

NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA
November 25, 2014 - - 7:00 PM
8350 Main Street, 2nd Floor

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

AGENDA ITEM:

1. Snow Plow Bids
2. Living Waters Banner

DISCUSSION ITEMS:

1. 2013-14 Audit Presentation from John Pfeffer
2. People's Express Presentation
3. Sewer Assessment Management Proposal Presentation
4. Codification
5. Fee Schedule for Engineering
6. Meals on Wheels Update
7. ZBA Appointments & PC Re-Appointments

2ND CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

**NORTHFIELD TOWNSHIP
Township Board
Minutes
November 25, 2014**

CALL TO ORDER

The meeting was called to order at 7:04 P.M. by Supervisor-Engstrom Clerk Westover at 8350 Main Street.

PLEDGE

Supervisor Engstrom Clerk Westover led those present in the Pledge of Allegiance.

ROLL CALL

| | |
|------------------------------|-----------------------------|
| Marilyn Engstrom, Supervisor | Absent with notice |
| Angela Westover, Clerk | Present |
| Kathy Braun, Treasurer | Present |
| Janet Chick, Trustee | Present |
| Wayne Dockett, Trustee | Present [left at 8:03 P.M.] |
| Jacki Otto, Trustee | Present |
| Tracy Thomas, Trustee | Present |

Also present:

Township Manager Howard Fink
Wastewater Treatment Plant Superintendent
Tim Hardesty
Community Center Director Tammy Averill
Township Attorney Paul Burns
Township Engineer Brian Rubel
Recording Secretary Lisa Lemble
Members of the community

- ▶ **Motion:** Westover moved that Otto conduct the meeting in Engstrom's absence.
Motion carried 6—0 on a voice vote

ADOPT AGENDA

- ▶ **Motion:** Thomas moved, Chick supported, that the agenda be adopted as presented.
Motion carried 6—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Joint Meeting. Lenore Zelenock, 1440 Six Mile, made follow-up suggestions to the joint Board/Planning Commission meeting concerning the sewer system.

Fence Ordinance. George Brown, 7868 Shady Beach, asked for the Township's ordinances be enforced regarding a fence in the Horseshoe Lake subdivision.

Proposed Master Plan Amendment. James D'Amour, 2711 Maplewood Avenue, Ann Arbor, Vice-Chair of the Executive Committee of the Huron Valley Chapter of the

Sierra Club, read a statement opposing the Biltmore Development request to amend the Master Plan.

BOARD MEMBER COMMENTS

Minutes. Dockett commented on items in the November 11th minutes and asked that comments he made be added.

Proposed Master Plan Amendment. Chick said a 2010 survey indicates that the majority of residents are in favor of residential development. She added that the only request that has been made to the Township is to amend the Master Plan—no specific development proposal has been made—and there is a defined, legal process for considering the request.

CORRESPONDENCE AND ANNOUNCEMENTS

DDA Plan Amendment. Fink noted that the legally required public hearing has been scheduled for December 9th, and he has asked for analysis of the issues from Bond Counsel Steve Mann.

WALLY Rail Line. Fink noted the idea of rail service connecting Livingston County to Ann Arbor (WALLY—Washtenaw Livingston Line) has been revived, and the Ann Arbor Area Transportation Authority has asked him to serve on the steering committee looking at this. In response to a comment from Dockett, Fink agreed that funding will be the key to this project.

AGENDA ITEMS

**1.
Snow Plow Bids**

Fink noted two of the bids—J&M and Turfscape—a re extremely close; the current provider, J&M is local and does good work, and Turfscape has good references. He said if prices are flat he sees no reason not to award a multi-year bid. Dockett noted that J&M provided only a per push price, whereas Turfscape and Unique Maintenance provided per push and annual prices.

- ▶ **Motion:** Dockett moved, Chick supported, that the per push proposal from Turfscape be accepted.
Motion failed 1—5 on a roll call vote, Thomas, Westover, Otto, Braun, and Chick opposed.
- ▶ **Motion:** Westover moved, Chick supported, that the per push proposal from J&M for the 2014-15 season at the rate of \$2,225 be accepted.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
November 25, 2014**

- ▶ **Amended motion:** Westover moved, Chick supported, that the per push proposal from J&M for the 2014-15 season at the rate of \$2,225 be accepted, with the Township Manager and Public Safety Director having approval and authority of the plowing and salting schedule. **Motion carried 5—1 on a roll call vote, Dockett opposed.**

**2.
Living Water Banner**

In answer to questions from the Board, Sam Iaquinto said a banner of about 24' x 24' would be put up at the Post Office to invite the community to its Christmas Eve service.

- ▶ **Motion:** Thomas moved, Westover supported, that the Living Water Church request to put up a banner regarding their Christmas Eve services as outlined in the Township Manager's Report be approved. **Motion carried 6—0 on a voice vote.**

DISCUSSION ITEMS

**1.
2013-14 Audit Presentation:
John Pfeffer**

John Pfeffer of Pfeffer, Hanniford, & Palka thanked the Clerk's and Treasurer's staff and Controller Yeager for their help, and he lauded Fink for the improved office functions and the help he provided in researching issues for the audit. He noted that Northfield Township was one of their clients that took advantage of applying for a significant level of additional State revenue sharing. He said they found very little to comment on and noted that the Township was able to add 10% to its fund balance during the last year. He said his firm is issuing an unqualified opinion which is the highest they can provide.

In answer to questions, Pfeffer said:

- The comment about inadequate controls over receipt of payments is standard for most clients because it is almost impossible to have enough people to handle these tasks.
- In comparison to other years, the segregation of duties and internal controls has improved.

Dockett noted the cost of the audit was \$18,000 on a no bid contract. Chick and Otto commended Braun, the staff, and Fink for the excellent job they did on this.

- ▶ **Motion:** Thomas moved, Chick supported, that the audit be approved as presented. **Motion carried 6—0 on a voice vote.**

**2.
People's Express Presentation**

Lenore Zelenock referred to the letter from People's Express. She explained the difference between services that can be provided with up-front payment vs. pay-as-you-go payments. Dockett said it is slippery slope for the Township to provide services of this type. Otto says this is a good opportunity for the Township.

[Dockett left at this point].

Zelenock said she will provide insurance information to the Township since the Board appears to be in favor of approving the proposed contract. In answer to questions, and she will look into how calls made to AATA for service in Northfield Township are directed to People's Express. She also explained that the grant being matched by the Township provides discounts for rides into the Ann Arbor-Ypsilanti urban area, but not to Brighton. She added she will look for information about grants for service to that area.

**3.
Sewer Assessment Management Proposal**

Wastewater Treatment Plant Superintendent Hardesty explained that a condition of the sewer plant's State discharge permit is development of an asset management plan. Township engineer Brian Rubel gave a PowerPoint presentation and made comments including:

- As asset management plan aids in developing a capital improvements plan.
- Having this plan is required to be eligible for low interest (about 2.5%) loans administered by the State.
- The State's goal in requiring this is for communities to have well-maintained, adequately funded systems.
- The approximate cost for preparing a plan ranges from \$312,000 to \$632,000. The Township will probably get a SAW (Stormwater, Asset Management, and Wastewater) grant from the MDEQ in 2019 to cover 90% of the costs incurred from 2013 on, and the Township's 10% could be provided with staff in-kind services.
- A proposed timeline for developing a plan must be submitted to the State by February 1, 2015.
- While sewer rates are based on the cost of maintaining the system, the State requires a plan that lists assets, their conditions, and future expenses.
- The Township will incur some out-of-pocket costs each year to meet this requirement.
- Completion of the plan may be required within five years, but it is possible a longer period may be allowed.

It was agreed that in January Hardesty will provide to the Board the letter he will be submitting to the State.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
November 25, 2014**

**4.
Codification**

Fink noted that Board members had been provided with copies of the Township's codified ordinances. He said this will be available on-line, and future ordinances will be incorporated into this by the codification contractor. He said it will be on the next agenda for approval.

**5.
Fee Schedule for Engineering**

Chick said a review of fees by Fink shows that Northfield Township's fees are higher than in other area townships. Fink said the Township's fee schedule is adopted by ordinance, and the Board establishes fees and can waive them. He explained that engineering fees that previously were billed hourly have been replaced with fixed fees for most work. He added that fees for applications to the Planning Commission and ZBA were based on fixed expenses, but they can be lowered if the Board desires.

Fink said the entire schedule of Township fees should be ready for Board approval within a couple months.

**6.
Meals on Wheels Update**

Community Center Director Averill referred to the packet of information that had been provided to Board members and noted that attorney Burns had reviewed the contract. She explained that the program will start with three in house meals per week before providing home delivery meals.

Otto noted there will be a small amount of additional costs to administer this program—such as fees for performing background checks on volunteers—and she suggested that Averill be provided with additional funds for this. There was discussion about how to allocate the grant funds

among various line items. Fink noted that reallocating funds among line items would need County approval.

Averill said there is definitely a need for this program. Fink commended her for taking on this additional work. He noted this is a one year contract and Averill said she hopes to start providing services in January. It was agreed to put approval of this on the next agenda.

**7.
Zoning Board of Appeals Appointments
and Planning Commission Re-Appointments**

Fink referred to the information he had provided to Board members about how Commission and ZBA Board members are appointed. He noted Greg Kolecki has expressed interest in filling the open ZBA position, Doug DeFavero has requested reappointment to the ZBA, and Marlene Chockley and Brad Cousino are requesting reappointment to the Planning Commission.

Fink noted there are also one or two vacancies on the Board of Review.

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

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

The meeting adjourned at 9:21P.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 December 9, 2014.

Angela Westover, Clerk

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

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NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 11/20/2014
Re: Snow Plow Bids

Dear Township Board,

We have three bids for snow plowing services. J & M Landscaping and Turfscape are very close in price, but overall, Turfscape's came in lower mostly due to cheaper salt prices. J & M Landscaping is a local business. Turfscape has been persistent in trying to win this bid (they have submitted the last two years).

For your convenience, I've included a spreadsheet with all three bid pricings listed side by side. I will have the actual bids with me the night of the workshop if you'd like to view each individual bid.

Respectfully Submitted,



Howard Fink

Snow Plow Bids 2014

Plowing & Salting

Company Name

| | | 8350 Main | | | 9101 Main | | | 75 Barker | | | Curtis Lot | | | Fire Station 2 | | | Path | | |
|--------------------|------------------|-----------|------|------|-----------|------|------|-----------|------|------|------------|------|------|----------------|------|------|---------|------|------|
| | | 1yr | 2yr | 3yr | 1yr | 2yr | 3yr | 1yr | 2yr | 3yr | 1yr | 2yr | 3yr | 1yr | 2yr | 3yr | 1yr | 2yr | 3yr |
| Unique Maintenance | Plowing per push | \$ 150 | same | same | \$ 50 | same | same | \$ 100 | same | same | \$ 25 | same | same | \$ 75 | same | same | \$ 240 | same | same |
| | Salting* per app | \$ 350 | same | same | \$ 100 | same | same | \$ 200 | same | same | \$ 25 | same | same | \$ 200 | same | same | \$200** | same | same |
| | TOTALS | \$ 500 | | | \$ 150 | | | \$ 300 | | | \$ 50 | | | \$ 275 | | | \$ 240 | | |

* Salt Pricing may be lowered if costs return to normal price per ton.

** path is not typically salted - this amount will not be included in the total pricing

| | | | | | | | | | | | | | | | | | | | |
|-------------------|------------------|-------|----|----|------|----|----|-------|----|----|------|----|----|-------|----|----|-------|----|----|
| J & M Landscaping | Plowing per Push | \$150 | -- | -- | \$25 | -- | -- | \$50 | -- | -- | \$25 | -- | -- | \$60 | -- | -- | \$150 | -- | -- |
| | Salting per app | \$275 | -- | -- | \$50 | -- | -- | \$75 | -- | -- | -- | -- | -- | \$85 | -- | -- | -- | -- | -- |
| | TOTALS | \$425 | | | \$75 | | | \$125 | | | \$25 | | | \$145 | | | \$150 | | |

| | | | | | | | | | | | | | | | | | | | |
|----------|------------------|-------|------|------|------|------|------|-------|------|------|-------|----|----|------|------|------|---------|------|------|
| Turfscap | Plowing per push | \$180 | same | same | \$45 | same | same | \$50 | same | same | \$50* | -- | -- | \$45 | same | same | \$175 | same | same |
| | Salting per app | \$150 | same | same | \$45 | same | same | \$80 | same | same | -- | -- | -- | \$45 | same | same | \$150** | same | same |
| | TOTALS | \$330 | | | \$90 | | | \$130 | | | \$50 | | | \$90 | | | \$175 | | |

* Will plow only if the ground is frozen

** path is not typically salted - this amount will not be included in the total pricing

Snow Plow Bids 2014

Sidewalk Shovelling & Salting

| Company Name | | Public Safety Building | | | Community Center | | |
|--------------------|-----------------|------------------------|------|------|------------------|------|------|
| | | 1 yr | 2 yr | 3 yr | 1 yr | 2 yr | 3 yr |
| Unique Maintenance | Per Shovel | \$195 | same | same | \$ 50 | same | same |
| | Salting per app | \$90 | same | same | \$ 35 | same | same |
| | TOTALS | \$285 | | | \$85 | | |

Per Occurence Totals

\$ 1,885

| Per Season Pricing | | |
|--------------------|-----------|-----------|
| 1yr | 2yr | 3yr |
| \$ 24,000 | \$ 24,000 | \$ 24,000 |

| | | | | | | | |
|-------------------|-----------------|-------|----|----|------|----|----|
| J & M Landscaping | Per Shovel | \$75 | -- | -- | \$25 | -- | -- |
| | Salting per app | \$150 | -- | -- | \$50 | -- | -- |
| | TOTALS | \$225 | | | \$75 | | |

\$1,245

| | | |
|-----|-----|-----|
| n/a | n/a | n/a |
|-----|-----|-----|

| | | | | | | | |
|-----------|-----------------|-------|------|------|------|------|------|
| Turfscape | Per Shovel | \$120 | same | same | \$45 | same | same |
| | Salting per app | \$150 | same | same | \$45 | same | same |
| | TOTALS | \$270 | | | \$90 | | |

\$1,225

| | | |
|----------|----------|----------|
| \$28,875 | \$25,875 | \$23,875 |
|----------|----------|----------|

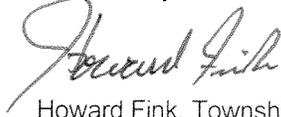
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 11/20/2014
Re: Living Water Banner

Dear Township Board,

Living Water Church has requested that the board approve a banner for their Christmas Eve Service. The service will be at 6:00 pm on December 24 at Whitmore Lake High School. They would like to have board approval before ordering the banner, and would like to have the banner up the first week of December through the end of December. If they wait until the December 9th Board Meeting, they would not be able to get the banner ordered and put up in time for the event. They have requested that the vote be put on the November 25, 2014 agenda.

Respectfully Submitted,



Howard Fink, Township Manager



PFEFFER ▪ HANNIFORD ▪ PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
Kenneth J. Palka, C.P.A.

Members:
AICPA Private Practice Companies Section
MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

November 10, 2014

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

Dear Honorable Board of Trustees:

In planning and performing our audit of the financial statements of Northfield Township as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Northfield Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified deficiencies in internal control that we consider to be material weaknesses:

A deficiency in internal control exists when the design or operation of control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in Northfield Township's internal control to be material weaknesses.

1. Establish Control over the Financial Reporting Process

Management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation in the financial statements of financial position, results of operations, and cash flows, including the notes to financial statements, in conformity with U.S. generally accepted accounting principles.

At times, management may choose to outsource certain accounting functions due to cost or training considerations. Such accounting functions and service providers must be governed by the control policies and procedures of the Township. Management is as responsible for outsourced functions performed by a service provider as it would be if your personnel performed such functions. Specifically, management is responsible for management decisions and functions: for designating an individual with suitable skill, knowledge, or experience to oversee any outsourced services; and for evaluating the adequacy and results of those services and accepting responsibility for them.

As part of the audit, management requested us to prepare a draft of your financial statements, including the related notes to financial statements. Management reviewed, approved, and accepted responsibility for those financial statements prior to their issuance; however, management did not perform a detailed review of the financial statements. The absence of this control procedure is considered a material weakness because the potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the Company's internal control.

The existence of significant deficiencies or material weaknesses may already be known to management and may represent a conscious decision by management or those charged with governance to accept that degree of risk because of cost or other considerations. Management is responsible for making decisions concerning costs and the related benefits. We are responsible to communicate significant deficiencies and material weaknesses in accordance with professional standards regardless of management's decisions.

Response by Management

Management believes the perceived benefit of more control over the financial reporting process does not exceed the related cost. Therefore, management has chosen to continue to request the auditors to prepare the financial statements.

2. Segregate Accounting Duties

A good system of internal control provides for a proper segregation of the accounting functions. The Township does not have the proper segregation of duties over cash receipts and disbursements, accounts receivable, and accounts payable. Proper segregation is not always possible in a small organization, but limited segregation to the extent possible can and should be implemented to reduce the risk of errors or fraud. We recommend that management review the current assignment of accounting functions. Where possible, duties should be segregated to reduce the risk or errors or fraud.

Response by Management

Management has reviewed and continues to review the current assignment of accounting functions. Management believes that the cost of hiring of additional personnel will not substantiate the conceived benefits. However, management will continue to review methods of segregating duties without hiring additional personnel with the current staff.

The following are additional remarks which we do not consider to be material weaknesses but would like to discuss with the Board as part of our audit presentation.

1. The Township Board has adopted a fund balance policy and should designate funds accordingly.
2. All administrative charges between departments should be documented annually to determine the proper charges.

