,187.64</b>	<b>41,000.00</b>	<b>15,864.17</b>	<b>3,046.96</b>	<b>25,135.83</b>	<b>38.69</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	111.29	0.00	388.71	22.26
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>111.29</b>	<b>0.00</b>	<b>1,888.71</b>	<b>5.56</b>
<b>Dept 905: DEBT SERVICE</b>						
985 PSB SHARE OF BOND PMT	94,320.17	87,419.00	8,951.62	0.00	78,467.38	10.24
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>8,951.62</b>	<b>0.00</b>	<b>78,467.38</b>	<b>10.24</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>722,463.01</b>	<b>181,712.65</b>	<b>692,908.99</b>	<b>51.04</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>84,764.82</b>	<b>34,483.00</b>	<b>(616,742.88)</b>	<b>(104,464.23)</b>	<b>651,225.88</b>	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	32,925.24	32,925.24	5.43
445	PENALTY & INTEREST ON TAXES	487.32	0.00	276.95	140.76	100.00
482	HOUSE NUMBERS	200.00	250.00	40.00	0.00	16.00
588	CONTRIBUTION OTHER FUND(S)	29,310.00	25,000.00	0.00	0.00	0.00
590	GRANT INCOME	0.00	0.00	22.10	0.00	100.00
615	INSURANCE PROCEEDS	3,616.74	0.00	0.00	0.00	0.00
626	COPY & FOIA INCOME	46.00	0.00	10.00	0.00	100.00
635	RESPONSE FEES	3,087.25	7,000.00	6,387.94	133.87	91.26
639	DRIVEWAY INSPECTIONS	500.00	300.00	300.00	0.00	100.00
671	REIMBURSEMENT/OTHER INCOME	2,595.45	4,000.00	3,858.00	1,029.94	96.45
675	CONTRIBUTION-PRIVATE SOURCES	0.00	0.00	100.00	0.00	100.00
Total - Dept 000		633,617.70	643,040.00	43,920.23	34,229.81	6.83
Dept 336: CONTRIBUTIONS						
683	CONTRIBUTION - INDEPENDENCE DAY	1,000.00	1,000.00	0.00	0.00	0.00
Total - Dept 336		1,000.00	1,000.00	0.00	0.00	0.00
Total Revenues		634,617.70	644,040.00	43,920.23	34,229.81	6.82
<b>Expenditures</b>						
Dept 226: PERSONNEL						
701	SALARIES	82,000.05	77,000.00	38,500.02	5,923.08	50.00
702	SALARIES	123,982.00	125,000.00	62,124.00	9,562.00	49.70
705	ADMINISTRATIVE ASSISTANT	5,343.80	5,500.00	2,569.47	249.86	46.72
708	SALARIES-PART TIME	46,103.73	48,000.00	24,893.91	3,426.77	51.86
712	SALARIES - OFFICERS	10,406.00	14,000.00	4,000.00	500.00	28.57
715	SOCIAL SECURITY	21,160.94	21,690.00	10,504.02	1,645.72	48.43
716	HOSPITALIZATION	15,957.00	17,746.00	8,629.43	698.70	48.63
717	LIFE/DISB. INSURANCE	948.96	980.00	483.48	80.58	49.33
718	PENSION	7,699.63	7,700.00	3,849.82	592.28	50.00
720	BANKED PTO	2,554.33	0.00	0.00	0.00	0.00
730	MEDICAL TESTING	689.00	2,500.00	336.50	0.00	13.46
731	WORKERS COMP INSURANCE	14,037.00	9,150.00	0.00	0.00	0.00
927	ALLOCATE TO DEPARTMENTS	(52,179.00)	(54,658.00)	(23,331.00)	0.00	42.69
957	TRAINING & DEVELOPMENT	3,582.67	4,000.00	1,825.00	0.00	45.63
958	TRAINING WAGES	8,878.50	14,000.00	5,220.00	1,851.00	37.29
Total - Dept 226		291,164.61	292,608.00	139,604.65	24,529.99	47.71
Dept 265: HALL AND GROUNDS						
816	GROUNDS/CLEANG/JANITORL SERVIC	1,966.00	2,000.00	724.80	724.80	36.24
821	PSB MAINT & OPS ALLOCATION	42,945.00	49,533.00	19,730.00	0.00	39.83
Total - Dept 265		44,911.00	51,533.00	20,454.80	724.80	39.69
Dept 270: LEGAL/PROFESSIONAL						
722	CONTROLLER	7,800.01	7,987.00	3,209.00	0.00	40.18
802	AUDIT FEES	3,060.00	3,060.00	3,060.00	0.00	100.00
803	LEGAL	0.00	4,000.00	0.00	0.00	0.00
Total - Dept 270		10,860.01	15,047.00	6,269.00	0.00	41.66
Dept 301: OPERATING COSTS						
727	SUPPLIES	7,217.16	8,000.00	3,221.16	453.87	40.26
741	UNIFORMS/GEAR & ALLOWANCE	2,028.90	4,000.00	2,414.80	1,500.55	60.37
807	MEMBERSHIP DUES	1,575.00	1,800.00	800.68	120.68	44.48
818	CONTRACTUAL SERVICES	1,473.33	700.00	586.99	103.15	83.86
820	DISPATCH SERVICES	9,809.40	11,000.00	10,571.33	6,160.98	96.10
850	COMMUNICATION	6,368.29	8,000.00	2,616.78	337.05	32.71
851	POSTAGE	19.05	50.00	38.22	0.00	76.44
900	PRINTING & PUBLICATIONS	56.00	200.00	0.00	0.00	0.00
910	INSURANCE & BONDS	65,357.00	66,600.00	0.00	0.00	0.00
920	UTILITIES	10,469.56	9,000.00	3,292.03	2,526.69	36.58
930	REPAIRS & MAINTENANCE	3,520.43	4,000.00	234.19	80.00	5.85
932	RADIO REPAIR	2,200.00	2,000.00	0.00	0.00	0.00
938	CHARGEBACKS - PRIOR TAX YEARS	(939.85)	0.00	32,556.32	17,615.49	100.00
959	TRIBUNALS AND DRAINS	970.49	0.00	0.00	0.00	0.00
Total - Dept 301		110,124.76	115,350.00	56,332.50	28,898.46	48.84

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
Dept 333: TRANSPORTATION						
860 FUEL & MILEAGE	12,257.35	11,000.00	4,562.89	808.97	6,437.11	41.48
930 REPAIRS & MAINTENANCE	25,376.28	16,000.00	6,527.76	2,964.61	9,472.24	40.80
Total - Dept 333	37,633.63	27,000.00	11,090.65	3,773.58	15,909.35	41.08
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	293.15	0.00	506.85	36.64
Total - Dept 900	3,799.83	6,800.00	578.91	0.00	6,221.09	8.51
Dept 905: DEBT SERVICE						
985 PSB SHARE OF BOND PMT	94,320.16	87,419.00	8,951.62	0.00	78,467.38	10.24
991 DEBT SERVICE - PRINCIPAL	39,819.32	41,751.00	41,750.56	0.00	0.44	100.00
995 DEBT SERVICE - INTEREST	8,305.33	6,375.00	6,735.03	0.00	(360.03)	105.65
Total - Dept 905	142,444.81	135,545.00	57,437.21	0.00	78,107.79	42.38
<b>Total Expenditures</b>	<b>640,938.65</b>	<b>643,883.00</b>	<b>291,767.72</b>	<b>57,926.83</b>	<b>352,115.28</b>	<b>45.31</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>(6,320.95)</b>	<b>157.00</b>	<b>(247,847.49)</b>	<b>(23,697.02)</b>	<b>248,004.49</b>	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	UNENCUMBERED BALANCE	% OF BUDGET USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTH</b>						
<b>Revenues</b>						
Dept 000						
675 CONTRIBUTION-PRIVATE SOURCES	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
Total Revenues						
	136.00	0.00	0.00	0.00	0.00	0.00
Expenditures						
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>						
	2,350.00	2,100.00	0.00	0.00	2,100.00	0.00
<b>NET OF REVENUES AND EXPENDITURES</b>						
	(2,214.00)	(2,100.00)	0.00	0.00	(2,100.00)	
<b>Fund 265 - NARCOTICS FUND</b>						
<b>Revenues</b>						
Dept 000						
661 FORFEITURES	4,988.00	8,000.00	22,076.50	3,917.50	(14,076.50)	275.96
Total - Dept 000	4,988.00	8,000.00	22,076.50	3,917.50	(14,076.50)	275.96
Total Revenues						
	4,988.00	8,000.00	22,076.50	3,917.50	(14,076.50)	275.96
Expenditures						
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	117.35	0.00	(17.35)	117.35
Total - Dept 301	3,133.61	2,100.00	117.35	0.00	1,982.65	5.59
Dept 336: CONTRIBUTIONS						
967 CONTRIBUTION-LAW ENFORCEMENT	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>						
	10,983.61	2,600.00	117.35	0.00	2,482.65	4.51
<b>NET OF REVENUES AND EXPENDITURES</b>						
	(5,995.61)	5,400.00	21,959.15	3,917.50	(16,559.15)	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	55,942.06	0.00	94,057.94	37.29
Total - Dept 000	225,054.06	150,000.00	55,942.06	0.00	94,057.94	37.29
<b>Total Revenues</b>	225,054.06	150,000.00	55,942.06	0.00	94,057.94	37.29
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
727 SUPPLIES	918.00	0.00	1,214.28	0.00	(1,214.28)	100.00
Total - Dept 301	918.00	0.00	1,214.28	0.00	(1,214.28)	100.00
Dept 336: CONTRIBUTIONS						
967 CONTRIBUTION-LAW ENFORCEMENT	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	1,662.76	396.00	13,337.24	11.09
974 VEHICLE	63,863.00	75,000.00	52,399.00	25,222.00	22,601.00	69.87
Total - Dept 900	92,592.71	90,000.00	54,061.76	25,618.00	35,938.24	60.07
<b>Total Expenditures</b>	128,510.71	125,000.00	55,276.04	25,618.00	69,723.96	44.22
<b>NET OF REVENUES AND EXPENDITURES</b>	96,543.35	25,000.00	666.02	(25,618.00)	24,333.98	
<b>Fund 287 - BUILDING DEPARTMENT FUND</b>						
<b>Revenues</b>						
Dept 000						
481 SIGN PERMITS	0.00	0.00	831.00	596.00	(831.00)	100.00
484 BUILDING PLAN REVIEW FEES	3,422.50	2,000.00	2,034.00	175.00	(34.00)	101.70
485 BUILDING PERMIT FEES	31,759.70	22,000.00	20,549.00	462.00	1,451.00	93.40
486 CONTRACTOR'S REGISTRATION	870.00	500.00	315.00	15.00	185.00	63.00
488 TRADE PERMIT FEES	20,270.00	15,000.00	11,418.50	2,063.00	3,581.50	76.12
Total - Dept 000	56,322.20	39,500.00	35,147.50	3,311.00	4,352.50	88.98
<b>Total Revenues</b>	56,322.20	39,500.00	35,147.50	3,311.00	4,352.50	88.98
<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	3,034.00	0.00	3,871.00	43.94
Total - Dept 226	6,204.07	6,905.00	3,034.00	0.00	3,871.00	43.94
Dept 261: GOVERNMENT SHARED SERVICES						
725 INSPECTOR EXPENSES	19,270.50	15,000.00	12,444.00	1,827.50	2,556.00	82.96
Total - Dept 261	19,270.50	15,000.00	12,444.00	1,827.50	2,556.00	82.96
Dept 270: LEGAL/PROFESSIONAL						
722 CONTROLLER	1,560.01	1,597.00	641.00	0.00	956.00	40.14
802 AUDIT FEES	900.00	900.00	900.00	0.00	0.00	100.00
Total - Dept 270	2,460.01	2,497.00	1,541.00	0.00	956.00	61.71
Dept 301: OPERATING COSTS						
725 INSPECTOR EXPENSES	11,045.10	12,500.00	2,401.50	400.55	10,098.50	19.21
727 SUPPLIES	0.00	100.00	0.00	0.00	100.00	0.00
850 COMMUNICATION	259.97	300.00	272.44	49.71	27.56	90.81
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	2,673.94	450.26	11,451.06	18.93
<b>Total Expenditures</b>	40,536.65	38,527.00	19,692.94	2,277.76	18,834.06	51.11
<b>NET OF REVENUES AND EXPENDITURES</b>	15,785.55	973.00	15,454.56	1,033.24	(14,481.56)	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**

Month Ended 12/31/2013

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	26,854.87	0.00	235,402.13	10.24
Total - Dept 000	2,756,759.51	262,257.00	26,854.87	0.00	235,402.13	10.24
<b>Total Revenues</b>	2,756,759.51	262,257.00	26,854.87	0.00	235,402.13	10.24
<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	23,111.16	0.00	23,112.84	50.00
992 INTEREST 500K BOND	55,763.95	7,488.00	3,743.71	0.00	3,744.29	50.00
Total - Dept 905	2,756,759.51	262,257.00	26,854.87	0.00	235,402.13	10.24
<b>Total Expenditures</b>	2,756,759.51	262,257.00	26,854.87	0.00	235,402.13	10.24
<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	15,418.01	15,418.01	271,281.99	5.38
445 PENALTY & INTEREST ON TAXES	228.53	0.00	122.00	57.94	(122.00)	100.00
588 CONTRIBUTION OTHER FUND(S)	128,835.00	148,600.00	59,189.00	0.00	89,411.00	39.83
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	74,729.01	15,475.95	360,570.99	17.17
<b>Total Revenues</b>	2,864,797.54	435,300.00	74,729.01	15,475.95	360,570.99	17.17
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
727 SUPPLIES	983.39	1,200.00	315.06	315.06	884.94	26.26
803 LEGAL	0.00	200.00	0.00	0.00	200.00	0.00
816 GROUNDS/CLEANG/JANITORL SERVIC	10,334.50	10,500.00	3,641.00	2,416.00	6,859.00	34.68
818 CONTRACTUAL SERVICES	8,138.94	11,500.00	8,317.32	3,590.01	3,182.68	72.32
850 COMMUNICATION	3,437.41	3,500.00	1,844.80	308.60	1,655.20	52.71
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	37,063.73	5,987.01	55,436.27	40.07
930 REPAIRS & MAINTENANCE	37,145.78	20,000.00	14,713.83	900.30	5,286.17	73.57
938 CHARGEBACKS - PRIOR TAX YEARS	82.80	1,000.00	15,030.99	7,647.72	(14,030.99)	1,503.10
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	80,926.73	21,164.70	67,673.27	54.46
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
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	25,850.00	0.00	260,850.00	9.02
<b>Total Expenditures</b>	2,869,627.62	435,300.00	106,776.73	21,164.70	328,523.27	24.53
<b>NET OF REVENUES AND EXPENDITURES</b>	(4,830.08)	0.00	(32,047.72)	(5,688.75)	32,047.72	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	0.00	(3,550.00)	100.00
651 USAGE FEES	1,180,693.74	1,166,000.00	307,721.31	7,412.24	858,278.69	26.39
665 INTEREST INCOME	11,767.65	8,000.00	1,062.00	0.00	6,938.00	13.28
671 REIMBURSEMENT/OTHER INCOME	4,620.96	2,000.00	893.37	304.08	1,106.63	44.67
672 SAD INTEREST	91.12	82.00	0.00	0.00	82.00	0.00
690 UNREALIZED GAIN/LOSS	(34,852.95)	0.00	(44,618.58)	0.00	44,618.58	100.00
Total - Dept 000	1,169,423.67	1,176,082.00	268,608.10	7,716.32	907,473.90	22.84
<b>Total Revenues</b>	1,169,423.67	1,176,082.00	268,608.10	7,716.32	907,473.90	22.84
<b>Expenditures</b>						
Dept 226: PERSONNEL						
701 SALARIES	58,500.00	60,548.00	30,195.12	4,657.52	30,352.88	49.87
702 SALARIES	190,779.09	179,160.00	95,740.30	16,990.91	83,419.70	53.44
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	9,634.08	1,656.10	10,233.92	48.49
716 HOSPITALIZATION	64,620.37	73,212.00	37,009.05	3,169.11	36,202.95	50.55
717 LIFE/DISB. INSURANCE	3,351.54	3,487.00	1,767.60	302.20	1,719.40	50.69
718 PENSION	22,446.14	22,876.00	11,449.72	1,820.88	11,426.28	50.05
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	186,995.87	28,596.72	196,955.13	48.70
Dept 270: LEGAL/PROFESSIONAL						
722 CONTROLLER	13,000.01	13,312.00	5,348.00	0.00	7,964.00	40.17
802 AUDIT FEES	6,480.00	6,480.00	6,480.00	0.00	0.00	100.00
803 LEGAL	0.00	500.00	0.00	0.00	500.00	0.00
806 ENGINEER	4,500.00	10,000.00	4,924.40	1,703.44	5,075.60	49.24
Total - Dept 270	23,980.01	30,292.00	16,752.40	1,703.44	13,539.60	55.30
Dept 301: OPERATING COSTS						
727 SUPPLIES	864.59	1,200.00	170.56	0.00	1,029.44	14.21
740 OPERATING SUPPLIES	54,847.96	52,000.00	9,762.35	2,002.29	42,237.65	18.77
741 UNIFORMS/GEAR & ALLOWANCE	442.32	1,500.00	282.07	282.07	1,217.93	18.80
807 MEMBERSHIP DUES	144.00	2,000.00	765.00	0.00	1,235.00	38.25
817 LAB & TESTING	2,824.50	4,000.00	580.00	0.00	3,420.00	14.50
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	3,117.01	975.57	1,882.99	62.34
851 POSTAGE	2,598.42	5,000.00	1,006.97	506.97	3,993.03	20.14
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	38,645.33	8,314.80	74,354.67	34.20
930 REPAIRS & MAINTENANCE	79,676.33	120,000.00	25,144.33	2,762.80	94,855.67	20.95
940 RENTAL EQUIPMENT	828.00	1,000.00	414.00	69.00	586.00	41.40
941 UNIFORMS - RENTALS	3,392.75	3,700.00	2,888.69	0.00	811.31	78.07
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	84,753.31	14,913.50	574,919.69	12.85
Dept 333: TRANSPORTATION						
860 FUEL & MILEAGE	5,853.94	6,000.00	1,157.30	0.00	4,842.70	19.29
930 REPAIRS & MAINTENANCE	1,056.64	2,500.00	1,544.36	3.66	955.64	61.77
Total - Dept 333	6,910.58	8,500.00	2,701.66	3.66	5,798.34	31.78
Dept 528: O & M - BOND & INTEREST						
954 AGENT FEES	637.46	700.00	99.12	0.00	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	0.00	26,316.12	50.00
Total - Dept 528	84,236.84	70,070.00	34,782.38	0.00	35,287.62	49.64
Dept 900: CAPITAL OUTLAY						
970 EQUIPMENT	0.00	149,400.00	151,327.50	0.00	(1,927.50)	101.29
Total - Dept 900	0.00	149,400.00	151,327.50	0.00	(1,927.50)	101.29
<b>Total Expenditures</b>	1,092,026.28	1,301,886.00	477,313.12	45,217.32	824,572.88	36.66
<b>NET OF REVENUES AND EXPENDITURES</b>	77,397.39	(125,804.00)	(208,705.02)	(37,501.00)	82,901.02	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	134.95	0.00	865.05	13.50
672 SAD INTEREST	14,248.19	12,952.00	119.81	119.81	12,832.19	0.93
690 UNREALIZED GAIN/LOSS	(4,428.83)	0.00	(5,669.76)	0.00	5,669.76	100.00
Total - Dept 000	11,281.39	13,952.00	(5,415.00)	119.81	19,367.00	(38.81)
<b>Total Revenues</b>	11,281.39	13,952.00	(5,415.00)	119.81	19,367.00	(38.81)
<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)	(10,367.39)	119.81	(3,104.61)	
<b>Fund 883 - DISTRICT #3 HORSESHOE LAKE</b>						
<b>Revenues</b>						
Dept 000						
665 INTEREST INCOME	11,632.55	8,000.00	1,073.72	0.00	6,926.28	13.42
690 UNREALIZED GAIN/LOSS	(35,238.06)	0.00	(45,111.60)	0.00	45,111.60	100.00
Total - Dept 000	(23,605.51)	8,000.00	(44,037.88)	0.00	52,037.88	(550.47)
<b>Total Revenues</b>	(23,605.51)	8,000.00	(44,037.88)	0.00	52,037.88	(550.47)
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
920 UTILITIES	969.45	1,200.00	316.41	60.84	883.59	26.37
930 REPAIRS & MAINTENANCE	1,520.68	15,000.00	750.00	0.00	14,250.00	5.00
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	1,066.41	60.84	19,697.59	5.14
<b>Total Expenditures</b>	8,736.13	20,764.00	1,066.41	60.84	19,697.59	5.14
<b>NET OF REVENUES AND EXPENDITURES</b>	(32,341.64)	(12,764.00)	(45,104.29)	(60.84)	32,340.29	

**REVENUE & EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP**  
**Month Ended 12/31/2013**

ACCOUNT DESCRIPTION	2012-13 YEAR END ACTIVITY	2013-14 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/13	ACTIVITY FOR MONTH ENDED 12/31/2013	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	0.00
665 INTEREST INCOME	7,182.96	5,000.00	663.02	0.00	4,336.98	13.26
672 SAD INTEREST	68,880.07	59,040.00	0.00	0.00	59,040.00	0.00
690 UNREALIZED GAIN/LOSS	(21,759.02)	0.00	(27,855.80)	0.00	27,855.80	100.00
Total - Dept 000	54,463.32	64,040.00	(27,192.78)	0.00	91,232.78	(42.46)
<b>Total Revenues</b>	54,463.32	64,040.00	(27,192.78)	0.00	91,232.78	(42.46)
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
803 LEGAL	0.00	200.00	0.00	0.00	200.00	0.00
968 DEPRECIATION EXPENSE	76,796.00	76,142.00	0.00	0.00	76,142.00	0.00
Total - Dept 301	76,796.00	76,342.00	0.00	0.00	76,342.00	0.00
Dept 905: DEBT SERVICE						
954 AGENT FEES	407.54	450.00	63.38	0.00	386.62	14.08
998 INTEREST NT BOND	41,851.88	33,650.00	16,823.62	0.00	16,826.38	50.00
Total - Dept 905	42,259.42	34,100.00	16,887.00	0.00	17,213.00	49.52
<b>Total Expenditures</b>	119,055.42	110,442.00	16,887.00	0.00	93,555.00	15.29
<b>NET OF REVENUES AND EXPENDITURES</b>	(64,592.10)	(46,402.00)	(44,079.78)	0.00	(2,322.22)	
<b>Fund 955 - FIRE TRUCK BOND MILLAGE</b>						
<b>Revenues</b>						
Dept 000						
445 PENALTY & INTEREST ON TAXES	23.39	0.00	0.18	0.00	(0.18)	100.00
Total - Dept 000	23.39	0.00	0.18	0.00	(0.18)	100.00
<b>Total Revenues</b>	23.39	0.00	0.18	0.00	(0.18)	100.00
<b>Expenditures</b>						
Dept 301: OPERATING COSTS						
938 CHARGEBACKS - PRIOR TAX YEARS	114.36	0.00	1,879.96	1,879.96	(1,879.96)	100.00
Total - Dept 301	114.36	0.00	1,879.96	1,879.96	(1,879.96)	100.00
<b>Total Expenditures</b>	114.36	0.00	1,879.96	1,879.96	(1,879.96)	100.00
<b>NET OF REVENUES AND EXPENDITURES</b>	(90.97)	0.00	(1,879.78)	(1,879.96)	1,879.78	
<b>TOTAL REVENUES - ALL FUNDS</b>	10,497,474.12	5,662,880.00	753,555.69	166,602.02	4,909,324.31	13.31
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	10,188,798.86	5,761,371.00	2,357,256.49	599,648.37	3,404,114.51	40.91
<b>NET OF REVENUES AND EXPENDITURES</b>	308,675.26	(98,491.00)	(1,603,700.80)	(433,046.35)	1,505,209.80	

## Township Manager's Report

### MDOT U.S. 23 Project

Implementation for the MDOT U.S. 23 Project, which includes N. Territorial and Bridge replacements in Northfield Township has had a slight setback. MDOT was planning on a categorical exclusion, thus preventing the agency from going through a longer environment review process. Due to many objections on this stance, MDOT has decided to perform a full environmental review assessment, which will push construction into 2017. It is currently unclear as to when the infrastructure work in Northfield will commence.

Regarding 5-Mile, we have been in contact with the Road Commission and MDOT regarding our concerns. They have indicated willingness to discuss the issue and are currently waiting on them to set a date for a joint meeting between the three entities. I am hopeful that we will be able to come to some agreement.

### Non-Motorized Path

The application for Phase 3 of the non-motorized path has been submitted. The County has informed me that we have a strong chance of receiving the grant, but it is not guaranteed by any means. Since the county has already invested into the first two phases, they have a significant incentive to complete the project with funding Phase 3. On the flip side, there are a number of communities that have applied for funding, and we have already received significant resources. I remain in constant contact with Coy Vaughn and will keep everyone apprised of any updates. It is now a wait and see approach.

### Health Insurance

Employee health insurance has been resolved, and I believe we did a phenomenal job in getting everyone the best coverage possible within our limits. We are still waiting on the H.S.A credit cards for employees. This issue has been a major concern and I have addressed my displeasure with Burnham and Flowers. I have been informed that the credit cards are in the mail, and employees will receive them shortly.

### Parks and Rec

The Parks and Recreation commission has begun creating a new master plan document. I lead the commission on a visioning / SWOT analysis at the last meeting to get a baseline on the direction of the Master Plan. We need to schedule a similar exercise with the Board of Trustees in the near future, followed by a community vision meeting. I will keep everyone posted on the commission's progress on the Master Plan.

### Township Wide SAD

The Township wide SAD continues to progress. In your agenda are proposals for soil borings that need to be approved. As a reminder, once engineering is complete, we will then put the project out to bid so that exact cost data can be generated. At that point, the board will then need to make a final decision on the property rolls / assessments and whether to move forward with the project. For residents looking to contest the assessment, they will be able to do so after the rolls are confirmed.

### Finance

The Northfield Chamber of Commerce has approached me about donating \$25,000 to the DDA. The stipulations are that the money must be used within two years and benefit downtown business in the district. I have spoken with Barb Griffith regarding this very generous donation, and it is her desire to see it used as a match for a potential grant. I am going to focus first on trying to receive a sizable grant with these monies.

### Point and Pay / Official Payments

I have been investigating switching our online payment product to Point and Pay, which would provide greater functionality to both our residents and stronger integration with our BS&A software. With word that we were shopping a new company, Official Payments has offered to lower the percentages charged to residents and upgrade the sites functionality, which would be similar to that of Point and Pay. Given this overture, I will spend the next two weeks negotiating with the two companies and will bring forward the best solution for the Township, with a focus on saving the residents money when using online bill pay.

### Website

We are very close to a first unveiling of our new website. I am hoping to have a draft version available to the board at our meeting on Tuesday. While we wont have much time to discuss the details, I will at least have an email sent allowing board members to view the new website and provide feedback. I would like to set a deadline to have our new site go live by the end of the month, if not sooner. Stay Tuned.

### Broker Representation

I mentioned in my previous manger's report that I am going to begin consolidation of our brokerage efforts. The first step is to deal with the representation of our life insurance policy, currently performed by a broker out of Grand Rapids. I am going to allow Burnham and Flowers to bid on this proposal, as they have performed quite well with our health insurance accounts. Recently they have had some issues, but in totality, I believe they are a solid brokerage firm.

### Economic Development

I have continued to remain in contact with Meijer regarding all the recent improvements to the N. Territorial Interchange and U.S. 23 improvements. Recently, I spoke with them on helping fund a feasibility study of a water utility in the N. Territorial general area. While they are still interested in the property, they indicated that these improvements and the possibility of water are not enough to advance this location to a build schedule. Moving forward, I will keep in touch with Meijer on a regular basis, informing them of any new residential developments or infrastructure upgrades in the area.

Marilyn and I met with the landowners for the previous Preserves / Donna Lane subdivision on a plan to sell the land to a housing developer for construction of ~ 62 new units. We are in the preliminary phases and I will keep everyone apprised of our progress.

Community Center Director

On the agenda is approval of Tami Averill for the position of Community Center Director. I am excited about bringing Tami on board and getting our the Center back on track. We will be scheduling an open house / welcome party and I will let everyone know the details.

Code Enforcement

We are getting close to implementing our code enforcement program. I screened over 11 candidates over the phone and both Kurt and I interviewed 6 candidates on Thursday. We have both narrowed it down to two finalists. I will be making a decision very shortly on which candidate to chose. If there is a need for second round interviews, we will do so.

Respectfully Submitted,

Howard Fink, Township Manager

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 1/9/2014  
**Re:** Soil Borings for Whitmore Lake Sewer District

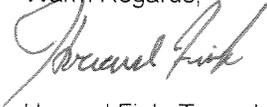
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Dear Township Board,

As described in the design proposal, Tetra Tech recommended the Township obtain soil borings for the Whitmore Lake Sewer expansion project. Tetra Tech needed to do additional preliminary design including coordination with the Road Commission before fully understanding the soil boring requirements. Thus, they were needed to be deferred to the present time.

Tetra Tech has solicited two quotes for sewer televising and those are attached. Both firms are qualified to perform this work. As you will see, the fee requested by TTL is lower than G2, thus I suggest the board proceed with executing a contract with TTL.