Conclusion

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

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

This communication is intended solely for the information and use of management, Township Board of Trustees, and others with the organization, 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

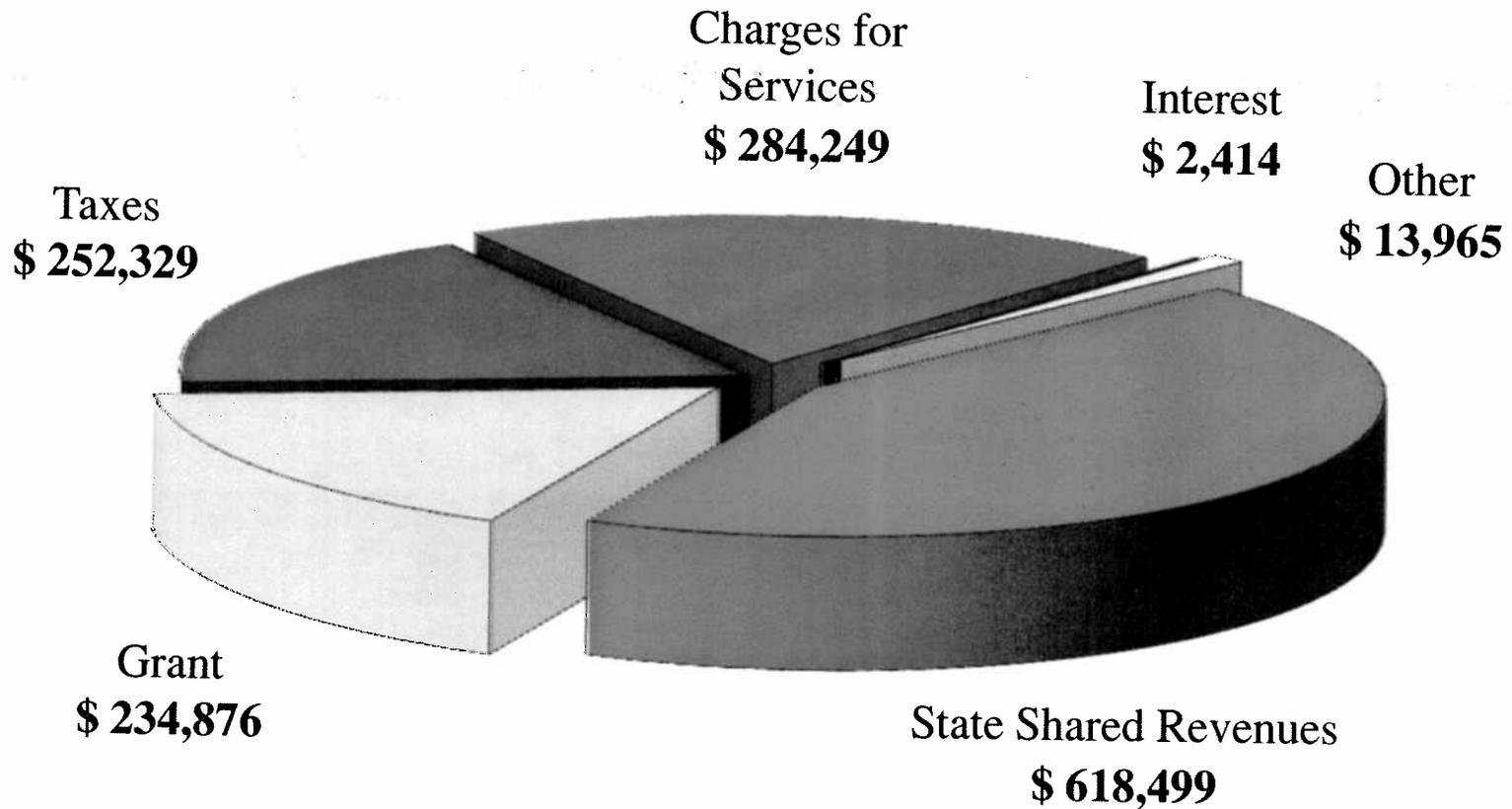
June 30, 2014



PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

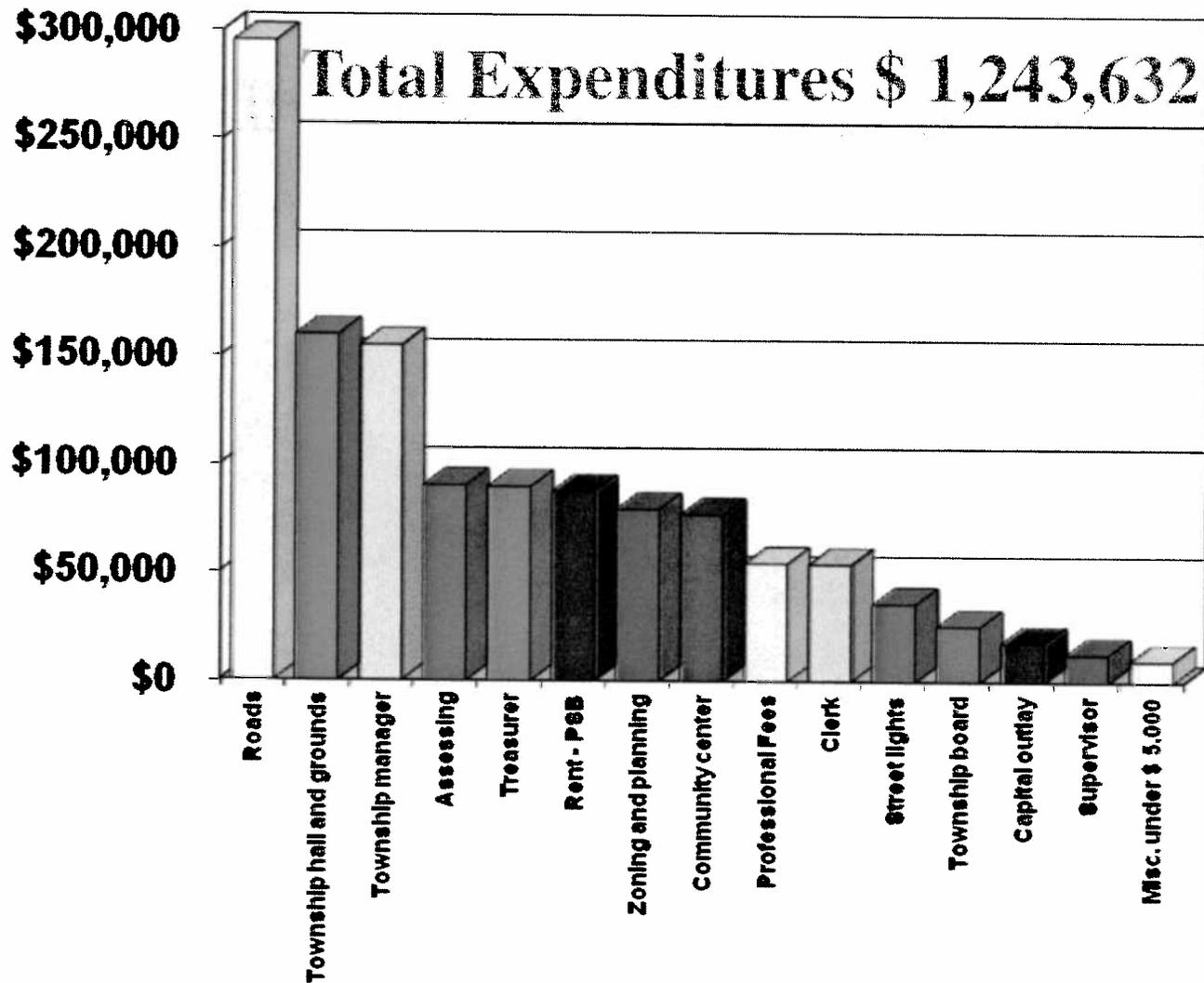
BRIGHTON, MICHIGAN

**Northfield Township
General Fund Revenues
For The Year Ended June 30, 2014**

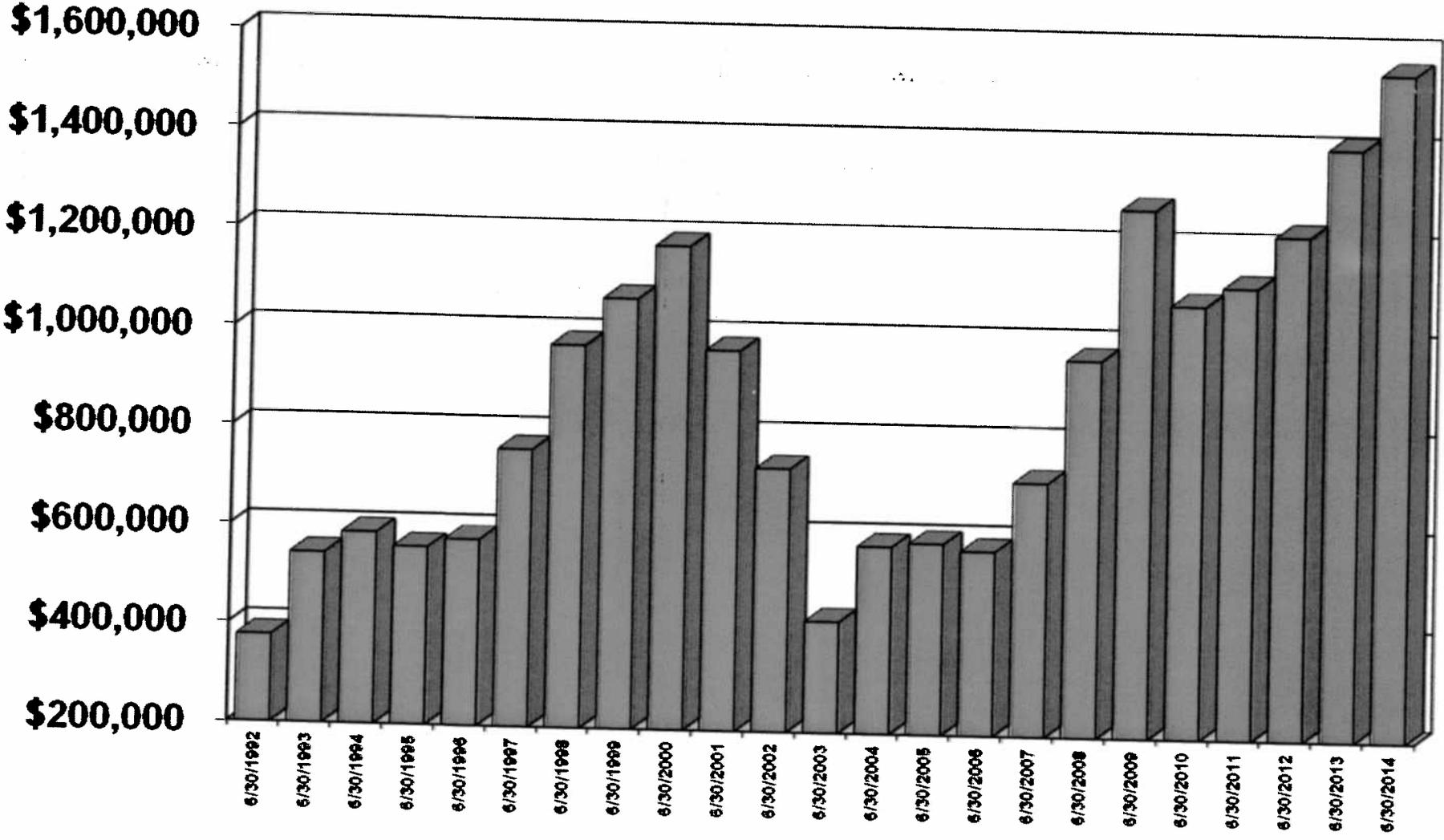


Total Revenues = \$ 1,406,332

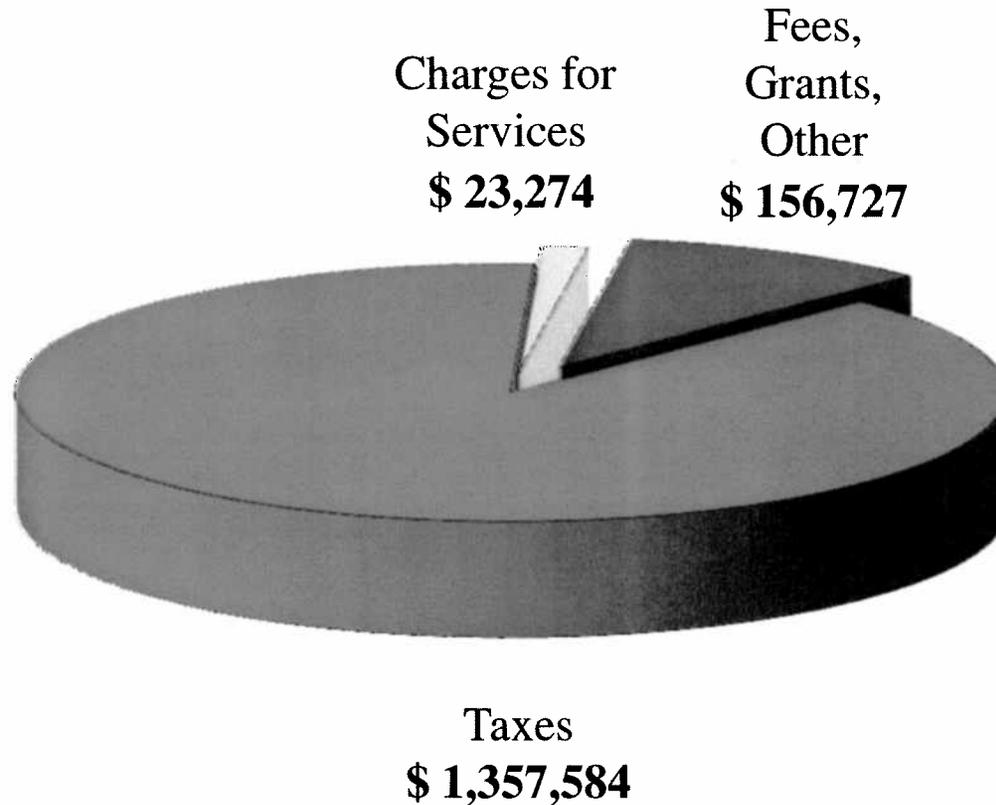
Northfield Township
General Fund Expenditures
For The Year Ended June 30, 2014



Northfield Township
General Fund
Fund Balance Comparison
June 30, 1992 - June 30, 2014

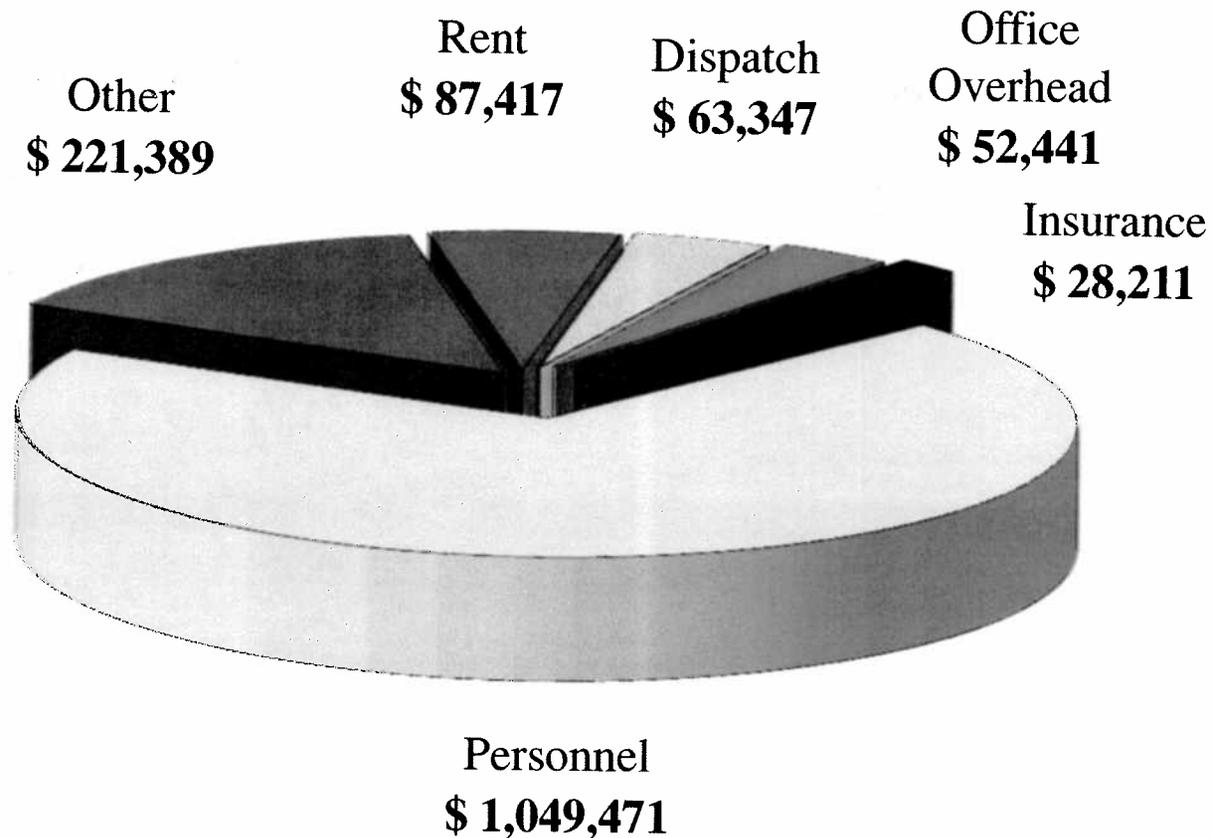


Northfield Township
Law Enforcement Fund Revenues
For The Year Ended June 30, 2014



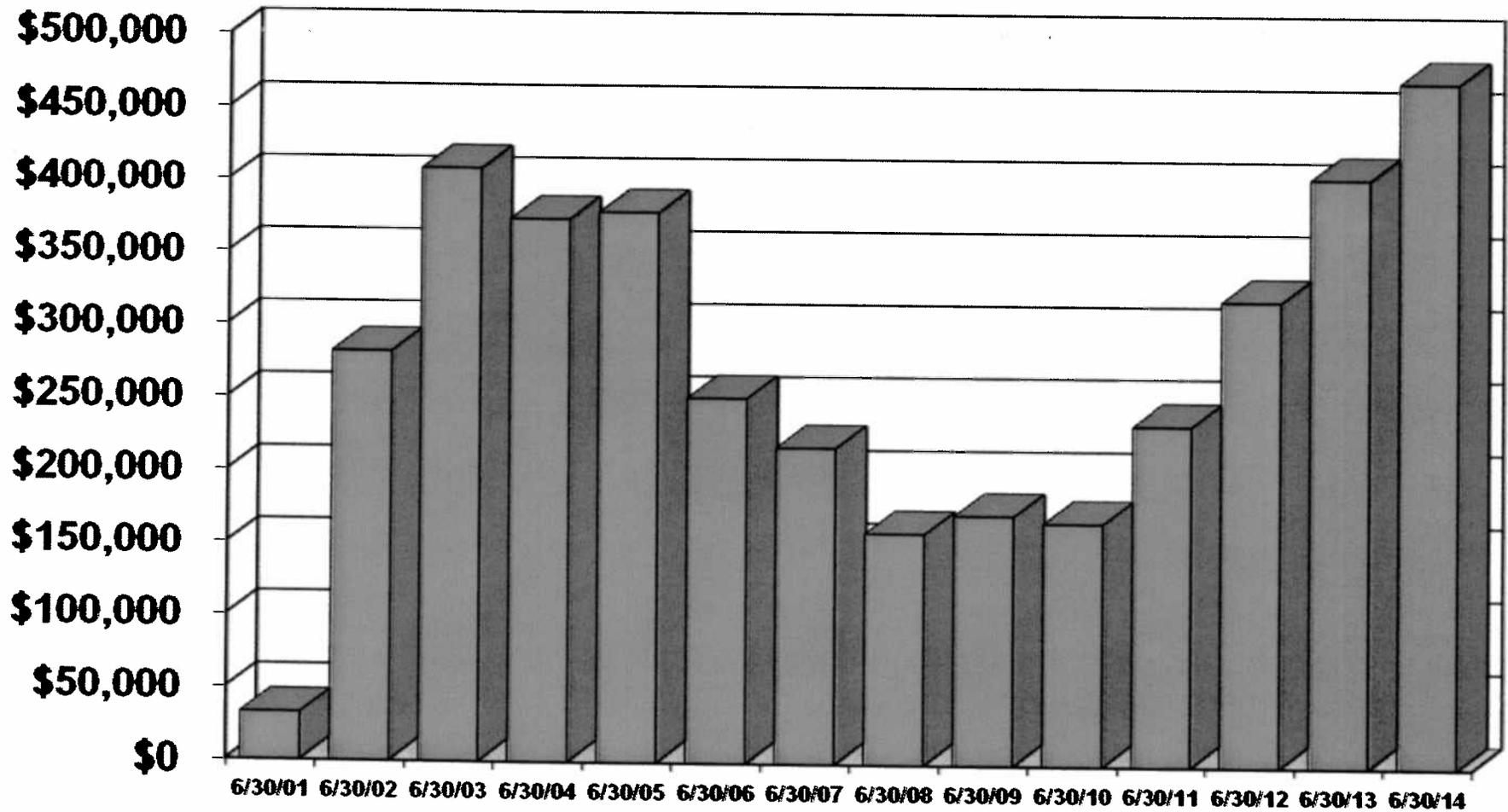
Total Revenues = \$ 1,537,585

Northfield Township
Law Enforcement Fund Expenditures
For The Year Ended June 30, 2014

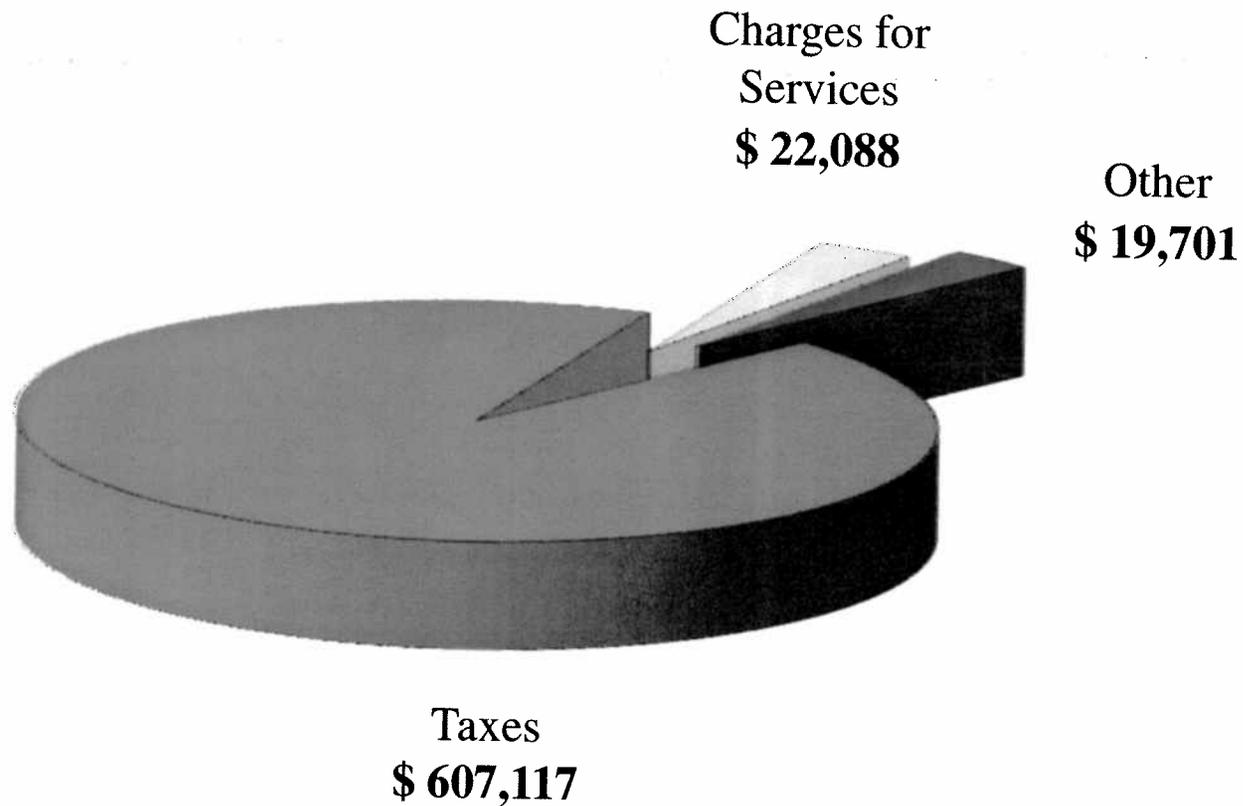


Total Expenditures = \$ 1,502,276

Northfield Township
Law Enforcement Fund
Fund Balance Comparison
June 30, 2001 - June 30, 2014

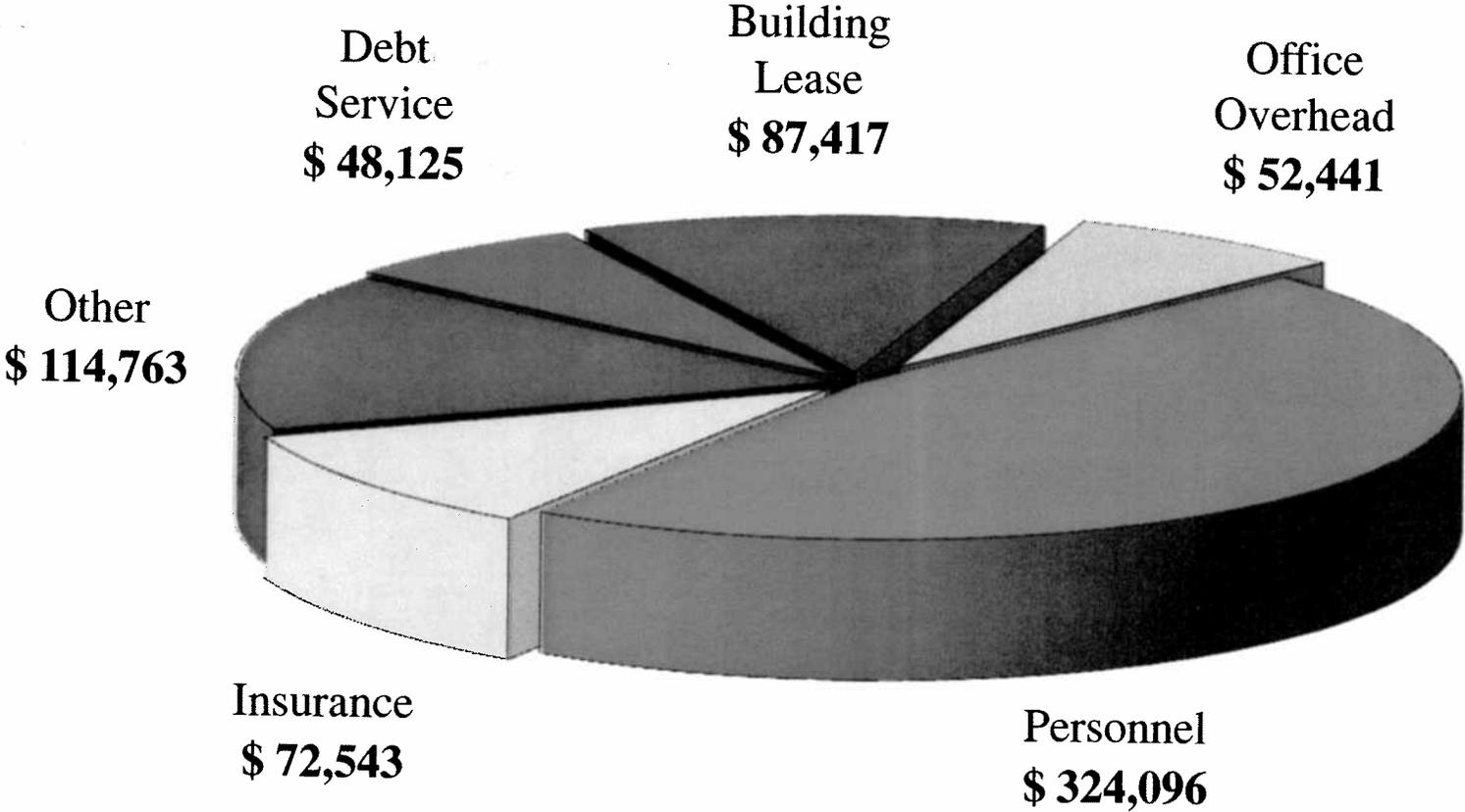


Northfield Township
Fire Fund Revenues
For The Year Ended June 30, 2014



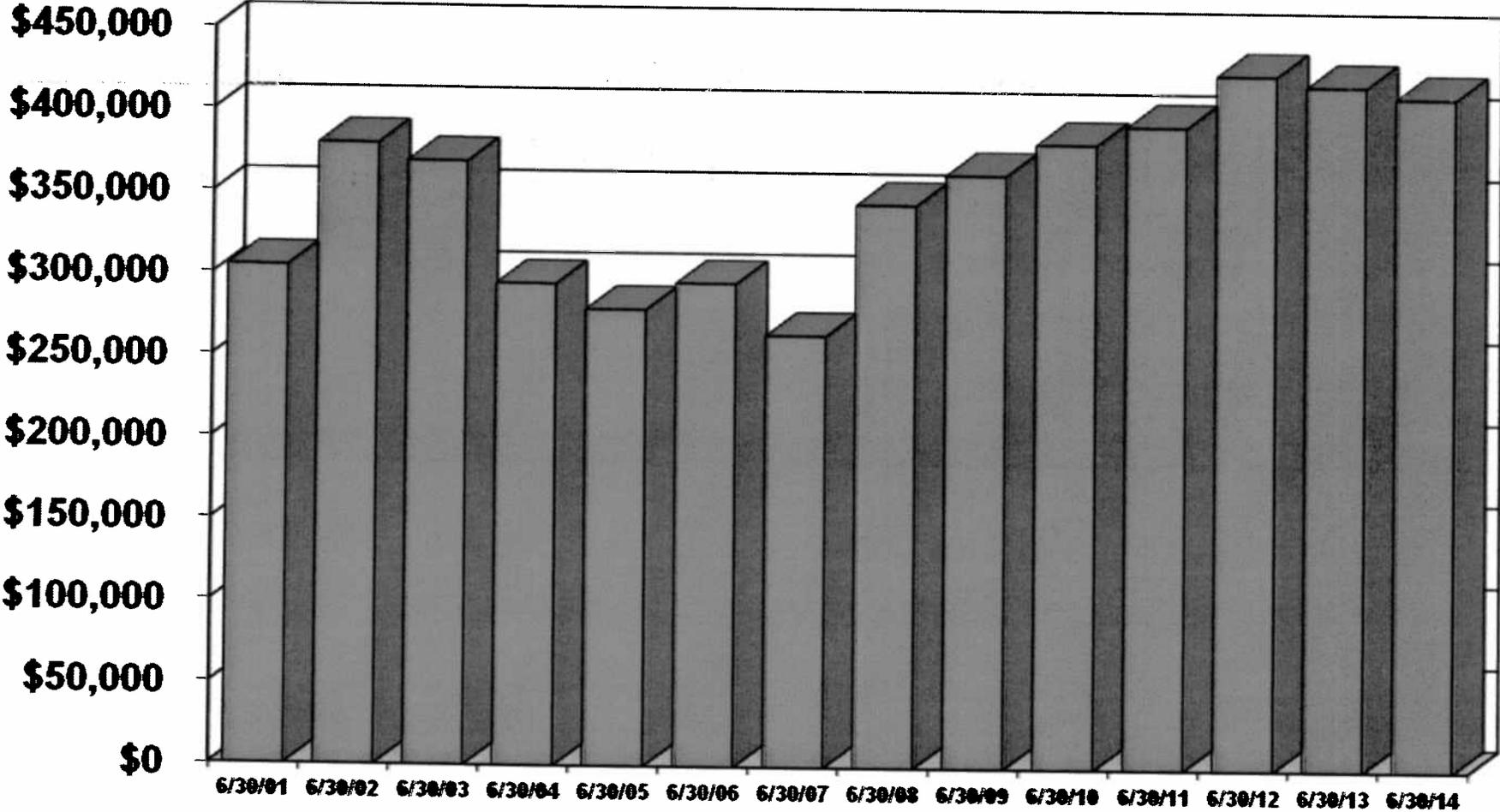
Total Revenues = \$ 648,906

**Northfield Township
Fire Fund Expenditures
For The Year Ended June 30, 2014**



Total Expenditures = \$ 699,385

Northfield Township
Fire Fund
Fund Balance Comparison
June 30, 2001 - June 30, 2014



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

NORTHFIELD TOWNSHIP

Report on Audit of Financial Statements

For the Year Ended June 30, 2014

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Northfield Township as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 9 -13 and 50 - 53 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Northfield Township's basic financial statements. The combining and individual nonmajor fund financial statements, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

Management Discussion and Analysis
June 30, 2014

Within this section of Northfield Township's annual financial report, the Township's management is providing a narrative discussion and analysis of the financial activities of the Township for the fiscal year ended June 30, 2014. This narrative discusses and analyzes the activity within the context of the accompanying financial statements and disclosures following this section. The discussion focuses on the Township's primary government and, unless otherwise noted, component units reported separately from the primary government are not included.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Township's basic financial statements. The basic financial statements include government-wide financial statements, fund financial statements, and notes to the financial statements. The Township also includes in this report additional information to supplement the basic financial statements.

Government-wide Financial Statements

The Township's annual reports include two government-wide financial statements. These statements provide both long-term and short-term information about the Township's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of these government-wide statements is the Statement of Net Position. This is the Township-wide statement of position presenting information that includes all the Township's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township as a whole is improving or deteriorating. Evaluation of the overall health of the Township may extend to various non-financial factors as well.

The second government-wide statement is the Statement of Activities which reports how the Township's net position changed during the current fiscal year. The design of this statement is to show the financial reliance of the Township's distinct activities or functions on the revenues generated by the Township.

Both government-wide financial statements distinguish governmental activities of the Township that are principally supported by taxes and revenue sharing from the business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include such activities as general government, public safety, and planning and zoning departments. Business-type activities include water & sewer system operations. Fiduciary activities such as tax collection are not included in the government-wide statements since these assets are not available to fund Township programs.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Township uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Township's most significant funds rather than the Township as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation. Individual fund data for non-major funds is provided in the combining statements later in this report as other supplementary information.

The following tables provide a summary of the Township's financial activities and changes in net position:

Summary of Net Position

| | Governmental Activities | | Business-type Activities | | Total | |
|---|------------------------------------|---------------------|-------------------------------------|----------------------|----------------------|----------------------|
| | <u>6/30/2014</u> | <u>6/30/2013</u> | <u>6/30/2014</u> | <u>6/30/2013</u> | <u>6/30/2014</u> | <u>6/30/2013</u> |
| Assets | | | | | | |
| Current and other assets | \$ 3,408,202 | \$ 2,913,304 | \$ 3,556,126 | \$ 4,045,086 | \$ 6,964,328 | \$ 6,958,390 |
| Capital assets | <u>7,249,396</u> | <u>7,173,911</u> | <u>9,028,100</u> | <u>9,209,182</u> | <u>16,277,496</u> | <u>16,383,093</u> |
| Total assets | <u>10,657,598</u> | <u>10,087,215</u> | <u>12,584,226</u> | <u>13,254,268</u> | <u>23,241,824</u> | <u>23,341,483</u> |
| Liabilities | | | | | | |
| Other liabilities | 359,251 | 265,984 | 38,069 | 34,165 | 397,320 | 300,149 |
| Long-term liabilities | <u>4,131,609</u> | <u>4,616,902</u> | <u>2,213,022</u> | <u>2,826,480</u> | <u>6,344,631</u> | <u>7,443,382</u> |
| Total liabilities | <u>4,490,860</u> | <u>4,882,886</u> | <u>2,251,091</u> | <u>2,860,645</u> | <u>6,741,951</u> | <u>7,743,531</u> |
| Net position: | | | | | | |
| Invested in capital assets, net of debt | 3,117,787 | 2,557,009 | 6,815,078 | 6,382,702 | 9,932,865 | 8,939,711 |
| Restricted | 937,024 | 907,253 | 2,213,022 | 2,830,878 | 3,150,046 | 3,738,131 |
| Unrestricted | <u>2,111,927</u> | <u>1,740,067</u> | <u>1,305,035</u> | <u>1,180,043</u> | <u>3,416,962</u> | <u>2,920,110</u> |
| Total net position | <u>\$ 6,166,738</u> | <u>\$ 5,204,329</u> | <u>\$ 10,333,135</u> | <u>\$ 10,393,623</u> | <u>\$ 16,499,873</u> | <u>\$ 15,597,952</u> |

Financial Analysis of the Township's Funds

The Township's General Fund had revenues over expenditures totaling \$152,624. This is primarily due to an increase in State Shared revenues and a new grant for \$232,326.

The other major governmental funds of the Township are the Law Enforcement and Fire Fund. The expenditures exceeded revenues for the Fire Fund in the amount of \$6,688 which is about the same as last year.

The Law Enforcement Fund had revenues over expenditures of \$66,428 which is relatively close to last year.

The Township's sole proprietary fund, the Sewage Disposal System Fund, reported net loss of \$60,488. The decrease is due to an unrealized investment loss.

General Fund Budgetary Highlights

The General Fund adopted its budget prior to the fiscal year in accordance with Public Act 493 of 2000. Total actual expenditures were less than budgeted appropriations by \$24,889. The budget was amended during the year to account for immaterial amounts in order to bring it closer to economic reality.

Capital Asset and Debt Administration

The governmental funds purchased \$364,165 of capital assets. Acquisitions included two new public safety vehicles and project costs incurred on the non-motorized path.

The Township made debt payments of \$485,293 during the year making the total outstanding of \$4,131,609.

Economic Conditions and Future Activities

After several years of decreases in State Shared Revenues due to a decline in Michigan's economy, the Township continues to see an increase every year.

Management is hopeful taxable values continue to increase as they did this year with an increase of 2%.

The Township is in the process of fulfilling the State of Michigan Department of Treasury requirements of CVTRS (City, Village and Township Revenue Sharing) in order to receive those payments from the State of Michigan.

Contacting the Township's Financial Management

This report is designed to provide a general overview of the Township's financial position and comply with finance-related regulations. If you have any further questions about this report or request additional information please contact Northfield Township at 8350 Main Street, Whitmore Lake, MI 48189.