Warm Regards,



Howard Fink, Township Manager



December 12, 2013

Mr. Joe Siwek, P.E.  
Tetra Tech  
710 Avis Drive  
Ann Arbor, Michigan 48108

RE: Proposal for Geotechnical Investigation  
Northfield Township Sanitary Sewer Special Assessment District  
Whitmore Lake Road south of North Territorial Road  
Northfield Township, Washtenaw County, Michigan  
G2 Proposal No. 133061

Dear Mr. Siwek:

This letter will serve as our proposal to perform a geotechnical investigation for the proposed Northfield Township Sanitary Sewer Special Assessment District project in Northfield Township, Washtenaw County, Michigan. It is our understanding that the proposed sanitary sewer will begin east of Whitmore Lake Road along the south side of North Territorial Road, pass beneath Whitmore Lake Road to the west side using jack-and-bore methods, and extend about 4,700 feet south along the west side of Whitmore Lake Road. The sewer will be gravity flow for the northern 3,600 feet and will then transition to force main within the southern 1,400 feet of the project alignment. We understand the pipeline will generally be installed at depths of 5 to 30 feet below the existing ground surface.

#### **SCOPE OF WORK**

The purpose of the Geotechnical Investigation is to determine and evaluate general subsurface conditions along the pipeline alignment in order to develop related pipeline design recommendations and construction considerations. A licensed professional engineer acting as a Project Manager will direct the geotechnical exploration. Our proposed scope of work will consist of the following items:

1. G2 Consulting Group, LLC (G2) will visit the site and mark the approximate soil boring locations. The final soil boring locations will be established based upon expected maximum data value and access constraints dictated by existing utilities, traffic flow, structure locations, and topography. We assume Tetra Tech, Inc. will provide the locations and elevations of the as-drilled borings to G2.
2. G2 will obtain required access permits from the Washtenaw County Road Commission (WCRC) for performance of the fieldwork. It is assumed the WCRC will waive any fees related to such permits.

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Engineering Services  
1595 Eisenhower Place  
Ann Arbor, Michigan 48108  
734.390.9330  
FAX 734.390.9331



3. G2 will contact the local utility locating company MISS DIG. It should be noted that MISS DIG requires a minimum of 72 hours to locate utilities. Locating private utilities is the responsibility of the client/owner. G2 will not be responsible for any damage to utilities not marked or incorrectly marked. In addition, any special access issues or requirements regarding the site should be provided to G2 prior to commencement of our on-site work.
4. G2 will provide traffic control in accordance with MMUTCD and MDOT standards, as needed, while performing the soil borings. It is expected that the borings will be performed in greenbelt areas; therefore, traffic control will consist of hazard cones and appropriate signage, where applicable. If access constraints, such as overhead or underground utilities or inaccessible terrain require any of the borings be performed within the roadway, additional fees will be charged for lane closures in addition to the lump sum fee presented in this proposal.
5. G2 will drill a total of nine (9) soil borings along the proposed alignment at the approximate locations shown on the attached preliminary project map included in the Request for Proposal. We will drill two (2) borings to a depth of 10 feet, three (3) borings to a depth of 15 feet, two (2) borings to a depth of 20 feet, one (1) boring to a depth of 32 feet, and one (1) boring to a depth of 35 feet. Our proposal fee is based on a total drilling depth of 172 vertical feet. We will obtain soil samples by the Standard Penetration Test Method every 2-1/2 feet within the upper 10 feet, and every 5 feet thereafter. All of the borings will be backfilled with the drill cuttings. It should be understood that some settlement of the borehole fill may occur and no future maintenance of the holes is included in our fee.
6. G2 will use a photoionization detector (PID) during field operations to identify the presence of any potential volatile organic contamination within the collected soil samples. The PID results will be presented on the soil boring logs.
7. G2 will perform laboratory testing to determine the physical characteristics of the subsurface soils. The testing program may include determination of the unconfined compressive strength, dry density, natural moisture content, organic content, Atterberg limits, and soil classification in accordance with the Unified Soil Classification System.
8. G2 will prepare an engineering report summarizing our findings and presenting evaluations, conclusions and recommendations about the following items:
  - Subsurface soil and groundwater conditions
  - Soil suitability for directional drilling and jack-and-bore methods
  - Minimum recommended clearance of directional drilling and jack-and-bore methods below existing structures, utilities and waterways
  - Allowable open-cut excavation slopes, and earth support requirements for shoring of excavations, including lateral earth loads and soil strength parameters



- Earthwork operations, including material, placement and compaction requirements for pipeline and excavation backfill
- Other subsurface conditions which may impact design and construction of the proposed pipeline

## PROFESSIONAL FEES

We propose to perform the geotechnical services outlined in this proposal for a **lump sum fee of \$7,450**. This fee is based on using an all-terrain vehicle (ATV) mounted drilling rig to access the borings given the elevation change between the roadway and many boring locations and the amount of brush located at several of the proposed boring locations. If weather or site/subsurface conditions require work to extend into a third day, we will invoice an additional \$500 for mobilization. If additional drilling is required due to poor soils, we will charge an additional \$25 per foot. Lane closures that are required as a result of access constraints requiring borings to be performed within the roadway will be invoiced at \$1,600 per day.

If the PID results indicate the possible presence of contamination, further vertical and horizontal delineation of the possible contamination can be performed as an optional service. The delineation would generally include additional drilling and PID monitoring in the vicinity of the initial detection area in a progressive grid pattern. Environmental regulations require that environmental sampling protocols be followed during delineation of soil contamination. We will charge \$34 per foot of additional delineation drilling and PID monitoring.

The above fees do not include additional meetings or consultations. Such meetings and consultations would be charged on a time and materials basis. Should you require or field conditions dictate additional work, beyond the scope outlined in this proposal, we would contact your office with an estimate and obtain your permission prior to performing such services.

## PROJECT SCHEDULE

Drilling operations can be scheduled within approximately five days following notice to proceed from the client and utility clearance through the MISS DIG network. Fieldwork is expected to take two days, provided weather and site conditions permit. Our engineering report will be available within three weeks of authorization. However, preliminary verbal recommendations should be available within a few days after completion of the drilling operations.

## TERMS AND CONDITIONS

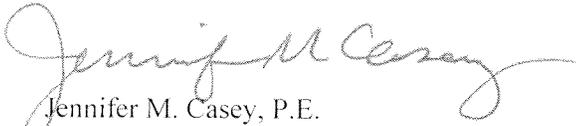
General conditions relating to the performance of our services are presented in the attached General Conditions and are made part of this proposal. As authorization to proceed, please have one copy of this proposal executed by an authorized representative of the party responsible for payment of services and return it to G2 Consulting Group, LLC. A signed copy of this proposal must be received before work is initiated. If you prefer to issue a separate purchase order or other written authorization, please reference this proposal as part of the contract documents. The prices discussed in this proposal remain valid for a period of 60 days from the date of this proposal. After 60 days, we reserve the right to revise our prices.



We appreciate the opportunity to be of service to Tetra Tech, Inc., and look forward to working with you on this project. If you have any questions regarding our proposed scope of work or any other matter pertaining to the project, please do not hesitate to call.

Sincerely,

**G2 Consulting Group, LLC**

  
Jennifer M. Casey, P.E.  
Project Engineer

  
David L. Wanlass, P.E.  
Project Manager

Encl: Fee Schedule  
General Conditions

**ACCEPTED FOR TETRA TECH, INC.:**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## FEE AND RATE SCHEDULE PROFESSIONAL SERVICES

### PERSONNEL

Fees for our services will be based upon the time worked on the project by professional, technical, and clerical personnel according to the following schedule:

PER HOUR	
Principal .....	\$150.00
Project Consultant .....	\$140.00
Project Manager .....	\$130.00
Project Engineer .....	\$115.00
Senior Environmental Scientist .....	\$110.00
Senior Staff Engineer .....	\$105.00
Staff Engineer .....	\$80.00
Senior Technician .....	\$75.00
Technician II* .....	\$70.00
Technician I* .....	\$60.00
Word Processor* .....	\$50.00

\*For these personnel, overtime work will be charged at a rate equal to 1.5 times the Standard Rate.

A premium of 50 percent will be added to hourly rates for expert testimony and depositions.

G2 Consulting Group technicians include Engineering, Environmental, and Construction Materials technical specialists.

G2 operates on a strong project management system, and a Project Manager is appointed for each project.

### EXPENSES

The following expenses, when incurred in direct connection with the project, will be charged at the rate shown:

Transportation, Lodging, and Subsistence for Out of Town Travel .....	Cost + 15%
Printing, Reproduction, Photographs, Long Distance Telephone and Telecopier Charges, Shipping Charges and Material Purchases .....	Cost + 15%
Vehicle Travel for Projects .....	\$0.80/Mile

### SUBCONTRACTORS/SUBCONSULTANTS

On projects requiring subcontractors or subconsultants, we will obtain the services of reputable contractors or consultants to perform such work. The fees of these contractors or consultants plus a 15 % service charge will be added to our invoices.

### INVOICES

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of our services. Invoices will show charges for different personnel and expense classifications. Each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month on past due accounts.

We reserve the right to suspend or terminate work under our agreement upon failure of the client to pay invoices when due.

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FAX 734.390.9331



## GENERAL CONDITIONS

### PUBLIC LIABILITY INSURANCE

We represent and warrant that we and our agents, staff and consultants employed by us are protected by worker's compensation insurance and that we have coverage under public liability and property damage insurance policies which we deem to be adequate. Certificates for all such policies of insurance can be provided to the client upon request. Within the limits and conditions of such insurance, we agree to indemnify and save clients harmless from and against any loss, damage or liability arising from any negligent acts by us, our agents, staff or consultants employed by us. We shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. We shall not be responsible for any loss, damage or liability arising from any negligent acts by our client, its agents, staff and other consultants employed by client.

### LIMITATION OF PROFESSIONAL LIABILITY

In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by members of our profession. No warranty, express or implied, is made or intended by our proposal for consulting services, by our furnishing oral or written reports, or by our observation of work. Client recognizes that actual conditions may vary from those encountered at the location where borings, surveys or explorations are made by us or provided by others, and that our data, interpretations and recommendations are based solely on the information available to the client. We will be responsible for those data, interpretations and recommendations, but shall not be responsible for the interpretation by others of the information developed. Client also recognizes that monitoring of construction by a qualified engineer is essential to verify that designs are appropriate for actual site conditions.

Should we or any of our professional employees be found to have been negligent in the performance of professional services or to have made and breached any expressed or implied warranty, the client agrees that the maximum aggregate amount of our liability and/or that of said professional employees shall be limited to \$25,000.00 or the amount of the fee paid by us for professional services on this project, whichever amount is greater.

### WAIVER OF LIMITATION OF PROFESSIONAL LIABILITY

In the event the client is unwilling or unable to limit liability in accordance with the provisions set forth in the paragraph hereinbefore, we agree to waive this limitation upon written notice from the client received within ten (10) days after date of contract, and client agrees to pay us a sum equivalent to ten (10) percent additional of the total fee to be charged for the professional services, said sum to be called "Waiver of Limitation of Liability Charge". This charge will in no way be construed as being a charge for insurance of any type, but will be increased consideration for the greater risk involved in performing work in which there is no limitation of liability.

### RIGHT OF ENTRY

The client will provide for right of our entry and all necessary equipment, in order for us to complete the work. While we will take reasonable precautions to minimize any damage to the property, it is understood by client that in the normal course of work some damage may occur, the correction of which is not part of this agreement.

### DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS

Client represents that client has made a reasonable effort to evaluate if hazardous materials including gases are on or near the project site, and that client has informed us of client's findings relative to the possible presence of such materials.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. We and client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. We and client also agree that the discovery of unanticipated hazardous materials may make it necessary for us to take immediate measures to protect health and safety. Client agrees to compensate us for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials.

We agree to notify client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client also agrees to hold us harmless for any and all consequences of disclosures made by us which are required by governing law. In the event the project site is not owned by client, client recognizes that it is client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.



Notwithstanding any other provisions of the agreement, client waives any claim against us and, to the maximum extent permitted by law, agrees to defend, indemnify, and save us harmless from any claim, liability, and/or defense costs for injury or loss arising from our discovery of unanticipated hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delays of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by us which are found to be contaminated.

## UTILITIES

In the prosecution of the work, we will take reasonable precaution to avoid damage or injury to subterranean structures or utilities.

## OWNERSHIP OF DOCUMENTS

All reports, drawings, plans, specifications, field data, field notes, calculations, estimates and other documents we prepare, as instruments of service, shall remain our property. We shall grant to client a nonexclusive license to use our instruments of service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the client substantially performs its obligations, including prompt payment of all sums when due, under this agreement. The license granted under this provision permits the client to authorize the contractor, subcontractors, sub-subcontractors, as well as the client's consultants and separate contractors, to reproduce applicable portions of the instruments of service solely and exclusively for use in performing services or construction for the Project. Client agrees that all reports and other work furnished to the client or his agents, which is not paid for, will be returned upon demand and will not be used by the client for any purpose whatever. We will retain pertinent records relating to the services performed for a period of five (5) years following submission of the report, during which period the records will be made available to the client at reasonable times for a reasonable fee.

## RESOLUTION OF DISPUTES

All claims, disputes and other matters in controversy arising out of or in any way related to this agreement will be submitted to Alternative Dispute Resolution (ADR) before and as a condition precedent to other remedies provided by law. The parties agree to be bound by the ADR provisions in Article 15 of the AIA A201 General Conditions to the Contract for Construction, which provides for the mediation and arbitration of disputes.

If a dispute at law arises from matters related to the services provided under this agreement and that dispute requires litigation instead of ADR as provided above, then:

- (1) the claim will be brought and tried in the judicial jurisdiction of the court where our principal place of business is located and the client waives the right to remove the action to any other judicial jurisdiction, and
- (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim-related expenses.

## TERMINATION

This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, we shall be paid for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by this agreement, we may complete such analyses and records as are necessary to complete our files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all our direct costs in completing such analyses, records and reports.

## ASSIGNS

Neither the client nor our firm may delegate, assign, sublet or transfer its duties or interest in this agreement without the written consent of the party.

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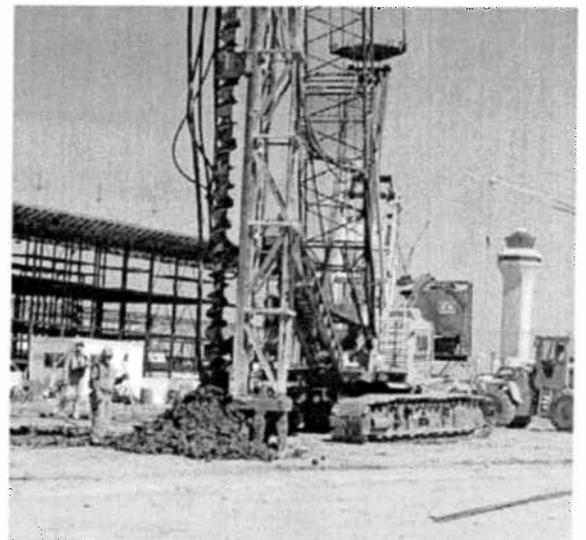
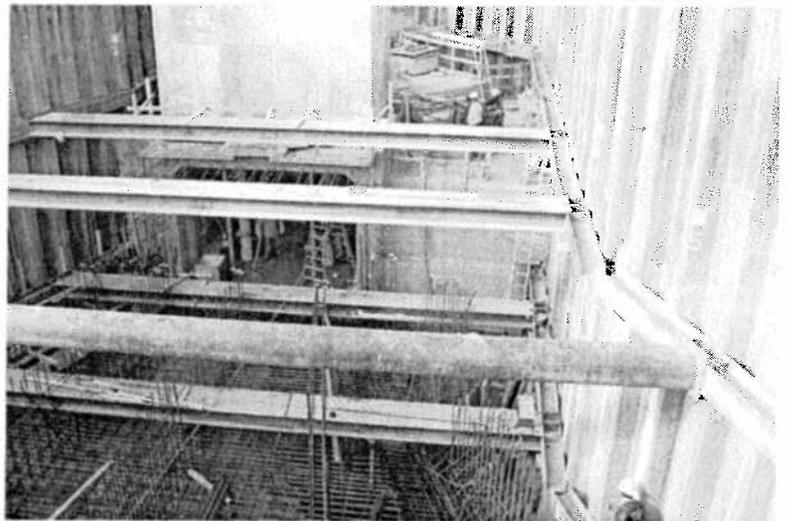
## GEOTECHNICAL SERVICES

G2 Consulting Group, LLC offers clients a full range of geotechnical engineering services for the evaluation of subsurface conditions to provide recommendations for development. Our staff of geotechnical professionals analyze soil, rock, and groundwater conditions to determine site suitability and provide site specific design parameters for construction of foundations, floor slabs, pavements, and other features for new and existing structures. Projects include commercial, residential, and industrial structures, roadways, bridges, dams, slopes, retaining walls, earth retention systems, and communication towers. G2 also performs numerous failure and distress (forensic) evaluations to determine the geotechnical causes of these failures and to provide remedial construction recommendations.

G2 adheres to the principles of value engineering - our design recommendations are not only technically appropriate, but developed and presented with high regard for cost-effectiveness and ease of construction. Our approach emphasizes quality and thoroughness in an effort to maximize the value of our services. These high standards are reflected in client savings during construction.

### Representative Geotechnical Services

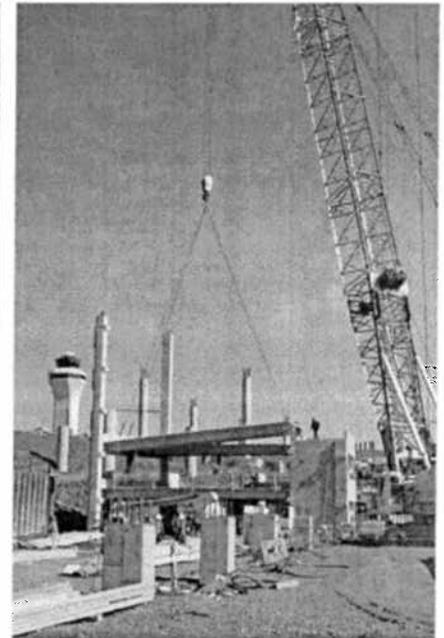
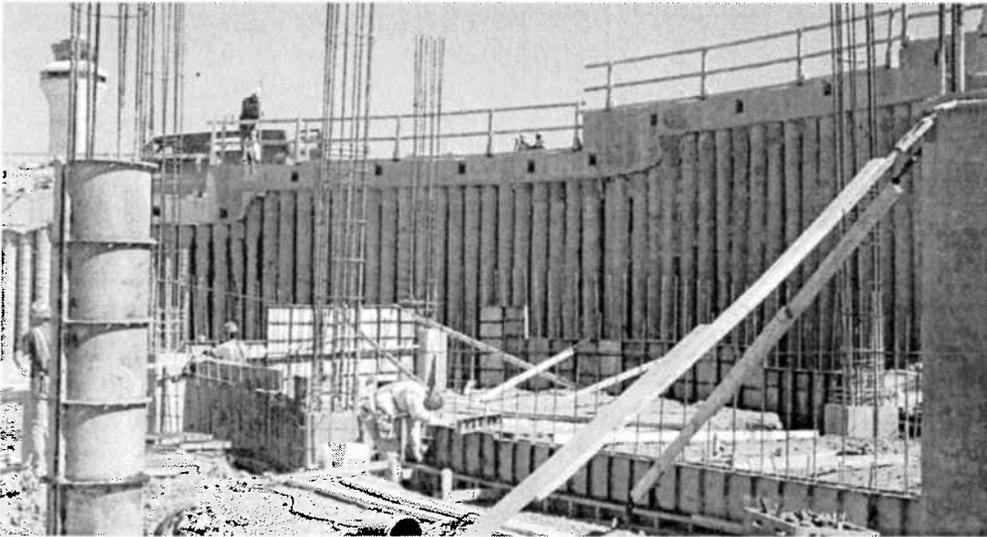
- Soil Investigations and Reports including soil borings and test pits
- Development of Design Recommendations for Foundations, Pavements, Underground Construction, and Earthwork Operations
- Design of Dewatering Systems
- Soil Dynamic Studies, Vibrations Monitoring and Evaluation, Pile Load Tests, Static and Dynamic Pile Analyses
- Investigation of Slides and Soil Related Failures
- Soil and Foundation Instrumentation
- Laboratory Testing of Soils
- Investigation and Evaluation of Existing Pavements
- Design of Flexible and Rigid Pavements for Highways, Roadways, and Parking Areas
- Pavement Engineering Consultation
- Earth Retention Design, including Mechanically Stabilized Earth Walls (MSE), Temporary Earth Retention Systems (TERS), and Cofferdams and Condition Surveys





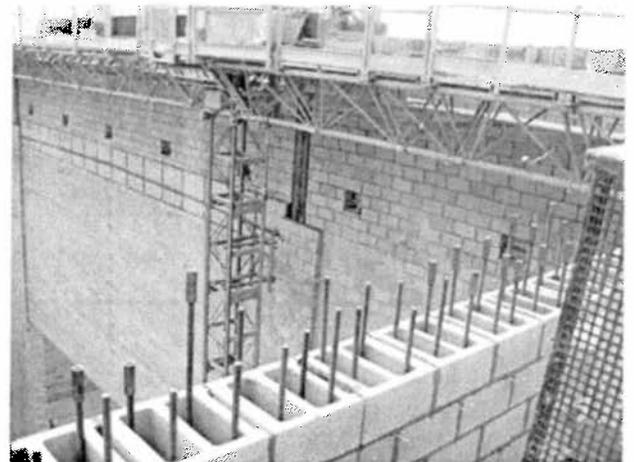
## CONSTRUCTION ENGINEERING SERVICES

G2 Consulting Group, LLC provides Construction Engineering Services that encompass the major segments of the construction process. Qualified engineering observation services, supplemented by appropriate field and laboratory testing, form the basis for Quality Control programs. G2 Construction Engineering services include on-site inspection, materials testing, and engineering evaluation of different construction elements and/or techniques. G2 provides laboratory testing services for soil, aggregate, concrete, bituminous, and related construction materials. G2 professionals can confirm construction procedures and end results comply with project plans and specifications. Our staff is certified through various governmental and technical agencies, including Michigan Department of Transportation, The American Concrete Institute, density training at Ferris State University in association with MDOT, radiation safety training from Troxler Laboratories Inc., and the International Code Council. Our Troy, Michigan laboratory is accredited by the American Association of State Highway and Transportation officials. G2 has demonstrated proficiency for the testing of construction materials and complies with the minimum requirements of AASHTO R18.



### Representative Construction Engineering Services:

- Field Observation and Testing
  - Earthwork Operations
  - Foundation Construction
  - Concrete Materials and Placement
  - Bituminous Paving Materials and Placement
  - Masonry
  - Laboratory Testing of Aggregates, Concrete, Bituminous, and Masonry
- Construction Material Evaluation
- AASHTO Accredited Laboratory
  - Proficiency for Testing of Construction Materials
  - AASHTO R18
  - ASTM C1070
- Quality Control / Quality Assurance of Bituminous and Concrete Materials





## ENVIRONMENTAL SERVICES

G2 Environmental personnel offer a full range of environmental consulting services for private entities and various public institutions. Our environmental professionals are experienced in due diligence services for the transfer of real estate from one party to another, hazardous material surveys, Brownfield projects, and NEPA compliance.

Since each environmental concern is site specific, our staff of experienced professionals will properly evaluate the most cost effective and beneficial means for proper hazardous substance and waste identification and management. The applications of the most appropriate scope-of work on each specific project types are implemented. G2 personnel have successfully applied engineering, geology, and health and safety expertise in the fields of hazardous materials management to the assessment and remediation of contaminants within the environment.

### Representative Environmental Services

#### Real Estate Services

- Phase I/II Environmental Site Assessment (ESA)
- Baseline Environmental Assessments (BEA)
- National Environmental Protection Act (NEPA) Compliance
- Due Care Analysis
- Wetland Determination/Delineation
- Flood Plan and Wetland Permitting
- Hazardous Materials Evaluations
- Comprehensive Asbestos Surveys
- Lead Based Paint Evaluations
- Asbestos Abatement Specifications/Bid Package Development
- Brownfield Studies

#### Subsurface Investigations

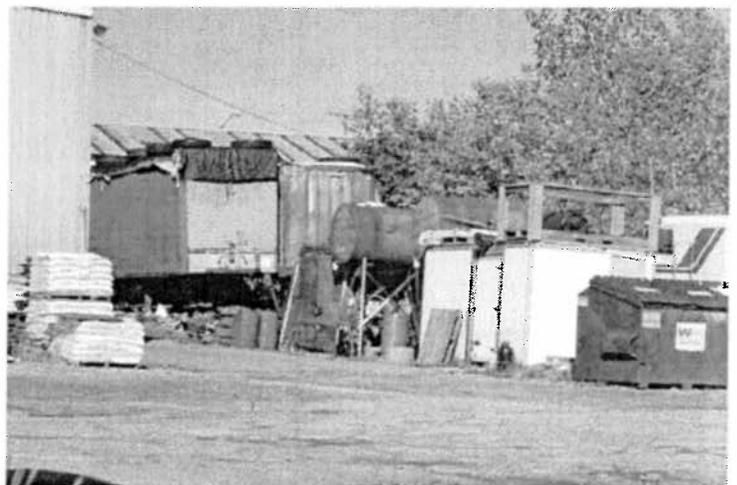
- Environmental Drilling and Sampling
- Groundwater Monitoring

#### Industrial Hygiene Services

- Asbestos Removal Project Oversight
- Lead Based Paint Removal Project Oversight
- Indoor Air Quality (IAQ) Studies
- Mold Studies

#### Storage Tank Management

- Underground Storage Tank (UST) Regulatory Compliance
- Above Ground Storage Tank Management
- Removal Oversight and Closure Reporting





44265 Plymouth Oaks Blvd.  
Plymouth, Michigan 48710  
T 734-455-8600  
F 734-455-8608  
www.ttlassoc.com

December 13, 2013

**Proposal No. 11097.01**

Northfield Township  
c/o Mr. Joe Siwek, P.E.  
Tetra Tech  
Project Engineer  
710 Avis Drive  
Ann Arbor, Michigan 48108

**Geotechnical Subsurface Investigation  
Proposed Sanitary Sewer Special Assessment District  
Northfield Twp., Michigan**

Dear Mr. Siwek:

TTL Associates, Inc. (TTL) is pleased to provide this proposal to Northfield Township for a geotechnical subsurface investigation for the referenced project. TTL has developed this proposal based on the email Request for Proposal from you to Mr. Jeff Elliott of TTL on December 6, 2013.

**PROJECT DESCRIPTION**

We understand that the project will include installation of a new sanitary sewer. It is understood that these activities will be performed within the roadway right-of-way along Whitmore Lake Road from North Territorial Road to approximately 5,000 feet south located in Northfield Township, Washtenaw County, Michigan

**SCOPE OF WORK**

TTL proposes to conduct a geotechnical subsurface investigation to evaluate the properties of the underlying soils with respect to design and construction of utilities at the referenced location. A drill rig and crew will be utilized to advance test borings into the underlying soils for the purpose of collecting samples and performing in-situ tests. Laboratory testing will be conducted on the collected samples to provide physical properties and characteristics of the underlying materials. Engineering design recommendations for the utilities will be developed based on information obtained from the drilling and laboratory testing.

The proposed scope of work has been divided into the following three tasks:

### **Task 1 - Mobilization, Drilling, and Sampling**

Based on the provided information, 9 test borings are being requested for this investigation. The borings will be extended to the depth requested in the RFP for each boring location or auger refusal, whichever is encountered first. The total drilling footage is anticipated to be 172 feet.

TTL will mobilize a drill rig and crew to the site, perform the test borings, and return the collected soil samples to our laboratory for testing. The borings will be located in the field by Tetra Tech. TTL will notify the governing utilities protection service (MISS DIG) prior to the start of drilling operations. If obstructions, overhead power lines, or underground utilities are encountered, the test boring may have to be relocated. The relocation distance shall be kept to a minimum.

The test borings will be performed in general accordance with ASTM D 1586 and ASTM D 5434. Soil samples will be collected at 2½ intervals using a split-spoon sampler. Standard Penetration Tests will be performed at the same intervals. Each sample obtained will be field screened with a photo ionization detector (PID) for the presence of volatile organic compounds (VOCs).

Groundwater observations will be made during drilling and immediately upon completion of drilling operations. Upon completion of the drilling operations, the test boring will be backfilled with bentonite chips and auger cuttings. Where borings are extended through existing asphalt or concrete pavements, the surface will be patched using asphalt patch or a “Quikrete” product, respectively.

### **Task 2 - Laboratory Testing**

All recovered soil samples will be visually or manually classified in accordance with the Unified Soil Classification System (ASTM D 2487 and D 2488). Moisture content (ASTM D 2216) will be performed on approximately one-half of the samples. Dry density determinations and unconfined compressive strength tests (ASTM D 2166) will be performed on approximately one-quarter of the intact cohesive samples. Unconfined compressive strength estimates will be obtained for the remaining intact cohesive samples using a calibrated hand penetrometer. An Atterberg limits test (ASTM D 4318) and particle size analysis (ASTM D 422) will be performed on two representative soil samples to determine soil classification and index properties.

### **Task 3 - Engineering Analysis, Recommendations, and Report Preparation**

The geotechnical engineer will take the information from the driller’s field logs and prepare engineering logs describing each stratum encountered. Recommendations will be prepared under the direction of a licensed professional engineer and will address soil conditions. Additionally, general construction recommendations will be provided, including excavation and backfilling requirements, as well as groundwater conditions and control.

The final report will contain the field investigation and laboratory test data, state our findings and observations, and include a site plan and log identifying each test boring.

## PROJECT COST

TTL proposes to complete the geotechnical investigation described herein for the lump sum fee of **\$5,800.00**. This fee is based on \$3,760 for drilling and sampling of subsoils not exceeding 172 lineal feet and \$2,040 for laboratory testing, engineering analysis and report preparation. Additional drilling required for environmental delineation or for additional overburden deemed necessary by encountered conditions and authorized by Northfield Township, would be performed on an add basis of \$35.00 per lineal foot.

Should potential environmental contamination be indicated by PID screening, Northfield Township and Tetra Tech will be consulted to determine a delineation strategy. This delineation strategy will also include identifying the proposed analytical laboratory testing parameters required for the suspected contamination encountered. Analytical laboratory testing fees associated with this sampling will be determined at that time.

The engineering fee includes analysis and consultation through submittal of the final report. Any project meetings as well as additional analysis and consultation services will be invoiced in accordance with the following unit rates:

- Project Engineer for additional analysis and engineering evaluation, per hour \$111.00
- Chief Geotechnical Engineer (P.E.) for meetings and consultation, per hour \$146.00

## TERMS AND CONDITIONS

Work shall be performed in accordance with the attached TTL Agreement for Services. Please execute one copy of the agreement form and return the copy to our office as our authorization to proceed. Alternatively, a Purchase Order referencing this proposal by number and date may be provided as our authorization to proceed.

TTL will apply reasonable care to avoid encountering underground structures and utilities, including notifying MISS DIG prior to the field work to obtain clearances within MISS DIG's jurisdiction. The client is to furnish TTL with plans identifying on-site underground structures and utilities, and to notify TTL of those structures and utilities not shown on said plans. Any claims resulting from damage to structures/utilities not identified or mismarked by MISS DIG locaters and/or the client are not the responsibility of TTL, regardless if such damages are direct, indirect, or consequential.

## SCHEDULE

TTL is prepared to begin work on this project upon receipt of written authorization to proceed. Based on our current drilling schedule, we anticipate that the field work can be completed within two weeks of receipt of authorization. Drilling operations are anticipated to require two days for completion. The final report will be available approximately one week after completion of the drilling operations.

TTL Associates, Inc. appreciates this opportunity to provide Northfield Township and Tetra Tech with our quality geotechnical services, and we look forward to working with you on this project. If you have any questions concerning this proposal or our scope of services, please feel free to contact our office at (734) 455-8600.

Respectfully submitted,

**TTL Associates, Inc.**



Curtis E. Roupe, P.E.  
Vice President



Jeffrey S. Elliott, P.E.  
Vice President

Attachments - Agreement for Services  
- Terms and Conditions

T:\Geotech\Proposals\2013 Proposals\11097.01 Northfield Twp Sanitary Sewer SAD - TetraTech - Proposal.docx

**AGREEMENT FOR SERVICES**

THIS AGREEMENT is by and between \_\_\_\_\_

\_\_\_\_\_  
Northfield Township

\_\_\_\_\_  
8350 Main Street, Suite A

\_\_\_\_\_  
Whitmore Lake, Michigan 48189

hereinafter called **CLIENT** and TTL Associates, Inc. of 44265 Plymouth Oaks Blvd., Plymouth, Michigan 48170, hereinafter called **TTL** who agrees as follows:

**DECLARATIONS.** **CLIENT** desires to engage **TTL** to provide services as described in **TTL** Proposal No. 11097.01 dated December 13, 2013, a copy of which is attached hereto, and along with the **TERMS AND CONDITIONS**, which appear on the reverse side of this document, are made a part of this **AGREEMENT**.

**ACCEPTANCE.** Execution of this **AGREEMENT** or the issuance of any other written authorization by **CLIENT** to **TTL** such as a written Purchase Order will constitute acceptance of this **AGREEMENT**.

For **CLIENT**, By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

For **TTL Associates, Inc.**, By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Jeffrey S. Elliott, P.E.  
Name

\_\_\_\_\_  
Vice President  
Title

EXECUTED THIS 13th DAY OF December, 2013

Please sign one copy of this agreement and return it to TTL. The proposal is valid for 120 days.



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## TERMS AND CONDITIONS SCHEDULE A

As used herein, the word Client refers to the party purchasing services for work from TTL Associates, Inc. (TTL). The following terms and conditions shall govern the performance of services or work by TTL for or on behalf of Client, as contemplated by the order set forth on the reverse side hereof. Modification of these terms and conditions may be made only with the prior written consent of both parties and any attempts to alter such terms and conditions with purchase orders, acknowledgements, similar or other documentation shall be void.

1. Scope: Standards. TTL shall provide the services described on the reverse side hereof in accordance with generally accepted industry standards.
2. Work Product. Reports and results of TTL services are rendered for the exclusive use of Client, but at all times remain the property of TTL. The Client shall not advertise, publish or otherwise communicate TTL's work product to any third party without the prior written approval of an officer of TTL.
3. Legal Proceedings. If TTL work product is to be used in any legal proceeding, TTL shall charge and Client shall pay all TTL expenses together with then applicable TTL hourly rates for any court appearance, deposition, affidavit or the like by any TTL personnel. Preparation time shall also be billed and paid at such rates.
4. Adversarial Proceedings. In the event that TTL is ordered or subpoenaed to produce documents or testify on behalf of a third party, TTL shall so advise Client, whenever possible. Client may then determine whether it wishes to contest the subpoena or order.
5. **WARRANTY DISCLAIMER. OTHER THAN ITS COMMITMENT TO PERFORM SERVICES IN ACCORDANCE WITH GENERALLY ACCEPTED INDUSTRY STANDARDS, TTL MAKES NO WARRANTY WHATSOEVER. TTL MAKES NO WARRANTY OF MERCHANTABILITY AND NO WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE.**
6. **Limitation of Liability. In no event will TTL's liability to Client, or to third parties claiming through Client (including, without limitation, Client's insurers) exceed \$50,000 regardless of the legal theory upon which a claim may be based, including contract, warranty, tort and indemnification. Without limiting the generality of the foregoing, this limitation is applicable to loss, destruction, or damage to Client property while in the possession or control of TTL. In no event will TTL be liable to Client or to third parties claiming through Client (including Client's insurers) for any incidental or consequential damages whatsoever regardless of the legal theory upon which a claim may be based.**
7. Samples. In the event that TTL services involve test samples, such samples will be obtained with reasonable care and preserved for a period of thirty (30) days. TTL reports relative to samples are applicable only to the specific samples tested and only depict conditions at the specific location of the test.
8. Pricing. Prices quoted by TTL are subject to change if not accepted by Client within sixty (60) days of the date of quotation or if the work is not commenced (through no fault of TTL) within sixty (60) days of the date of acceptance of such quotation.
9. Payment. **TTL invoices shall be paid within thirty (30) days of invoice date.** Amounts unpaid when due shall bear interest at the rate of one percent (1.0%) per month, compounded monthly, until paid.
10. Governing Law. This agreement and all transactions relating hereto shall be governed by the laws of the State of Ohio.
11. Entire Agreement. This proposal constitutes the entire agreement between TTL and Client regarding the subject matter hereof and replaces all prior written or oral agreements and understandings. It may be amended or altered only in a writing signed by both parties.



# Civic Event Application Northfield Township

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

<b>OFFICE USE ONLY</b>
Date Received _____
By _____

<b>FEE - \$100.00</b>
Date Received _____
By _____

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

1-4-14 Application Date      Michigan Pond Hockey Sports Charities Name of Organization      Sam Iaquinto Name of Applicant

9876 Main street Street Address      Whitmore Lake City      M. State      48189 Zip

734 323-0117 Cell Phone      Home Phone      Work Phone      248 486-8301 Fax

SAMIAQUINTO@CHARTER.NPT Email Address (optional)

Michigan Pond Hockey CLASSIC Event Title

9876 Main Street Event Location

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

DATE	Day of Week	Beginning Time	Ending Time
2-7-14	FRIDAY	3 PM	12 AM
2-8-14	SAT	9 AM	12 AM
2-9-14	SUN	9 AM	6 PM

2-3-14 Set up Time/Day      2-10-14 Tear down Time / Day\*      2-14, 15, 16 - 14 Rain Date (if applicable)

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

**ORGANIZATION / APPLICANT INFORMATION**

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

TAX IDENTIFICATION NUMBER: 45-3336868, 710336 Exhibit #1

BRIEF DESCRIPTION OF ORGANIZATION'S PURPOSE AND/OR FUNCTION:  
Michigan Pond Hockey Sports Charities (MPHSC) provides Families in Need of Financial Assistance for their children to participate in Youth Athletic Programs

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

DOES YOUR GROUP PRESENTLY HAVE LIABILITY INSURANCE?  YES  NO

GENERAL LIABILITY INSURANCE IS REQUIRED NAMING NORTHFIELD TOWNSHIP AS ADDITIONAL INSURED. IF FOOD IS BEING SERVED, PRODUCT LIABILITY MUST BE INCLUDED. LIMITS OF LIABILITY SHOULD BE NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE. Exhibit #2

PLEASE GIVE A DESCRIPTION OF THE PROPOSED CIVIC EVENT. (Attach additional pages if necessary)  
Fireworks Feb 7, 2014 10 min show  
Ice hockey teams playing on Whitmore Lake, 25 Rinks, beer, food sales under the tent, other community games on the ice.  
Kinaxis Chilly Dip Assisted by the Northfield Twp Fire Dept.

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

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

Normal Event Schedule (e.g., third weekend in July): First Part of Feb.

Or Next year's specific date(s): Possibly 2-6,7,8-15

PROCEEDS OF THIS EVENT WILL BE USED FOR:

MPHSP scholarships Families to allow their youth to participate  
in Athletics. please view www.michiganpondhockey.com  
For mission statement and other questions thank you. exhibit #3

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

N/A

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE?  YES  NO

IF YES, WHAT KIND AND HOW MUCH?

Hockey Participation 450<sup>00</sup> - 600<sup>00</sup> per team  
Tent - 2<sup>00</sup> admission

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND?  
 YES  NO

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

WHAT IS THE FEE CHARGED FOR EACH VENDOR? 10% donation to the charity

DO YOU PLAN TO CONTRIBUTE REVENUES RECEIVED FROM THIS EVENT TO LOCAL ORGANIZATIONS AND/OR COMMUNITY GROUPS?  
 YES  NO

IF YES, TO WHOM AND HOW MUCH?

SEE ABOVE - MISSION statement

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT? 1500 per day

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES? YES NO

NUMBER OF VOLUNTEERS / STAFF? 100

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

All proceeds go to Local Families in need of scholarships, A safe winter event gets Families out to enjoy the Northfield Twp area, and brings in Thousands and Thousands to the Local economy.

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

Existing service present with Temporary Generator and distribution panel

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

N/A

TOWNSHIP FACILITIES REQUESTED (Please Be as Accurate as Possible)

N/A

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES YES NO

IF SO, WHAT LOCATION IS PLANNED? 8 mile + 23 (S)(W) corner EARL LAFAURS property  
8 mile + 23 (N)(E) corner JIM KAKS property exhibit  
8 mile + 23 (N)(E) corner East Western SIM AVAR property  
8 mile + 23 (N)(E) corner Dirt Squirt with MIRENEK property #4

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

People's Express Inc 10. Jennings Rd Whitmond AKC MI 48189  
Rep - Tammy Pierson 810-986-5667

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

Number of Signs 20

Types of Signs Informational 2' x 4'

Locations of Signs Near Parking Areas For direction

Date Signs Posted 2-6-14

Date Signs Removed 2-10-14



# Owner(s) Affidavit\*

I, MPHSC, have authorized SAM JAQUINTO as My  
(company or organization owner) (Civic Event Applicant)

Representative for the purpose of obtaining a Civic Event permit(s) from Northfield Township

for my organization located at 9876 Main St W L MI 48189.  
(company or organization address)



\_\_\_\_\_  
Owners Signature

1-7-14

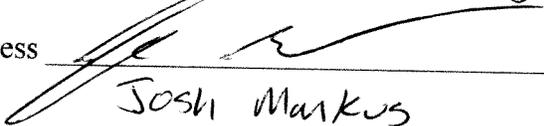
\_\_\_\_\_  
Date

# INDEMNIFICATION AGREEMENT

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

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

Signature  Date 1-7-14  
SAM IAQUINO

Witness  Date 1-7-14  
Josh Markus

# ALCOHOL

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

Beer, wine, spirits

WHO WILL BE THE ALCOHOL LICENSE HOLDER?

MPHSC

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

exhibit #5 Exhibit #6

DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN

Please see exhibit #6

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

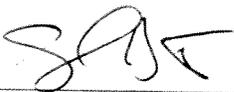
**\*\* IF ALCOHOL SALES OR SERVICE IS APPROVED, EVENT INSURANCE MUST INCLUDE AN ADDITIONAL INDEMNIFICATION FOR ALCOHOL**

# ADDITIONAL CIVIC EVENT REQUIREMENTS

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

Accepted and agreed to:

EVENT ORGANIZER



By: President  
Its:

Dated: 1-6, 2014

**NORTHFIELD TOWNSHIP  
APPROVALS/RECOMMENDATIONS/COMMENTS**

\_\_\_\_\_ **Event Title** \_\_\_\_\_

**Police Dept:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Fire Dept:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Other, if necessary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**BOARD OF TRUSTEES ACTION:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# VENDOR CONTACT INFORMATION

Company Name	Representative	Phone #	Items Being Sold / Exhibited	On Site Contact Name	On Site Contact Phone #
Capt Joe Grill	FRANK ENHEIM 734-257-9000	734-257-9000	SOUPS / Food	SAME	SAME
BEAR CLAW COFFEE CO.	DAVID POUPARD	734-216-6887	COFFEE / Hot chocolate	SAME	SAME
Mc A HAMBURGERS	Rodney MCGIRT	734-660-5479	Burgers / Dogs	SAME	SAME



## HELP SHEET AND TIPS TO EXPEDITE THE CIVIC EVENTS PROCESS

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

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

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

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

William Wagner  
Public Safety Director/Fire Chief  
Northfield Township

734.449.2385

Timothy Green  
Lieutenant, Northfield Township Police Department

734. 449.9911

Michele Manning  
Clerk, Northfield Township

734.449.2880 ext. 14

Marilyn Engstrom  
Supervisor, Northfield Township

734.449.2880 ext. 12

Washtenaw County Road Commission  
Matt MacDonell at x688 or [macdonellm@wcroads.org](mailto:macdonellm@wcroads.org)  
[www.wcroads.org/permits/procedures/section7.htm](http://www.wcroads.org/permits/procedures/section7.htm)

734.761.1500

exhibit #4 p51



9786 Main St  
Whitmore Lake MI, 48189  
734-323-0777 (CELL)  
248-486-8301 (FAX)  
samiaquinto@charter.net

January 6, 2014

Earl Lafave  
23/8 LLC  
835 W. 8 Mile  
Whitmore Lake MI, 48189  
248-486-8110  
248-486-8115 (FAX)

Dear Earl,

Our 7<sup>th</sup> annual Michigan Pond Hockey Sports Classic is being held February 7-9, 2014. This event is a charity fundraiser for youth athletics and the Kiwanis Club of Whitmore Lake. About 2000 people per day will come to the Whitmore Lake community and need places to park. We would like to use your property for this purpose.

MPHSC would plow the area, supply parking attendants during the event and repair any damages done by the cars to the lots with grading and seeding. You would be named as an additionally insured party on the insurance policy of \$1,000,000.

Please sign the bottom portion and fax us back this agreement. Thank you for your help in approving this agreement for the community event.

Sincerely,

Samuel J. Iaquinto  
MPHSC Operations Director

\_\_\_\_\_  
Earl LaFave

\_\_\_\_\_  
Date

Sent via Fax 1-7-14+received



exhibit #4 3  
pg 3



9786 Main St  
Whitmore Lake MI, 48189  
734-323-0777 (CELL)  
248-486-8301 (FAX)  
samiaquinto@charter.net

January 6, 2014

James A. Kales  
P.O. Box 2343  
Bonita Springs FL, 34133  
239-777-5543  
239-949-7249 (FAX)

Alex Kales  
2715 Tuebingen Parkway  
Ann Arbor MI, 48105  
734-645-1032  
cocokales@aol.com

Dear Sirs,

Our 7<sup>th</sup> annual Michigan Pond Hockey Sports Classic is being held Febuary 7-9, 2014. This event is a charity fundraiser for youth athletics and the Kiwanis Club of Whitmore Lake. About 2000 people per day will come to the Whitmore Lake community and need places to park. We would like to use your property for this purpose.

MPHSC would plow the area, supply parking attendants during the event and repair any damages done by the cars to the lots with grading and seeding. You would be named as an additionally insured party on the insurance policy of \$1,000,000.

Please sign the bottom portion and fax us back this agreement. Thank you for your help in approving this agreement for the community event.

Sincerely,

Samuel J. Iaquinto  
MPHSC Operations Director

\_\_\_\_\_  
James A. Kales

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alex Kales

\_\_\_\_\_  
Date

Sent via Email 1-7-14 + received



# CERTIFICATE OF LIABILITY INSURANCE

pg 4

UP ID: DF  
DATE (MM/DD/YYYY)  
12/19/2013

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  
**Wacker-King-Sherry Agency, Inc**  
 2205 Abbot Road  
 East Lansing, MI 48823  
 Dennis K Fisher

Phone: 517-337-6000  
 Fax: 517-337-0982

CONTACT NAME: **Dennis K. Fisher**  
 PHONE (A/C, No. Ext): **517-318-2514**  
 E-MAIL ADDRESS: **dfisher@hksagency.com**  
 PRODUCER CUSTOMER ID #: **MICH104**

FAX (A/C, No): **517-351-1122**

INSURED  
**Michigan Pond Hockey Sports Charities**  
 9876 Main St.  
 Whitmore Lake, MI 48189

INSURER(S) AFFORDING COVERAGE

INSURER A: **JM Wilson - Scottsdale**  
 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	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	IM 478753	02/07/2014	02/10/2014	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/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor		IM 478753	02/07/2014	02/10/2014	Liquor 1,000,000
A	Legal Liability					FOR PARTICIPANTS INCLUDED 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Pond Hockey Charities event, Athletic Participants excluded.  
 Legal Liability for Participants \$1,000,000 provided in the above limits.

CERTIFICATE HOLDER  
**James A Kales**  
 P.O. Box 2343  
 Bonita Springs, FL 34133

CANCELLATION  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Dennis K Fisher*



9786 Main St  
Whitmore Lake MI, 48189  
734-323-0777 (CELL)  
248-486-8301 (FAX)  
samiaquinto@charter.net

January 6, 2014

Tom Troy  
P.O. Box 602  
Whitmore Lake MI, 48189  
[T3653JT@gmail.com](mailto:T3653JT@gmail.com)  
586-630-1044

RE: Property at 9963 N. Main, Whitmore Lake MI, 48189

Dear Tom,

Our 7<sup>th</sup> annual Michigan Pond Hockey Sports Classic is being held Febuary 7-9, 2014. This event is a charity fundraiser for youth athletics and the Kiwanis Club of Whitmore Lake. About 2000 people per day will come to the Whitmore Lake community and need places to park. We would like to use your property for this purpose.

MPHSC would be responsible for removing the fence and replacing it by April 15, 2014, and repairing any damages done by the tents and foot traffic to the property. You would be named as an additionally insured party on the insurance policy of \$1,000,000 personnel injury and \$2,000,000 general aggregate. MPHSC would accept and repair any damage to the fire pit, pavilion, and general area of the lake front lot.

Please sign the bottom portion and fax us back this agreement. Thank you for your help in approving this agreement for the community event.

Sincerely,

Samuel J. Iaquinto  
MPHSC Operations Director

\_\_\_\_\_  
Tom Troy

\_\_\_\_\_  
Date

*Sent via e-mail 1-7-14 + Received*



# CERTIFICATE OF LIABILITY INSURANCE

# 4 pg 6

OP ID: DF

DATE (MM/DD/YYYY)

01/08/2014

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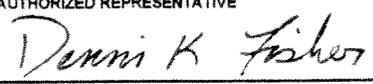
<b>PRODUCER</b> Hacker-King-Sherry Agency, Inc 2205 Abbot Road East Lansing, MI 48823 Dennis K Fisher	Phone: 517-337-6000 Fax: 517-337-0982	<b>CONTACT NAME:</b> Dennis K. Fisher <b>PHONE (A/C, No, Ext):</b> 517-318-2514 <b>FAX (A/C, No):</b> 517-351-1122 <b>E-MAIL ADDRESS:</b> dfisher@hksagency.com <b>PRODUCER CUSTOMER ID #:</b> MICH104													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : JM Wilson - Scottsdale</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : JM Wilson - Scottsdale		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> Michigan Pond Hockey Sports Charities 9876 Main St. Whitmore Lake, MI 48189															

**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 SUBR INSR 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 <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		IM 478753	02/07/2014	02/10/2014	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/OP AGG \$ 2,000,000
	<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 type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor		IM 478753	02/07/2014	02/10/2014	Liquor 1,000,000
A	Legal Liability		FOR PARTICIPANTS INCLUDED			2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Pond Hockey Charities event, Athletic Participants excluded.  
 Legal Liability for Participants \$1,000,000 provided in the above limits.

<b>CERTIFICATE HOLDER</b>  Thomas Troy 9963 Main Street Whitmore Lake, MI 48189	<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 
---	--

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9786 Main St  
Whitmore Lake MI, 48189  
734-323-0777 (CELL)  
248-486-8301 (FAX)  
samiaquinto@charter.net

January 6, 2014

Jim Ayar  
9897 Main St.  
Whitmore Lake, MI 48189  
734-449-2058 (PHN)  
734-449-8635 (FAX)

Dear Jim,

Our 7<sup>th</sup> annual Michigan Pond Hockey Sports Classic is being held Febuary 7-9, 2014. This event is a charity fundraiser for youth athletics and the Kiwanis Club of Whitmore Lake. About 2000 people per day will come to the Whitmore Lake community and need places to park. We would like to use your property for this purpose.

MPHSC would plow the area, supply parking attendants during the event and repair any damages done by the cars to the lots with grading and seeding. You would be named as an additionally insured party on the insurance policy of \$1,000,000.

Please sign the bottom portion and fax us back this agreement. Thank you for your help in approving this agreement for the community event.

Sincerely,

Samuel J. Iaquinto  
MPHSC Operations Director

\_\_\_\_\_  
Jim Ayar

\_\_\_\_\_  
Date

*Sent via FAX 1-8-14 + received*



# CERTIFICATE OF LIABILITY INSURANCE

# 7 150

OP ID: DF

DATE (MM/DD/YYYY)  
01/08/2014

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.

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<b>PRODUCER</b> Hacker-King-Sherry Agency, Inc 2205 Abbot Road East Lansing, MI 48823 Dennis K Fisher		<b>Phone: 517-337-6000</b> <b>Fax: 517-337-0982</b>	<b>CONTACT NAME:</b> Dennis K. Fisher <b>PHONE (A/C, No, Ext):</b> 517-318-2514 <b>FAX (A/C, No):</b> 517-351-1122 <b>E-MAIL ADDRESS:</b> dfisher@hksagency.com <b>PRODUCER CUSTOMER ID #:</b> MICH104
<b>INSURED</b> Michigan Pond Hockey Sports Charities 9876 Main St. Whitmore Lake, MI 48189		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> JM Wilson - Scottsdale <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:**

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			IM 478753	02/07/2014	02/10/2014	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<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
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE							\$
	<input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						W/C STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE	\$
A	Liquor			IM 478753	02/07/2014	02/10/2014	Liquor	1,000,000
A	Legal Liability			FOR PARTICIPANTS INCLUDED				2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Pond Hockey Charities event, Athletic Participants excluded.  
Legal Liability for Participants \$1,000,000 provided in the above limits.

<b>CERTIFICATE HOLDER</b>  Best Western 9897 Main Street Whitmore Lake, MI 48189	<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 
--	--



9786 Main St  
Whitmore Lake MI, 48189  
734-323-0777 (CELL)  
248-486-8301 (FAX)  
samiaquinto@charter.net

January 6, 2014

**Matt Mazurek**  
9893 Main St.  
Whitmore Lake, MI 48189  
313-402-7337  
matt@mayfld.com

Dear Matt,

Our 7<sup>th</sup> annual Michigan Pond Hockey Sports Classic is being held Febuary 7-9, 2014. This event is a charity fundraiser for youth athletics and the Kiwanis Club of Whitmore Lake. About 2000 people per day will come to the Whitmore Lake community and need places to park. We would like to use your property for this purpose.

MPHSC would plow the area, supply parking attendants during the event and repair any damages done by the cars to the lots with grading and seeding. You would be named as an additionally insured party on the insurance policy of \$1,000,000.

Please sign the bottom portion and fax us back this agreement. Thank you for your help in approving this agreement for the community event.

Sincerely,

Samuel J. Iaquinto  
MPHSC Operations Director

\_\_\_\_\_  
Matt Mazurek

\_\_\_\_\_  
Date



# CERTIFICATE OF LIABILITY INSURANCE

#4 P910

OP ID: DF

DATE (MM/DD/YYYY)  
01/08/2014

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.

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<b>PRODUCER</b> Hacker-King-Sherry Agency, Inc 2205 Abbot Road East Lansing, MI 48823 Dennis K Fisher	Phone: 517-337-6000 Fax: 517-337-0982	<b>CONTACT NAME:</b> Dennis K. Fisher <b>PHONE (A/C, No, Ext):</b> 517-318-2514 <b>E-MAIL ADDRESS:</b> dfisher@hksagency.com <b>PRODUCER CUSTOMER ID #:</b> MICH104	<b>FAX (A/C, No):</b> 517-351-1122													
	<b>INSURED</b> Michigan Pond Hockey Sports Charities 9876 Main St. Whitmore Lake, MI 48189		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : JM Wilson - Scottsdale</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : JM Wilson - Scottsdale		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #															
INSURER A : JM Wilson - Scottsdale																
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**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR 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 <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		IM 478753	02/07/2014	02/10/2014	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/OP AGG \$ 2,000,000
	<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 type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<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	Y/N <input type="checkbox"/> N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor		IM 478753	02/07/2014	02/10/2014	Liquor 1,000,000
A	Legal Liability		FOR PARTICIPANTS INCLUDED			2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Pond Hockey Charities event, Athletic Participants excluded.  
Legal Liability for Participants \$1,000,000 provided in the above limits.

<b>CERTIFICATE HOLDER</b>  Dirt Squirt 9893 Main Street Whitmore Lake, MI 48289	<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 <i>Dennis K Fisher</i>
---	--



Image NOT to scale

Whitmore Pkwy

Main St  
Rt. 101

Food / Entertainment  
Beer / Spirits Tent  
40' x 200'

Barricades

Rinks 150' x 75'

Mac's Marina

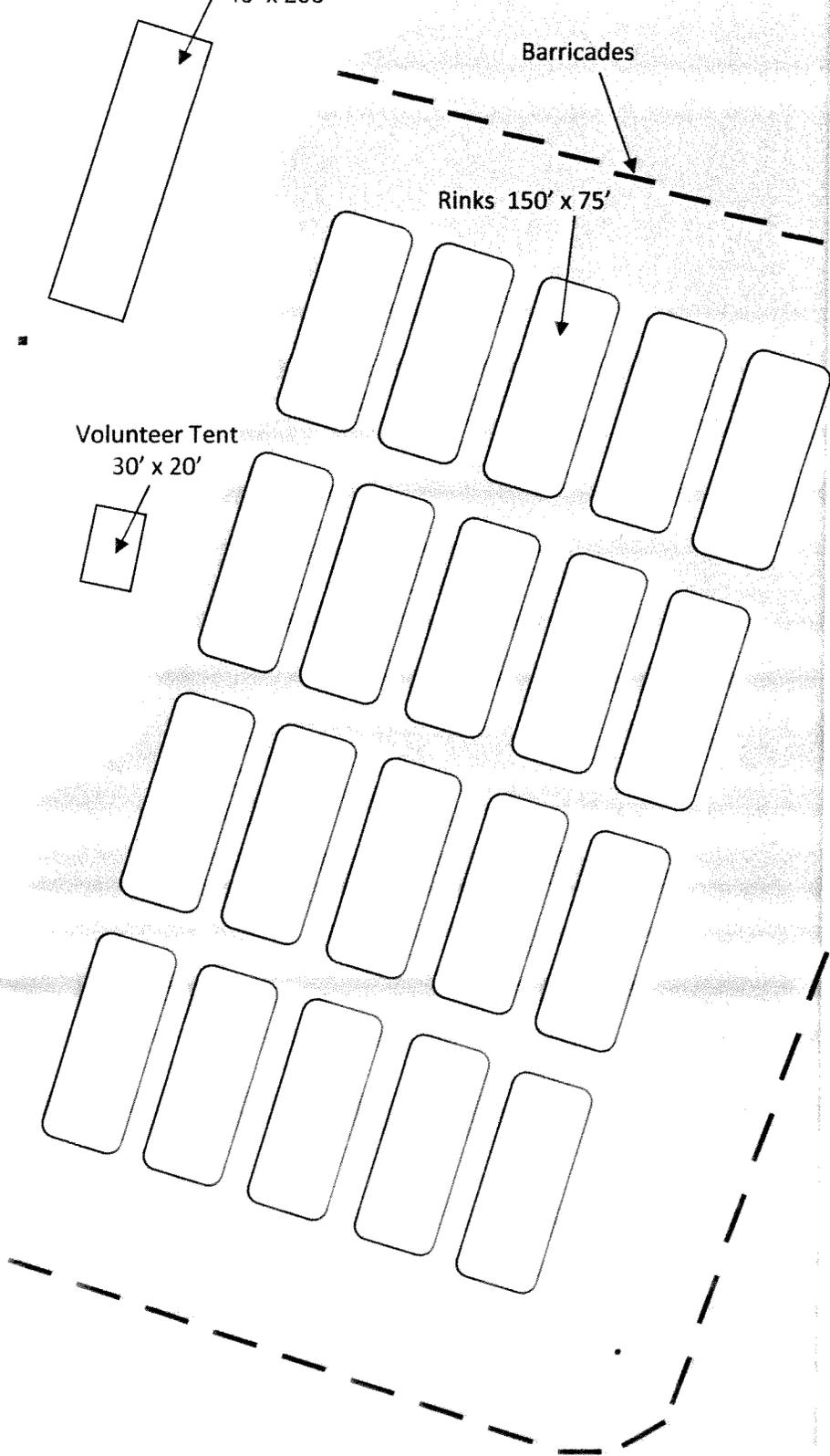
Volunteer Tent  
30' x 20'

Main St

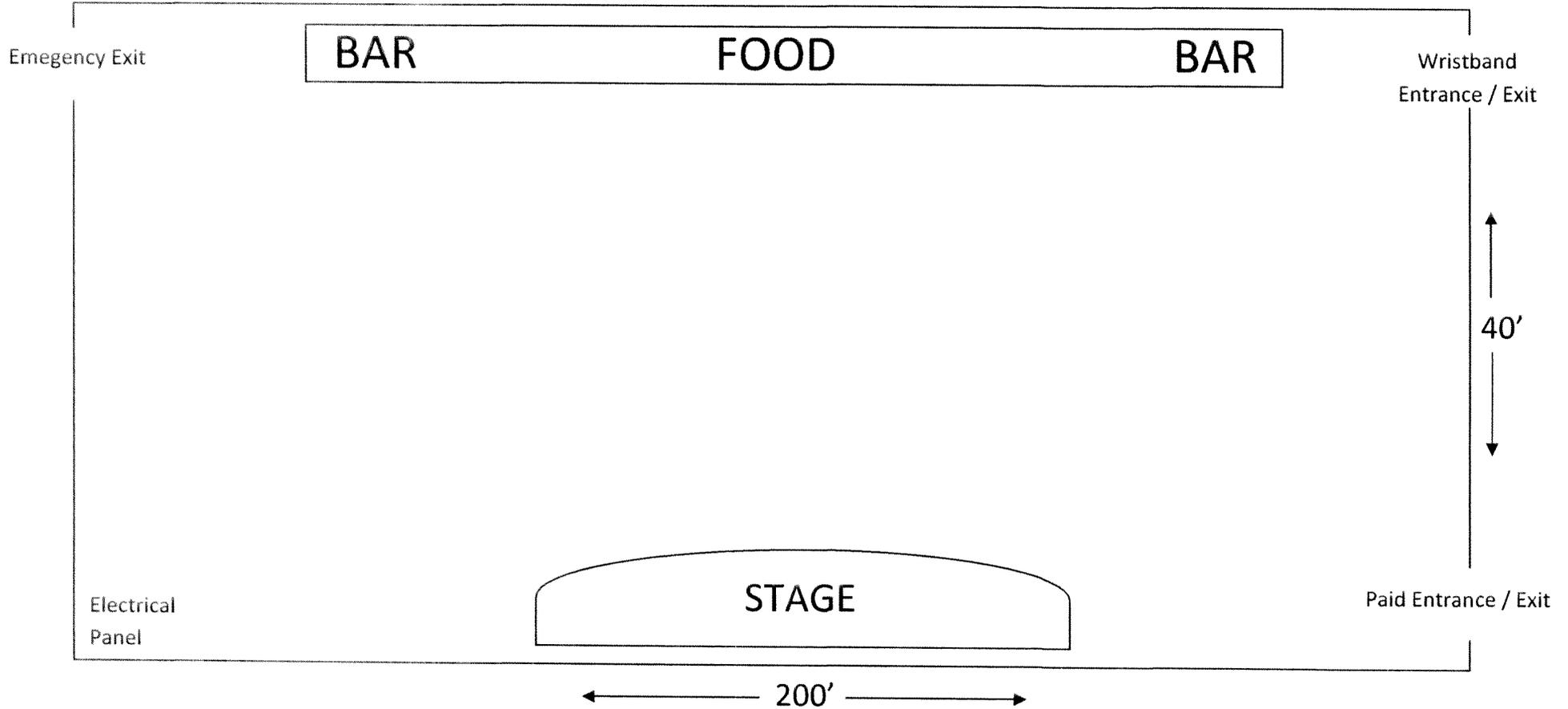
Player Tent  
35' x 70'

Whitmore  
Lake Tavern

Rick's Bart  
Shack



Michigan Pond Hockey Sports Charities  
Food – Beverage – Entertainment – Beer – Wine – Spirits  
Tent Layout



- Tent size is 40' x 200'.
- All sales + consumption of beer / spirits will be under the tent.
- This tent is in the parking lot of 9876 Main St.
- Tent has full sides with 2 French doors entrance/exits and an emergency exit.
- Volunteer security at doors to ensure alcohol remains under the tent.
- All beer will be purchased from O + W Distribution.