GOVERNMENTAL-WIDE FINANCIAL STATEMENTS

NORTHFIELD TOWNSHIP
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014

| <u>Functions/Programs</u> | <u>Expenses</u> | <u>Program Revenues</u> | | |
|--------------------------------------|-----------------------|-----------------------------|---|------------------------------|
| | | <u>Charges for Services</u> | <u>Operating Grants and Contributions</u> | <u>Capital Contributions</u> |
| GOVERNMENTAL ACTIVITIES | | | | |
| General government | \$ (900,519) | \$ 277,540 | \$ 240,535 | \$ |
| Fire protection | (803,213) | 22,088 | | |
| Police protection | (1,757,390) | 27,999 | 1,000 | |
| Community development | (2,000) | | 25,367 | |
| Community center/recreation | (95,691) | 16,804 | | |
| Public works/roads | (97,647) | | | |
| Interest on long-term debt | (112,096) | | | |
| Total governmental activities | <u>(3,768,556)</u> | <u>344,431</u> | <u>266,902</u> | |
| BUSINESS-TYPE ACTIVITIES | | | | |
| Sewer system | <u>(1,196,264)</u> | <u>1,160,295</u> | | <u>3,550</u> |
| Total | <u>\$ (4,964,820)</u> | <u>\$ 1,504,726</u> | <u>\$ 266,902</u> | <u>\$ 3,550</u> |

General revenues

Property taxes
State shared revenues
Interest income - cash and equivalents
Interest income - special assessments
Franchise fees
Rental income
Fines and forfeitures
Other income
Net (decrease) in the fair value of investments
Gain on sale of assets

Total general revenues

Changes in net position

Net position, July 1, 2013

Net position, June 30, 2014

The notes of the financial statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

| <u>Non-major Funds</u> | <u>Totals</u> |
|----------------------------|---------------------|
| \$ 838,174 | \$ 2,855,831 |
| | 114 |
| 2,174 | 19,842 |
| | 105,899 |
| | 62,407 |
| | 41,785 |
| | 59,876 |
| | 232,326 |
| | 40,500 |
| | 24,699 |
| <u>\$ 840,348</u> | <u>\$ 3,443,279</u> |
| | |
| \$ 28,201 | \$ 151,934 |
| | 3,235 |
| 35,000 | 35,077 |
| | 43,698 |
| 646 | 646 |
| <u>63,847</u> | <u>234,590</u> |
| | 24,699 |
| | 41,785 |
| | 412,432 |
| 376,956 | 847,334 |
| 52,863 | 52,863 |
| 54,214 | 54,214 |
| 65,414 | 65,414 |
| 227,700 | 227,700 |
| (646) | 1,482,248 |
| <u>776,501</u> | <u>3,208,689</u> |
| <u>\$ 840,348</u> | <u>\$ 3,443,279</u> |

NORTHFIELD TOWNSHIP

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

| | General Fund | Fire Fund | Law Enforcement Fund |
|---|-------------------------|------------------|-------------------------------------|
| REVENUES | | | |
| Taxes | \$ 252,329 | \$ 607,117 | \$ 1,357,584 |
| State shared revenues | 618,499 | | |
| Grant income | 234,876 | | |
| Licenses and permits | | | 2,605 |
| Contributions | 589 | | 1,000 |
| Rental income | 9,960 | | |
| Franchise fees | 92,535 | | |
| Charges for services | 233,304 | 22,088 | 25,394 |
| Fines and forfeitures | | | 28,075 |
| Interest | 2,414 | | |
| Net (decrease) in the fair value of investments | (38,174) | | |
| Other income | | | |
| | | 19,701 | 122,927 |
| Total revenues | 1,406,332 | 648,906 | 1,537,585 |
| EXPENDITURES | | | |
| Current: | | | |
| General government | 826,698 | | |
| Fire rescue | | 628,360 | |
| Police protection | | | 1,403,862 |
| Community center/recreation | 76,735 | | |
| Roads | 59,647 | | |
| Community development | 2,000 | | |
| Public works | 35,700 | | |
| Debt service: | | | |
| Principal | | 41,751 | |
| Interest/fees | | 6,374 | |
| Capital outlay: | | | |
| General government | 6,980 | | |
| Police protection | | | 98,414 |
| Fire protection | | 22,900 | |
| Public works | 235,872 | | |
| | | | |
| Total expenditures | 1,243,632 | 699,385 | 1,502,276 |
| Excess of revenues over (under) expenditures | 162,700 | (50,479) | 35,309 |
| OTHER FINANCING SOURCES (USES) | | | |
| Sale of assets | | 3,058 | 3,986 |
| Transfers in | 22,790 | 40,733 | 35,000 |
| Transfers (out) | (32,866) | | (7,867) |
| | | | |
| Total other financing sources (uses) | (10,076) | 43,791 | 31,119 |
| Net changes in fund balances | 152,624 | (6,688) | 66,428 |
| FUND BALANCE, JULY 1, 2013 | 1,396,754 | 419,120 | 403,950 |
| FUND BALANCE, JUNE 30, 2014 | \$ 1,549,378 | \$ 412,432 | \$ 470,378 |

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014**

Net change in fund balances - governmental funds \$ 561,369

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets are allocated over their useful lives as depreciation expense. The amount by which capital outlay exceeded depreciation and losses on disposal is as follows:

| | |
|------------------------|----------------|
| Capital outlay | \$ 364,166 |
| Depreciation expense | (287,416) |
| Loss on sale of assets | <u>(1,265)</u> |

Total 75,485

Repayment of bond and contracts payable is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

Repayment of:

| | |
|-------------------------|----------------|
| Capital leases | 41,751 |
| Bonds/contracts payable | <u>443,542</u> |

Total 485,293

Accrued absences for vacation for the employee is recorded on the Statement of Net Assets

(159,738)

Change in net position of governmental activities \$ 962,409

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2014**

| | | <u>Sewage Disposal System Fund</u> |
|--|----------------|------------------------------------|
| OPERATING REVENUES | | |
| User charges | | \$ 1,160,295 |
| OPERATING EXPENSES | | |
| Salaries and wages | \$ 251,913 | |
| Employee benefits/payroll taxes | 119,271 | |
| Depreciation | 332,408 | |
| Other operating expenses | <u>378,675</u> | |
| Total operating expenses | | <u>1,082,267</u> |
| Operating income | | 78,028 |
| NON-OPERATING REVENUES AND (EXPENSES) | | |
| Sale of assets | 5,000 | |
| Interest income - cash and equivalents | 7,461 | |
| Interest income - special assessments | 74,709 | |
| Net (decrease) in the fair value of investments | (121,234) | |
| Other revenues | 5,995 | |
| Interest expense | (112,919) | |
| Bond fees | <u>(1,078)</u> | |
| Total non-operating revenues and (expenses) | | <u>(142,066)</u> |
| Net loss before capital contributions | | (64,038) |
| CAPITAL CONTRIBUTIONS | | |
| Connection fees | | <u>3,550</u> |
| Change in net position | | (60,488) |
| NET POSITION, JULY 1, 2013 | | <u>10,393,623</u> |
| NET POSITION, JUNE 30, 2014 | | <u><u>\$ 10,333,135</u></u> |

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

**STATEMENT OF NET POSITION
ALL AGENCY FUNDS
JUNE 30, 2014**

| | Current Tax Collection Fund | Trust and Agency Fund | Payroll Fund | Totals |
|---------------------------|--|--------------------------------------|-------------------------|-------------------|
| ASSETS | | | | |
| Cash and cash equivalents | \$ | \$ 75,322 | \$ 19,204 | \$ 94,526 |
| Due from other funds | 53 | 12 | 12 | 77 |
| Due from others | 40,620 | 2,425 | | 43,045 |
| Total assets | \$ 40,673 | \$ 77,759 | \$ 19,216 | \$ 137,648 |
| LIABILITIES | | | | |
| Due to other funds | \$ | \$ 5,500 | \$ | \$ 5,500 |
| Due to others | 40,673 | 72,259 | 19,216 | 132,148 |
| Total liabilities | \$ 40,673 | \$ 77,759 | \$ 19,216 | \$ 137,648 |

The notes of the financial statements are an integral part of this statement.

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the Township relating to the funds and account groups included in the accompanying combined financial statements conform to generally accepted accounting principles applicable to state and local governments. The more significant accounting policies of the Township are described below.

A. BASIC FINANCIAL STATEMENTS

In accordance with GASB Statement No. 34 & 63 - *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, the basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (Statement of Net Position and Statement of Activities) report on the Township as a whole, excluding fiduciary activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All activities, both governmental and business-type, are reported in the government-wide financial statements using the economic resources measurement focus and the accrual basis of accounting, which includes long-term assets and receivables as well as long-term debt and obligations. The government-wide financial statements focus more on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

Generally, the effect of interfund activity has been removed from the government-wide financial statements. Net interfund activity and balances between governmental activities and business-type activities are shown in the government-wide financial statements.

The government-wide Statement of Net Position reports all financial and capital resources of the Township (excluding fiduciary funds). It is displayed in a format of assets less liabilities equals net position, with the assets and liabilities shown in order of their relative liquidity. Net position is required to be displayed in three components: 1) invested in capital assets, net of related debt, 2) restricted, and 3) unrestricted. Invested in capital assets, net of related debt is capital assets net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Restricted net positions are those with constraints placed on their use by either: 1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations or other governments, or 2) imposed by law through constitutional provisions or enabling legislation. All net positions not otherwise classified as restricted, are shown as unrestricted. Generally the Township would first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

The Government-Wide Statement of Activities demonstrates the degree to which both direct and indirect expenses of the various functions and programs of the Township are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or identifiable activity. Indirect expenses for administrative overhead are allocated among the functions and activities using a full cost allocation approach and are presented separately to enhance comparability of direct expenses between governments that allocate direct expenses and those that do not. Interest on general long-term debt is not allocated to the various functions. Program revenues include: 1) charges to customers or users who purchase, use or directly benefit from goods, services or privileges provided by a particular function or program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes, unrestricted investment income and other revenues not identifiable with particular functions or programs are included as general revenues. The general revenues support the net costs of the functions and programs not covered by program revenues.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

With this measurement focus, operating statements present increases and decreases in net current assets and unreserved fund balance as a measure of available resources.

This is the traditional basis of accounting for governmental funds and also is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to: 1) demonstrate legal and covenant compliance, 2) demonstrate the sources and uses of liquid resources, and 3) demonstrate how the Township's actual revenues and expenditures conform to the annual budget. Since the governmental funds financial statements are presented on a different basis than the governmental activities column of the government-wide financial statements, reconciliation is provided immediately following each fund statement. These reconciliations briefly explain the adjustments necessary to transform the fund financial statements into the governmental activities column of the government-wide financial statements.

The proprietary funds financial statements are prepared on the same basis (economic resources measurement focus and accrual basis of accounting) as the government-wide financial statements. Therefore, most lines for the total proprietary funds on the proprietary funds financial statements will directly reconcile to the business-type activities column on the government-wide financial statements. Because the proprietary funds are combined into a single business-type activities column on the government-wide financial statements, certain interfund activities between these funds are eliminated in the consolidation for the government-wide financial statements, but are included in the fund columns in the proprietary funds financial statements.

Proprietary funds account for operations where the intent of the Township is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Under GASB Statement No. 34, proprietary funds are also required for any activity whose principal revenue sources meet any of the following criteria: 1) any activity that has issued debt backed solely by the fees and charges of the activity, 2) if the cost of providing services for any activity, including capital costs such as depreciation or debt service, must legally be recovered through fees and charges of the activity, or 3) it is the policy of the Township to establish activity fees or charges to recover the cost of providing services, including capital costs.

On the proprietary funds financial statements, operating revenues are those that flow directly from the operations of the activity, i.e. charges to customers or users who purchase or use the goods or services of that activity. Operating expenses are those that are incurred to provide those goods or services. Non-operating revenues and expenses are items such as investment income and interest expense that are not a result of the direct operations of the activity.

Fiduciary funds account for assets held by the Township in a trustee or agency capacity on behalf of others and, therefore, are not available to support Township programs. Fiduciary funds are not included in the government-wide financial statements as they are not an asset of the Township available to support Township programs. The Township currently maintains two agency funds. One accounts for the collection and disbursement of property taxes and the other accounts for monies held in escrow for certain development projects.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

E. BUDGETARY DATA

The board of trustees follows the procedures as outlined in the Uniform Budgeting Manual for Local Units of Government in Michigan in the establishment of the various annual budgets.

The supervisor prepares the annual budgets through information received by the clerk. The proposed budget is then submitted for discussion and approved by the entire Township board. The budget is approved by activity rather than line item. If and when it becomes necessary to amend certain amounts in the budget, a proposal outlining the desired changes is made to and approved by the Township board at any of their regular meetings. Budget appropriations made, but not expended by year end, will lapse with the fiscal year end.

For the year ended June 30, 2014, expenditures exceeded appropriations in several functional activities.

F. PROPERTY TAXES

Property tax revenues are recognized in the fiscal year for which the taxes are levied. Property taxes are levied on December 1 each year. These taxes become liens on the property at that date. These taxes are due on February 14, with the final collection date of February 28. The delinquent real property taxes of Northfield Township are purchased by Washtenaw County. The county sold tax notes, the proceeds of which will be used to pay the Township for these property taxes. The 2013 adjusted taxable value of the Township totaled \$316,353,872. The Township levied the following millages during the current fiscal year ended June 30, 2014:

| | |
|------------------------|---------------|
| General Township | .7997 |
| Fire | 1.9240 |
| Police | 4.3022 |
| Public safety building | <u>.9010</u> |
| Total millage | <u>7.9269</u> |

G. OTHER FINANCING SOURCES (USES)

The transfers of cash between the various funds are budgeted but reported separate from revenues and expenditures as transfers in or (out) unless they represent temporary advances that are to be repaid, in which case they are carried as assets or liabilities of the advancing or borrowing fund.

H. INVESTMENTS

Investments are stated at market value.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

N. DEFERRED OUTFLOWS OF RESOURCES

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. The separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until that time.

O. DEFERRED INFLOWS OF RESOURCES

In addition to liabilities, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has no items that qualify at this time.

NOTE 2 - DESCRIPTION OF REPORTING ENTITY

In accordance with the provisions of the Governmental Accounting Standards Board (GASB) Statement No. 39, certain other governmental organizations are considered to be part of the reporting entity for financial statement purposes.

The criteria established by GASB Statement No. 39 for various governmental organizations to be included in the reporting entity's financial statements include accountability, control, and significant financial relationships.

The accompanying financial statements of Northfield Township as of June 30, 2014, include any and all boards, agencies, funds and account groups under the jurisdiction of the Northfield Township Board.

NOTE 3 - LAND CONTRACT RECEIVABLE - NORTHFIELD TOWNSHIP AREA LIBRARY

On May 15, 1989, the Township entered into a land contract with the Northfield Township Library Board for the purchase of property commonly known as the "Dodge House". This transaction, which represents monies expended from the Northfield Township general fund, was in the original amount of \$112,500, and is to be amortized over thirty-five (35) years, without interest. Annual installments of \$3,215 started on February 22, 1993. The total outstanding balance at June 30, 2014 was \$41,785.

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 4 - CAPITAL ASSETS - continued

| | Balance 7/1/2013 | Additions | Deletions | Balance 6/30/2014 |
|---|-----------------------------|--------------------|---------------------|------------------------------|
| Business-type activities: | | | | |
| Capital assets not being depreciated: | | | | |
| Construction in progress | \$ 33,255 | \$ 119,942 | \$ (153,197) | \$ |
| Land | 226,918 | | | 226,918 |
| Total capital assets not being depreciated | 260,173 | 119,942 | (153,197) | 226,918 |
| Capital assets being depreciated: | | | | |
| Plant and equipment | 14,484,322 | 184,581 | (24,941) | 14,643,962 |
| Less accumulated depreciation for: | | | | |
| Plant and equipment | (5,535,313) | (332,408) | 24,941 | (5,842,780) |
| Capital assets being depreciated, net | 8,949,009 | (147,827) | | 8,801,182 |
| Business-type activities capital assets, net | \$ 9,209,182 | \$ (27,885) | \$ (153,197) | \$ 9,028,100 |
| Less: related long-term debt outstanding as of June 30, 2014 | | | | (2,213,022) |
| Business-type activities capital assets net of related debt | | | | \$ 6,815,078 |

Depreciation expense was distributed to the various activities as follows:

| | |
|--------------------------------------|-------------------|
| Governmental activities: | |
| General government | \$ 10,970 |
| Fire protection and medical rescue | 157,799 |
| Police protection | 99,691 |
| Recreation | 11,383 |
| Community center | 7,573 |
| Subtotal | 287,416 |
| Business-type activities: | |
| Sewer service | 332,408 |
| Total | \$ 619,824 |

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 5 - LONG-TERM OBLIGATIONS - continued

The following is a schedule of changes in the long-term obligations of governmental activities:

| | <u>Balance 7/1/2013</u> | <u>Additions</u> | <u>Payments</u> | <u>Balance 6/30/2014</u> | <u>Amount Due Within One Year</u> |
|--|-----------------------------|------------------|---------------------|------------------------------|---|
| Capitalized Lease | | | | | |
| Kansas State Bank | \$ 131,382 | \$ | \$ (41,751) | \$ 89,631 | \$ 43,761 |
| Bonds Payable | | | | | |
| General Obligation Bond, Series 2012 Refunding of 7 Mile Extension | 2,200,000 | | (235,000) | 1,965,000 | 235,000 |
| General Obligation Bond, Series 2012 Refunding of 2002/2003 Public Safety Building Bonds | <u>2,285,520</u> | | <u>(208,542)</u> | <u>2,076,978</u> | <u>206,853</u> |
| Total bonds payable | <u>4,485,520</u> | | <u>(443,542)</u> | <u>4,041,978</u> | <u>441,853</u> |
| Governmental activities long term obligations | <u>\$ 4,616,902</u> | <u>\$</u> | <u>\$ (485,293)</u> | <u>\$ 4,131,609</u> | <u>\$ 485,614</u> |

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 5 - LONG TERM OBLIGATIONS - continued

The following is a summary of bonds payable debt for the business-type activities:

1. Loan payable to Michigan Municipal Bond Authority to finance the refunding bonds for the 1992 junior lien bonds originally issued in 1992. A net present value savings of \$84,344 was created by issuing these refunding bonds due to decline in interest rates. Principal payable in annual installments ranging from \$30,000 to \$45,000 starting April 2006, and maturing on April 2022. Interest is paid semi-annually charged at 2.0% to 4.5%. Outstanding balance of the bonds was \$340,000 at June 30, 2014.
2. Loan payable to Washtenaw County to finance the refunding bonds for the various expansion project bonds. A net present value savings of \$243,781 was created by issuing these refunding bonds due to decline in interest rates. Principal payable in annual installments ranging from \$485,000 to \$555,000 starting May 2008, and maturing on May 2017. Interest is paid semi-annually charged at 4.25%. Outstanding balance of the bonds was \$1,490,000 at June 30, 2014.
3. General Obligation Limited Tax Refunding bonds were issued on July 30, 2012 for \$2,930,000 to refund the 2002 and 2003 bonds related to the financing of the Public Safety Building as well as the Seven Mile Sewer Project. Principal payments range from \$223,000 to \$280,000 due annually in April and maturing on April 2023. Interest is charged at 2.35%, payable semi-annually. The business-type fund outstanding balance portion of the bonds at June 30, 2014 was \$383,022.

The following is a schedule of changes in the long-term debt of business-type activities:

| <u>Bonds Payable</u> | <u>Balance 7/1/2013</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance 6/30/2014</u> | <u>Amount Due Within One Year</u> |
|--|-----------------------------|------------------|---------------------|------------------------------|---|
| Expansion - Seven Mile refunding | \$ 421,480 | | \$ (38,458) | \$ 383,022 | \$ 38,147 |
| Expansion - 2007 refunding | 2,030,000 | | (540,000) | 1,490,000 | 535,000 |
| Michigan Municipal Bond Authority: 1992 junior lien refunding | 375,000 | | (35,000) | 340,000 | 35,000 |
| Total business-type activities long-term debt | <u>\$ 2,826,480</u> | <u>\$</u> | <u>\$ (613,458)</u> | <u>\$ 2,213,022</u> | <u>\$ 608,147</u> |

NORTHFIELD TOWNSHIP

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014

NOTE 7 - DEFINED BENEFIT PLAN - MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS)

Plan Description

The Township Police Department participates in the Michigan Municipal Employees' Retirement System (MMERS), an agent multiple-employer defined benefit pension plan that covers all full time officers and supervisors of the Township. MMERS provides retirement benefits to plan members and their beneficiaries. The Michigan Municipal Employees' Retirement System issues a publicly available financial report that includes financial statements and required supplemental information. That report may be obtained by writing the system at 1134 Municipal Way, Lansing, Michigan 48917 or going to the system website at <http://www.mersofmich.com>.