# MARINE SPECIAL EVENT APPLICATION AND PERMIT

Issued under authority of Part 801, Marine, Part 811 ORV and Part 821 Snowmobile, of the Natural Resource and Environmental Protection Act, Act 451, P. A. of 1994, as amended. Failure to comply with the provisions of this Act is a misdemeanor and may result in fines and/or imprisonment.

**DNRE USE ONLY**  
Permit Number

**APPLICANT:** This completed and signed application must be received by the appropriate DNRE office at least 30 days prior to the event, or the permit may not be authorized. Locations and addresses on next page.

Name of Applicant <i>SAM FAGUINTE</i>		Sponsoring Organization/Individual/Group <i>White Pine Hockey Sports Club</i>		Name of Person in Charge of Event <i>Sam Faguin te</i>	
Street Address <i>997 Linden St</i>		Street Address <i>997 Linden St</i>		Street Address	
City, State, ZIP <i>White Pine Lake MI 48159</i>		City, State, ZIP <i>White Pine Lake MI 48159</i>		City, State, ZIP	
Email Address <i>Sam@whitepine.net</i>		Email Address <i>Sam</i>		Email Address	
Business Telephone <i>(734) 323-0777</i>	Home Telephone <i>( )</i>	Business Telephone <i>( ) Sam</i>	Home Telephone <i>( )</i>	Business Telephone <i>( )</i>	Home Telephone <i>( )</i>
Event Date(s) (mm/dd/yyyy) If seasonal, attach proposed schedule <i>Feb 7, 8, 9 2014 Backup Feb 14, 15, 16 2014</i>				Where will "Person In Charge" be during the event? <i>at the event</i>	
Event Starting and Finishing Times <i>9am - 12 AM</i>				How can "Person In Charge" be contacted during the event? <i>734-323-0777</i>	
<b>Type of Event</b> (Check appropriate boxes)					
<input type="checkbox"/> Marine - Pursuant to Section 80164 of Act 451, P.A. of 1994, as amended.					
<input checked="" type="checkbox"/> Fireworks <input type="checkbox"/> Parade <input type="checkbox"/> Hydroplane Race <input type="checkbox"/> Offshore Race <input type="checkbox"/> Sailboat Race <input type="checkbox"/> Motorboat Race <input type="checkbox"/> Water Skiing					
<input type="checkbox"/> Canoe Race <input type="checkbox"/> Swimming <input type="checkbox"/> Raft Race <input type="checkbox"/> Sailboard <input checked="" type="checkbox"/> Other (Specify) <i>LAKE HOCKEY TOURNAMENT</i>					
<input type="checkbox"/> Off-Road Vehicle (ORV) - Pursuant to Section 81122 of Act 451, P.A. of 1994, as amended. <i>- FIREWORKS 2-7-2014</i>					
<input type="checkbox"/> Bike <input type="checkbox"/> ORV <input type="checkbox"/> Other (specify)					
<input type="checkbox"/> Snowmobile - Pursuant to Section 82119 of Act 451, P.A. of 1994, as amended. <i>- Civil Dip 2-8-14</i>					
Location of Event - Body of Water <i>White Pine Lake</i>			Township <i>Northfield</i>	County <i>White Pine</i>	Section(s)
<input checked="" type="checkbox"/> Inland Water <input type="checkbox"/> Great Lakes/Navigable Waters	Estimated Number of Vehicles <i>0</i>	Number of spectators (if applicable) <i>1000</i>	Number of Event Participants <i>1000</i>	Sponsor of Patrol Vessels	
Do conditions require special law enforcement patrols? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Types of Medical Support Units (if any) <i>Northfield Twp Fire Dept</i>			Number of Medical Support Units	

**APPLICANT:** Read all pages and attachments before certification and signature.

### CERTIFICATION

I hereby certify that I have read, understand, and agree to abide by the conditions contained on page 2, governing this permit in the conduct of the operations under this permit, and that the information provided is true and accurate to the best of my knowledge.

Applicant Signature

Date

*1-8-13*

**APPLICANT:** Submit completed and signed application to appropriate DNRE office at least 30 days prior to event or permit may not be authorized. Locations and addresses on next page.

### FOR DNRE USE ONLY

#### Investigation Findings & Recommendations

State any problems this event may cause, special equipment the event may require, special enforcement effort that may be required, special use permits, and where they may be obtained.

Investigating Officer (please print)

Badge Number

Signature

Date of Investigation (mm/dd/yyyy)

### AUTHORIZATION

**EVENT IS AUTHORIZED** for the date(s) and time(s) specified as long as conditions are complied with prior to and/or during stated event(s). Failure to meet all specified conditions automatically invalidates this permit and may subject permittee to prosecution.

Number of Law Enforcement Patrol Boats Vehicles \_\_\_\_\_ Type \_\_\_\_\_

Special Conditions - See Page 2:

1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16

Other: \_\_\_\_\_

**EVENT IS NOT AUTHORIZED**

*emailed 1-7-14 and received*

ARE YOU READY?  
FOR THE

# Chilly DIP



02/08/2014 \*

1:00 registration

2:00 *DIP* in...

Whitmore Lake!

Dip Individually  
or as a Group

By raising a minimum of \$50 per  
person, you can:

1. Register as an individual participant, or
2. Register as a team to dip as a group

Wear a costume and take the dip!

**More information:**

[www.WhitmoreLakeKiwanis.org](http://www.WhitmoreLakeKiwanis.org)

\* Date may change with ice conditions

Raise money & earn  
prizes!

## Sponsors

See your company  
name here!

Proceeds go to the  
Greater Whitmore  
Lake Area Kiwanis



Exhibit 1



9786 Main St  
Whitmore Lake MI, 48189  
734-323-0777 (CELL)  
248-486-8301 (FAX)  
samiaquinto@charter.net

January 6, 2014

**MICHIGAN POND HOCKEY SPORTS CHARITIES  
FEBRUARY (7,8,9) 2014**

This event will have 140 (7 person) teams competing for trophies and prizes. This event will be utilized as an anchor for a winter festival on Whitmore Lake to allow non-profit organizations to raise funds through the events. There will not be any snowmobile races held by us. The only events we will be holding are; bowling, golf, etc. There will be food and beverage sales as well. Please see the attached sheets for additional information and visit the web site as it is very informative at [www.michiganpondhockey.com](http://www.michiganpondhockey.com). Please contact me with any additional questions. There will also be a Chilly Dip in which the Northfield Township Fire Department will assist to ensure safety.

Thank You,

A handwritten signature in black ink, appearing to read "S. Iaquinto".

Samuel J. Iaquinto

**Michigan Department of Licensing and Regulatory Affairs**

**Filing Endorsement**

**This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT  
for**

**MICHIGAN POND HOCKEY SPORTS CHARITIES**

**ID NUMBER: 71033G**

**received by facsimile transmission on September 21, 2011 is hereby endorsed  
Filed on September 21, 2011 by the Administrator.**

**The document is effective on the date filed, unless a  
subsequent effective date within 90 days after  
received date is stated in the document.**



**In testimony whereof, I have hereunto set my  
hand and affixed the Seal of the Department,  
in the City of Lansing, this 21ST day  
of September, 2011.**

**Director**

**Bureau of Commercial Services**

BCS/CD-502 (Rev. 04/11)

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMERCIAL SERVICES**

Date Received

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name Mary Jane Hourani		
Address 10850 McNally		
City South Lyon	State Michigan	ZIP Code 48178

EFFECTIVE DATE:

[Empty box for effective date]

Document will be returned to the name and address you enter above.  
If left blank, document will be returned to the registered office.

**ARTICLES OF INCORPORATION**  
**For use by Domestic Nonprofit Corporations**  
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1992, the undersigned corporation executes the following Articles:

**ARTICLE I**

The name of the corporation is:  
Michigan Pond Hockey Sports Charities

**ARTICLE II**

The purpose or purposes for which the corporation is organized are:  
To provide activities and support that will encourage and promote quality of life for youth and their family as well as the education institutions in the community. To carry out activities and directives as assigned by the Board of Directors accordingly. To function within the purview of Section 501(c)(3) of the Internal Revenue Code and the Regulations there under.

**ARTICLE III**

1. The corporation is organized upon a Nonstock basis.  
(Stock or Nonstock)

2. If organized on a stock basis, the total number of shares which the corporation has authority to issue is \_\_\_\_\_ if the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

ARTICLE III (cont.)

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (If none, insert "none")

NONE

b. The description and value of its personal property assets are: (If none, insert "none")

NONE

c. The corporation is to be financed under the following general plan:

Donations, Contributions and Fundraising

d. The corporation is organized on a Membership basis.  
(Membership or Directorship)

ARTICLE IV

1. The name of the resident agent at the registered office is:

Samuel Iaquinto

2. The address of its registered office in Michigan is:

9876 Main Street Whitmore Lake, Michigan 48189  
(Street Address) (City) (ZIP Code)

3. The mailing address of the registered office in Michigan if different than above:

\_\_\_\_\_, Michigan \_\_\_\_\_  
(Street Address or PO Box) (City) (ZIP Code)

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name	Residence or Business Address
Samuel Iaquinto	9876 Main St, Whitmore Lake MI 48189
Edward Gentile	10887 Charring Cross Circle, Whitmore Lake MI 48189

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

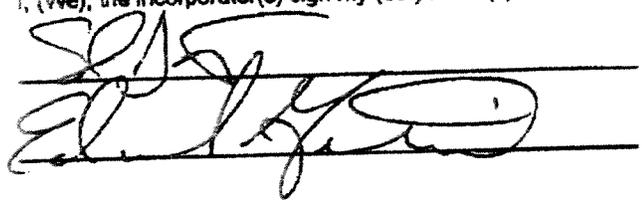
Article VI: In the event of the dissolution of this corporation, after paying or adequately providing for the debts or obligations of this corporation, the directors or persons in charge of liquidation, shall grant, convey, assign and transfer the remaining assets of the corporation unto: 1) A state, a territory, a possession of the United States, or any political subdivision of any of the foregoing: or to the United States or the District of Columbia, to be used exclusively for public purposes. 2) A corporation, trust or community chest, fund or foundation; a) created or organized in the United States or in any possessions thereof, or under the law of the United States, any state or territory, the District of Columbia or any possession of the United States; b) organized and operated exclusively for the religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals; c) No part of the net earnings which inures the benefit of any private shareholder or individual; and d) No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation.

The assets transferred to any organization listed above shall be used within the United States or any of the possessions, exclusively for the purpose specified in subparagraph (b).

No such organization listed above shall qualify for distribution unless such organization shall be an organization, association, fund or foundation organized and operated exclusively for charitable, religious, scientific or educational purposes which is a tax-exempt, non-profit corporation under the United States Internal Revenue Code, and which is recognized as such by the United States Bureau of Internal Revenue.

If the corporation holds any assets in trust at the time of dissolution thereof, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court in the county in which the dissolved corporation had its principal office, upon petition therefore by the Attorney General or any person concerned in the liquidation.

I, (We), the incorporator(s) sign my (our) name(s) this 20 day of September, 2011

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

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



# MICHIGAN POND HOCKEY CLASSIC

*Michigan's Premiere Pond Hockey Tournament*

- HOME
- DIVISIONS
- SPONSORS
- VOLUNTEER
- MPHC STORE
- MEDIA
- HISTORY
- OUR CHARITY
- SEARCH Q

**Tradition Returns to Lake**

Don't Miss ★ **February 7<sup>th</sup> - 9<sup>th</sup> 2014**



- Divisions
- Volunteer
- Official Rules
- champions



**Registration Ends 01/15/14**

**CLICK HERE TO REGISTER TODAY**

- FIND US ON **FACEBOOK**
- FOLLOW US ON **TWITTER**
- WATCH US ON **YOUTUBE**

MICHIGAN POND HOCKEY CLASSIC 2014

**101** A SPECIAL THANKS TO OUR SPONSORS





Exhibit #2

OP ID: DF

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2013

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> Hacker-King-Sherry Agency, Inc 2205 Abbot Road East Lansing, MI 48823 Dennis K Fisher	Phone: 517-337-6000 Fax: 517-337-0982	<b>CONTACT NAME:</b> Dennis K. Fisher <b>PHONE (A/C, No, Ext):</b> 517-318-2514 <b>E-MAIL ADDRESS:</b> dfisher@hksagency.com <b>PRODUCER CUSTOMER ID #:</b> MICH104	<b>FAX (A/C, No):</b> 517-351-1122
	<b>INSURED</b> Michigan Pond Hockey Sports Charities 9876 Main St. Whitmore Lake, MI 48189		
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> JM Wilson - Scottsdale	
		<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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>GENERAL LIABILITY</b>						
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		IM 478753	02/07/2014	02/10/2014	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 - COM/OP AGG \$ 2,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					
	GEN'L AGGREGATE LIMIT APPLIES PER					
	POLICY	PRO-JECT	LOC			
<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
<b>UMBRELLA LIAB</b>						
	<input type="checkbox"/> EXCESS LIAB	OCCUR				EACH OCCURRENCE \$
	<input type="checkbox"/> DEDUCTIBLE	CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> RETENTION \$					\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			WC STATUTORY LIMITS OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Liquor		IM 478753	02/07/2014	02/10/2014	Liquor 1,000,000
A	Legal Liability		FOR PARTICIPANTS INCLUDED			2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Pond Hockey Charities event, Athletic Participants excluded.  
Legal Liability for Participants \$1,000,000 provided in the above limits.  
Northfield Township is listed as an additional insured on the above listed policies.

<b>CERTIFICATE HOLDER</b>  Northfield Township 8350 Main Street Whitmore Lake, MI 48189	<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 <i>Dennis K Fisher</i>
---	--

Exhibit #3



# MICHIGAN POND HOCKEY CLASSIC

*Michigan's Premiere Pond Hockey Tournament*

HOME

DIVISIONS

SPONSORS

VOLUNTEER

MPHC STORE

MEDIA

HISTORY

**OUR CHARITY**

SEARCH Q



The Michigan Pond Hockey Sports Charities (MPHSC) is a 501 (c) (3) nonprofit charity. This tournament is a fund raising event for this charity. All the proceeds from the tournament go directly to a fund that will be dispersed to local school districts and hockey associations.

**Our Mission Statement:**

Michigan Pond Hockey Sports Charities (MPHSC) provides families in need of financial assistance for their children to participate in youth athletic programs.

**Our Vision:**

Many school districts are forced to adopt a "pay to participate" model for school athletics programs. Families that are under a financial hardship can apply for a MPHSC scholarship, which will pay that child's participation fee or needed equipment. The support from the MPHSC will encourage and promote the health and wellbeing of children through youth athletics.

 501 (c)(3) Approval Status Letter



# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 1/9/2014  
**Re:** 2013 Audit

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Dear Township Board,

Included in your packet is a letter from Pfeffer, Hanniford & Palka regarding the October 2013 audit and a copy of the audit presentation. It was requested that this be voted on and approved by the Township Board. The Board received the full report in the previous workshop. In an attempt to not waste additional paper, a copy of that report has not been included in this packet. If you need an additional copy of the binder information, we would be happy to provide that.

Warm Regards,



Howard Fink, Township Manager

October 30, 2013

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

Dear Honorable Board of Trustees:

During our audit of the Northfield Township we came across the following matter that we would like to discuss with you as part of our audit presentation for the year ending June 30, 2013.

The matter which we would like to discuss with you is as follows:

Auditing standards require us to communicate to you significant deficiencies in your internal controls and accounting procedures. There are certain issues (deficiencies) which were previously considered general comments, but under current standards are now considered significant deficiencies.

A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with accounting principles generally accepted in the United States of America such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

We consider the following to be a material weakness of the Township.

- Historically, the Township has relied on independent external auditors in the preparation of their financial statements and required disclosures. The Township has determined that the cost/benefit of preparing the financial statements and disclosures are best served by continuing this practice.
- As in most small organizations, the Township has a lack of segregation of duties in its accounting department.

The following are other comments relating to the Township's accounting and record keeping procedures:

1. The Township needs to review all the access controls to the various computer programs that it is using to insure that employee access to that program is authorized. This is critical in order to insure that internal controls in place are working.
2. All administrative fees should be documented annually to determine the proper charges.
3. We recommend that all receipting be done by the Treasurer at the Township Hall. Currently monies are collected at the Senior Center.
4. The Township has checks that have been outstanding for over a year. The checks should either be reissued or escheated to the State of Michigan.
5. The sewer connection fees and billing rates have not changed for several years and should be evaluated as to whether they are meeting current operating costs and future capital requirements.
6. The Township has had property liens that must be investigated to determine their collectability.
7. We recommend that department heads, review and sign off on payroll checks each pay period. This would be a double check for pay rates, hours worked, authorized employment, and any other verification area for payroll.
8. As far as the current Automated Clearing House (ACH) policy the Township should consider eliminating direct withdrawal from resident's bank accounts. There is risk involved trying to prevent and mitigate identity theft.
9. We recommend that with the hiring of a new director for the Northfield Township Senior Center you need to review all the policies and procedures. You will also need to put a more comprehensive accounting system in place in order to better record the activity. There are currently numerous activities going on with no description of what is expected.
10. We recommend that with the growing number of drug fund seizures this fund should be monitored closely to make sure monies are budgeted and continue to be spent for the correct purpose. There may be additional auditing and reporting requirements in the future due to the amounts.
11. We found instances where amounts from prior years left in the current tax fund were paid over to the General Fund and may have to be escheated to the State of Michigan.
12. We found that credit card charges were being reimbursed for the Senior Center from copied invoices and should be reimbursed from original invoices.

Conclusion

Thank you for your assistance and hospitality toward our firm while conducting the audit of the Northfield Township.

If you should have any questions, comments or concerns please do not hesitate to call us.

This report is intended solely for the information and use of the Board of Trustees and management of the Northfield Township and is not intended to be and should not be used by anyone other than the specified parties.