Funding Policy

Full time covered employees are required to contribute 5% of their annual covered salaries and wages. The Township is required to contribute at an actuarially determined rate; which was at 9.95% for the year ended June 30, 2014. Effective July 1, 2015 the actuarially determined rate was 9.95%. The contribution requirements of the Township are determined through annual actuarial valuations.

Annual Pension Cost

The Township's annual pension cost (APC) is calculated based on the annual required contribution (ARC). The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and to amortize any unfunded actuarial liabilities (or funding excesses) over a period not to exceed thirty years. The following table shows the components of the Township's annual pension cost for the year, the amount actually contributed to the plan, and changes in the Township's net pension obligation (asset) to the MMERS plan:

| | |
|--|--------------------|
| Annual required contribution | \$ 58,308 |
| Interest on net pension obligation | - |
| Adjustment to annual required contribution | - |
| Annual pension cost (APC) | 58,308 |
| Total contributions made | <u>(1,354,184)</u> |
| (Decrease) in net pension obligation | (1,295,776) |
| Net pension obligation, July 1, 2013 | <u>1,300,556</u> |
| Net pension obligation, June 30, 2014 | <u>\$ 4,780</u> |

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 8 - INTERFUND RECEIVABLE AND PAYABLE BALANCES AND TRANSFERS

Interfund receivables and payables exist at June 30, 2014. These represent short-term borrowings and amounts owed for reimbursements between other funds.

The following is a summary of the outstanding borrowings between the various funds of the Township:

| | <u>Interfund Receivable</u> | | <u>Interfund Payable</u> |
|---------------------------------|---------------------------------|-----------------------------|------------------------------|
| General Fund | \$ 53 | Current Tax Collection Fund | \$ 53 |
| General Fund | 12 | Payroll Fund | 12 |
| General Fund | 12 | Trust and Agency Fund | 12 |
| Federal Narcotics Fund | 35,000 | Law Enforcement Fund | 35,000 |
| Trust and Agency Fund | 5,500 | General Fund | 5,500 |
| Total interfund balances | <u><u>\$ 40,577</u></u> | | <u><u>\$ 40,577</u></u> |

Interfund transfers for the year ended June 30, 2014 were as follows:

| <u>Transfer In</u> | <u>Transfer Out</u> | <u>Purpose</u> | <u>Amount</u> |
|----------------------|------------------------|----------------------------|-------------------------|
| General Fund | DDA Fund | Pay operating expenditures | \$ 22,790 |
| Law Enforcement Fund | Federal Narcotics Fund | Pay operating expenditures | 35,000 |
| Fire Fund | General fund | Pay operating expenditures | 32,866 |
| Fire Fund | Law Enforcement Fund | Pay operating expenditures | 7,867 |
| | | | <u><u>\$ 98,523</u></u> |

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 9 - DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS - continued

Custodial Credit Risk

Deposits - This is the risk that in the event of a bank failure, the Township will not be able to recover its deposits. The Township does not have a deposit policy for custodial credit risk. The Township evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

| | |
|--------------------------------|---------------------|
| Insured by FDIC | \$ 750,000 |
| Uninsured and uncollateralized | 4,806,142 |
| Total | \$ 5,556,142 |

Investments - This is the risk that in the event of the failure of a counterparty to a transaction, the Township will not be able to recover the value of its investments. The Township does not have a policy to cover custodial credit risk of investments. The Township evaluates each financial institution with which it invests and assesses the level of risk of each institution. Investments are made only with those institutions with an acceptable estimated risk level.

As of June 30, 2014, the Township's investments were exposed to custodial credit risk as follows:

| | |
|-----------------|-------------------|
| Insured by FDIC | \$ 283,764 |
| Insured by SIPC | 35,030 |
| Total | \$ 318,794 |

FDIC insurance covers up to \$250,000 for the combined amount of all time and savings accounts (including NOW accounts), and up to \$250,000 for the combined amount of all demand deposit accounts.

SIPC protects up to \$500,000 of cash and securities held by a brokerage firm in the event the brokerage firm goes out of business. There is a \$250,000 limit for cash.

Concentration of Credit Risk

Concentration of credit risk is the risk attributed to the magnitude of the Township's investment in a single issuer. The Township's investment policy requires diversification with a primary focus on safety. However, the policy does not place a fixed percentage limit for any one issuer, investments in any one issuer that represent 5 percent or more of total investments are:

| <u>Investment Type</u> | <u>Issuer</u> | <u>Percent of Portfolio</u> |
|------------------------|--------------------------|-----------------------------|
| US Agencies | Federal Farm Credit Bank | 11% |
| Negotiable CD | Wells Fargo Bank | 78% |
| Negotiable CD | Standard Federal Bank | 11% |

NORTHFIELD TOWNSHIP

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014**

NOTE 10 - STATEMENT OF CASH FLOWS

Pursuant to the Governmental Accounting Standards Board (GASB) statement number 9, a statement of cash flows is presented. The purpose of the statement of cash flows is to explain the change in cash and cash equivalents during the year. Cash equivalents are defined as short-term, highly liquid investments with original maturities of three months or less. The direct method was utilized to represent cash flows from operations. The following is a schedule to reconcile cash and cash equivalents per the Statement of Cash Flows to cash, cash equivalents, and investments per the Statement of Net Position:

| | <u>6/30/2014</u> |
|---------------------------|---------------------|
| Cash and cash equivalents | \$ 1,942,343 |
| Investments | <u>280,079</u> |
| | <u>\$ 2,222,422</u> |

NOTE 11 - GRANT ACTIVITIES

The Township has been a recipient of several grant funds for law enforcement, medical rescue, and recreation activities. These funds are subject to federal and state grant audit requirements.

NOTE 12 - ASSETS RESTRICTED FOR CAPITAL AND DEBT

Restricted assets in the Sewage Disposal System Fund as of June 30, 2014 consisted of the following:

| | <u>Sewage Disposal System Fund</u> |
|--|--|
| Cash, cash equivalents and investments | \$ 1,888,682 |
| Special assessment receivables | <u>989,628</u> |
| Total | <u>\$ 2,878,310</u> |

NORTHFIELD TOWNSHIP

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | Budgets | | Actual | Variance with Final Budget Favorable (Unfavorable) |
|---|---------------------|---------------------|---------------------|--|
| | Original | Final | | |
| REVENUES | | | | |
| Taxes | \$ 252,084 | \$ 252,084 | \$ 252,329 | \$ 245 |
| Grant | 204,000 | 196,000 | 234,876 | 38,876 |
| State shared revenues | 610,000 | 610,000 | 618,499 | 8,499 |
| Charges for services | 328,510 | 311,810 | 322,508 | 10,698 |
| Interest | 5,700 | 5,700 | 2,414 | (3,286) |
| Net (decrease) in the fair value of investments | | (38,125) | (38,174) | (49) |
| Miscellaneous revenue | 11,560 | 14,110 | 13,880 | (230) |
| Total revenues | 1,411,854 | 1,351,579 | 1,406,332 | 54,753 |
| EXPENDITURES | | | | |
| Township board | 29,065 | 29,065 | 25,459 | 3,606 |
| Supervisor | 13,877 | 13,877 | 12,550 | 1,327 |
| Elections | 3,800 | 3,800 | 3,276 | 524 |
| Clerk | 46,810 | 54,985 | 53,964 | 1,021 |
| Township manager | 190,335 | 159,115 | 155,203 | 3,912 |
| Board of review | 22,953 | 7,953 | 3,932 | 4,021 |
| Treasurer | 88,310 | 87,605 | 89,655 | (2,050) |
| Assessor | 112,020 | 96,960 | 90,278 | 6,682 |
| Township hall and grounds | 133,278 | 155,278 | 160,074 | (4,796) |
| Zoning and planning departments | 88,676 | 75,676 | 79,198 | (3,522) |
| Professional fees | 60,400 | 60,400 | 54,308 | 6,092 |
| Community development | 2,000 | 2,000 | 2,000 | |
| Roads | 294,150 | 294,150 | 295,519 | (1,369) |
| Street lights | 36,000 | 36,000 | 35,700 | 300 |
| Capital outlay | 27,835 | 18,335 | 17,864 | 471 |
| Contingency - liens | 10,000 | 2,000 | 500 | 1,500 |
| Rent - PSB | 87,419 | 87,419 | 87,417 | 2 |
| Community Center | 103,888 | 83,903 | 76,735 | 7,168 |
| Total expenditures | 1,350,816 | 1,268,521 | 1,243,632 | 24,889 |
| Excess of revenues over (under) expenditures | 61,038 | 83,058 | 162,700 | 79,642 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfer in | | 22,790 | 22,790 | |
| Transfers (out) | (25,000) | (32,866) | (32,866) | |
| Total other financing sources (uses) | (25,000) | (10,076) | (10,076) | |
| Net change in fund balance | 36,038 | 72,982 | 152,624 | 79,642 |
| FUND BALANCE, JULY 1, 2013 | 1,396,754 | 1,396,754 | 1,396,754 | |
| FUND BALANCE, JUNE 30, 2014 | \$ 1,432,792 | \$ 1,469,736 | \$ 1,549,378 | \$ 79,642 |

NORTHFIELD TOWNSHIP

**FIRE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | Budgets | | Actual | Variance with Final Budget Favorable (Unfavorable) |
|---|-------------------|-------------------|-------------------|--|
| | Original | Final | | |
| REVENUES | | | | |
| Taxes | \$ | \$ | \$ 607,117 | \$ |
| Charges for services | | | 22,088 | |
| Other income | | | 19,701 | |
| Total revenues | <u>619,040</u> | <u>630,040</u> | <u>648,906</u> | <u>18,866</u> |
| EXPENDITURES | | | | |
| Salaries | | | 276,738 | |
| Payroll taxes | | | 21,170 | |
| Hospitalization | | | 17,521 | |
| Life insurance | | | 967 | |
| Pension | | | 7,700 | |
| Medical testing | | | 422 | |
| Uniforms | | | 3,410 | |
| Accounting services | | | 7,982 | |
| Audit fees | | | 3,060 | |
| Transportation | | | 13,601 | |
| Training and development | | | 4,416 | |
| Membership fees | | | 1,701 | |
| Contractual services | | | 8,286 | |
| Dispatch services | | | 10,585 | |
| Telephone | | | 6,399 | |
| Supplies | | | 8,167 | |
| Insurance and bonds | | | 72,543 | |
| Office overhead | | | 52,441 | |
| PSB lease | | | 87,417 | |
| Printing and postage | | | 38 | |
| Utilities | | | 15,891 | |
| Repairs and maintenance | | | 23,177 | |
| Debt - principal | | | 41,751 | |
| Debt - interest | | | 6,374 | |
| Tax chargebacks/drains | | | 33,484 | |
| Capital outlay | | | 28,712 | |
| Personnel allocation | | | (54,568) | |
| Total expenditures | <u>643,883</u> | <u>707,828</u> | <u>699,385</u> | <u>8,443</u> |
| Excess of revenues over (under) expenditures | <u>(24,843)</u> | <u>(77,788)</u> | <u>(50,479)</u> | <u>27,309</u> |
| OTHER FINANCING SOURCES (USES) | | | | |
| Sale of assets | | 3,000 | 3,058 | 58 |
| Transfer (out) | | 40,733 | 40,733 | |
| Total other financing sources (uses) | <u>25,000</u> | <u>43,733</u> | <u>43,791</u> | <u>58</u> |
| Net change in fund balance | <u>157</u> | <u>(34,055)</u> | <u>(6,688)</u> | <u>27,367</u> |
| FUND BALANCE, JULY 1, 2013 | <u>419,120</u> | <u>419,120</u> | <u>419,120</u> | |
| FUND BALANCE, JUNE 30, 2014 | <u>\$ 419,277</u> | <u>\$ 385,065</u> | <u>\$ 412,432</u> | <u>\$ 27,367</u> |

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION

SUPPLEMENTARY INFORMATION

NORTHFIELD TOWNSHIP
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL
JUNE 30, 2014

| | SPECIAL REVENUE FUNDS | | | |
|---|---|----------------------------|---------------------------|---------------------------------------|
| | Building Department Fund | Fire Truck Fund | Narcotics Fund | Federal Narcotics Fund |
| ASSETS | | | | |
| Cash and investments | \$ 71,354 | \$ | \$ 46,246 | \$ 554,584 |
| Taxes receivable | | | | |
| Total assets | <u>\$ 71,354</u> | <u>\$</u> | <u>\$ 46,246</u> | <u>\$ 554,584</u> |
| LIABILITIES | | | | |
| Accounts payable | \$ 5,940 | \$ | \$ | \$ 3,874 |
| Due to other funds | | | | 35,000 |
| Bank overdraft | | 646 | | |
| Total liabilities | <u>5,940</u> | <u>646</u> | | <u>38,874</u> |
| FUND BALANCE | | | | |
| Restricted | | | | |
| Fire protection | | (646) | | |
| Law enforcement | | | 46,246 | 330,710 |
| Community development | | | | |
| Committed | | | | |
| Building department | 65,414 | | | |
| Debt service | | | | |
| Assigned for budget deficit | | | | 185,000 |
| Total fund balances | <u>65,414</u> | <u>(646)</u> | <u>46,246</u> | <u>515,710</u> |
| Total liabilities and fund balance | <u>\$ 71,354</u> | <u>\$</u> | <u>\$ 46,246</u> | <u>\$ 554,584</u> |

NORTHFIELD TOWNSHIP

**COMBINING BALANCE SHEET
ALL AGENCY FUNDS
JUNE 30, 2014**

| | Current Tax Collection Fund | Trust and Agency Fund | Payroll Fund | Totals |
|---------------------------|-----------------------------------|-----------------------------|------------------|-------------------|
| <u>ASSETS</u> | | | | |
| ASSETS | | | | |
| Cash and cash equivalents | \$ | \$ 75,322 | \$ 19,204 | \$ 94,526 |
| Due from other funds | 53 | 12 | 12 | 77 |
| Due from others | 40,620 | 2,425 | | 43,045 |
| Total assets | \$ 40,673 | \$ 77,759 | \$ 19,216 | \$ 137,648 |
| <u>LIABILITIES</u> | | | | |
| LIABILITIES | | | | |
| Due to other funds | \$ | \$ 5,500 | \$ | \$ 5,500 |
| Due to others | 40,673 | 72,259 | 19,216 | 132,148 |
| Total liabilities | \$ 40,673 | \$ 77,759 | \$ 19,216 | \$ 137,648 |

| <u>SPECIAL REVENUE FUNDS</u> | | <u>DEBT SERVICE FUNDS</u> | | <u>Totals</u> |
|----------------------------------|--|--------------------------------|------------------------------------|-------------------|
| <u>Public Contributions Fund</u> | <u>Downtown Development Authority Fund</u> | <u>Building Authority Fund</u> | <u>Public Safety Building Fund</u> | |
| \$ | \$ | \$ | \$ 284,298 | \$ 284,298 |
| | | | | 483,273 |
| | | | | 630 |
| 5,070 | 25,367 | | | 60,410 |
| | | 262,252 | | 30,437 |
| | | | | 262,252 |
| | | | 177 | 11,063 |
| <u>5,070</u> | <u>25,367</u> | <u>262,252</u> | <u>284,475</u> | <u>1,132,363</u> |
| 1,506 | | | | 47,439 |
| | | | | 1,987 |
| | 2,300 | | | 124,578 |
| | | 208,542 | 235,000 | 2,300 |
| | | 53,710 | 52,012 | 443,542 |
| <u>1,506</u> | <u>2,300</u> | <u>262,252</u> | <u>287,012</u> | <u>725,568</u> |
| <u>3,564</u> | <u>23,067</u> | | <u>(2,537)</u> | <u>406,795</u> |
| | (22,790) | | | (57,790) |
| 3,564 | 277 | | (2,537) | 349,005 |
| <u>500</u> | <u>91,222</u> | | <u>56,751</u> | <u>427,496</u> |
| <u>\$ 4,064</u> | <u>\$ 91,499</u> | <u>\$</u> | <u>\$ 54,214</u> | <u>\$ 776,501</u> |

GENERAL FUND

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Favorable (Unfavorable)</u> |
|---|---------------------|---------------------|---|
| REVENUES | | | |
| Taxes | \$ 252,084 | \$ 252,329 | \$ 245 |
| Grant | 196,000 | 234,876 | 38,876 |
| State shared revenues | 610,000 | 618,499 | 8,499 |
| Charges for services | 311,810 | 322,508 | 10,698 |
| Interest | 5,700 | 2,414 | (3,286) |
| Net (decrease) in the fair value of investments | (38,125) | (38,174) | (49) |
| Miscellaneous revenue | 14,110 | 13,880 | (230) |
| Total revenues | <u>1,351,579</u> | <u>1,406,332</u> | <u>54,753</u> |
| EXPENDITURES | | | |
| Township board | 29,065 | 25,459 | 3,606 |
| Supervisor | 13,877 | 12,550 | 1,327 |
| Township manager | 159,115 | 155,203 | 3,912 |
| Elections | 3,800 | 3,276 | 524 |
| Clerk | 54,985 | 53,964 | 1,021 |
| Board of review | 7,953 | 3,932 | 4,021 |
| Treasurer | 87,605 | 89,655 | (2,050) |
| Assessor | 96,960 | 90,278 | 6,682 |
| Township hall and grounds | 155,278 | 160,074 | (4,796) |
| Professional fees | 60,400 | 54,308 | 6,092 |
| Community development | 2,000 | 2,000 | |
| Zoning and planning departments | 75,676 | 79,198 | (3,522) |
| Street lights | 36,000 | 35,700 | 300 |
| Roads | 294,150 | 295,519 | (1,369) |
| Community Center | 83,903 | 76,735 | 7,168 |
| Contingency - liens | 2,000 | 500 | 1,500 |
| Capital outlay | 18,335 | 17,864 | 471 |
| Rent - PSB | 87,419 | 87,417 | 2 |
| Total expenditures | <u>1,268,521</u> | <u>1,243,632</u> | <u>24,889</u> |
| Excess of revenues over (under) expenditures | 83,058 | 162,700 | 79,642 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 22,790 | 22,790 | |
| Transfers (out) | (32,866) | (32,866) | |
| Total other financing sources (uses) | (10,076) | (10,076) | |
| Net change in fund balance | 72,982 | 152,624 | 79,642 |
| FUND BALANCE, JULY 1, 2013 | <u>1,396,754</u> | <u>1,396,754</u> | |
| FUND BALANCE, JUNE 30, 2014 | <u>\$ 1,469,736</u> | <u>\$ 1,549,378</u> | <u>\$ 79,642</u> |