*Pfeffer, Hanniford & Palka, P.C.*

PFEFFER, HANNIFORD & PALKA

Certified Public Accountants

# Northfield Township

Audit Presentation

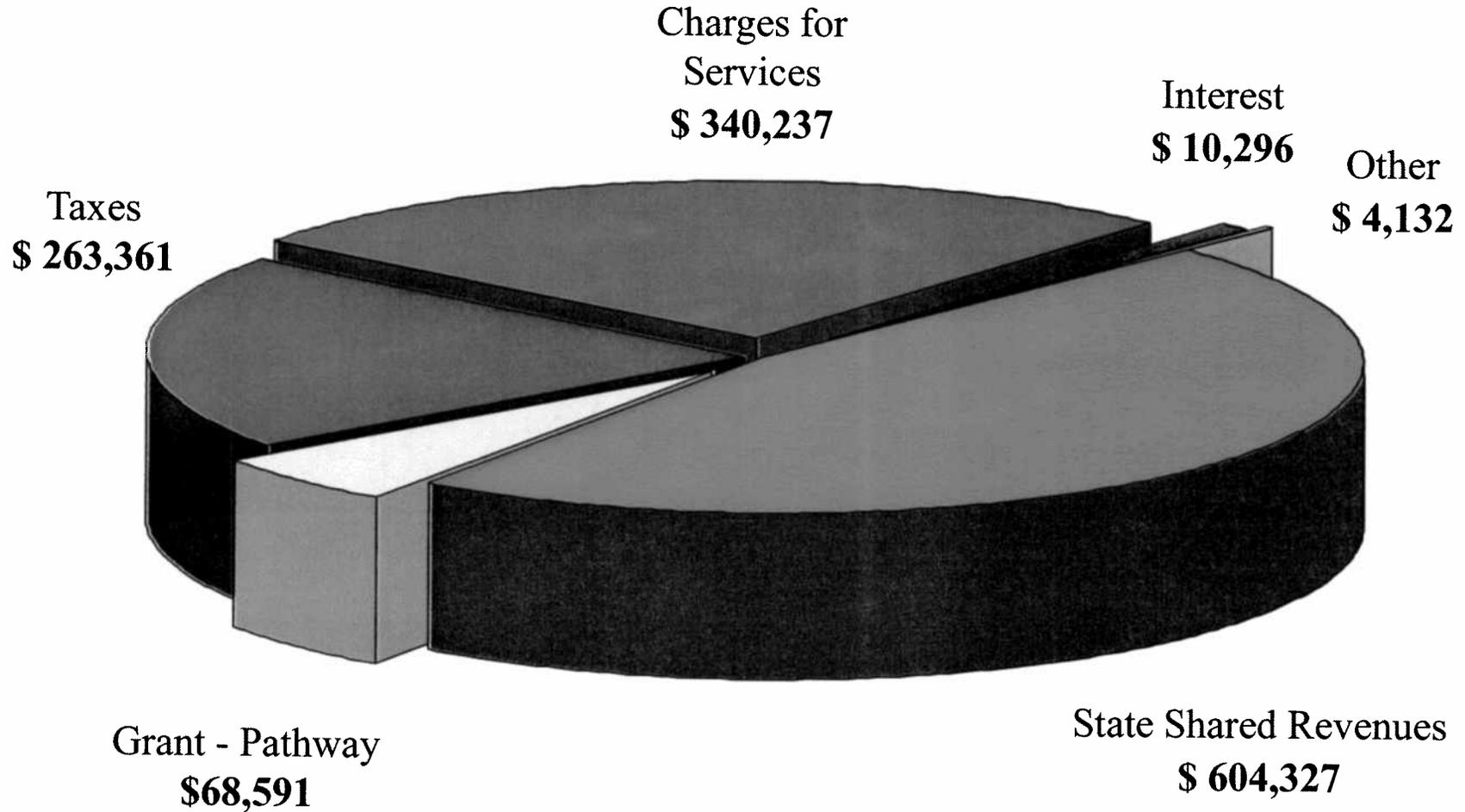
June 30, 2013



PFEFFER, HANNIFORD & PALKA  
Certified Public Accountants

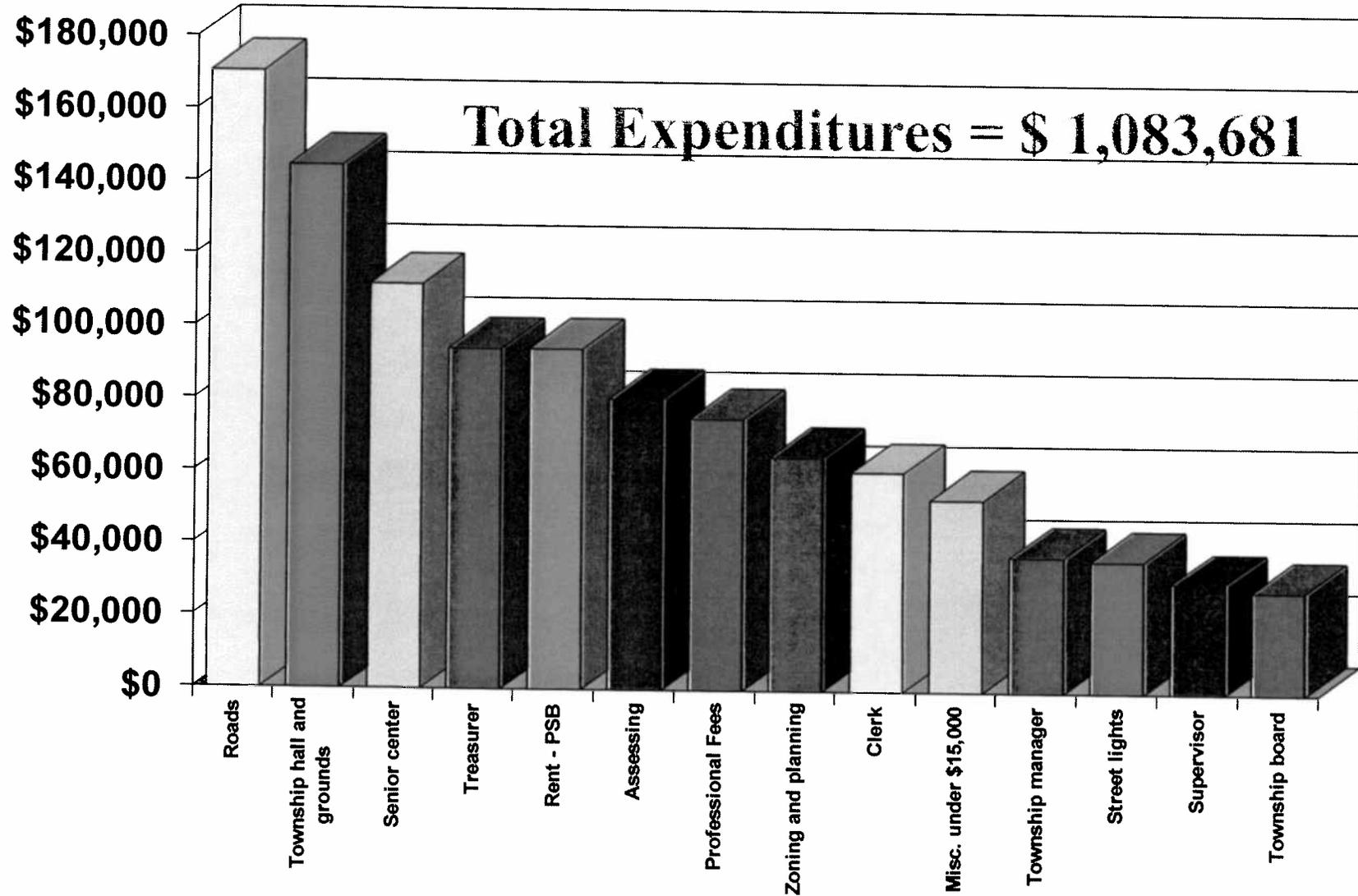
BRIGHTON, MICHIGAN

**Northfield Township  
General Fund Revenues  
For The Year Ended June 30, 2013**

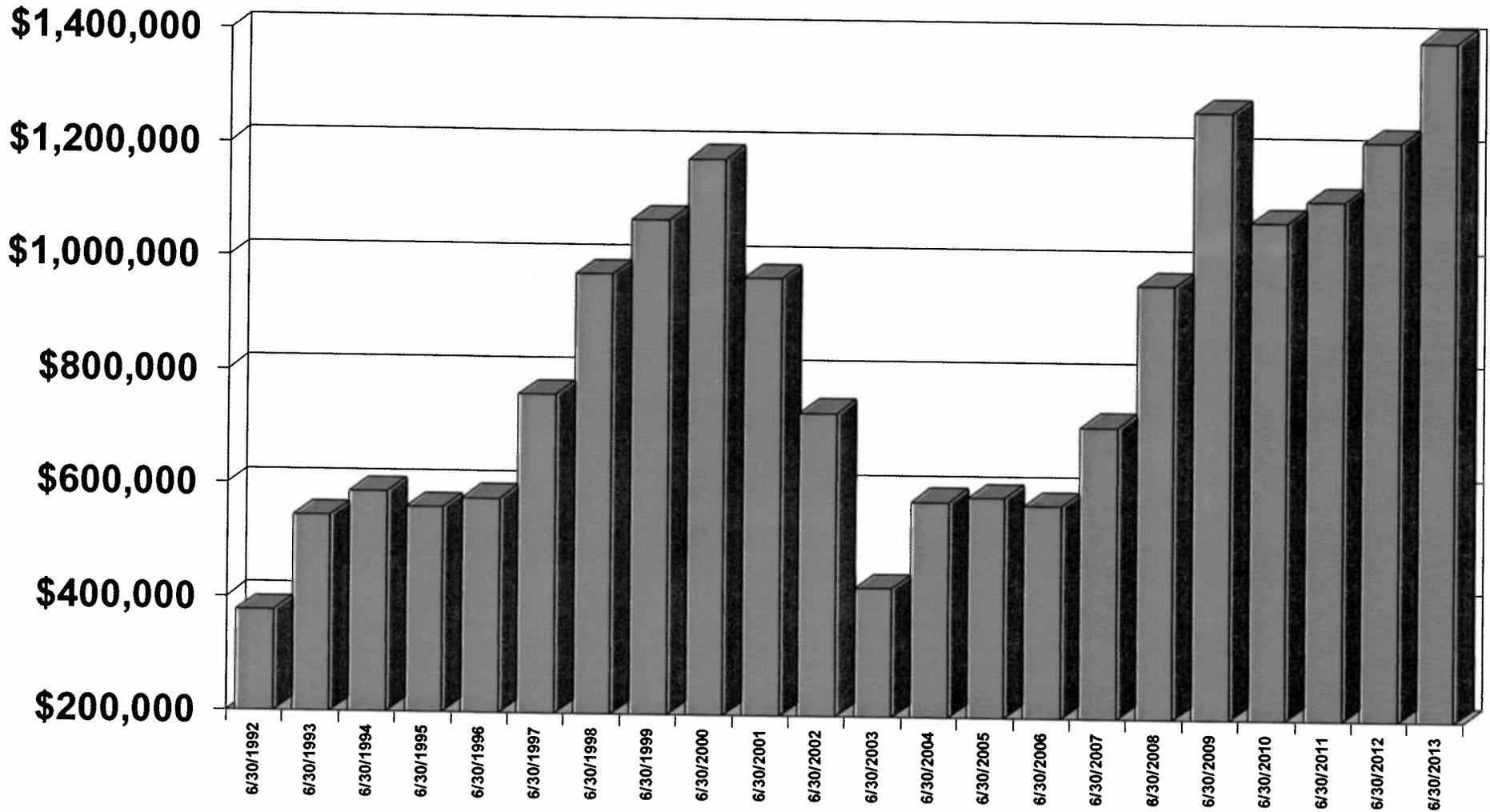


**Total Revenues = \$ 1,290,944**

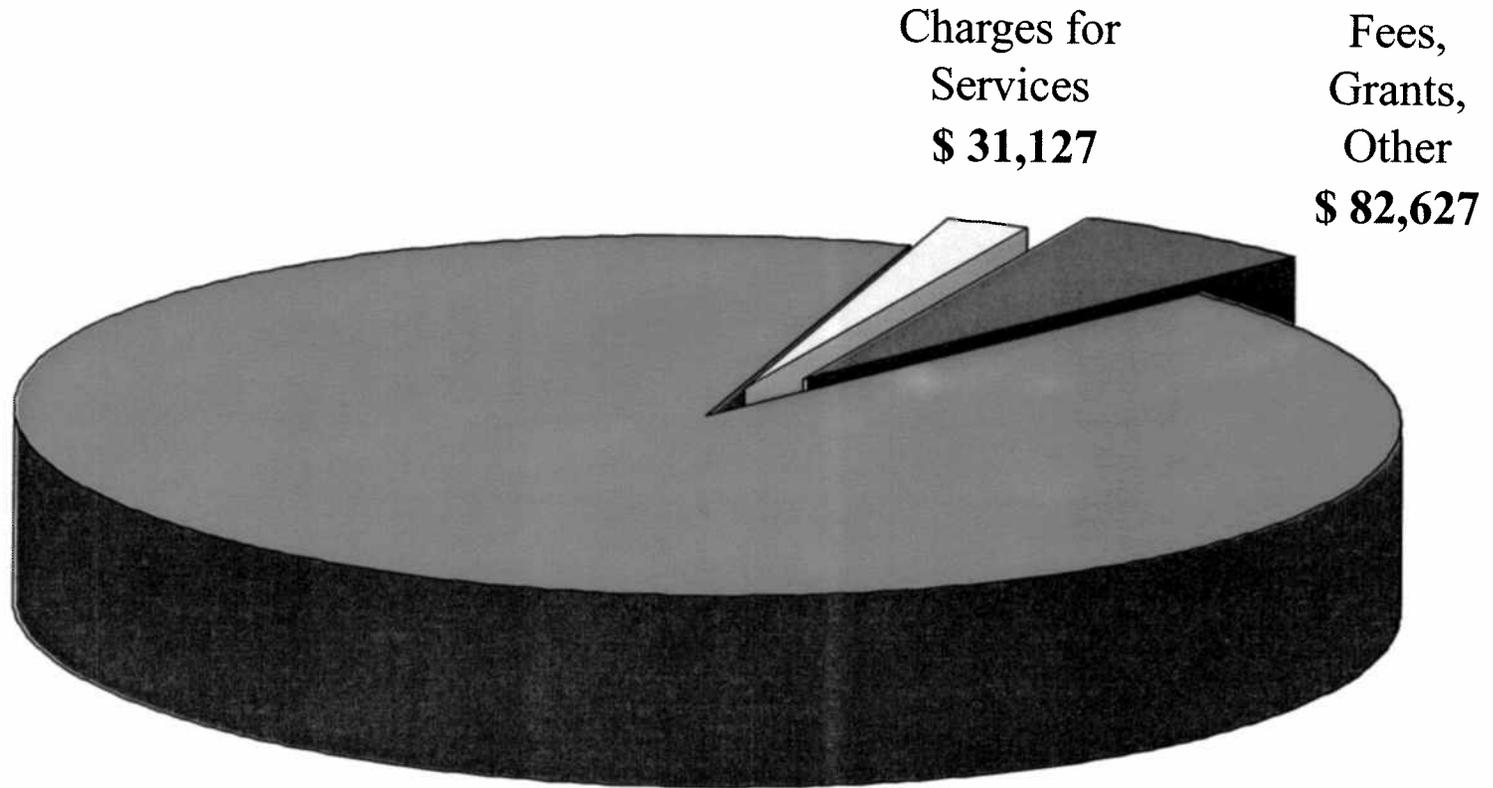
**Northfield Township**  
**General Fund Expenditures**  
**For The Year Ended June 30, 2013**



Northfield Township  
General Fund  
Fund Balance Comparison  
June 30, 1992 - June 30, 2013



**Northfield Township**  
**Law Enforcement Fund Revenues**  
**For The Year Ended June 30, 2013**



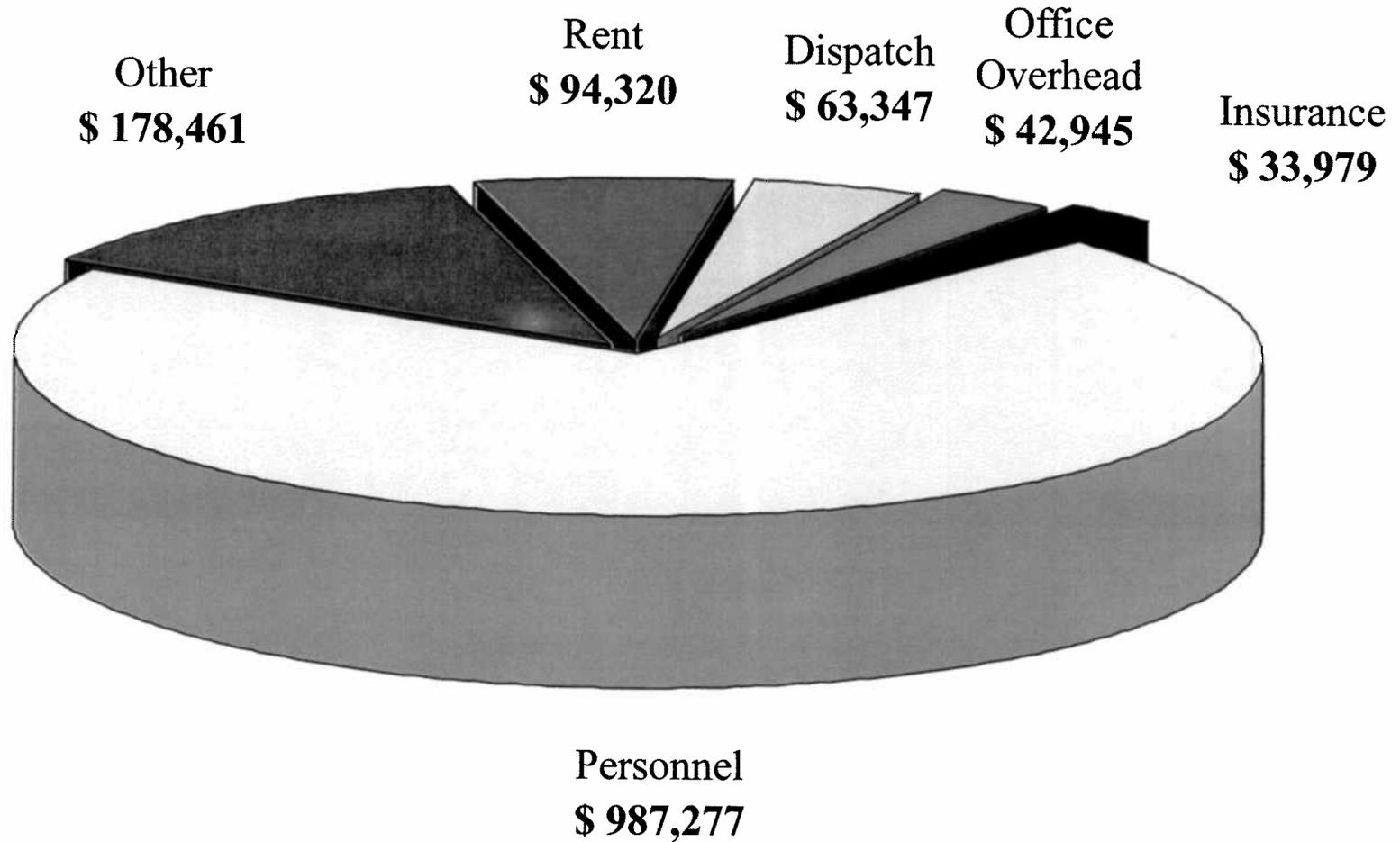
Taxes  
**\$ 1,328,840**

Charges for  
Services  
**\$ 31,127**

Fees,  
Grants,  
Other  
**\$ 82,627**

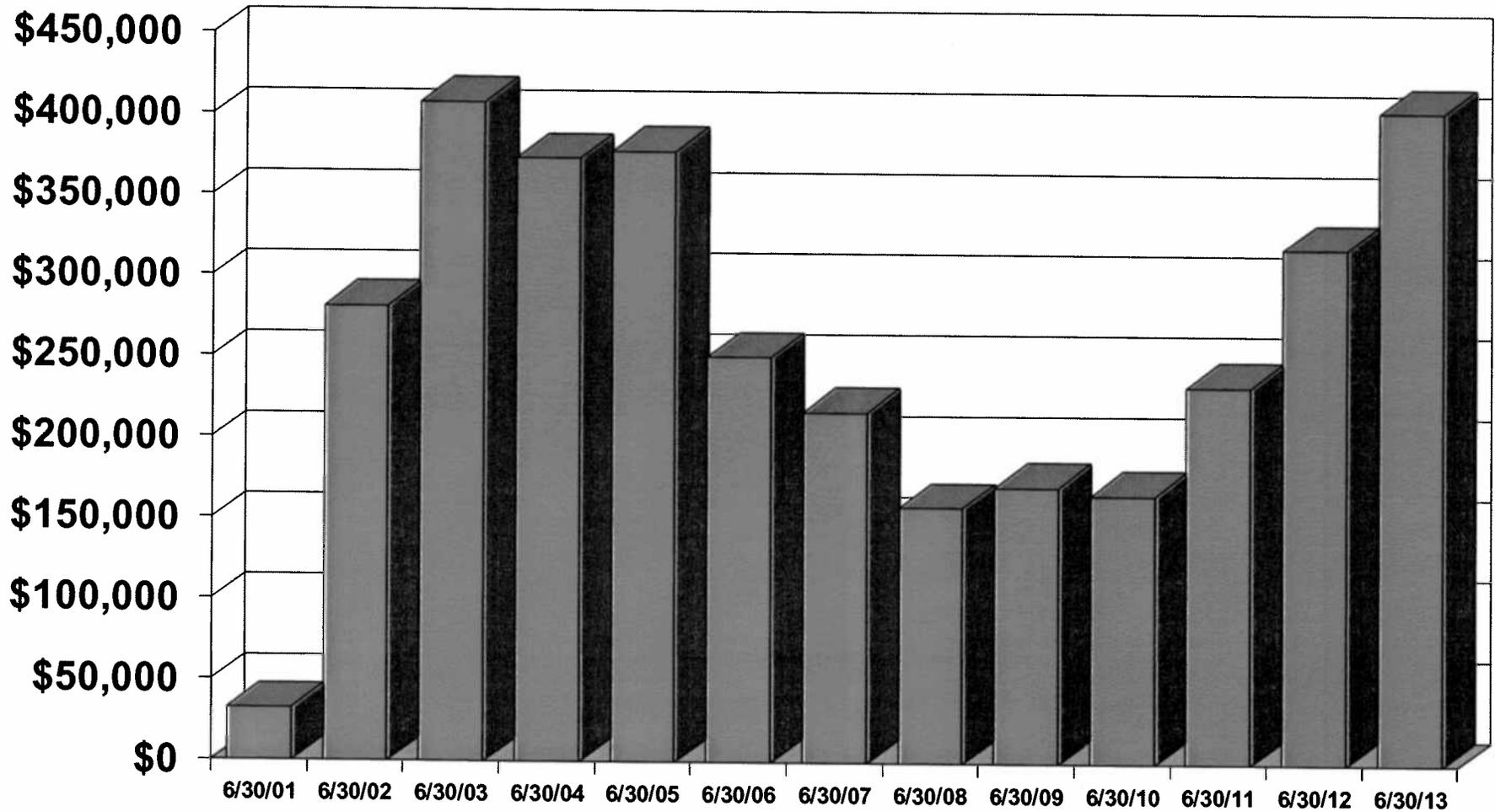
**Total Revenues = \$ 1,442,594**

**Northfield Township**  
**Law Enforcement Fund Expenditures**  
**For The Year Ended June 30, 2013**

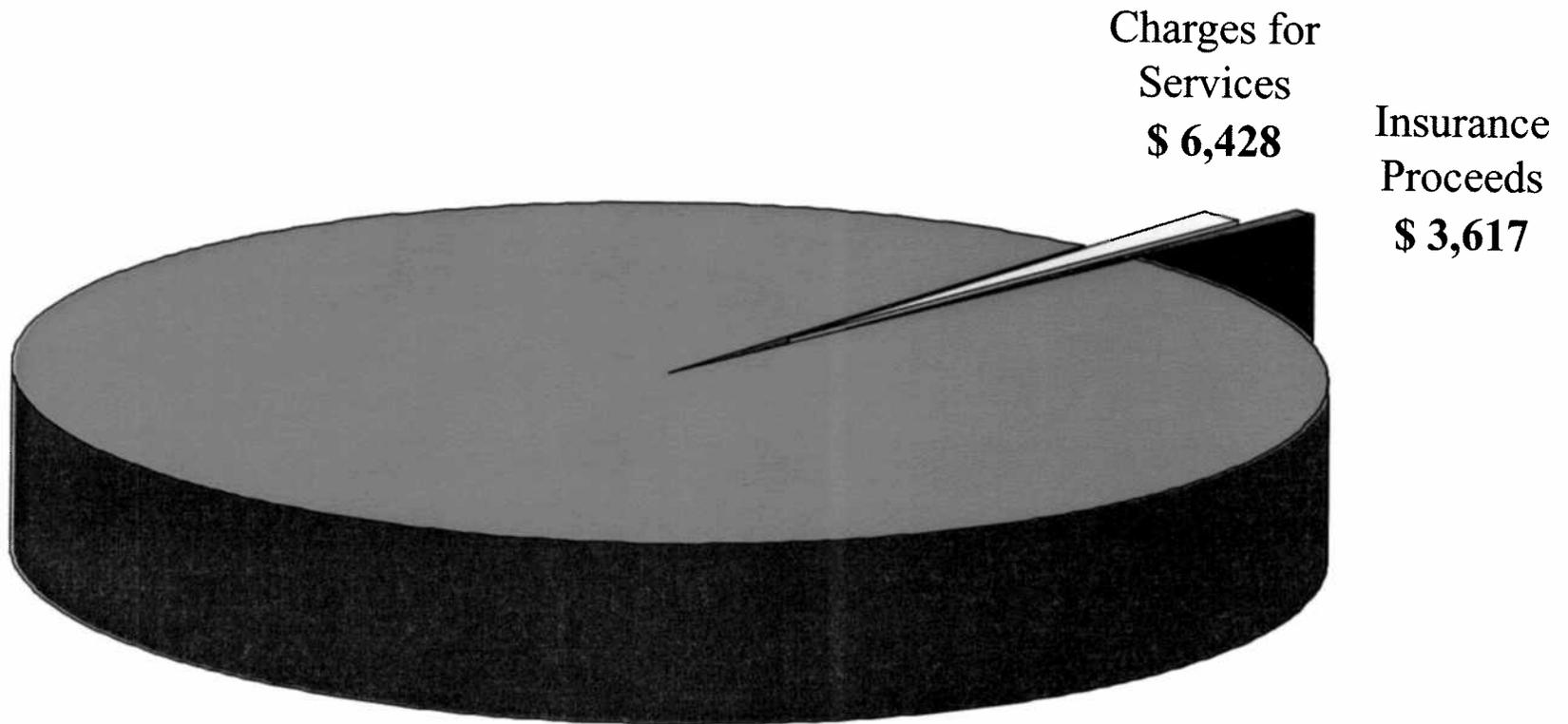


**Total Expenditures = \$ 1,400,329**

Northfield Township  
Law Enforcement Fund  
Fund Balance Comparison  
June 30, 2001 - June 30, 2013



**Northfield Township**  
**Fire Fund Revenues**  
**For The Year Ended June 30, 2013**



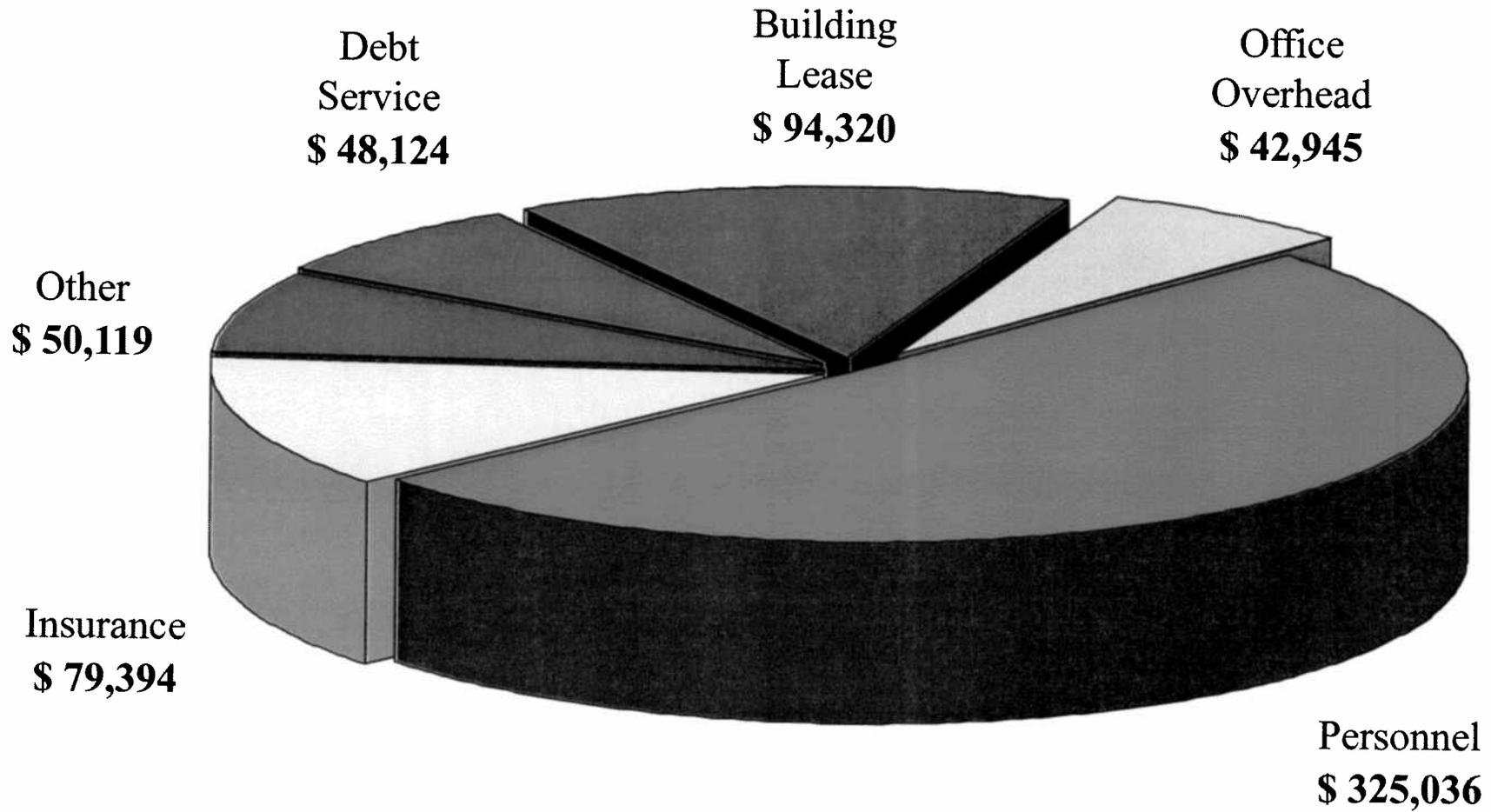
Taxes  
**\$ 594,262**

Charges for  
Services  
**\$ 6,428**

Insurance  
Proceeds  
**\$ 3,617**

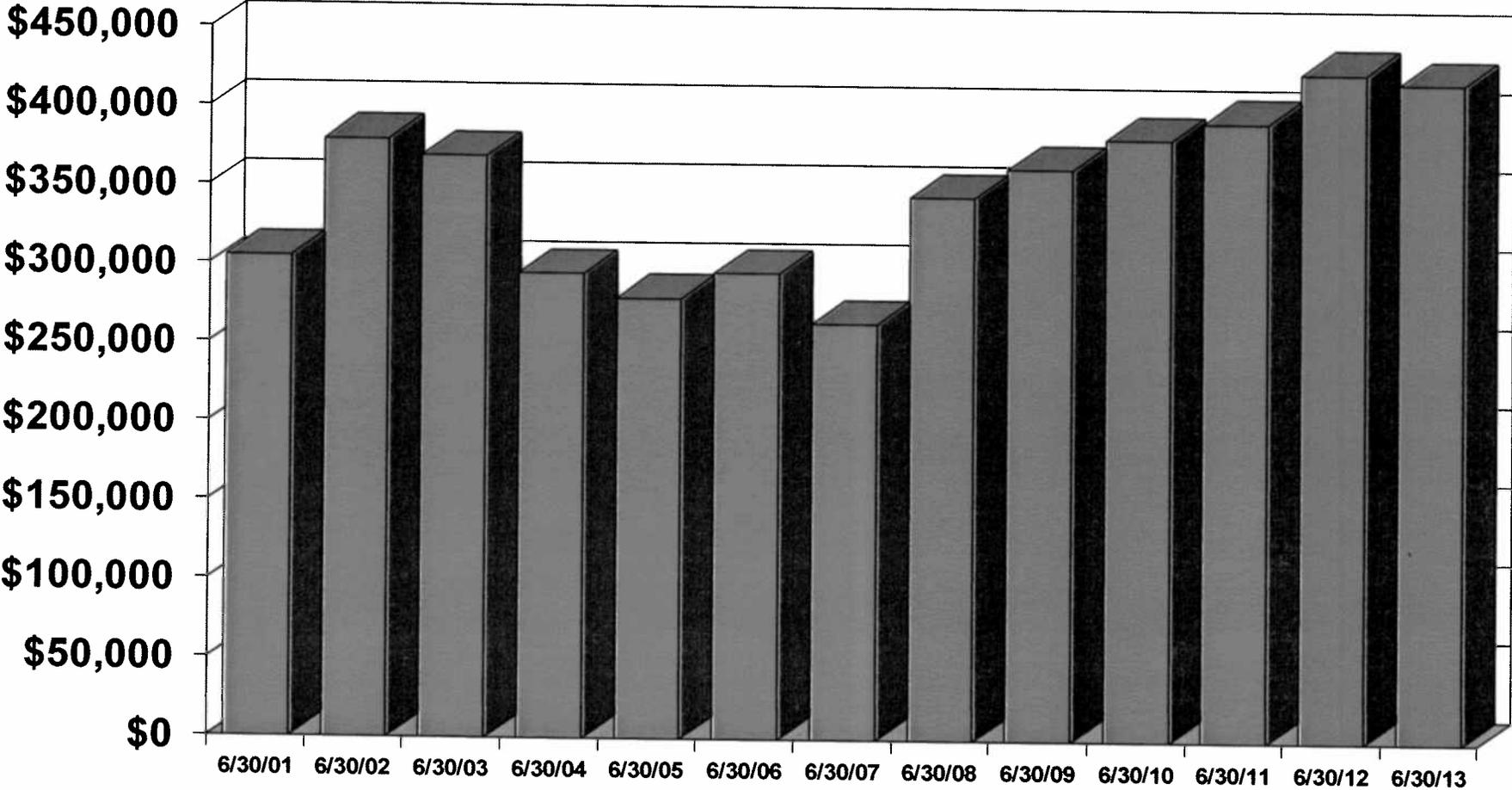
**Total Revenues = \$ 604,307**

**Northfield Township  
Fire Fund Expenditures  
For The Year Ended June 30, 2013**



**Total Expenditures = \$ 639,938**

**Northfield Township**  
**Fire Fund**  
**Fund Balance Comparison**  
**June 30, 2001 - June 30, 2013**



Note : The fiscal year ending June 30, 2009 the Fire Protection and Medical Rescue funds were consolidated into one fund.

# NORTHFIELD TOWNSHIP

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## MEMO

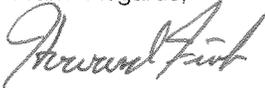
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 1/9/2014  
**Re:** Approval of Tami Averill as Community Center Director

---

Dear Township Board,

We have completed our review of the Community Center Director applicants. I believe Tami Averill has the programming experience, passion and dedication that is required for the position. I have offered Tami a salary of \$35,500, which is the same as the previous director. If the board wishes, it would be appropriate to reevaluate the position after six months if a slight increase is warranted. Tami will be on a 3 month probationary employment period, which is standard for all new hires. In general, I am pleased and excited to have Tami on board as our New Community Center Director. I will begin planning her welcome party / open house and will update everyone on when that will take place. If approved, Tami's first official day on the Job will be Wednesday, January 15, 2014.

Warm Regards,



Howard Fink, Township Manager

Tami M. Averill  
125 First St.  
Milford, MI 48381  
(248) 685-9289  
[taverill@voyager.net](mailto:taverill@voyager.net)

November 23, 2013

Northfield Township  
8350 Main St.  
P.O. Box 576  
Whitmore Lake MI 48189

Dear Sir or Madam,

I am writing in response to your posting for the position of Senior/Community Center Director. My background is in museum education and administration. This has provided me with a wide variety of skills and experience.

My positions have primarily included direct contact with the public, resulting in excellent communication, problem solving and customer service skills. I have recruited, trained and supervised volunteers and staff; planned and conducted education programs, seminars and special events; and planned and managed departmental budgets. I am proficient in Microsoft Word, Excel and PowerPoint, researching, and a variety of office duties.

State budget cuts and reorganization resulted in the elimination of my position of Curator of Education at the Michigan Historical Museum. While searching for full-time employment, I have been conducting history education programs for seniors, school groups and other organizations. I have also been doing traditional craft demonstrations at historical reenactments and community events.

My resume and reference list is attached. Please feel free to contact me with any questions or concerns you may have.

Thank you for your consideration.

Sincerely,

Tami M. Averill

125 First St.  
Milford, Michigan 48381  
(248) 685-9289  
[taverill@voyager.net](mailto:taverill@voyager.net)

# Tami M Averill

---

## Education

1984                      Oakland Community College                      Union Lake, MI

### **Associates Degree**

- Liberal Arts
- Cum Laude

1986                      Eastern Michigan University                      Ypsilanti, MI

### **Bachelor of Science**

Major: History      Minors: Anthropology, Historic Preservation

1996

### **Seminar for Historical Administration at Colonial Williamsburg**

## Professional Experience

1987 – 1989              Troy Museum & Historic Village                      Troy, MI

### **Interpreter**

- Developed, scheduled, and conducted on-site and off-site museum education programs, and special events.
- Purchased and prepared program supplies.
- Developed program pre-visit materials.
- Recruited, trained and coordinated volunteers.
- Demonstrated traditional crafts and skills for programs and events.
- Researched and prepared interpretive labels for exhibits.
- General office duties.

1988 – 1989      Henry Ford Museum & Greenfield Village      Dearborn, MI

### **Historical Interpreter**

- Interpreted history of Village buildings and Museum exhibits to visitors.
- Assisted in conducting education programs.

1989 – 1998      Troy Museum & Historic Village                      Troy, MI

### **Education Coordinator**

- Continued Historical Interpreter's duties.
- Supervised Interpretive staff and volunteers.
- Prepared and managed Education Department budget.
- Recruited, trained and coordinated volunteers.

- Developed Volunteer Recognition program, Troy Museum Blacksmith Guild and Troy Museum Domestic Arts Guild.
- Planned and conducted five annual special events.
- Purchased and prepared program and event supplies.
- Developed workshops and monthly lecture programs.
- Created monthly newsletter.
- Served as Acting Director in Director's absence. (1997-1998)
- Assisted in exhibit development and construction.
- Assisted Registrar in archival and artifact collections.
- General office duties.

1998 – 2000            Troy Museum & Historic Village            Troy, MI

**Director**

- Responsible for all administrative duties and supervision of daily operations.
- Preparation and management of museum budget, and coordination of all Museum capital projects.
- Supervision and assignment of duties for museum staff and volunteers.
- Staff liaison to museum related boards and commissions.
- Continued responsibility for planning and implementation of special events, workshops and lectures, and production of quarterly newsletter.

May 2000 – October 2010    Michigan Historical Museum    Lansing, MI

**Curator of Education**

- Responsible for developing, implementing and managing the museum's education programs, fund-raising programs, special events, workshops, Scout programs and related projects.
- Coordinated programming for 100,000+ students annually.
- Supervision of the Education Unit staff, student interns, and Michigan Historical Museum Docent Guild.
- Recruited and trained volunteers and student interns.
- Prepared and managed Education Unit budget.
- Purchased supplies for education programs and special events.
- Prepared educational materials for programs, workshops, exhibits, and publications.
- Worked with educators/organizations to develop and conduct effective curriculum- and object-based programming.
- Developed costumed interpretation program for museum galleries and trained docents in costumed interpretation.
- Designed and implemented strategy for program evaluation.
- Planned and conducted volunteer recognition events.

Presently

**Self-employed**

- Offering history programs and craft demonstrations for schools, Scout troops, home school organizations, senior centers, historical reenactments and festivals.

**Additional  
Professional  
Activities**

**District #7 Coordinator**, Michigan History Day. 1992-1999

**State Coordinator**, Michigan History Day. 1994-2003.

**Board of Directors**, Milford Historical Society, Milford, Michigan. 2000-2004

**Docent**, Milford Historical Museum. 1979-Present.

› **Living History Interpreter**, 4<sup>th</sup> Texas Co. E Civil War Reenactors, Civilian Unit. 2011-Present

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 1/9/2014  
**Re:** Planning Commission Appointments

---

Dear Township Board,

Attached are the resumes and letters of interest we have for residents interested in the Planning Commission Appointment. Ken Dignan's recent appointment also needs to be renewed for an additional 2-year term, if that is the board's wishes. I have invited all three candidates for tonight's meeting. Additionally, attached is an email from Marlene Chockley on the statutes direction for diversity of experience on the planning commission.

Sincerely,



Howard Fink

December 5, 2013

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

Re: Planning Commission Position

Dear Mr. Fink:

I would like to be considered for the appointed position on the Planning Commission. With my background and experience, as well as my enthusiasm for our community, I believe I would be an asset to the Planning Commission.

I've been a Northfield Township resident for over six years and am a family man with three school-age children, so I would represent the best interests of our current citizens and families along with future generations.

I've worked for the same commercial construction company for the past 22 years, as a carpenter, foreman, and currently as a project manager. This experience has allowed me to be involved in all phases of construction. With this field and administrative experience, I have many contacts in the construction industry that would be valuable resource to me in this position.

If I am appointed to this position, I will work very hard to have a positive impact on the future of our community and will make decisions with an informed and balanced approach.

Please feel free to call me at (734) 780-6081 with any questions.

Sincerely,



Larry Ritchie  
7877 Turnberry Drive  
Whitmore Lake, MI 48189

**Subject:** Planning Commission Opening

**From:** Andrea Darden <andreabdarden@gmail.com>

**Date:** 11/21/2013 6:03 PM

**To:** <manningm@twp.northfield.mi.us>, <engstromm@twp.northfield.mi.us>, <finkh@twp.northfield.mi.us>

**CC:** Marlene Chockley <mchockley@rc.net>

Mr. Fink, Ms. Manning, and Ms. Engstrom;

I would like to be considered for the upcoming opening in the Planning Commission in Northfield Township. Though I have not had experience on a Township Board previously, I have been active in my community for years. After living in Whitmore Lake as a home owner for almost 10 years, I am looking to make a difference in Northfield Township. I am currently a business owner in Ann Arbor within the finance & investment field. I have previously served on several non-profit Boards.

I believe diversity is an asset on township boards. I bring a young perspective of managed growth and community involvement. As a new mother, I am looking forward to improve the area where we live for our children and their children. What I lack in experience, I make up for in research and hard work.

I look forward to serving our citizens. Please take the time to review my attached resume and I look forward to hearing from you soon.

Warmly,

Andrea B. Darden, AAMS

810-241-3890

9279 Holiday Dr.

Whitmore Lake, MI 48189

Attachments:

ADB Resume Northfield Township.pdf

80.2 KB

# Andrea B. Darden, AAMS

Phone: (810) 241-3890 Address: 9279 Holiday Dr. Whitmore Lake, MI 48189  
e-mail : andreabdarden@gmail.com

---

**Qualifications** Local business owner with experience working on community and government boards. Proven ability to provide leadership and gather the support in the community. Over 10 years experience in finance and project management. Dedication to the local community and a desire to be move involved in Northfield Township.

**Certifications/Skills** Finance, Communications, Information Technology, Public Speaking, Manchester Who's Who of Executive Professional, Accredited Asset Management Specialist, Securities Series 7, Series 9/10, Series 66, Series 24

## Professional Experience

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**Co-Owner/COO** *Chisholm and Dames Investment Advisors & Chisholm & Darden Inc., Ann Arbor, MI*  
*January 2007-Present*

- Manages firm direction and growth opportunities
- Analyses investment vehicles
- Overseas portfolio investments
- Provides budget analysis

**Financial Consultant** *Charles Schwab & Co., Inc, Ann Arbor, MI*  
*July 2002-November 2007*

- Managed over 300 million dollars

**Securities Coordinator** *Capital Resource Group, Longwood, Florida*  
*April 2001-April 2002*

- Developed the Securities Department including company policies, procedures, business contacts, and investment strategies

## Education

---

**Stetson University** *Deland, Florida* January 1998-December 2000

- BA, Communications and minor in Information Technology

**Western Michigan University** *Kalamazoo, Michigan* September 1997-December 1997

- Pre-Communications

## Community Involvement

---

**Past-President** *Wellness Center of Greater Ann Arbor, Ann Arbor, MI*  
*December 2007 – Present*

**Past President** *Allen Creek Preschool, Ann Arbor, MI*  
*September 2007 – September 2011*

**Board and Council Coordinator/** *Department of Juvenile Justice/One Voice for Volusia, Daytona Beach, Florida*  
*May 2000-April 2001*

- Helped in the creation of One Voice for Volusia, 501C3

**Subject:** Planning Commission Re-Appointment

**From:** Kenneth Dignan <kjdignan@gmail.com>

**Date:** 12/4/2013 2:23 PM

**To:** Marilyn Handloser <hmarilyn@yahoo.com>, Marlene Chockley <mchockley@rc.net>, "finkh@twp.northfield.mi.us" <finkh@twp.northfield.mi.us>

Marilyn,

I continue to be interested in serving on the Planning Commission if you and the board see fit to re-appoint me. I believe if you look at my record over the past 14+ years with the township, I have been a very effective member and Chair of the ZBA in the past and currently function as the Secretary of the Planning Commission. I greatly enjoy my role to serve the township and its residents and take those responsibilities very seriously. I have continued my education over the years on Planning and Zoning through the MSU Extension Service and plan to continue that education going forward. If you have any questions, please feel free to contact me at 734-546-7803.

--

Thanks,  
Ken Dignan

cc: Marlene Chockley, Howard Fink

**From:** Marlene Chockley <mchockley@rc.net>  
**To:** Marilyn Handloser Engstrom <hmarilyn@yahoo.com>  
**Sent:** Monday, November 25, 2013 10:55 AM  
**Subject:** Planning Enabling Act

Marilyn,

if you want to read the planning enabling act, it is Section 125.3815. You can get there by going to <http://www.legislature.mi.gov/> .

Here is what the law says about the membership of the commission.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

I hope this helps. Thank you for all your efforts on behalf of the township.

Have a very wonderful Thanksgiving.

Marlene

Marlene Chockley  
Chair, Northfield Township Planning Commission  
Cell 734 730-0795  
Email [mchockley@rc.net](mailto:mchockley@rc.net)

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 1/9/2014  
**Re:** Marketing

---

Dear Township and Whitmore Lake School District Board,

One of the items that we have discussed is marketing efforts to attract both new residential and commercial development. We receive free space available advertising on billboards with Adams Outdoor. With this asset, we intend to create a marketing campaign on U.S. 23 to promote new residential and commercial development in Northfield Township. Attached is the current graphics that Adams has helped us develop. We are still in the process of tweaking the art-work.

Warm Regards,



Howard Fink, Township Manager



adams

Famous

CREATIVE



**Space to Grow**  
*Northfield Township*



**Dream it  
Build it**  
*Northfield Township*



**Business meets  
Opportunity**  
*Northfield Township*

# **US-23 Active Traffic Management 2016 Proposed Project**

**M-14 to M-36**

**Livingston & Washtenaw Counties  
University Region**

# US-23 Existing Corridor



- M-14 – I-96 (15 Miles)
- US-23 two lanes in each direction
- ADT 66,000
- Existing LOS D/E/F
- 4 incidents per day
- No funding to add a third lane

# US-23 Existing Conditions

US-23 Congestion Video

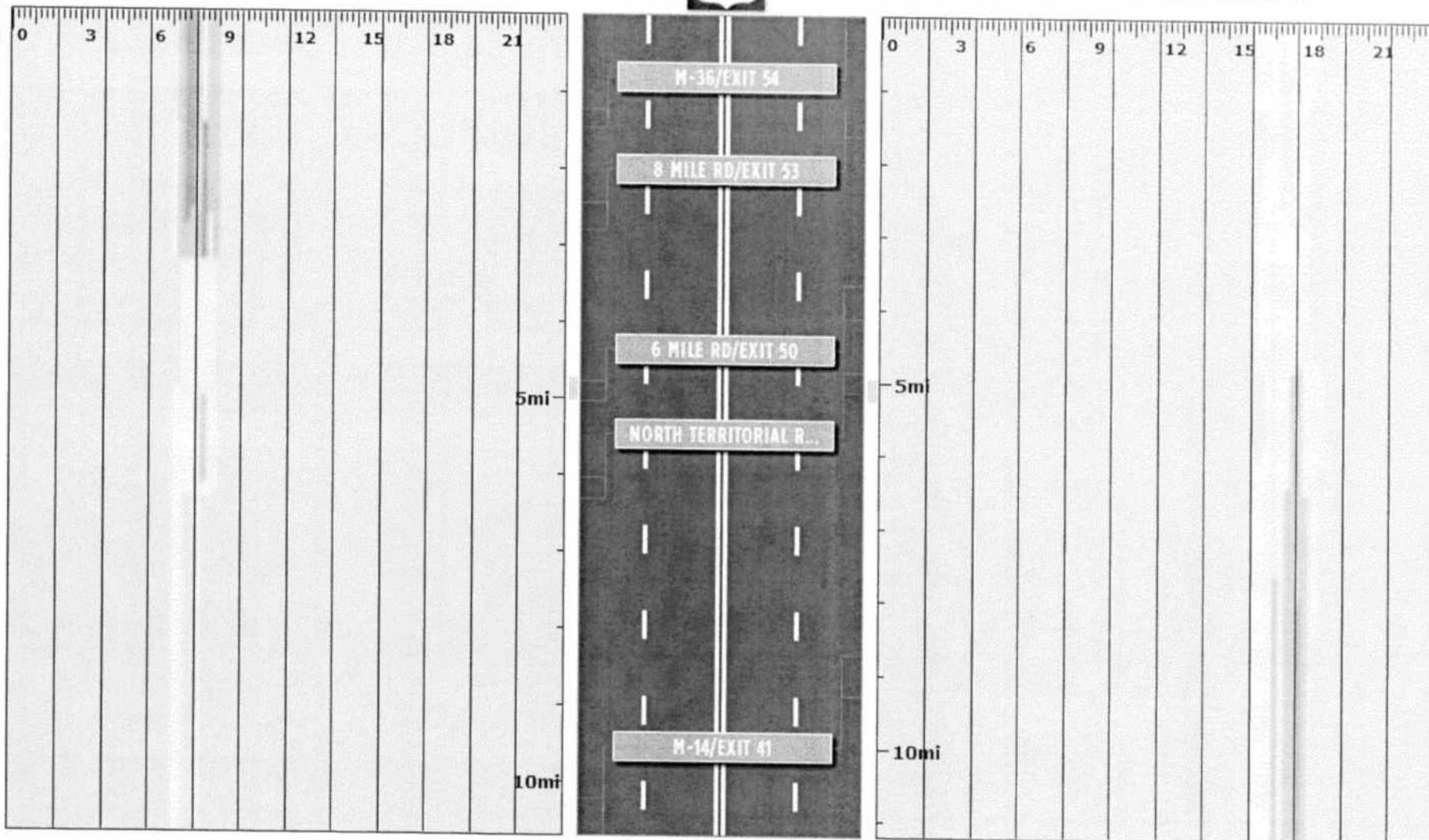
# Speed on US-23 between M-14/Exit 41 and M-36/Exit 54

Data shown is averaged on Tuesday Sep 24, 2013 at 15 minute intervals.

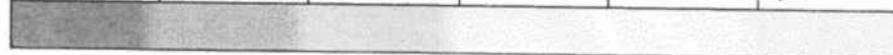
Southbound



Northbound



0 mph    10 mph    20 mph    30 mph    40 mph    50 mph

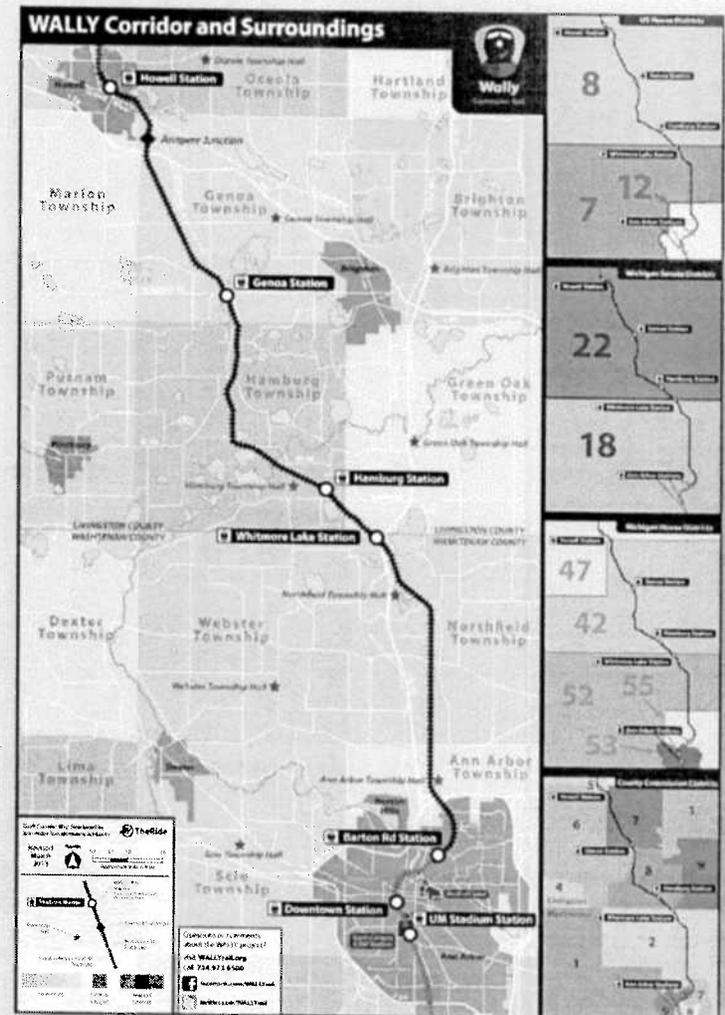


Raw speed

# CONCURRENT WALLY DEVELOPMENT

## Howell to Ann Arbor Proposed Commuter Rail

- *Separate Funding Sources*
- AAATA acting as Lead Agency
- MDOT fully supports Local Initiatives
- Development continues with or without work on US-23
- Estimated \$40M Capital Start-up
- Estimated \$5M-\$7M Annual Operating



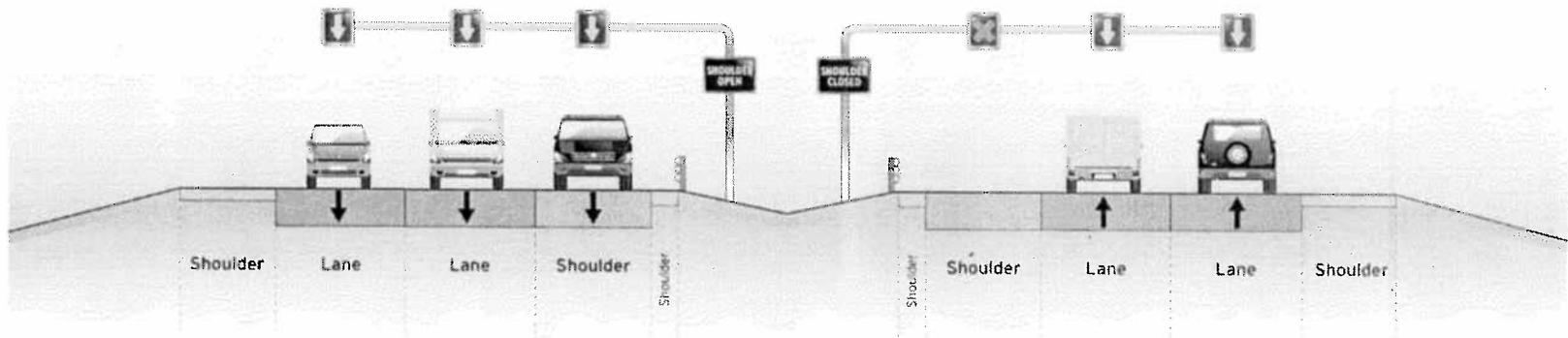
# Corridor Traffic Management Strategies

- Intelligent Transportation Systems (ITS) - CCTV cameras, Detection, Dynamic Message Signs – Existing System
- Freeway Courtesy Patrol – In Operation
- Active Traffic Management (ATM)
- Crash Investigation Sites
- AAATA Park-n-Ride Service (*The Ride*) – Future (TBD)
- Long term WALLY concept – Daily commuter Train Service between Howell and Ann Arbor – Future (TBD)

# Active Traffic Management

## Full Lane Control - Mast Arm Concept

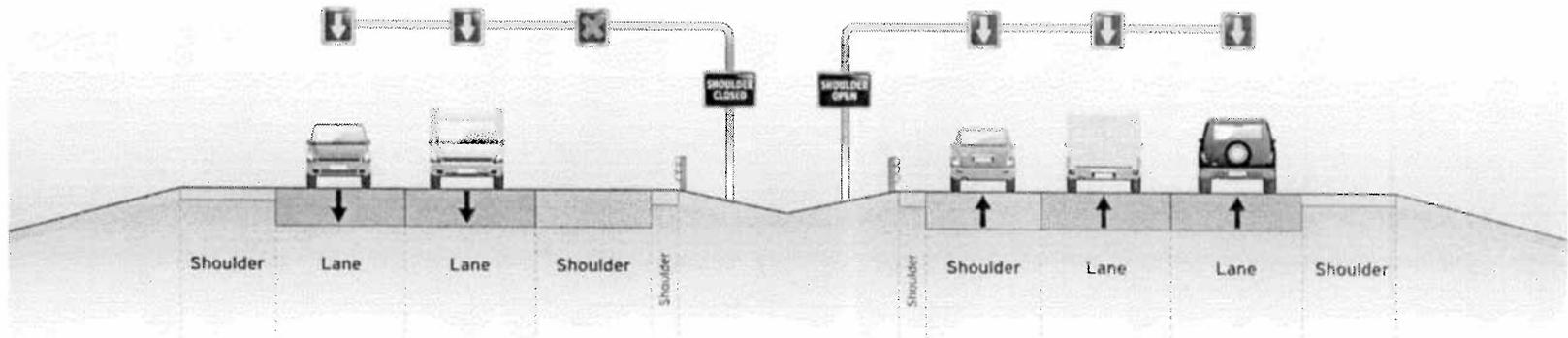
**AM**  
OPERATION



**SOUTHBOUND US-23**  
*OPEN*

**NORTHBOUND US-23**  
*CLOSED*

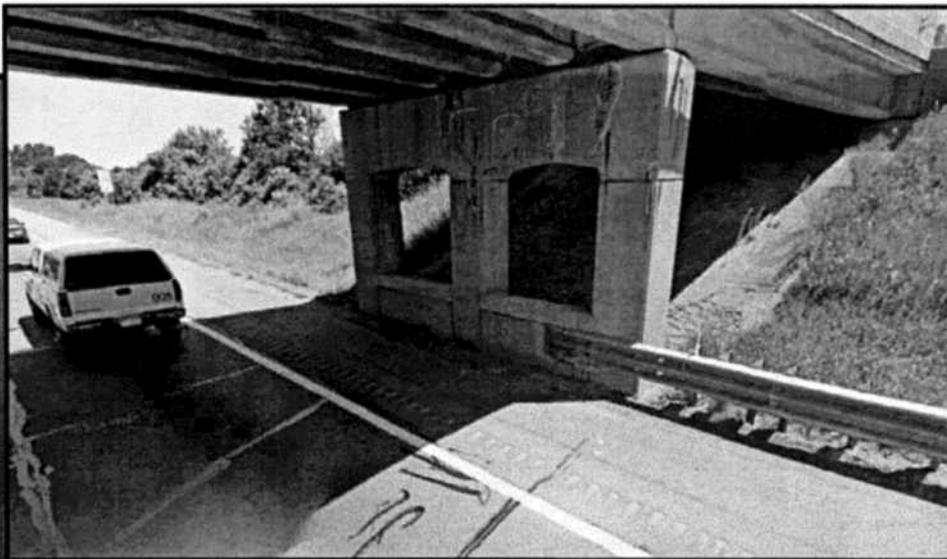
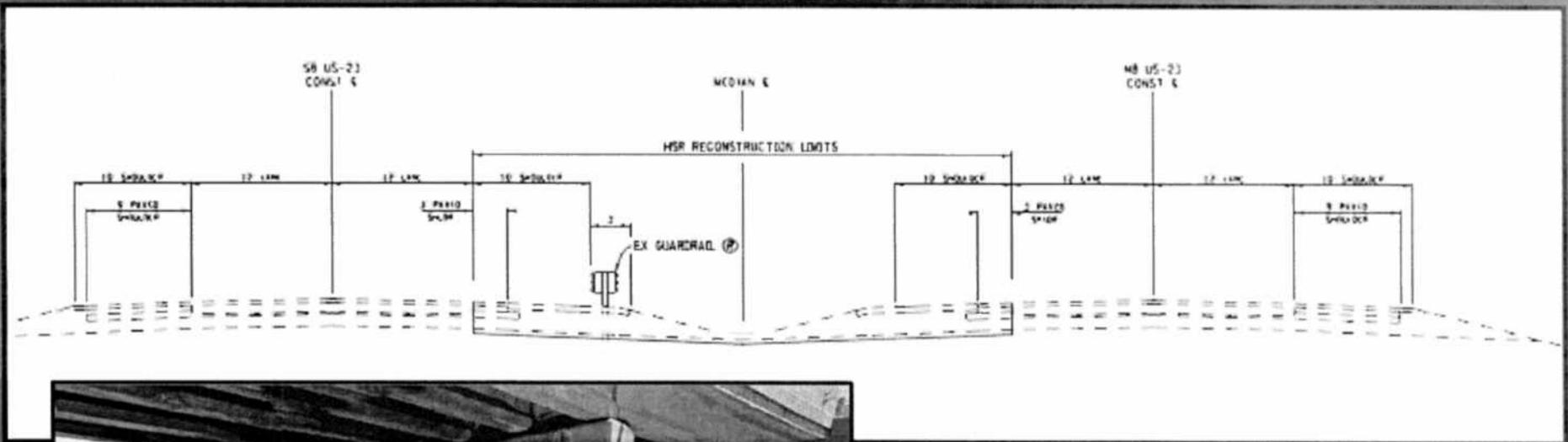
**PM**  
OPERATION