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Favorable (Unfavorable)</u> |
|-------------------------------|----------------|----------------|---|
| TOWNSHIP BOARD | | | |
| Fees | \$ | \$ 8,958 | \$ |
| Payroll taxes | | 685 | |
| Membership and dues | | 8,231 | |
| Printing and publishing | | 7,347 | |
| Miscellaneous | | 238 | |
| | <u>29,065</u> | <u>25,459</u> | <u>3,606</u> |
| TOTAL township board | | | |
| SUPERVISOR | | | |
| Supervisor's salary | | 12,500 | |
| Payroll taxes | | 50 | |
| | <u>13,877</u> | <u>12,550</u> | <u>1,327</u> |
| TOTAL supervisor | | | |
| TOWNSHIP MANAGER | | | |
| Salaries | | 88,291 | |
| Payroll taxes | | 10,825 | |
| Insurance - benefits | | 14,104 | |
| Pension | | 7,700 | |
| Controller | | 53,213 | |
| Contracted services | | 9,958 | |
| Communication | | 848 | |
| Fuel and mileage | | 276 | |
| Training | | 851 | |
| Personnel allocation | | (30,863) | |
| | <u>159,115</u> | <u>155,203</u> | <u>3,912</u> |
| TOTAL township manager | | | |
| ELECTIONS | | | |
| Fees | | 1,400 | |
| Office supplies | | 1,442 | |
| Printing and postage | | 434 | |
| | <u>3,800</u> | <u>3,276</u> | <u>524</u> |
| TOTAL elections | | | |

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - continued
FOR THE YEAR ENDED JUNE 30, 2014**

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|----------------|----------------|---|
| ASSESSOR | | | |
| Salaries | | 65,793 | |
| Payroll taxes | | 5,160 | |
| Insurance - benefits | | 8,818 | |
| Pension | | 6,138 | |
| Supplies | | 1,003 | |
| Training | | 510 | |
| Contracted services | | 235 | |
| Membership dues | | 290 | |
| Transportation | | 818 | |
| Postage | | 1,513 | |
| | | | |
| Total assessor | 96,960 | 90,278 | 6,682 |
| TOWNSHIP HALL AND GROUNDS | | | |
| Salaries | | 5,280 | |
| Payroll taxes | | 404 | |
| Insurance - benefits | | 253 | |
| Insurance - general liability | | 26,977 | |
| PSB allocation | | 52,442 | |
| Janitor fees | | 4,574 | |
| Office supplies | | 11,468 | |
| Telephone | | 10,285 | |
| Postage | | 4,708 | |
| Utilities | | 432 | |
| Repairs and maintenance | | 15,640 | |
| Tax chargebacks | | 23,891 | |
| Miscellaneous | | 186 | |
| Equipment rental | | 3,534 | |
| | | | |
| Total township hall and grounds | 155,278 | 160,074 | (4,796) |

NORTHFIELD TOWNSHIP

**GENERAL FUND
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - continued
FOR THE YEAR ENDED JUNE 30, 2014**

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Favorable (Unfavorable)</u> |
|-------------------------------|----------------------------|----------------------------|---|
| COMMUNITY CENTER | | | |
| Salaries | | 26,895 | |
| Payroll taxes | | 2,057 | |
| Insurance - benefits | | 6,422 | |
| Pension | | 3,140 | |
| Programs | | 18,131 | |
| Grant expense | | 1,790 | |
| Janitorial service | | 7,434 | |
| Supplies | | 1,481 | |
| Dues | | 295 | |
| Telephone | | 2,256 | |
| Postage | | 660 | |
| Insurance - general liability | | 1,320 | |
| Utilities | | 2,538 | |
| Repair and maintenance | | 2,207 | |
| Small equipment | | 109 | |
| | | | |
| Total community center | <u>83,903</u> | <u>76,735</u> | <u>7,168</u> |
| | | | |
| Total expenditures | <u><u>\$ 1,268,521</u></u> | <u><u>\$ 1,243,632</u></u> | <u><u>\$ 24,889</u></u> |

NORTHFIELD TOWNSHIP
BUILDING DEPARTMENT FUND
BALANCE SHEET
JUNE 30, 2014

ASSETS

| | |
|---------------------------|------------------|
| Cash and cash equivalents | <u>\$ 71,354</u> |
|---------------------------|------------------|

LIABILITIES

| | |
|------------------|------------|
| Accounts payable | \$ 5,782 |
| Due to others | <u>158</u> |

| | |
|--------------------------|-----------------|
| Total liabilities | \$ 5,940 |
|--------------------------|-----------------|

FUND BALANCE

65,414

| | |
|---|-------------------------|
| Total liabilities and fund balance | <u>\$ 71,354</u> |
|---|-------------------------|

FIRE FUND

NORTHFIELD TOWNSHIP

FIRE FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Favorable (Unfavorable)</u> |
|---|-------------------|-------------------|---|
| REVENUES | | | |
| Taxes | \$ | \$ 607,117 | \$ |
| Charges for services | | 22,088 | |
| Other income | | 19,701 | |
| Total revenues | <u>630,040</u> | <u>648,906</u> | <u>18,866</u> |
| EXPENDITURES | | | |
| Salaries | | 276,738 | |
| Payroll taxes | | 21,170 | |
| Hospitalization | | 17,521 | |
| Life insurance | | 967 | |
| Pension | | 7,700 | |
| Medical testing | | 422 | |
| Uniforms | | 3,410 | |
| Accounting services | | 7,982 | |
| Audit fees | | 3,060 | |
| Transportation | | 13,601 | |
| Training and development | | 4,416 | |
| Membership fees | | 1,701 | |
| Contractual services | | 8,286 | |
| Dispatch services | | 10,585 | |
| Telephone | | 6,399 | |
| Supplies | | 8,167 | |
| Insurance and bonds | | 72,543 | |
| Office overhead | | 52,441 | |
| PSB lease | | 87,417 | |
| Printing and postage | | 38 | |
| Utilities | | 15,891 | |
| Repairs and maintenance | | 23,177 | |
| Debt - principal | | 41,751 | |
| Debt - interest | | 6,374 | |
| Tax chargebacks/drains | | 33,484 | |
| Capital outlay | | 28,712 | |
| Personnel allocation | | (54,568) | |
| Total expenditures | <u>707,828</u> | <u>699,385</u> | <u>8,443</u> |
| Excess of revenues over (under) expenditures | <u>(77,788)</u> | <u>(50,479)</u> | <u>27,309</u> |
| OTHER FINANCING SOURCES (USES) | | | |
| Sale of assets | 3,000 | 3,058 | 58 |
| Transfers in | 40,733 | 40,733 | |
| Total other financing sources (uses) | <u>43,733</u> | <u>43,791</u> | <u>58</u> |
| Net change in fund balance | <u>(34,055)</u> | <u>(6,688)</u> | <u>27,367</u> |
| FUND BALANCE, JULY 1, 2013 | <u>419,120</u> | <u>419,120</u> | |
| FUND BALANCE, JUNE 30, 2014 | <u>\$ 385,065</u> | <u>\$ 412,432</u> | <u>\$ 27,367</u> |

NORTHFIELD TOWNSHIP

**FIRE TRUCK FUND
BALANCE SHEET
JUNE 30, 2014**

LIABILITIES

Accounts payable

\$ 646

FUND BALANCE (DEFICIT)

(646)

Total liabilities and fund balance

\$

LAW ENFORCEMENT FUND

NORTHFIELD TOWNSHIP

LAW ENFORCEMENT FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | Budget | Actual | Variance Favorable (Unfavorable) |
|---|---------------|---------------|---|
| REVENUES | | | |
| Taxes | \$ | \$ 1,357,584 | \$ |
| Fines and court fees | | 28,075 | |
| Traffic tickets and impound fees | | 2,120 | |
| Liquor law license fees | | 2,605 | |
| Contributions | | 1,000 | |
| Charges for services | | 23,274 | |
| Miscellaneous | | 122,927 | |
| | 1,420,955 | 1,537,585 | 116,630 |
| Total revenues | | | |
| EXPENDITURES | | | |
| | 1,500,712 | 1,502,276 | (1,564) |
| Excess of revenues over (under) expenditures | (79,757) | 35,309 | 115,066 |
| OTHER FINANCING SOURCES (USES) | | | |
| Sales of assets | | 3,986 | |
| Transfer out | | (7,867) | |
| Transfers in | | 35,000 | |
| | 31,133 | 31,119 | (14) |
| Total other financing sources (uses) | | | |
| Net change in fund balance | (48,624) | 66,428 | 115,052 |
| FUND BALANCE, JULY 1, 2013 | 403,950 | 403,950 | |
| FUND BALANCE, JUNE 30, 2014 | \$ 355,326 | \$ 470,378 | \$ 115,052 |

NARCOTICS FUND

NORTHFIELD TOWNSHIP

NARCOTICS FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014**

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Favorable (Unfavorable)</u> |
|------------------------------------|------------------|------------------|---|
| REVENUES | | | |
| Forfeitures | \$ 30,000 | \$ 29,373 | \$ (627) |
| EXPENDITURES | | | |
| Public safety projects | | 14,361 | |
| Miscellaneous | | 2,945 | |
| Total expenditures | <u>17,900</u> | <u>17,306</u> | <u>594</u> |
| | | | |
| Net change in fund balance | 12,100 | 12,067 | (33) |
| | | | |
| FUND BALANCE, JULY 1, 2013 | <u>34,179</u> | <u>34,179</u> | |
| | | | |
| FUND BALANCE, JUNE 30, 2014 | <u>\$ 46,279</u> | <u>\$ 46,246</u> | <u>\$ (33)</u> |

NORTHFIELD TOWNSHIP

**FEDERAL NARCOTICS FUND
BALANCE SHEET
JUNE 30, 2014**

ASSETS

Cash and cash equivalents

\$ 554,584

LIABILITIES

Accounts payable

\$ 3,874

Due to other funds

35,000

Total

38,874

FUND BALANCE

Restricted - public safety

515,710

Total liabilities and fund balance

\$ 554,584

PUBLIC CONTRIBUTIONS FUND

NORTHFIELD TOWNSHIP
PUBLIC CONTRIBUTIONS FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2014

| | Budget | Actual | Variance Favorable (Unfavorable) |
|---------------------------------------|---------------|---------------|---|
| REVENUES | | | |
| Donations | \$ 2,650 | \$ 5,070 | \$ 2,420 |
| EXPENDITURES | 2,150 | 1,506 | 644 |
| Net change in fund balance | 500 | 3,564 | 3,064 |
| FUND BALANCE, JULY 1, 2013 | 500 | 500 | |
| FUND BALANCE, JUNE 30, 2014 | \$ 1,000 | \$ 4,064 | \$ 3,064 |

NORTHFIELD TOWNSHIP

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
BALANCE SHEET
JUNE 30, 2014**

ASSETS

Cash and cash equivalents

\$ 91,499

FUND BALANCE

Restricted - local improvement

\$ 91,499

BUILDING AUTHORITY DEBT SERVICE FUND

PUBLIC SAFETY BUILDING DEBT SERVICE FUND

NORTHFIELD TOWNSHIP

**PUBLIC SAFETY BUILDING DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2014**

| REVENUES | |
|------------------------------------|------------------|
| Property taxes | \$ 284,298 |
| Other income | 177 |
| | <hr/> |
| Total revenues | 284,475 |
| | <hr/> |
| EXPENDITURES | |
| Supplies | 1,075 |
| Cleaning services | 9,323 |
| Contracted services | 9,303 |
| Telephone | 3,512 |
| Insurance | 7,156 |
| Utilities | 82,272 |
| Repairs and maintenance | 29,540 |
| Tax chargebacks | 15,455 |
| Bond - principal | 235,000 |
| Bond - interest | 51,700 |
| Overhead allocation | (157,324) |
| | <hr/> |
| Total expenditures | 287,012 |
| | <hr/> |
| Net change in fund balance | (2,537) |
| | <hr/> |
| FUND BALANCE, JULY 1, 2013 | 56,751 |
| | <hr/> |
| FUND BALANCE, JUNE 30, 2014 | \$ 54,214 |
| | <hr/> <hr/> |

NORTHFIELD TOWNSHIP

**SEWAGE DISPOSAL SYSTEM FUND
STATEMENT OF NET POSITION
JUNE 30, 2014**

| | | |
|---|--------------------|-----------------------------|
| CURRENT ASSETS | | |
| Cash, cash equivalents and investments | \$ 333,740 | |
| Sewer billings receivable | 343,884 | |
| Interest receivable | 44 | |
| Accounts receivable | <u>148</u> | |
| Total current assets | | \$ 677,816 |
| RESTRICTED ASSETS | | |
| Cash, cash equivalents and investments capital and debt | 1,888,682 | |
| Special assessments receivable | <u>989,628</u> | |
| Total restricted assets | | 2,878,310 |
| PLANT, PROPERTY AND EQUIPMENT | | |
| Land | 226,918 | |
| Plant | 2,229,393 | |
| Plant expansion | 11,472,114 | |
| Equipment | <u>942,455</u> | |
| | 14,870,880 | |
| Less: accumulated depreciation | <u>(5,842,780)</u> | |
| Net plant, property, and equipment | | <u>9,028,100</u> |
| Total assets | | <u><u>\$ 12,584,226</u></u> |
| CURRENT LIABILITIES | | |
| Accounts payable | \$ 29,398 | |
| Accrued compensated absences | 8,671 | |
| Bonds payable - current portion | <u>608,147</u> | |
| Total current liabilities | | \$ 646,216 |
| LONG-TERM LIABILITIES | | |
| Bonds payable - less current portion | | <u>1,604,875</u> |
| Total liabilities | | 2,251,091 |
| NET POSITION | | |
| Total liabilities and net position | | <u><u>\$ 12,584,226</u></u> |

NORTHFIELD TOWNSHIP
SEWAGE DISPOSAL SYSTEM FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2014

| | | |
|---|------------------|----------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Operating income | | \$ 78,028 |
| Adjustments to reconcile operating income to net cash provided (used) by operating activities | | |
| Depreciation | \$ 332,408 | |
| Other revenues | 5,995 | |
| Changes in assets and liabilities | | |
| (Increase) in sewer billings receivable | (10,039) | |
| Decrease in due from other funds | 5,463 | |
| Decrease in prepaid expenses | 6,290 | |
| (Decrease) in accounts payable/accrued compensated absences | <u>3,904</u> | |
| Total adjustments | | <u>344,021</u> |
| Net cash provided by operating activities | | 422,049 |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | | |
| Connection fees received | 3,550 | |
| Special assessments received | 287,752 | |
| Interest and fees paid on long-term bonds | (113,997) | |
| Acquisition of capital assets | (126,385) | |
| Repayment of principal on bonds | (613,458) | |
| Sale of assets | <u>5,000</u> | |
| Net cash (used in) capital and related financing activities | | (557,538) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Interest on cash and cash equivalents | 16,683 | |
| Sale of investments | <u>1,383,156</u> | |
| Net cash provided by investing activities | | <u>1,399,839</u> |
| Net decrease in cash and cash equivalents | | 1,264,350 |
| CASH AND CASH EQUIVALENTS AT JULY 1, 2013 | | <u>677,993</u> |
| CASH AND CASH EQUIVALENTS AT JUNE 30, 2014 | | <u><u>\$ 1,942,343</u></u> |

NORTHFIELD TOWNSHIP
CURRENT TAX COLLECTION FUND
BALANCE SHEET
JUNE 30, 2014

ASSETS

| | |
|----------------------|--------------------------------|
| Due from others | \$ 40,620 |
| Due from other funds | <u>53</u> |
| Total assets | <u><u>\$ 40,673</u></u> |

LIABILITIES

| | |
|--------------------------|--------------------------------|
| Due to others | <u>\$ 40,673</u> |
| Total liabilities | <u><u>\$ 40,673</u></u> |

NORTHFIELD TOWNSHIP
TRUST AND AGENCY FUND
BALANCE SHEET
JUNE 30, 2014

ASSETS

| | |
|---------------------------|--------------------------------|
| Cash and cash equivalents | \$ 75,322 |
| Due from other funds | 12 |
| Due from others | <u>2,425</u> |
| Total assets | <u><u>\$ 77,759</u></u> |

LIABILITIES

| | |
|--------------------------|--------------------------------|
| Due to other funds | \$ 5,500 |
| Due to others | <u>72,259</u> |
| Total liabilities | <u><u>\$ 77,759</u></u> |

NORTHFIELD TOWNSHIP

**PAYROLL FUND
BALANCE SHEET
JUNE 30, 2014**

ASSETS

| | |
|----------------------|------------------|
| Cash | \$ 19,204 |
| Due from other funds | 12 |
| | <hr/> |
| Total assets | \$ 19,216 |
| | <hr/> <hr/> |

LIABILITIES

| | |
|---------------|-------------|
| Due to others | \$ 19,216 |
| | <hr/> <hr/> |

November 17, 2014

Lenore M. Zelenock
C/O PEX
PO Box 441
Whitmore Lake, MI 48189

Northfield Township Board Members and Northfield Township Manager
8350 Main Street
Whitmore Lake, MI 48189

Dear Northfield Township Board Members and Northfield Township Manager,

At the September 23rd Township Board Meeting, the board members kindly agreed to provide People's Express Inc. (PEX) with \$10,000 contribution. In addition, it was discussed that the contract would be 'pay as you go' with a 70%(township)/30% (resident) split for the cost of the ride.

Since this meeting, I have learned there are grants available. The grants would match Northfield Township's \$10,000 contribution. Potentially \$20,000 could be available to service our residents' transportation needs. However, qualifying for these grants from the **Ann Arbor Area Transportation Authority (AAATA)** requires that Northfield Township's funding be 'pay up front'. I am asking that you consider changing your contribution from 'pay as you go' to 'pay up front'. Doing so would allow us to double our impact with the community. I discuss this further below.

Under an annual 'pay up front' contract, the residents of Northfield Township utilizing the service for rides within Northfield Township, the rider fare would be \$1.00 for seniors and persons with disabilities each way. For all other residents, the rider fare would \$2.00 each way. The difference in the fare is driven by the grant. Considering rides in the Township cost \$11, the Township contribution would cover \$5; the AAATA the grant would cover \$5, and a senior would pay \$1. Under the 'pay as you go' contract with a 70%/30% split, the cost to the Township would be \$7.70 and the cost to the resident would be \$3.30 each way. The 'pay up front' contract cost the residents less and makes the Township's contribution go further.

Under an annual 'pay up front' contract, medical rides for seniors or person with disabilities and for anyone going to work in the Ann Arbor-Ypsilanti Urban Area, the cost for the Northfield Township residents will be between \$5 to \$7 each way. There would be no cost to Northfield Township. Under the 'pay as you go' contract with a split of 70%/30%, for a ride to Ann Arbor which typically cost \$55, the cost to the Township would be \$38.50 and cost to the resident would be \$16.50 each way.

We believe that under the annual transportation service contract, PEX could service about 80% of the residents transportation needs. As a note, if a resident did not fall into one of the two transportations services mentioned above the resident would pay the full fare (e.g. ride to Pinckney, Howell or Brighton).

Based on the information above, we are proposing that Northfield Township pay PEX the sum of \$10,000 annually on a 'pay up front' basis. Doing so makes available an additional \$10,000 for the residents needs. While I and the rest of the PEX board members deeply appreciate the Township's generous contribution, we could leverage even more by having a 'pay up front' contract and contribution.

Please feel free to contact me with any questions.

Yours Truly,



Lenore M. Zelenock
PEX and NHS Board Member
Mobile: 734-395-6983 – tizteam@yahoo.com

CONTRACT

This contract is entered into by Northfield Township (hereinafter referred to as Township) and People's Express of 10 Jennings Road, Whitmore Lake, MI, a non-profit corporation (hereinafter referred to as PEX).