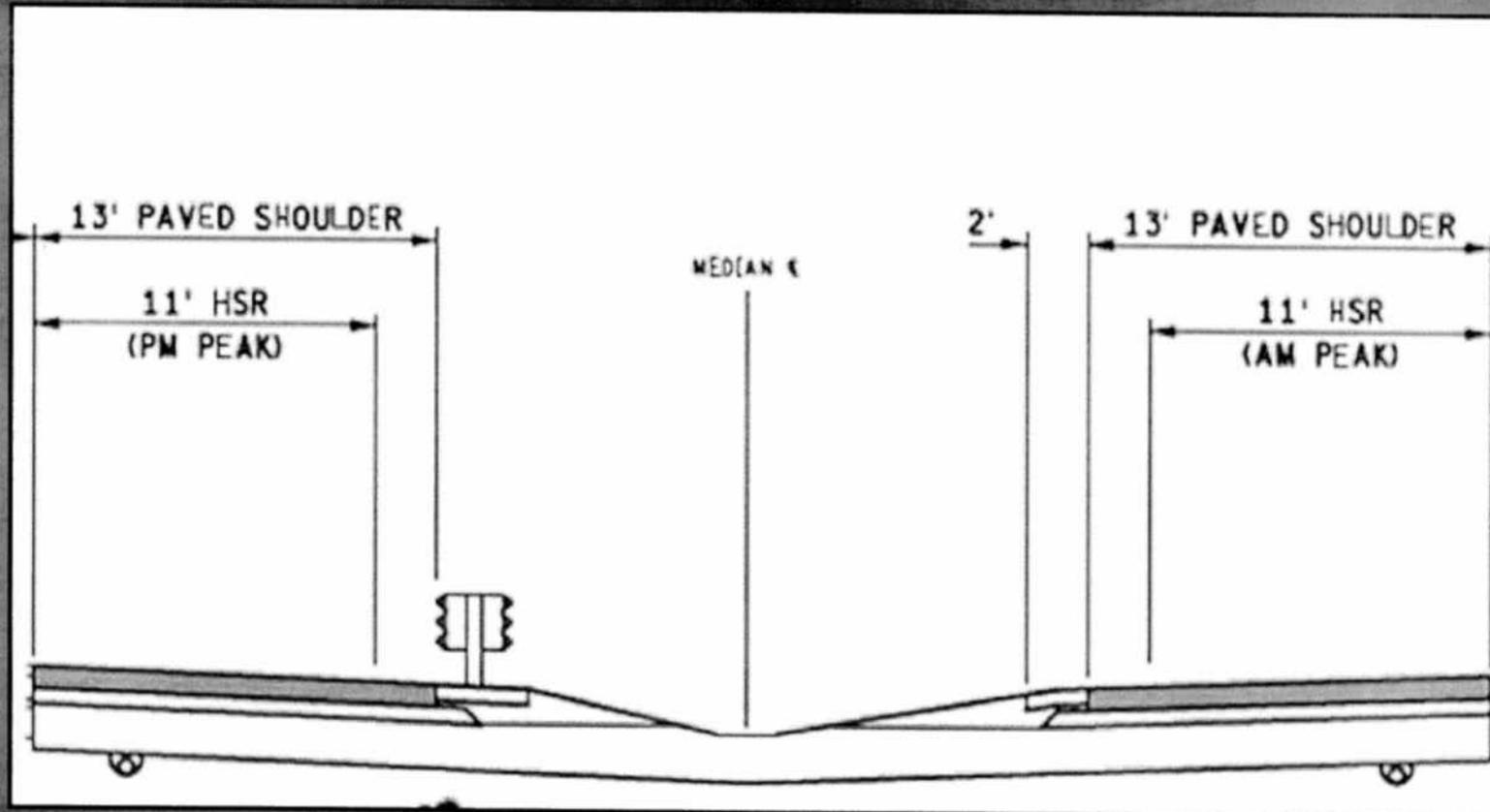
**SOUTHBOUND US-23**  
*CLOSED*

**NORTHBOUND US-23**  
*OPEN*

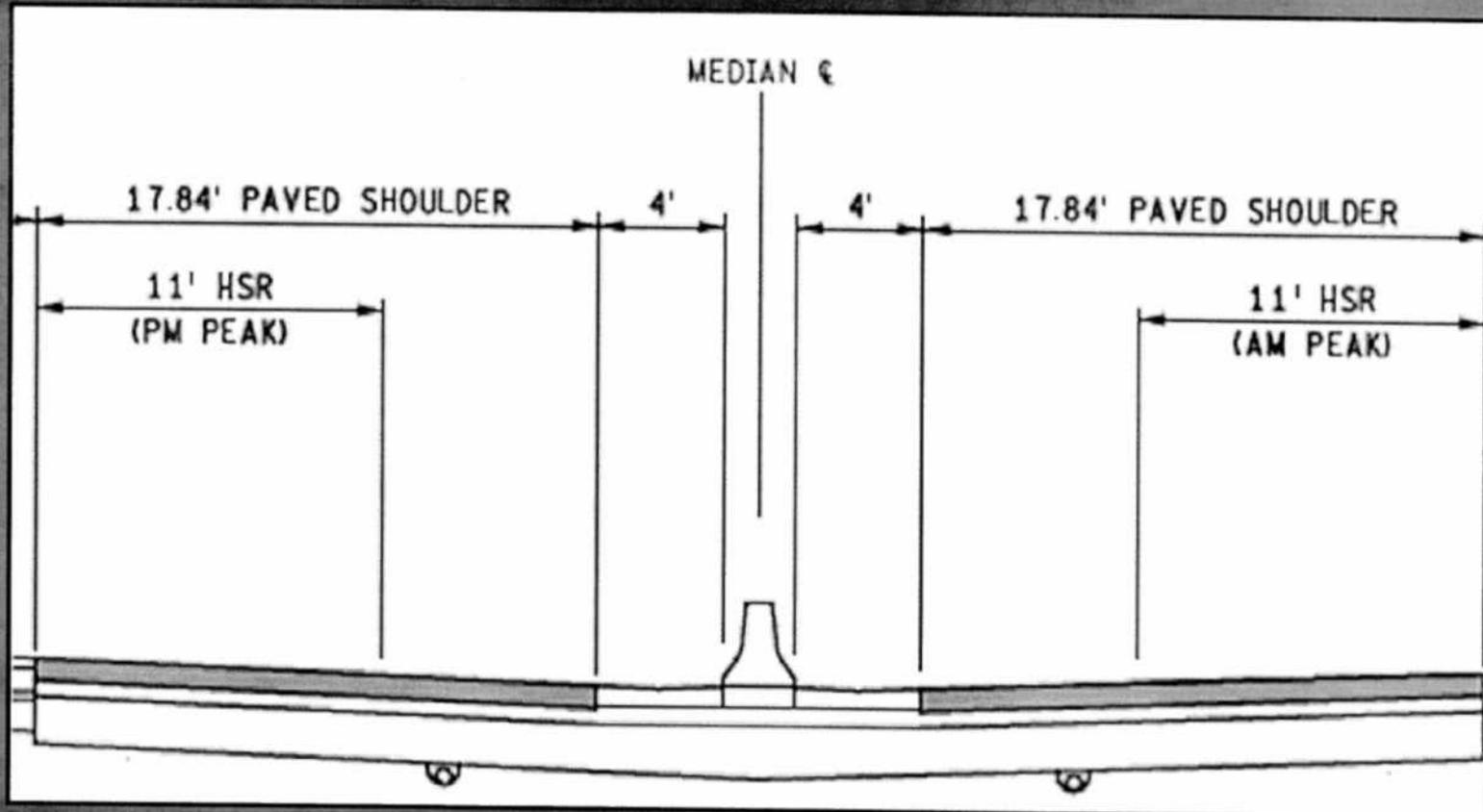
# US-23 Existing Conditions

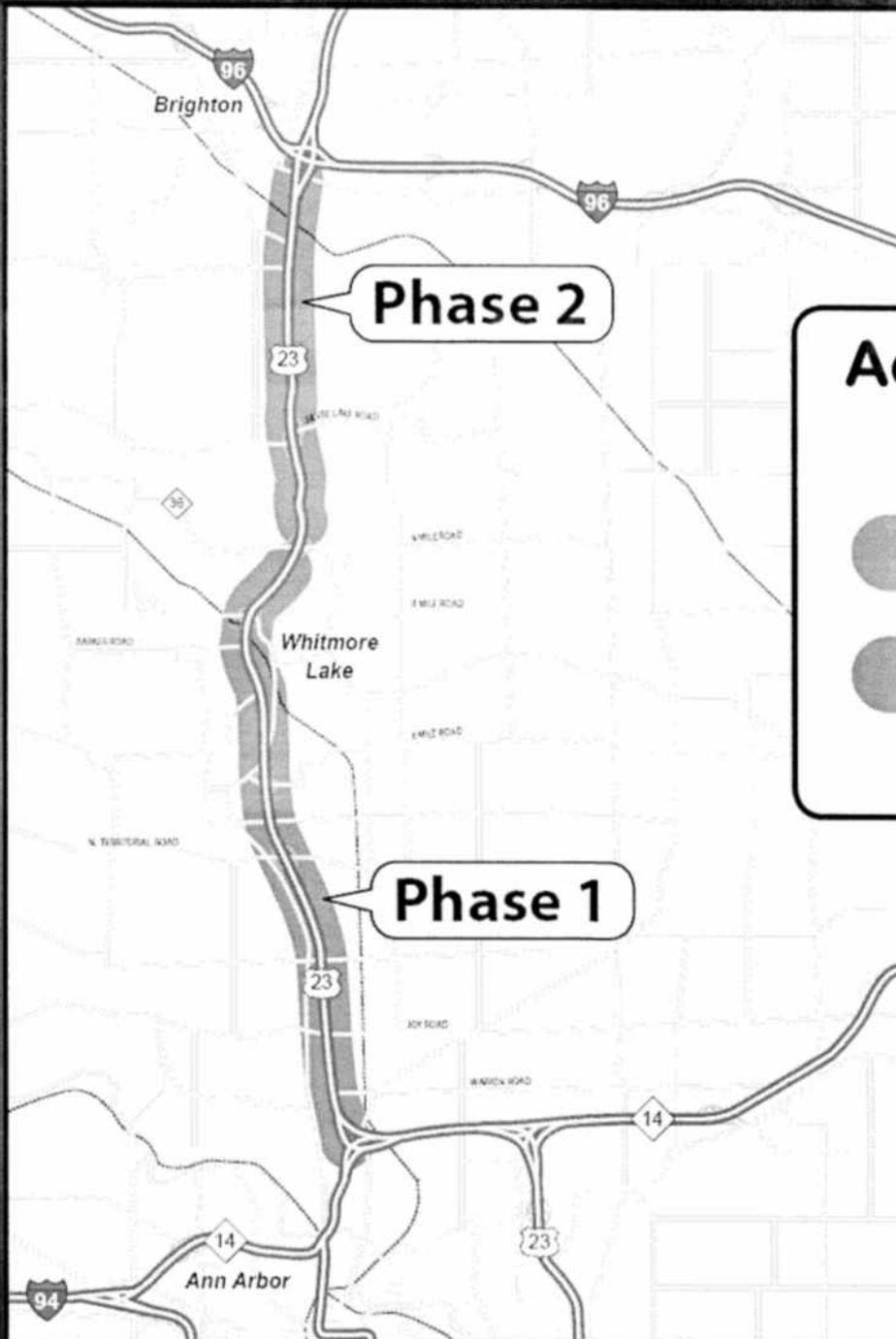


# Active Traffic Management Concept



# Active Traffic Management Concept





**Phase 2**

**Phase 1**

## Active Traffic Management and ITS Projects



**Phase 2**

From I-96 to 9 Mile Road/M-36



**Phase 1**

From 9 Mile Road/M-36 to M-14

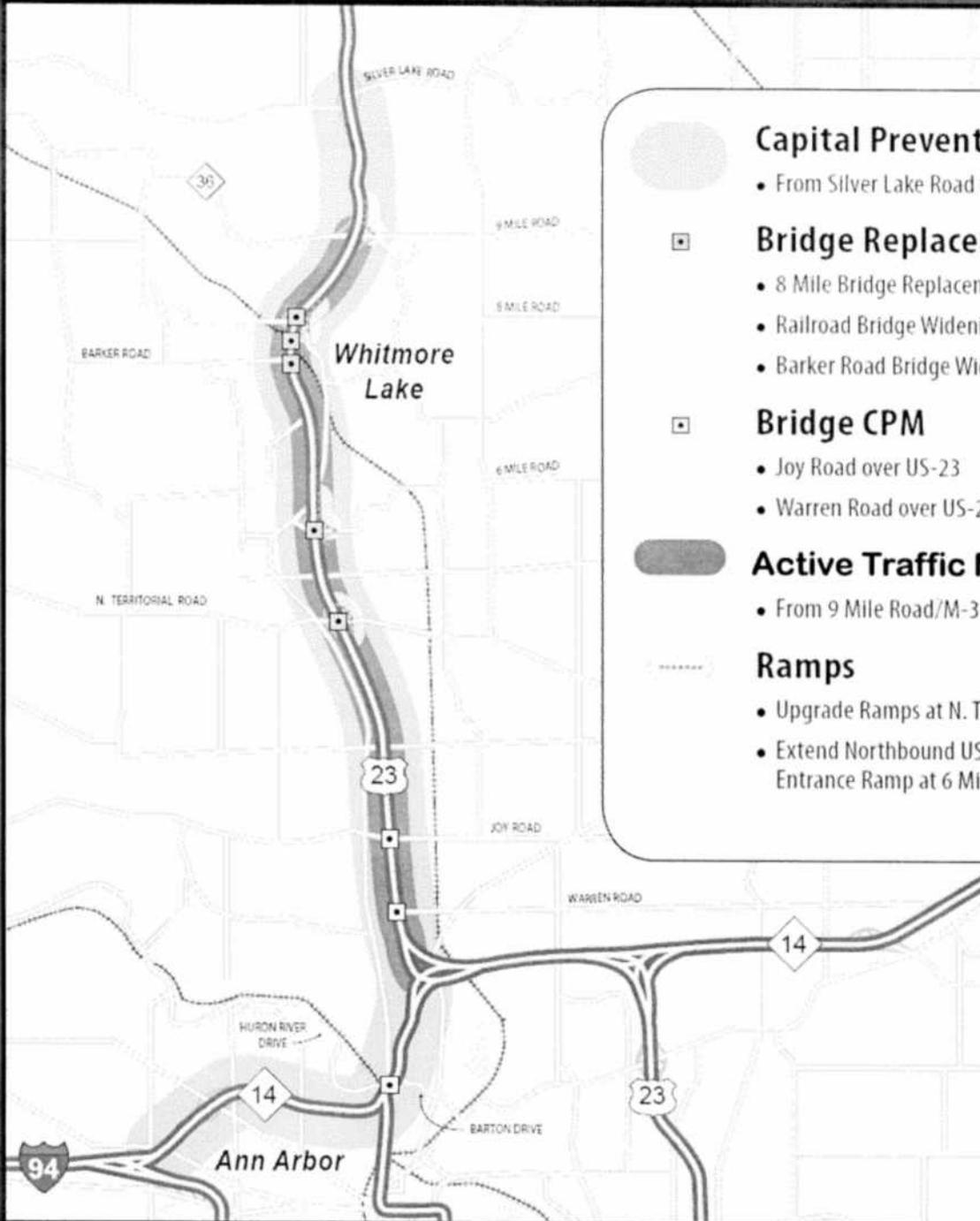
# 2016 Active Traffic Management

- US-23 from M-14 to M-36
- Improvements needed
  - Upgrade median shoulder
  - Widen Barker and RR bridge
  - Install ITS equipment
  - Construct crash investigation sites
- Monitor/control with ITS dynamic signing
- General operation - peak hours (SB-AM, NB-PM)
- Cost: \$38 million (vs \$175 million to widen to 3 lanes)



# Implementation Plan- Why Now?

- Coordinate with existing projects in Ann Arbor area in 2016
- Pavement needs repair (CPM)
- Bridges need replacement(6 Mile, 8 Mile, N. Territorial)
- Bridges need repair (Joy, Warren over US-23, M-14 over Huron River)
- Coordinated effort to minimize traffic impacts
- Utilize existing funding from available other sources



### Capital Preventative Maintenance (CPM) Jobs

- From Silver Lake Road to I-94

### Bridge Replacement/Widen

- 8 Mile Bridge Replacement
- Railroad Bridge Widening
- Barker Road Bridge Widening
- 6 Mile Bridge Replacement
- N. Territorial Bridge Replacement

### Bridge CPM

- Joy Road over US-23
- Warren Road over US-23
- M-14 over Railroad, Huron River and Barton Drive

### Active Traffic Management and ITS Projects

- From 9 Mile Road/M-36 to M-14

### Ramps

- Upgrade Ramps at N. Territorial Road
- Extend Northbound US-23 Entrance Ramp at 8 Mile Road
- Extend Northbound US-23 Entrance Ramp at 6 Mile Road
- Extend Northbound US-23 Entrance Ramp at M-36

# Next Steps

- Submit formal request to FHWA – done
- Receive FHWA Approval to Proceed- done
- Establish design guidelines - done
- Establish NEPA Environmental Classification and Clearance – in process (currently assuming a Categorical Exclusion)
- Coordinate with Emergency Management personnel – initiated contact with MSP
- Reach out to local stakeholders – in progress
- Public Information Meeting – December 2013

# Active Traffic Management

- Lane control signals
  - ½ mile spacing
  - Peak hour congestion management
  - Incident management
- Full camera coverage
- Monitored and controlled by Statewide Transportation Operations Center (STOC)
- Assisted by Freeway Courtesy Patrol (FCP)

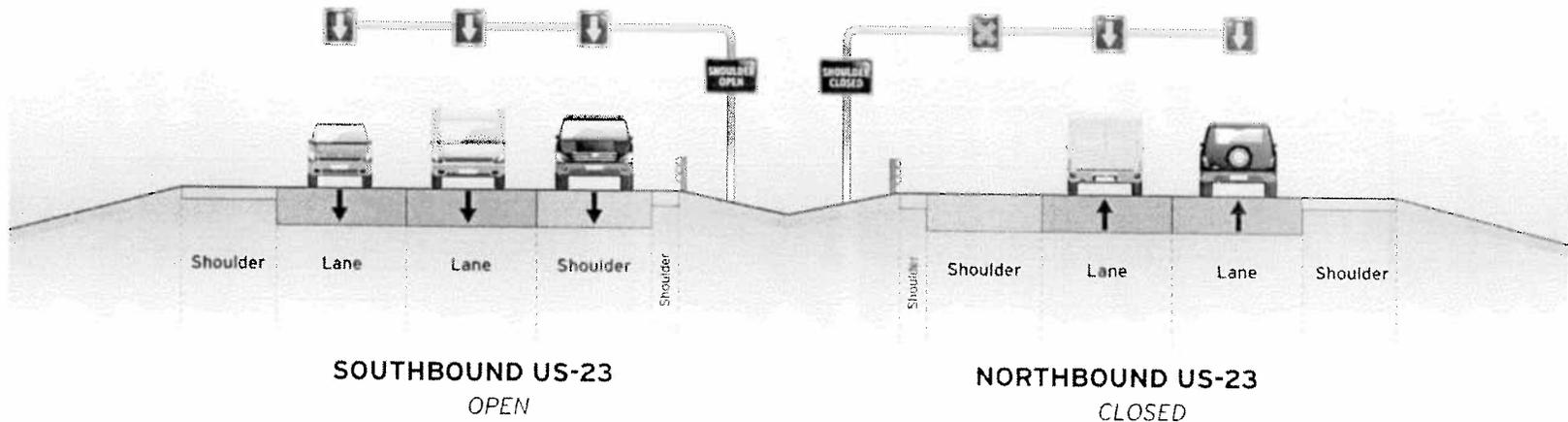
# Active Traffic Management

- Video demonstration of Active Traffic Management in Seattle

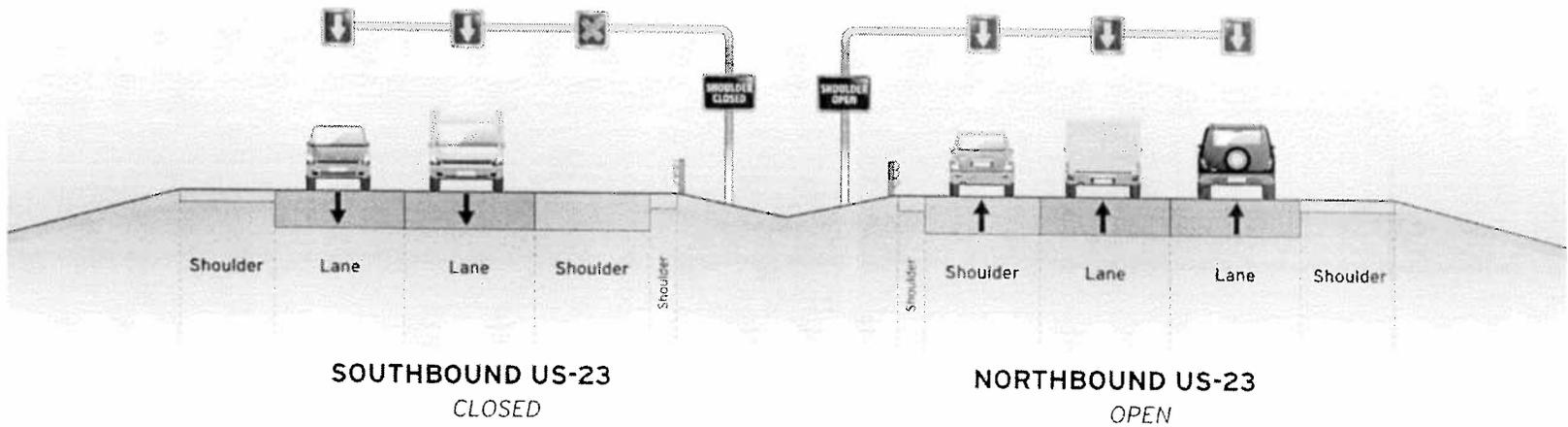
# Active Traffic Management

## Full Lane Control - Mast Arm Concept

**AM**  
OPERATION



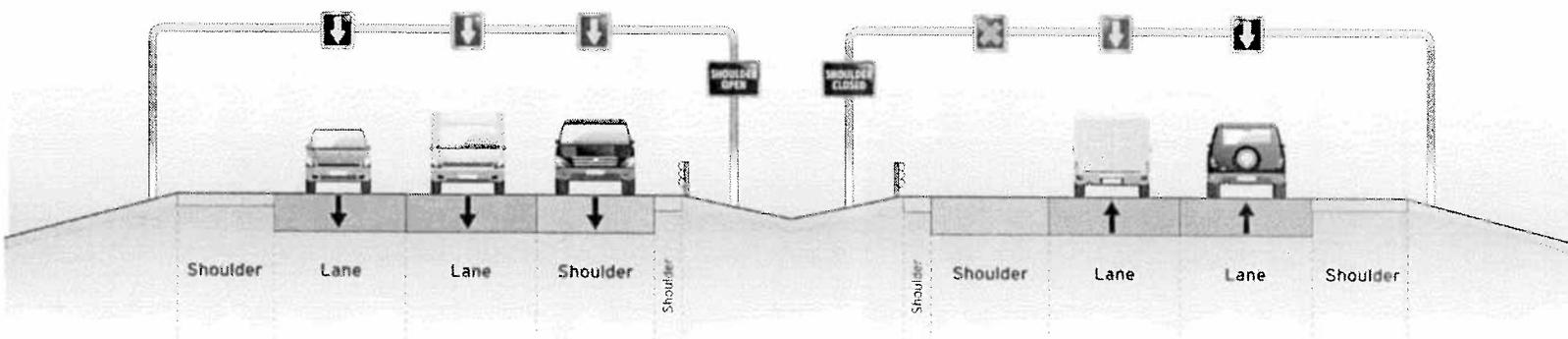
**PM**  
OPERATION



# Active Traffic Management

## Full Lane Control - Truss Concept

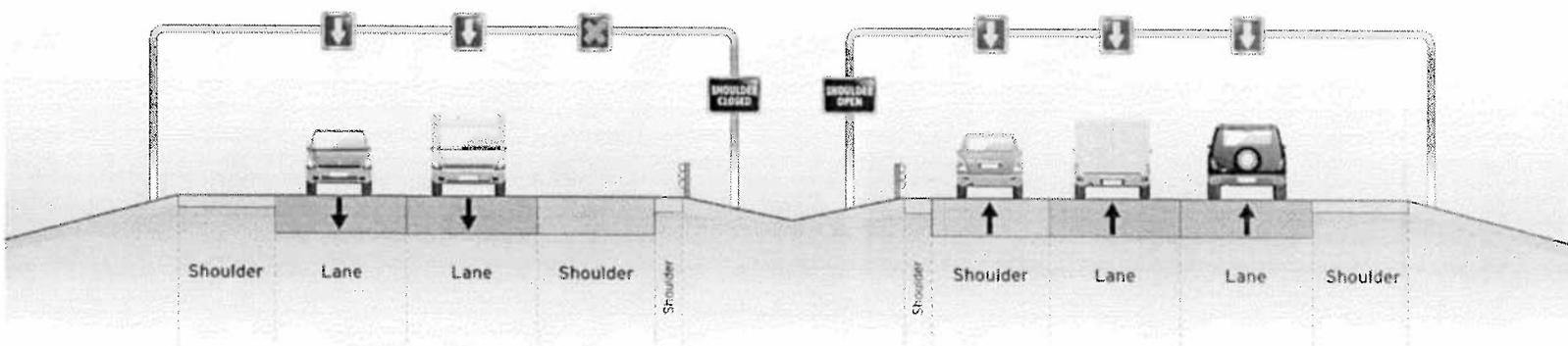
**AM**  
OPERATION



**SOUTHBOUND US-23**  
OPEN

**NORTHBOUND US-23**  
CLOSED

**PM**  
OPERATION



**SOUTHBOUND US-23**  
CLOSED

**NORTHBOUND US-23**  
OPEN

# Traffic Analysis

- Existing Traffic Operations:
  - Morning- SB stop and go traffic from M-36 to M-14
  - Afternoon-NB bottlenecks at M-14 interchange
- Modeled using VISSIM traffic simulation model
  - Traffic volumes exceed capacity at several locations
  - 4 incidents per day in this segment
  - Results of traffic model are conservative



# 2015 Southbound US-23 AM Peak L.O.S Results

## Existing

C
C
D
D
D
D
D
D
E
F
F
B

S. of Silver Lake Road  
at M-36

S. of M-36

Proposed Start/End of HSR

at 8 Mile

S. of 8 Mile

S. of Barker

at 6 Mile

S. of 6 Mile

at N. Territorial

S. of N. Territorial

at West Tri Level

## Proposed

C
C
D
B
B
C
C
C
C
C
C
C
C

# 2035 Southbound US-23 AM Peak L.O.S Results

## Existing

D
D
D
D
D
E
F
F
F
F
F
B

S. of Silver Lake Road

at M-36

S. of M-36

Proposed Start/End of HSR

at 8 Mile

S. of 8 Mile

S. of Barker

at 6 Mile

S. of 6 Mile

at N. Territorial

S. of N. Territorial

at West Tri Level

## Proposed

D
D
D
C
C
C
C
C
C
C
C
C



Active Traffic Management



# 2015 Northbound US-23 PM Peak L.O.S Results

Existing

C
D
D
D
C
D
D
D
D
C
D
B

S. of Silver Lake Road  
at M-36

S. of M-36

Proposed Start/End of HSR

at 8 Mile

S. of 8 Mile

S. of Barker

at 6 Mile

S. of 6 Mile

at N. Territorial

S. of N. Territorial

at West Tri Level

Proposed

D
D
D
B
B
B
B
B
B
B
B
B



Active Traffic Management



# 2035 Northbound US-23 PM Peak L.O.S Results

Existing

D
E
D
D
D
D
D
D
D
D
D
D
C

S. of Silver Lake Road  
at M-36

S. of M-36

Proposed Start/End of HSR

at 8 Mile

S. of 8 Mile

S. of Barker

at 6 Mile

S. of 6 Mile

at N. Territorial

S. of N. Territorial

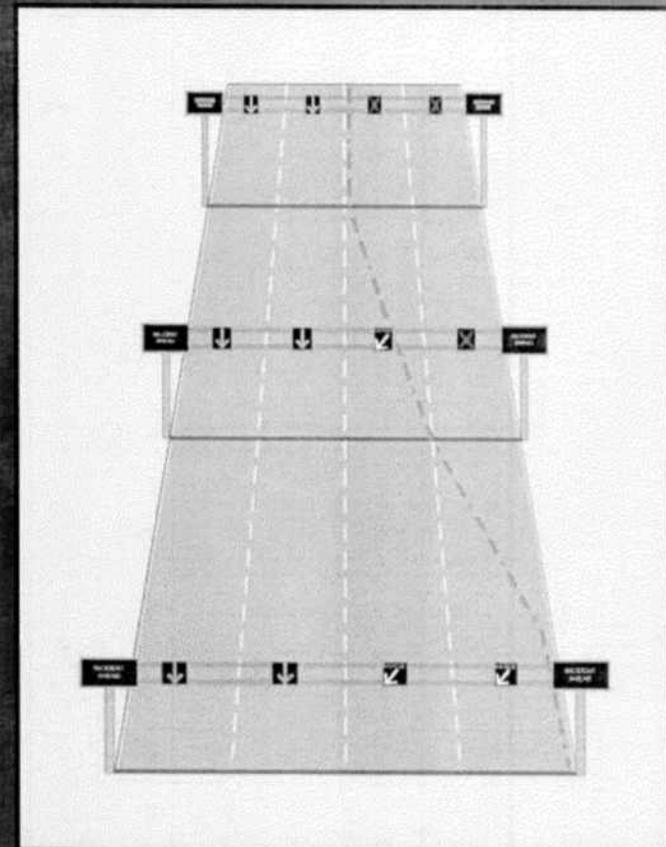
at West Tri Level

Proposed

D
E
D
C
B
C
C
C
C
B
B
B

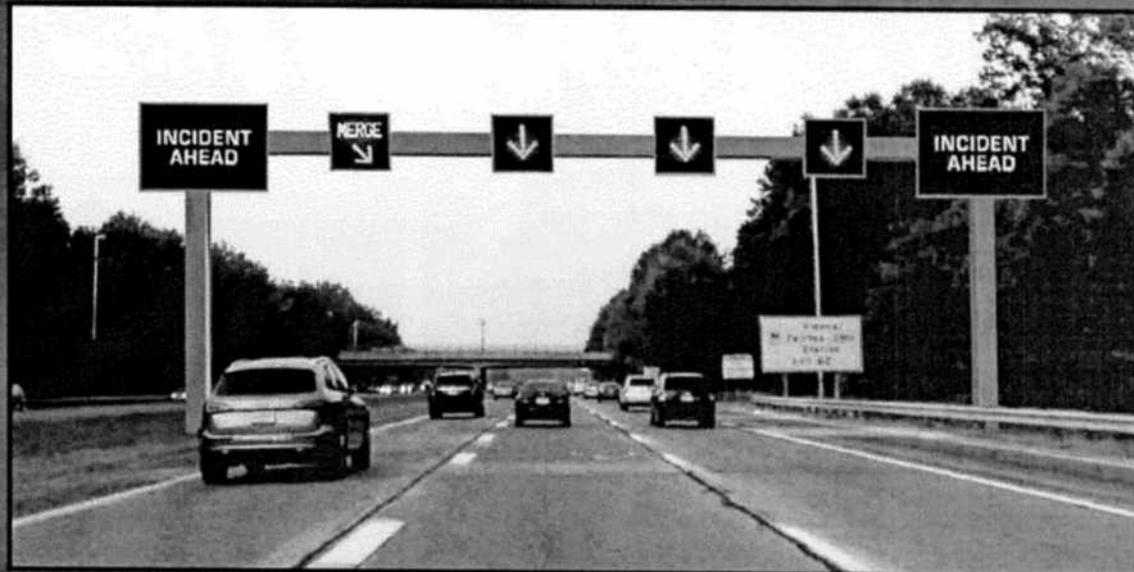
# US-23 Active Traffic Management System Benefits

- Effectively communicate existing traffic conditions to users
- Uses innovative technology to manage the existing roadway capacity
- Improves the predictability of travel time
- Potential to improve safety by reducing “secondary crashes”



# US-23 Active Traffic Management System Benefits

- Manages peak hour congestion without the cost & environmental impacts of adding a lane
- Incident management tool
- Reduces emissions

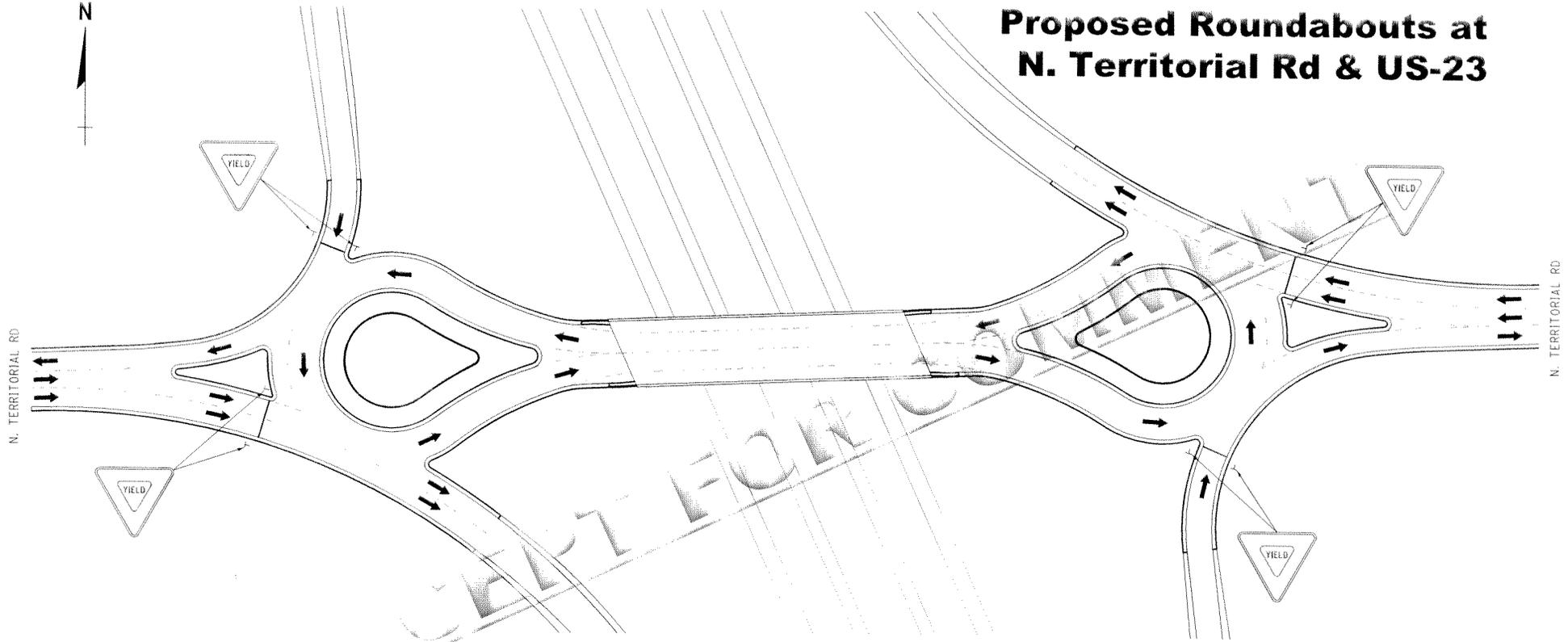


# Questions



SB US-23 NB US-23

# Proposed Roundabouts at N. Territorial Rd & US-23



SB US-23 NB US-23

FINAL ROW PLAN REVISIONS				SUBMITTAL DATES			
NO.	DATE	AUTH.	DESCRIPTION	NO.	DATE	AUTH.	DESCRIPTION



NO SCALE

DATE:	
DESIGN UNIT:	
TSC:	
FILE:	