1. Purpose

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

2. Scope and Description of Services

PEX will perform in a timely fashion for the benefit of the Township, transportation services with an area shown on Exhibit A to this agreement and made part hereof.

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

PEX will utilize drivers for this service who are properly qualified and lawfully licensed for the service provided in the vehicles used, and have received appropriate

safety training. Drivers shall display proper courtesy toward passengers and maintain a neat and clear appearance.

PEX shall maintain upon its vans and/or buses appropriate signage or markings indicating that the services “People’s Express” is to be identified by users of the service. PEX will abide by the policies and statements set forth in this Agreement and this policy shall not be revised without the written consent of the Township.

3. Terms of Payment Services

The Township shall pay to PEX the sum of \$10,000.00 annually. With this contract, PEX can leverage an additional \$10,000.00 in federal funds, bringing Township-funded transportation to \$20,000.00 annually. The Ann Arbor Area Transportation Authority (AAATA) has provided 2 grants to PEX. The first grant is for medical rides reserved for seniors or persons with disabilities. The second grant is for anyone going to work. These trips may only go to the Ann Arbor-Ypsilanti Urban Area. The cost for these rides will cost Township residents between \$5 and \$7 each way. There is no cost to the Township for these rides.

4. Legal Standing of the Parties

The parties of this Agreement mutually agree that PEX, as of the date of the Agreement, is not a mass transportation authority as provided under Act 55 of 1963 MCLA 5.3475 eq. seq. It is further agreed, that in the event PEX becomes a regional transportation authority, which expands service to communities bordering the Township with Salem Township, Green Oak Township, Ann Arbor Township, etc., that upon the date of such expansion this Agreement will be renegotiated by the parties to reflect efficiency and reduce the annual costs of the Township by an amount

up to twenty (20%) percent dependent upon the size of the Michigan Department of Transportation grant received. In the event the parties are unable to reach a modified agreement, either party may terminate this Agreement upon ninety (90) days notice to the other.

5. Fares Charged to the General Public

The parties agree that PEX shall charge any resident of the Township utilizing its services \$2.00 for each one-way trip within the Township, and no more than \$4.00 per round-trip. Seniors and persons with disabilities will pay \$1.00 each way for service.

6. Unavoidable Delay

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

7. Insurance

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

One Million (\$1,000,000.00) Dollars combined single limit of liability for each occurrence for Bodily Injury Liability and Property Damage Liability.

Upon execution of this Agreement, PEX shall present certificates for insurance coverage to the Township for its review. PEX shall have the Township named as an additionally insured on its policies. PEX, its successors, assigns, officers, directors, employees, and agents shall hold the Township and its employees and legal officials harmless from any liabilities, obligations, losses, damages, claims, or costs, including legal fees and expenses incurred by or asserted against PEX resulting from any of the following:

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

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

8. Prohibited Interests

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

9. Equal Employment Opportunity

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

1. That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, national origin, ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That if it hires additional employees to perform this contract or any portion of it, it will determine the availability, in accordance with the state law, minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers, if bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligation under the Department of Human Rights and the Department's Rule and Regulations for the State of Michigan. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department of Human Rights and the contracting agency will recruit employees from other sources when necessary to fulfill its obligations under this Agreement.
5. That it will submit reports as required by the State authorizing, furnish all relevant information as may from time to time be requested and all respects comply with the Elliot Larson Act, Rules and Regulations of the Equal Opportunity Commission of the Federal Government.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the City or State of Michigan, for purposes of investigation to ascertain compliance with State law.

10. Notices

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

11. Governing Laws

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

12. Compliance with Laws

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

13. Headings

The section headings of this Agreement are for convenience and reference only and in no way define, limit, or describe the scope of intent of this Agreement.

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

PEOPLE'S EXPRESS

By: Douglas Anderson

Its: DIRECTOR

Date: _____

NORTHFIELD TOWNSHIP

By:

Its: SUPERVISOR

Date: _____

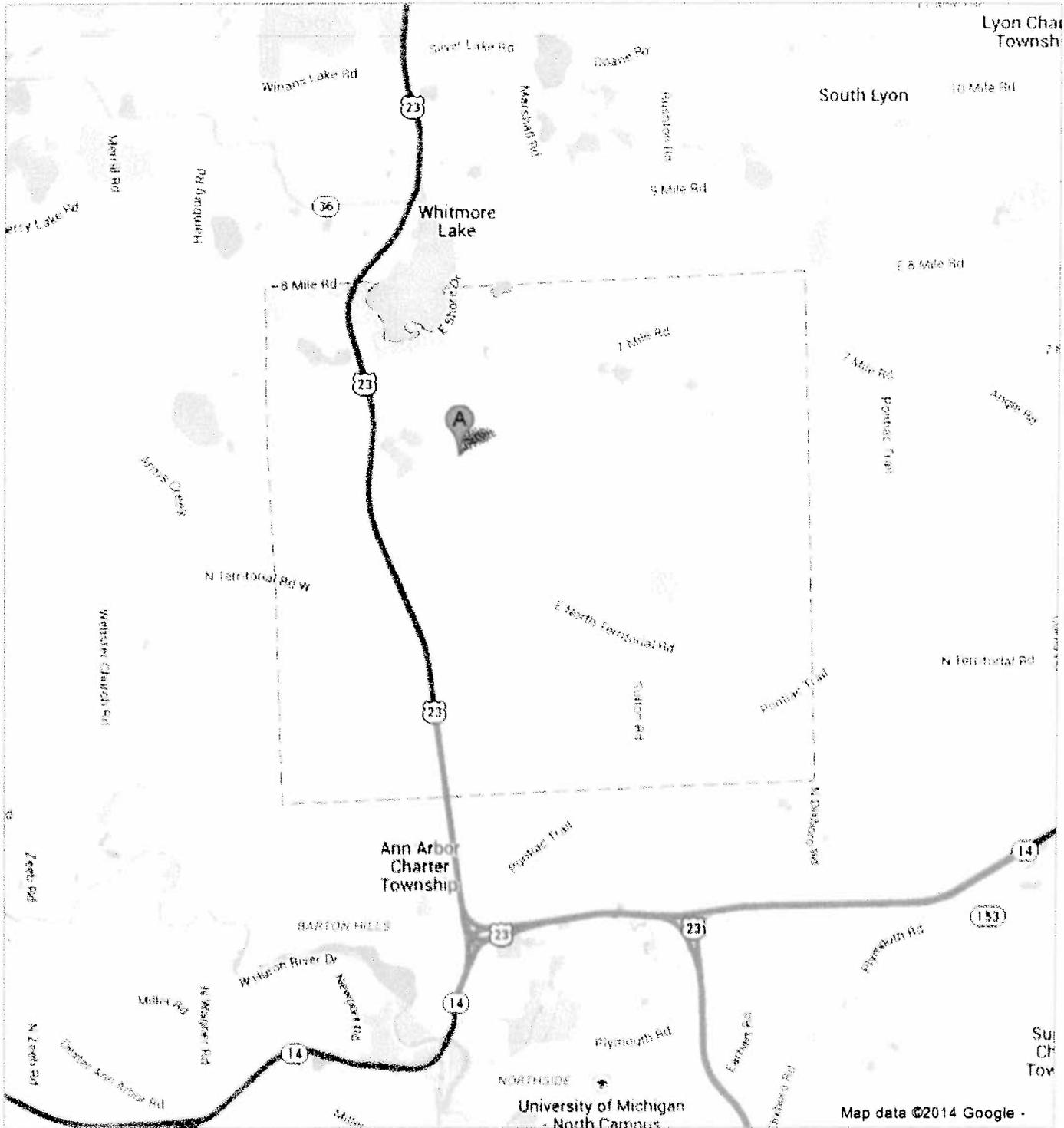
By:

Its: MANAGER

Date: _____

Google Exhibit A

To see all the details that are visible on the screen, use the "Print" link next to the map.



Northfield Township



Wastewater Asset Management Plan

Agenda

1. Asset Management Requirement

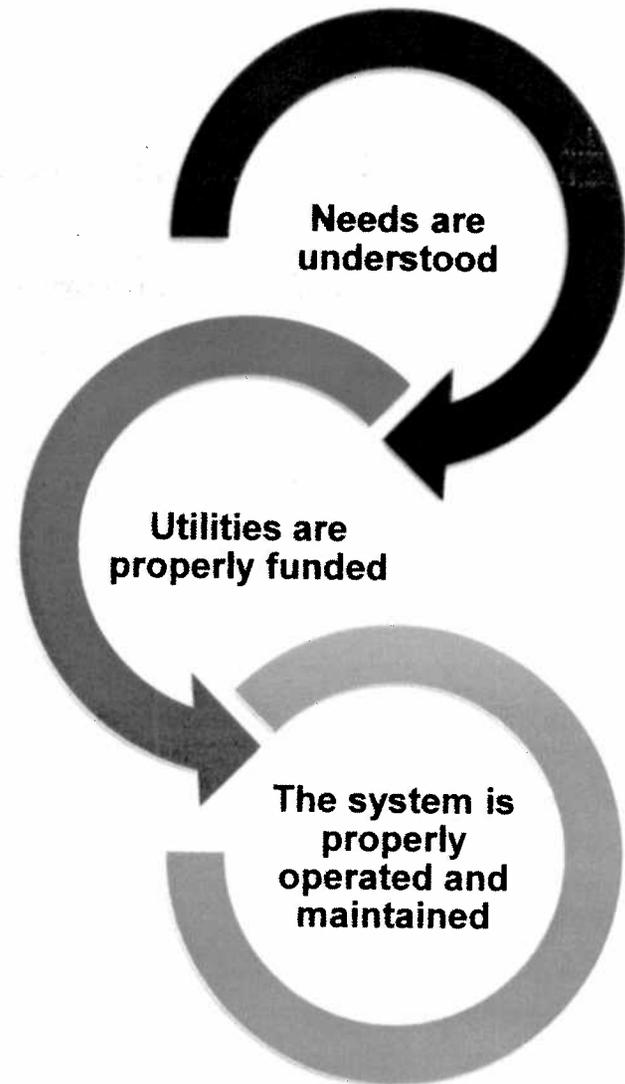
2. Asset Management Overview

3. Approximate Budget

4. Approximate Schedule

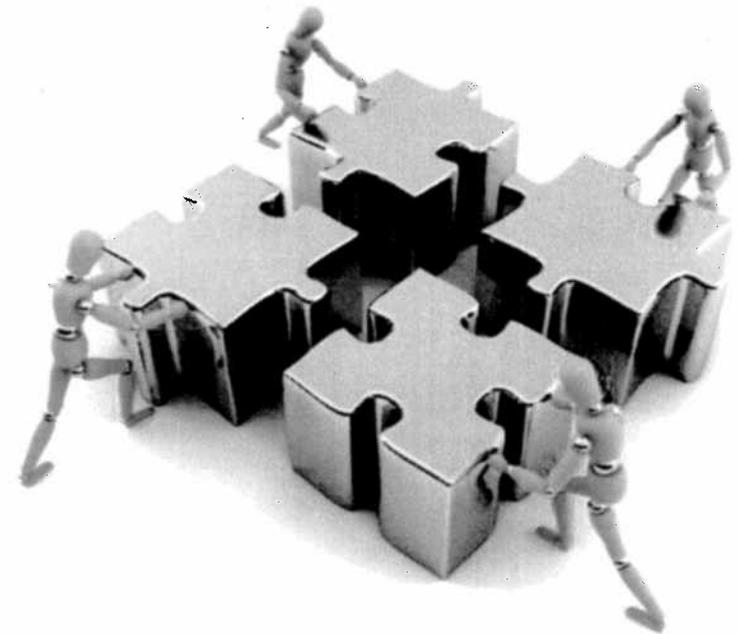
Asset Management

- NPDES (WWTP Discharge) permit requires development of an asset management plan
- Ensures an objective CIP is developed
- Low interest loan requirement
- The plan goal is to manage WWTP and sewer systems so that....



Asset Management Program Components

- Staffing level evaluation
- Collection system map
- Inventory and assessment
 - Inventory (includes inspecting 550 manholes)
 - Business risk evaluation
 - Probability of failure
 - Criticality of failure
 - Probability x Criticality
- Capital Improvement Plan
- Rate update
- Annual and final reports



Holistic Asset Management Plan Approach

Community Input – Existing and Newly Acquired Information:

- Utility Maintenance Records and Inspections
- Useful Life Assessments
- Operator Observations
- Consequence of Failure Observation
- Monitoring (water quality and flow rate)

Community Tools:

- GIS
- Asset Mgmt. Software
- Capacity Computer Models

Optional Analyses:

- Treatment Evaluations
- Energy Optimizations
- Master Planning

**Asset
Mngt. Plan**

SmartRate:

- Utility Rate Studies

**Capital
Improvement Plan**

Probability of Failure (POF)

| POF Factors | Rating Description | Value | Weight | Weighted Value |
|----------------------|---|---|--------|------------------------------------|
| Percent Consumed | Actual age divided by the estimated effective life | $\frac{Age}{EEL} = \frac{91 \text{ years}}{100 \text{ years}} = 0.91$ | 7.0 | $0.91 * 7.0 = 6.37$ |
| Maint. Condition | 1 = Excellent 2 = Good 3 = Fair 4 = Poor 5 = Failure Imminent | $\frac{Value}{Range} = \frac{4}{5} = 0.8$ | 1.0 | $0.8 * 1.0 = 0.8$ |
| Structural Condition | 1 = Excellent 2 = Good 3 = Fair 4 = Poor 5 = Failure Imminent | $\frac{Value}{Range} = \frac{4}{5} = 0.8$ | 2.0 | $0.8 * 2.0 = 1.6$ |
| Total | | | 10.0 | 8.77 (or 87.7 on a scale of 1-100) |

Ex. Analysis – Consequence of Failure

| COF Factor | Rating Description | Value | Weight | Weighted Value |
|-------------------------|--|---|--------|------------------------------------|
| Pipe Depth | 1 = depth <= 8 feet 3 = 8 < depth <= 15 feet 10 = depth > 15 feet | $\frac{\text{Value}}{\text{Range}} = \frac{10}{10} = 1.0$ | 3.0 | $1.0 * 3.0 = 3.00$ |
| Pipe Size | 2 = size <= 12 inches 10 = 12 < size <= 24 inches 25 = 24 < size <= 42 inches 35 = 42 < size <= 72 inches 50 = size > 72 inches | $\frac{\text{Value}}{\text{Range}} = \frac{35}{50} = 0.7$ | 3.0 | $0.7 * 3.0 = 2.10$ |
| Proximity to Floodplain | 0 = Not in a floodplain 1 = Within 100 year floodplain 2 = Within 500 year floodplain | $\frac{\text{Value}}{\text{Range}} = \frac{0}{2} = 0$ | 0.5 | $0 * 0.5 = 0.00$ |
| Proximity to Env. Haz. | 0 = Not within close proximity 1 = Within 100 feet 2 = Contained onsite | $\frac{\text{Value}}{\text{Range}} = \frac{1}{2} = 0.5$ | 0.5 | $0.5 * 0.5 = 0.25$ |
| Proximity to Buildings | 0 = More than 20 feet away 1 = Within 20 feet 2 = Under a building | $\frac{\text{Value}}{\text{Range}} = \frac{0}{2} = 0$ | 2.0 | $0 * 2.0 = 0.00$ |
| Proximity to Roadway | 0 = Not influencing roadway 3 = Within 15 feet of centerline, minor 8 = Within 25 feet of centerline, major 10 = Within 50 feet of railroad | $\frac{\text{Value}}{\text{Range}} = \frac{8}{10} = 0.8$ | 1.0 | $0.8 * 1.0 = 0.80$ |
| Total | | | 10.0 | 6.15 (or 61.5 on a scale of 1-100) |

Example Data for Sewers

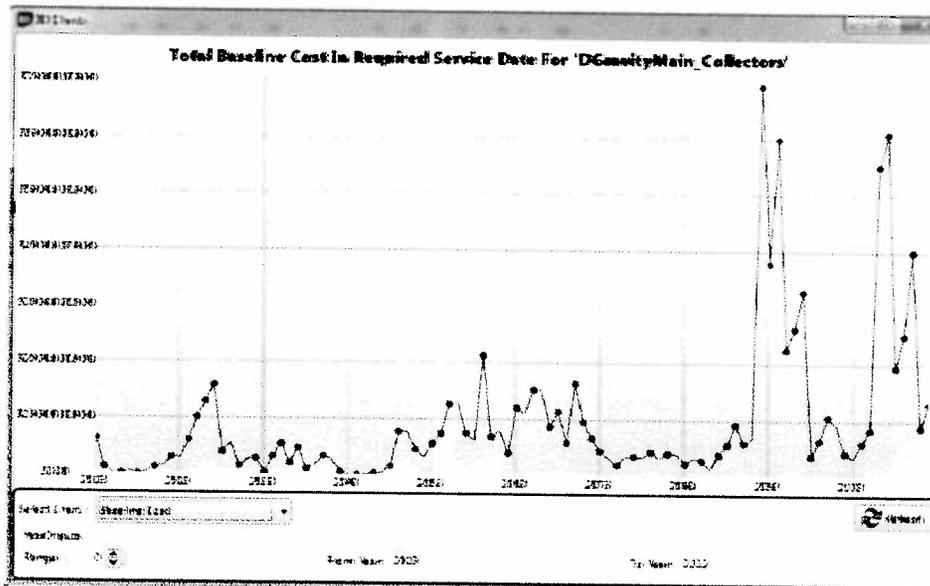
Inventory of gravity mains and laterals by age

| Asset Age (years) | 0-25 years | 26-50 years | 51-75 years | 76-100 years | Greater than 100 years |
|-------------------|------------|-------------|-------------|--------------|------------------------|
| Gravity Mains | 4,631 | 2,637 | 2,225 | 2,114 | 268 |
| Laterals | 7,309 | 2,963 | 3,299 | 3,960 | 1,248 |

Value of gravity mains and laterals

| Asset | Quantity (ft) | Baseline System Value (Current Cost) | Baseline Future System Value (Replacement Cost at Failure) |
|---------------|---------------|--------------------------------------|--|
| Gravity Mains | 2,030,660 | \$365,757,000 | \$933,842,000 |
| Laterals | 514,583 | \$43,065,000 | \$113,942,000 |

Annual cost to replace gravity mains at end of estimated effective life



Asset Management Approximate Costs

| | |
|--|-------------------------------|
| • Staffing level evaluation | \$2,000 |
| • Collection system map | \$5,000 - \$10,000 |
| • Inventory and assessment | \$270,000 - 370,000 |
| • Rate update | \$10,000 |
| • Annual and final reports | \$25,000 - \$50,000 |
| • GIS (optional) | \$20,000 to \$40,000 |
| • Flow metering/modeling (optional) | \$100,000 to \$150,000 |
| TOTAL | \$312,000 to \$632,000 |

Funding Sources

- Self performed (Township can perform much field work including sewer televising)
- SAW Grant from MDEQ – (likely 2017 funding)
- USACE– Uncertain probability
- Sewer Rates (\$90K reserved for misc. needs)



Schedule

- An implementation schedule is due to the MDEQ by February 1
- Township will propose completion by 2022
- MDEQ could require completion by 2019



NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 11/20/2014
Re: Codification

Dear Township Board,

Included with your packet is the recent copy of Northfield's Township Code. Any changes made that were not reviewed by the board were minor amendments only updating our current regulations to comply with state law. Such laws supersede local ordinances. Following review of the code, it will be placed on the next meeting agenda for adoption. Please let me know if there are any issues, questions, or concerns.