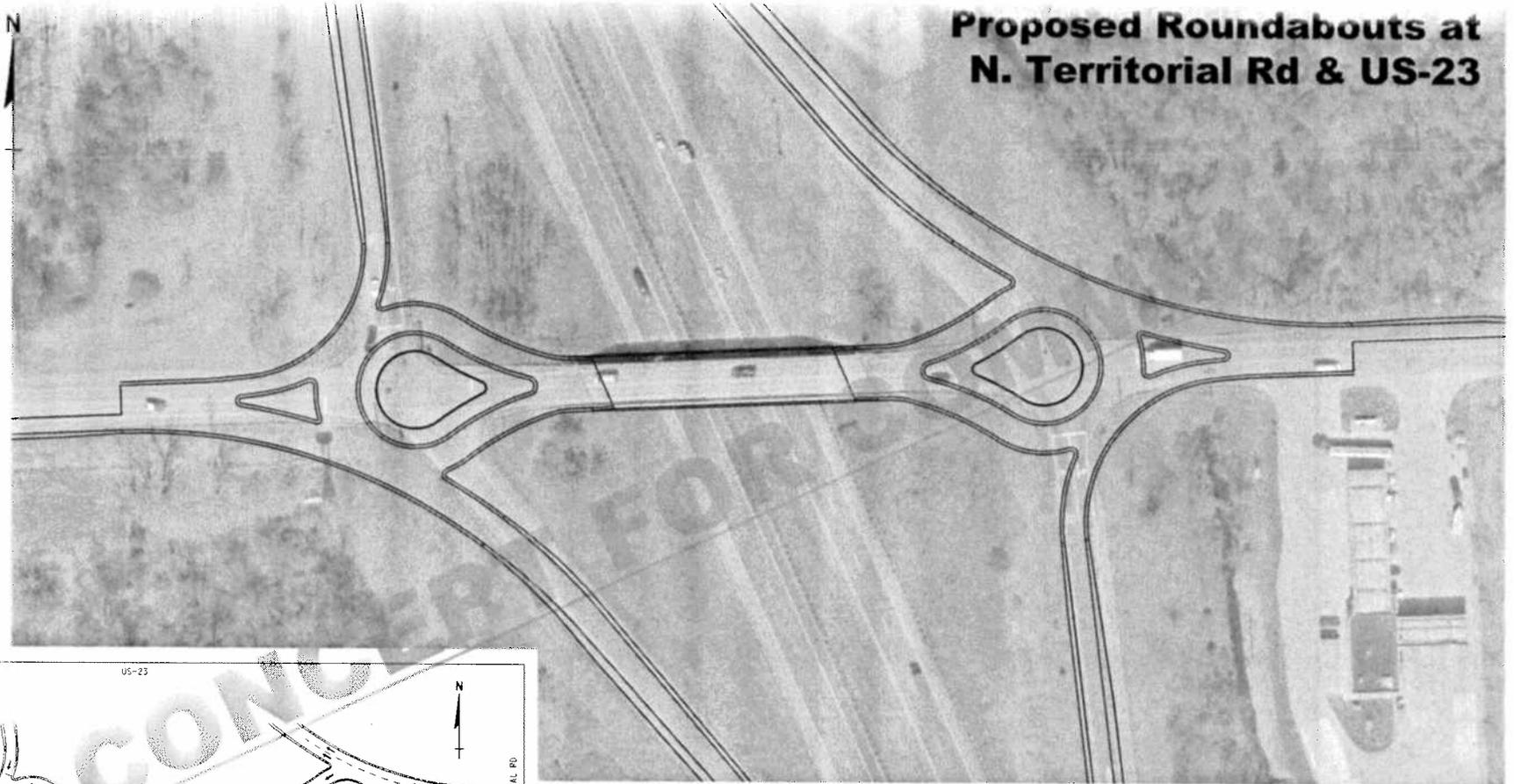
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N. TERRITORIAL RD & US-23 INTERCHANGE

DRAWING	SHEET

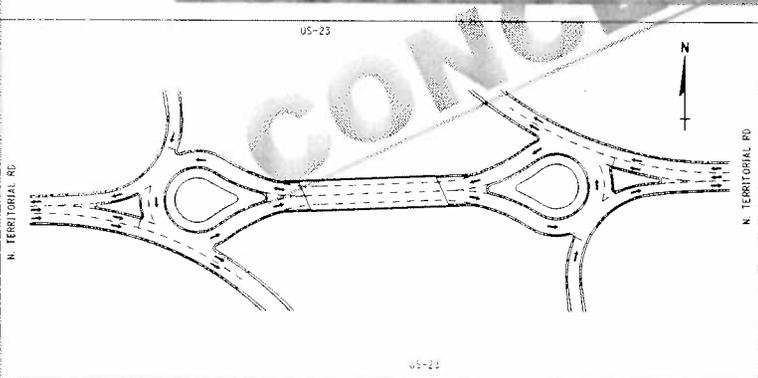
SB US-23 NB US-23

# Proposed Roundabouts at N. Territorial Rd & US-23



N. TERRITORIAL RD

N. TERRITORIAL RD



SB US-23 NB US-23

NO.	PLAN REVISIONS		SUBMITTAL DATE	
	DATE	DESCRIPTION	NO.	DATE



NO SCALE

DATE:	
DESIGN UNIT:	
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DATE:	
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DATE:	
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FILE:	

N. TERRITORIAL RD & US-23 INTERCHANG		DRAWN BY	SHEET



# US-23/M-14 Improvements

I-94 to Silver Lake Road - Livingston and Washtenaw counties

## *Project Overview*

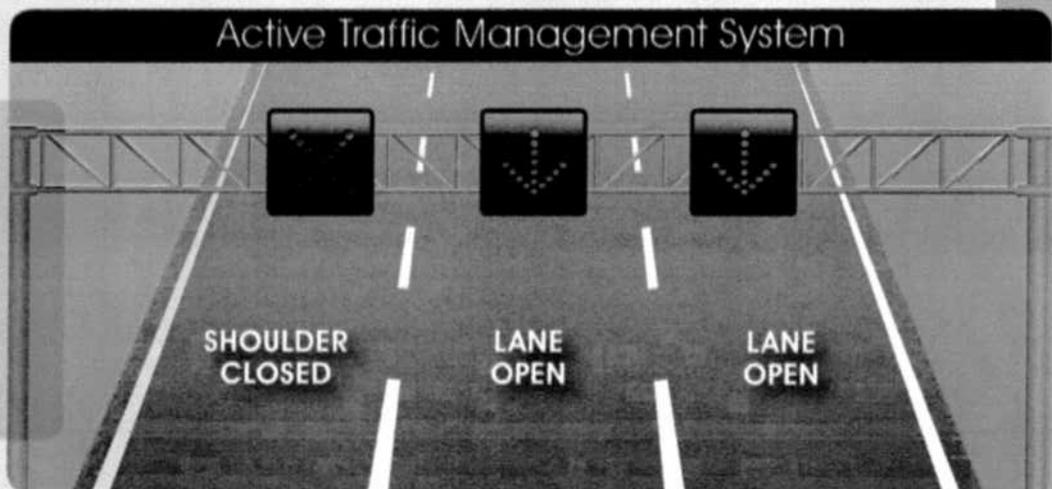
The Michigan Department of Transportation (MDOT) is proposing to make the following improvements along two busy corridors in the Ann Arbor/Brighton area:

- Repair pavement along US-23 and M-14 between Silver Lake Road and I-94, as well as upgrading the median shoulder on US-23 between M-14 and M-36 (9 Mile Road);
- Replace bridges at 6 Mile Road, 8 Mile Road and N. Territorial Road;
- Widen bridges at Barker Road and the railroad bridge;
- Repair bridges at Joy Road, Warren Road, and M-14 over the Huron River and Barton Drive;
- Upgrade ramps at N. Territorial Road, 6 Mile Road, 8 Mile Road and M-36; and
- Install additional Intelligent Transportation System (ITS) hardware, including cameras and electronic message boards.

Also as part of the project, MDOT is considering installing an active traffic management system along US-23 between M-14 and M-36 using innovative technology to help manage peak-hour congestion. This system would use the upgraded median shoulders on US-23 to help improve traffic flow and increase safety along the corridor. Overhead lane control signs will let drivers know when the system is active. The system would be monitored by MDOT's Statewide Transportation Operations Center (STOC), through the use of expanded ITS technology, with assistance from the Freeway Courtesy Patrol (FCP).

## *Next Steps*

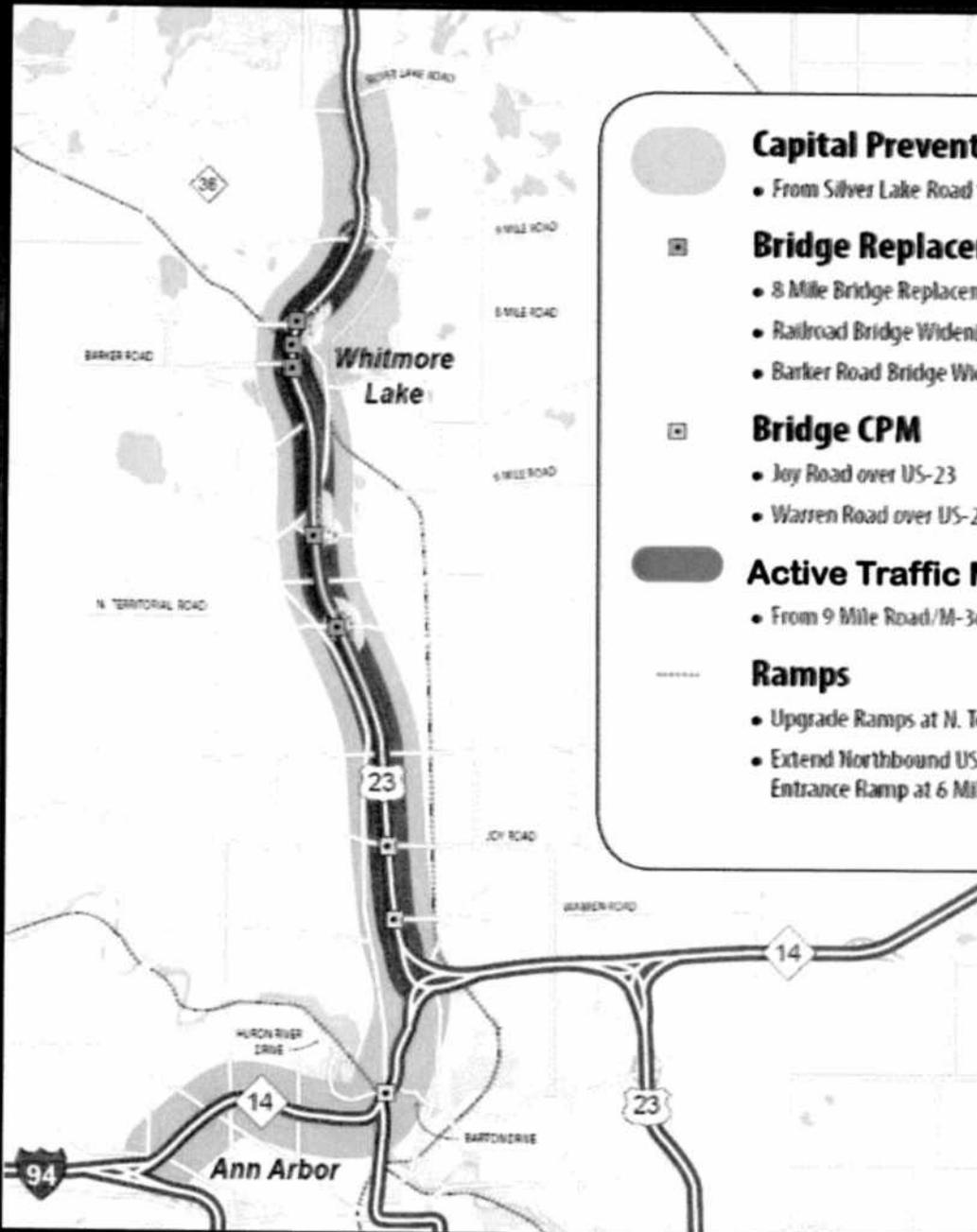
The public meeting in December 2013 will be for commuters, area residents, and corridor stakeholders to learn about and provide input on the project components, including the active traffic management system. This will be the first of several public meetings held prior to start of construction, which could happen as early as 2016.



*Contact Us:*

*Brighton Transportation Service Center, 810-227-4681*





**Capital Preventative Maintenance (CPM) Jobs**

- From Silver Lake Road to I-94

**Bridge Replacement/Widen**

- 8 Mile Bridge Replacement
- Railroad Bridge Widening
- Barker Road Bridge Widening
- 6 Mile Bridge Replacement
- N. Territorial Bridge Replacement

**Bridge CPM**

- Joy Road over US-23
- Warren Road over US-23
- M-14 over Railroad, Huron River and Barton Drive

**Active Traffic Management and ITS Projects**

- From 9 Mile Road/M-36 to M-14

**Ramps**

- Upgrade Ramps at N. Territorial Road
- Extend Northbound US-23 Entrance Ramp at 8 Mile Road
- Extend Northbound US-23 Entrance Ramp at 6 Mile Road
- Extend Northbound US-23 Entrance Ramp at M-36





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(734) 662-1935 Fax

**MEMORANDUM**

**TO:** Northfield Township Planning Commission  
**FROM:** Douglas J. Lewan, Community Planner  
**DATE:** October 31, 2013  
**RE:** Whitmore Lake, N. Territorial Study Area

Based on the comments of our October 16, 2013 Planning Commission meeting (attached) we conducted a review of the study area. Our review provides strategies moving forward as well as our recommendations.

Current Township Master Plan (Sub-Area 4)

\*Area under study is part of Central Sub-Area of Master Plan and found fully within this sub-area.

**Selected Dev. Strategies of Central Sub-Area**

- Clustered residential where appropriate, compatible,
- Preserve naturally sensitive areas,
- Maintain suburban transition by preserving greenbelt,
- Corporate High Tech jobs made,
- Actively promote business growth, job creation, tax base development. Knowledge and growth industries,
- Improvements to existing intersections as new developments occur.

## **2012 Master Plan Land Use Designations (within study area)**

- **Mixed Use:**
  - A flexible approach to development
  - Compatible Zoning
    - LC Local Commercial
    - GC General Commercial
    - ES Enterprise Service
    - RO Residential Office
    - MF Multi-Family Residential
    - PUD for mixed use
- **I (Industrial):**
  - Manufacturing type uses
  - Compatible Zoning
    - LI Limited Industrial
    - GI General Industrial
- **MDR (Medium Density Residential) 1 to 4 units/ acre:**
  - Single & 2 Family – clustered
  - Parks & open space
- **LDR (Low Density Residential 1 unit/ acre:**
  - SF clustered or conventional
  - Ag & open space

## **Strategies Moving Forward**

1. Refine the Master Plan Districts. This will require a MP Amendment.
  - Refine MU area with consideration of natural features, etc.
  - Decide final implementation strategy
  
2. PUD or as an Overlay District
  - PUD allows max flexibility without Township trying to guess what would be appropriate here. MP for the Central Sub-Area is valid, MU area is valid- Boundary needs to be changed- relatively simple. Along with minor change to MU designation.
  - Overlay district is possible but likely not necessary and will cause additional time.

3. Have to verify sewer service area as depicted in MP. Much of the study area is found within the existing sewer service area, the exception being that area found west of Whitmore Lake Road. The existing and proposed sewer service area should be described as a part of the process.

#### Recommendation

To help address the Central Sub-Area goals of the Master Plan as well as the proposed expansion of the sewer district we recommend an amendment be made to the Township Master Plan. The amendment would take the form of a likely expansion of the MU- Mixed Use district with possible corresponding text change to the same. As we progress with changes to the map, the following should be considered:

- Access to N. Territorial Road (Limited access to 5 Mile Road properties)
- Access to Whitmore Lake Road
- Considerations of Natural Features
- Access to sewer service area
- Consideration of maintaining existing industrial planned and zoned area to the east of the study area.

I look forward to discussing this with you Wednesday evening.

Sincerely,



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CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, PCP, AICP  
Principal

Cc: file

**Whitmore Lake-North Territorial Study**  
**Planning Comments**  
**October 16, 2013**

- Bridge – DDA District
  - Big Box
  - Location – A<sup>2</sup>
  - Hotel
  - Transportation Hub – Mixed Use
  - Tax Base
  - T.O.D.
    - Homes
    - Commercial
  - Room for growth
  - Resident support
  - Water source
  - Area to plan – Room
  - Infrastructure planning
  - Blank slate
    - PUD?
  - Opportunity for ped-access
    - Something unique
    - Complete streets
  - Fear of downtown impact
  - Walkable development
    - Business
    - Residential
    - Retail
  - Transportation Impacts
  - Complement Downtown
  - High Speed Data access
  - Senior Population
- > Coordination

# WHITMORE LAKE-NORTH TERRITORIAL STUDY AREA NORTHFIELD TOWNSHIP - MICHIGAN



## NATURAL FEATURES

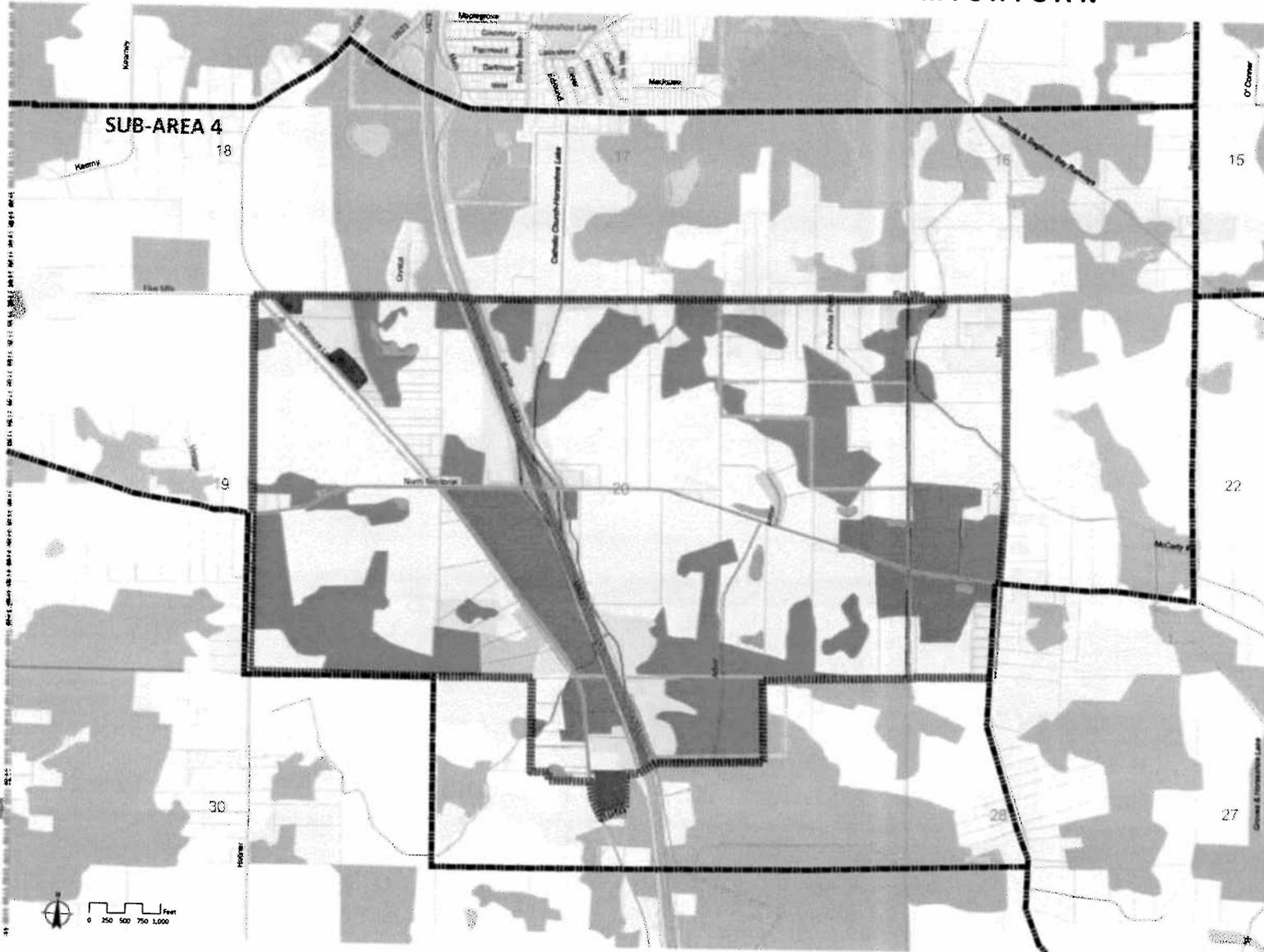
- Emergent Wetland
- Scrub-Shrub Wetland
- Forested Wetland
- Woodland
- Floodplain
- 5-Foot Contour
- Lake
- Stream
- Sub-area Boundary
- Freeway
- Rural Major Collector
- Rural Minor Collector
- Sewer Service Area
- Study Area Boundary

Source: SEMCOG & Washtenaw County Data

10-31-13  
Carlisle/Wortman Associates, Inc.  
Ann Arbor, Michigan

# WHITMORE LAKE-NORTH TERRITORIAL STUDY AREA

## NORTHFIELD TOWNSHIP - MICHIGAN



### EXISTING LAND USE

- Active Agriculture & Farmstead
- Single-Family Residential
- Multi-Family Residential
- Manufactured Home
- Under Development
- Commercial & Office
- Industrial
- Cultural, Outdoor Recreation & Cemetery
- Grassland & Shrub
- Woodland & Wetland
- Lake
- Stream
- Sub-area Boundary
- Freeway
- Rural Major Collector
- Rural Minor Collector
- Sewer Service Area
- Study Area Boundary

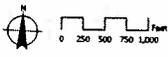
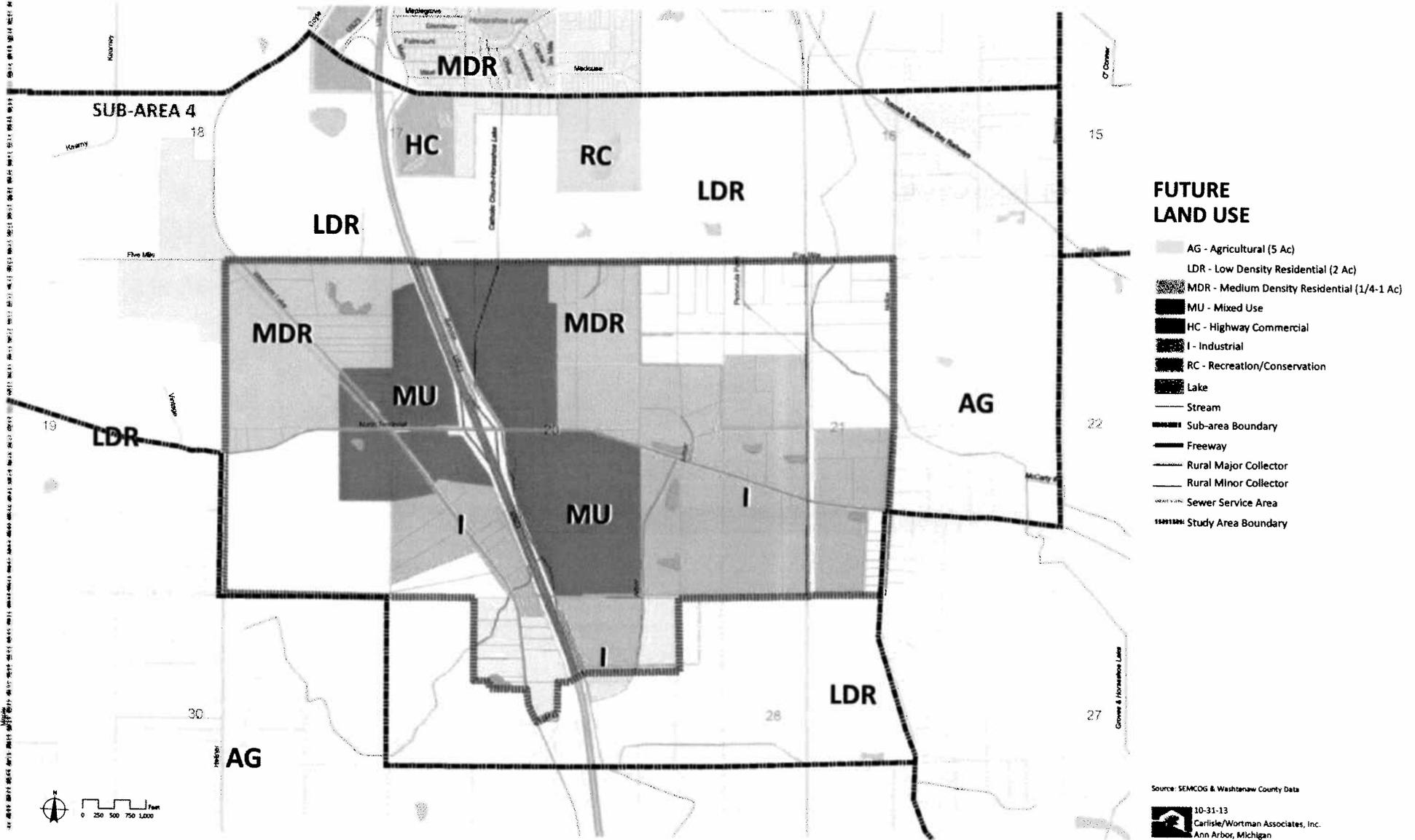
Source: SEMCOG & Washtenaw County Data

10-31-13  
 Carlisle/Wortman Associates, Inc.  
 Ann Arbor, Michigan



# WHITMORE LAKE-NORTH TERRITORIAL STUDY AREA

## NORTHFIELD TOWNSHIP - MICHIGAN



Source: SEMCOG & Washtenaw County Data  
 10-31-13  
 Carlisle/Wortman Associates, Inc.  
 Ann Arbor, Michigan



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(734) 662-1935 Fax

**MEMORANDUM**

**TO:** Northfield Township Planning Commission  
**FROM:** Douglas J. Lewan, Community Planner  
**DATE:** November 27, 2013  
**RE:** Whitmore Lake, N. Territorial Study Area

As we continue to refine our review of the Whitmore Lake, N. Territorial study area several items should be considered by the Planning Commission moving forward.

1. While the study area is quite large it should be made clear that most of this area will remain as planned. Our concentration will be on changes to the text and boundary of the MU Mixed Use area of the Master Plan. The current Master Plan outside of the MU area works well as a transitional area both east and west of the Whitmore Lake Corridor.

It is our plan to increase the MU area along both sides of Whitmore Lake Road to the south boundary of the study area. We will bring a large map Wednesday evening to depict this change and discuss any further refinement by the Planning Commission.

The increase in area in the MU designation will allow for more flexibility in development and may help to more fully utilize the sewer service area of the Township for uses other than simply light industrial. Please see our October 31, 2013 memorandum for a full explanation of the uses and corresponding zoning districts that are envisioned for the MU area.

2. In reviewing the overall study area we plan on moving the south border of the study area to the south. This will bring into the analysis properties that would be adjacent to the proposed sewer SAD.
3. We propose a re-write of the Mixed Use (MU) designation of the Master Plan to make sure we are including all of the uses that would be desirable within this part of the Township. Please review both the Master Plan as well as our memorandum of October 31 to go over the currently planned uses within this designation. Please consider the following:

- The development strategies for this part of the Township discuss a “corporate high tech jobs node” to help promote business growth, job creation, and tax base development. The proposed uses noted in the Master Plan should be tightened up to ensure we are getting what we are asking for.
- The master plan specifies that five (5) separate zoning designations would be appropriate for this area. While we do not want to reduce the flexibility of the MU designation we propose to add language that would encourage a more coordinated development concept with an emphasis on a “jobs node.” While commercial and residential uses may be acceptable within this area it would be preferable if they were part of a larger development scheme than stand alone uncoordinated districts and projects.
- It is recognized that this part of the Township is a special area with freeway access and an established commercial/industrial character. The decisions that the Township makes on permissible development will have long term effects on not only this intersection, but the entire Township.

At our meeting on Wednesday we should nail down the uses that we would like to see in this area as well as the final boundaries of the proposed changes. I will have both a map to finalize the proposed changes to the MU district as well as draft language for this district as well.

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CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, PCP, AICP  
Principal

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