Respectfully Submitted,



Howard Fink

NORTHFIELD TOWNSHIP

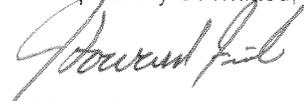
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 11/20/2014
Re: Engineering Fees

Dear Township Board,

We have been working on updating and simplifying the format for fees so that they are clearer to petitioners and/or residents. Initially, I desired to have all Engineering fees charged directly to the consultant, but they are reluctant to do so. As a compromise, the majority of Engineering Fees are flat fees to be paid prior to work. We will still hold an escrow to insure that monies are collected.

Respectfully Submitted,



Howard Fink

NORTHFIELD TOWNSHIP PLAN REVIEW FEE SCHEDULE

ADOPTED

| PROJECT TYPE | NORTHFIELD TWP FEE (\$) | CWA FEE (\$) | OHM FEE (\$) | FIXED FEES (\$) | NOTES AND FEE ADDITIONS | RESUBMITTALS |
|---|-------------------------|--------------------|--------------------|------------------|---|---------------------------------|
| SITE PLAN (NON-RESIDENTIAL) | | | | | | |
| NEW DEVELOPMENT CONCEPT PLAN | no charge | 350 | 500 | 850 | CWA plus \$25/acre; OHM plus \$60/2,000 sft | 1/2 of original consultant fees |
| NEW DEVELOPMENT SITE PLAN | 1650 | 400 | 800 | 2850 | CWA plus \$25/acre; OHM plus \$60/2,000 sft | 1/2 of original consultant fees |
| NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING) | no charge | NA | calculate | calculate | OHM % of construction cost estimate | 1/2 of original consultant fees |
| ADDITION/EXPANSION CONCEPT PLAN | no charge | 350 | 800 | 1150 | CWA plus \$25/acre; OHM plus \$60/2,000 sft | 1/2 of original consultant fees |
| ADDITION/EXPANSION SITE PLAN | 1650 | 400 | 800 | 1200 | CWA plus \$25/acre; OHM plus \$60/2,000 sft | 1/2 of original consultant fees |
| ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING) | no charge | NA | calculate | calculate | OHM % of construction cost estimate | 1/2 of original consultant fees |
| SITE PLAN (RESIDENTIAL) | | | | | | |
| NEW DEVELOPMENT CONCEPT PLAN | no charge | 350 | 500 | 850 | CWA plus \$25/acre; OHM plus \$50/acre | 1/2 of original consultant fees |
| NEW DEVELOPMENT SITE PLAN | 1650 | 400 | 800 | 2850 | CWA plus \$25/acre; OHM plus \$50/acre | 1/2 of original consultant fees |
| NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING) | no charge | NA | calculate | calculate | OHM % of construction cost estimate | 1/2 of original consultant fees |
| ADDITION/EXPANSION CONCEPT PLAN | no charge | 350 | 500 | 850 | CWA plus \$15/acre; OHM plus \$45/acre | 1/2 of original consultant fees |
| ADDITION/EXPANSION SITE PLAN | 1650 | 400 | 800 | 2850 | CWA plus \$15/acre; OHM plus \$45/acre | 1/2 of original consultant fees |
| ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING) | no charge | NA | calculate | calculate | OHM % of construction cost estimate | 1/2 of original consultant fees |
| PLANNED UNIT DEVELOPMENT | | | | | | |
| PUD MINOR/MAJOR AMENDMENT | 1650 | * | * | 1650 | *TBD if required | 1/2 of original consultant fees |
| PUD SITE PLAN | 1650 | 400 | 800 | 2850 | CWA plus \$30/acre; OHM plus \$45/acre | 1/2 of original consultant fees |
| PUD CONSTRUCTION PLAN (DETAILED ENGINEERING) | no charge | NA | calculate | calculate | OHM % of construction cost estimate | 1/2 of original consultant fees |
| DEVELOPMENT AGREEMENT | no charge | hourly if required | hourly if required | hourly if needed | plus legal review fees incurred | hourly if required |
| PLAT | | | | | | |
| TENTATIVE PRELIMINARY PLAT | 1650 | 400 | 800 | 2850 | CWA plus \$10/acre; OHM plus \$45/acre | 1/2 of original consultant fees |
| FINAL PRELIMINARY PLAT | 1650 | 400 | 800 | 2850 | CWA plus \$35/acre; OHM plus \$45/acre | 1/2 of original consultant fees |
| FINAL PLAT | 1650 | 300 | 600 | 2550 | CWA plus \$10/acre; OHM plus \$10/lot | 1/2 of original consultant fees |

| PROJECT TYPE | NORTHFIELD TWP ADMIN FEE (\$) | CWA FEE (\$) | OHM FEE (\$) | FIXED FEES (\$) | NOTES AND FEE ADDITIONS | RESUBMITTALS |
|--|----------------------------------|-------------------------|--------------------|--------------------|---|----------------------------------|
| ZONING | | | | | | |
| ZONING COMPLIANCE PERMIT | 100 | NA | NA | 100 | | |
| TRAILER AT JOBSITE | 75 | NA | NA | 75 | \$500 bond also required | |
| REZONING | 1650 | 400 | hourly if required | 2050 | CWA plus \$15/acre | 1/2 of original consultant fees |
| CONDITIONAL USE PERMIT | 1650 | 300 | 500 | 2450 | OHM applies if use is changed | 1/2 of original consultant fees |
| AMENDMENT TO CONDO MASTER DEED | no charge | hourly if required | hourly if required | no charge | plus legal review fees incurred | hourly if required |
| LAND DIVISION/ COMBINATION | 250 | hourly if required | hourly if required | 250 | plus legal review fees incurred; includes up to 4 divisions; \$50 for each additional | hourly if required |
| VARIANCE - RESIDENTIAL | 850 | 250 | hourly if required | 1100 | \$325 in February or August | 1/2 of original consultant fees |
| VARIANCE - ALL OTHERS | 850 | 250 | hourly if required | 1100 | \$325 in February or August | 1/2 of original consultant fees |
| MISCELLANEOUS | | | | | | |
| CONDOMINIUM DOCUMENT | no charge | hourly if required | hourly if required | no charge | plus legal review fees incurred | hourly if required |
| DEVELOPMENT AGREEMENT | no charge | hourly if required | hourly if required | no charge | plus legal review fees incurred | hourly if required |
| WETLANDS REVIEW | no charge | 400 | 400 | 800 | CWA plus \$25/acre; OHM plus \$25/acre | 1/2 of original consultant fees |
| PRIVATE ROAD MEETING WITH CONSULTANT (1 HOUR) | 500 | 400 | 800 | 1700 | OHM plus \$50/parcel | 1/2 of original consultant fees |
| SPECIAL BOARD MEETING PRE-APPLICATION MEETING | 2500 | 125 | hourly if required | 2625 | | same as original consultant fees |
| | no charge | 125 | 250 | 375 | | same as original consultant fees |
| CONSTRUCTION PLAN (DETAILED ENGINEERING) REVIEW CALCULATION | | | | | | |
| Estimated Construction Cost | | Review Fee % | | | | |
| Up to \$500,000 | | 2.0% (min. fee \$1,000) | | | | |
| \$500,001 - \$1,000,000 | | 1.50% | | | | |
| \$1,000,001 - \$2,000,000 | | 0.75% | | | | |

*Review fee % is calculated from the approved design engineer's opinion of probable construction cost for all site improvements not including building structures.

**If a second public hearing must be scheduled due to petitioner's failure to post required signage or provide information as required, an additional fee of \$1000.00 to offset the Township's additional cost of public notices and affidavits of notice shall be paid by the petitioner prior to the Township scheduling a public hearing.

NORTHFIELD TOWNSHIP BUILDING DEPT FEE SCHEDULE

ADOPTED _____

All building permits include a \$25 non-refundable application fee: plus a \$4 per thousand of the construction value, and \$50 per inspection fee. Plan Review is separate.

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

For minor improvements not included in BVD tables the following construction values will be applied:

| | |
|--|-------------|
| Basement Finishes | \$20 per SF |
| Concrete Flat work | \$5 per SF |
| Porches with roof | \$20 per SF |
| Porches/Decks without roofs | \$13 per SF |
| Screened Porches/Gazebos | \$20 per SF |
| R3 Accessory structures w/o concrete floor | \$15 per SF |

(add \$2 per SF for composite decking)

Building permits **do not** cover the associated installation or changes to electrical, mechanical or plumbing work. Separate trade permits are required.

Plan Review Fees:

New Residential R3- per unit (Single Family, Duplex's & Townhouses) \$50 minimum covers the first hour.

Minor Plan Reviews or Revisions: \$25 minimum

Commercial Plan Reviews: \$132 per hour \$60 minimum

ZONING COMPLIANCE MAY ALSO BE REQUIRED

Applicant is responsible for all plan review cost incurred by the Township even if the project is cancelled.

Other Building Permits**Northfield Fee**

| | |
|---|-----------|
| Demolition Residential Accessory Building | No Charge |
| Demolition * | \$75 |
| Hot Tub/Spa/Above Ground pool | \$75 |
| Structure Moving *(not modular home) | \$115 |
| Modular Home(site built improvements not included) | \$75 |
| Change of Use Permit | \$125 |
| Industrial/Commercial Annual Trade Permit (Quarterly Inspections) | \$225 |
| Barrier Free ramps for one and two family dwellings | No Charge |

*(Performance bond required)

Inspection Fees

| | |
|--|-------|
| Initial and any additional inspections | \$50 |
| Re-Inspection | \$45 |
| Special Inspections (after business hours, weekends, holidays) | \$100 |
| Code Compliance Inspection | \$50 |
| Code Compliance Inspection (w/certificate) | \$75 |
| Building Safety/Liquor Inspection | \$100 |

Other Charges

| | |
|--|---------------|
| Violation notice of working without required permits | \$45 |
| Posting of Stop Work order | \$45 |
| Special Inspection Reports | \$50 per hour |
| Permit Renewal (requested in writing, only renewed twice) | \$25 |
| Residential Certificate of Occupancy (remodel,additions,renewals,replacements) | \$25 |
| Residential Temporary Certificate of Occupancy | \$75 |
| Commercial Certificate of Occupancy (remodel,additions,renewals,replacements) | \$100 |
| Commercial Temporary Certificate of Occupancy and Renewals* | \$100 |
| Construction Board of Appeals (Current Washtenaw County CBA fees) | |

Performance Bonds

| | |
|--|---------|
| Residential Temporary Certificate of Occupancy Bond (per Item) | \$500 |
| Commercial Temporary Certificate of Occupancy Bond (minimum) | \$1,000 |
| Demolition Bond | \$5,000 |
| Structure Moving Bond | \$5,000 |
| Sales Trailer/Construction Trailer Bond | \$500 |
| Applicant Performance Bond** | \$500 |

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

Refund of Fees:

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

License Registration Fees:

Fee:

(once per license cycle)

| | |
|--|------|
| Builders License | \$15 |
| Maintenance/Alteration Contractors License | \$15 |
| Mobile Home Installers license | \$15 |
| Plumbing Contractor | \$15 |
| Mechanical Contractor | \$15 |
| Electrical Contractor | \$15 |
| Sign Contractor | \$15 |
| Fire Alarm Contractor | \$15 |

Electrical Permit Fee Schedule:

| | |
|----------------------------------|------|
| Application fee (non-refundable) | \$25 |
| Per inspection fee | \$50 |

Plumbing Permit Fee Schedule:

| | |
|----------------------------------|------|
| Application fee (non-refundable) | \$25 |
| Per inspection fee | \$50 |

Plumbing Permit Fee Schedule:

| | |
|----------------------------------|------|
| Application fee (non-refundable) | \$25 |
| Per inspection fee | \$50 |

One trade inspection provides 30 minutes of on site inspection time. Inspections that run over 30 minutes will be charged for an additional inspection.

Memo

To: Northfield Township Board
From: Howard Fink, Township Manager
Tami Averill, Community Center Director
Date: 11/20/14
Re: Senior Nutrition Program Update

Dear Township Board,

The attached packet contains information regarding the Senior Nutrition Program. Included for your review is the Policies and Procedures manual, the Handbook for Volunteers, a preliminary budget, and the contract. Paul Burns has reviewed the contract and contacted Howard with his comments. We are working on removing the indemnification clause (Article VI) per his recommendation.

The budget is a preliminary one. Cost estimates for hiring a part-time person to run the program are included, but may change based on more specific costs for meal related supplies. In-kind costs are also included.

Tami has met with Jamila Rahman, Human Services Program Specialist with the Office of Community and Economic Development of Washtenaw County, regarding the steps that need to take place in order to proceed with getting the program in place, and how the program will run. Tami is in the process of filling out paperwork for the Health Department in anticipation of getting the Community Center kitchen licensed, if the enclosed contract is approved.

If the contract is approved, Tami will continue to work with Jamila Rahman to get the kitchen licensed, a caterer in place, supplies purchased, a part-time employee hired, set up training for the part-time employee and volunteers, etc. Tami has already begun to recruit volunteers. The anticipated start would be sometime in January.

We are currently planning to provide both in-house and home delivered meals. Jamila has recommended that we begin with only the in-house meals for the first few weeks, in order to get the system running smoothly. Home-delivered meals would then be added to the program.

The next step in the process is to have the Northfield Twp. Board review the enclosed contract and accompanying information. Your approval of the contract is needed before anything else can move forward.

Respectfully Submitted,

Howard Fink, Township Manager

Tami Averill, Community Center Director

AGREEMENT is made this 1st day of October 2014, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and Northfield Township located at 6350 Main St. #A, Whitmore Lake, MI 48189 ("Contractor").

| | |
|---------------------------------|---|
| Federal Awarding Agency | Administration on Aging, Office of Services to the Aging |
| Federal / State Contract Number | 15-9052-CH |
| Federal Program Title | "Special Programs for the Aging Title III, Part C_Nutrition Services" |
| CFDA Number | 93.045 |
| Federal Funding % | 100% |

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

ARTICLE I - SCOPE OF SERVICES

The Contractor will be responsible for administering the congregate and home delivered meals programs at Northfield Township Senior Center at 9101 Main Street, Whitmore Lake, MI 48189 in accordance with local, state, and federal requirements as outlined in Attachment A.

ARTICLE II - COMPENSATION

The County will pay the Contractor an amount not to exceed twenty thousand dollars (\$20,000). The County agrees to make payments in quarterly installments in accordance with the budget and timeline in Attachment B, unless otherwise approved in writing by the parties. If at the end of the term of this Agreement there are unexpended portions of the contract amount, the unexpended funds will be retained by the County for reallocation to other purposes.

No funds shall be disbursed under this Agreement by the Contractor or any other subcontractor except under a written contract and unless the subcontractor is in compliance with all County and Federal requirements regarding fiscal matters and civil rights to the extent these requirements are applicable. The Contractor shall provide the County with copies of the contracts with subcontractors.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the OCED Human Services Manager and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies. Documentation shall include payments for purchases, vouchers and other official documentation that show in proper detail the nature and propriety of such expenditures. All documents must be clearly identifiable and readily accessible. Where any expenditure is allocable only in part to services under this Agreement, the Contractor shall maintain and make available on request sufficient documentation to demonstrate the reasonableness of the allocation.

The Contractor agrees to securely maintain its records for a period of five (5) years after the final disbursement to the Contractor. The Contractor shall permit the County to examine these records upon giving reasonable notice to the Contractor. The County may, at a reasonable time after giving reasonable notice, cause an audit of the records of the Contractor.

ARTICLE IV - TERM

This contract begins on October 1, 2014 and ends on September 30, 2015.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

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

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County and the Area Agency on Aging

1-B shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: Office of Community and Economic Development & CR# _____, 110 N. Fourth Ave, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

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

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without

liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

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

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

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.81 per hour with benefits or \$ 13.85 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2015 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

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

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

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

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

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

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

| | |
|---|--|
| ATTESTED TO: | WASHTENAW COUNTY |
| By _____ | _____ |
| Lawrence Kestenbaum (DATE) County Clerk/Register | Verna J. McDaniel (DATE) County Administrator |

| | |
|--|--|
| APPROVED AS TO CONTENT: | NORTHFIELD TOWNSHIP |
| By: _____ | _____ |
| Mary Jo Callan (DATE) Director, Office of Community And Economic Development | Howard Fink (DATE) Township Manager |

APPROVED AS TO FORM:

By: _____

Curtis N. Hedger (DATE)
Office of Corporation Counsel

Attachment A:
Scope of Services

Congregate Meals Program

I. Participants

Eligibility Criteria

The Senior Nutrition Program will serve individuals that meet the following criteria:

- a. The eligible person must be 60 years of age or older, or be the spouse or partner of a person 60 years of age or older.
- b. Individuals living with disabilities who have not attained 60 years of age but who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided, may receive such services.
- c. Non-older adult individuals living with disabilities who reside in a non-institutional household may accompany an eligible older individual and may participate on the same basis as the elderly participants.

Participant Registration and Recordkeeping

Upon registration, the participant should be provided the Participant Welcome Packet developed by OCED. Each participant must complete a registration form for the program. This form is submitted to OCED as soon as possible for entry into the database. Participants must sign on the Daily Sign-in Sheet prior to receiving each meal. Daily Sign-in Sheets must be submitted to OCED each month.

Participant Donations

Individuals who meet the above criteria will be encouraged to donate \$3.00 per meal, although no one will be turned away for inability to pay.

Individuals not otherwise eligible may be served if meals are available, and they must pay \$5.50 and receive a receipt for their payment. Meals for these individuals may only be provided after all eligible participants have been served.

Donations must be counted and signed for by two people and kept in a locked container until deposited into a bank account. At the end of each month, sites must mail to OCED the original deposit receipts and documentation showing that each day's donations were counted and signed for by two individuals. Donations will be invested back into the Senior Nutrition Program by OCED. Donation Summary sheets and donation deposit receipts must be submitted to OCED each month.

Referrals

Each congregate nutrition provider shall be able to provide information about the nearest home delivered meals program and be prepared to make referrals for persons who may be eligible for a home delivered meals program.

OCED will connect each site to food assistance program information, as well as services that exist locally, including other AAA 1-B partners. Each site shall take steps to inform participants about local, state, and federal food assistance programs and provide information and referral to assist the individual with obtaining benefits. Sites will also refer participants to other services, as needed.

Participant Complaints

Sites will handle initial participant complaints. Should a complaint be unable to be resolved, the complaint must be addressed in accordance with the Senior Nutrition Program Grievance Procedure.

Postings

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the Office of Services to the Aging (OSA) Community Nutrition Services poster. A site may use its own poster as long as all required information is included and clearly presented. The poster shall contain the following information for each program; additional information pertaining to the program shall not be displayed so as to cause any misunderstanding or confusion with information presented on the poster:

- The name of the nutrition project director
- The nutrition project director's telephone number
- The suggested donation for eligible participants
- The guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the OSA poster: No persons shall be excluded from participating in, denied the benefits of, or be subjected to discrimination under the program because of age, race, color, national origin, or handicap. If you believe you have been discriminated against, please contact the Affirmative Action Officer at the Michigan office of Services to the Aging, 517-373-2057 or the Chicago Regional Office of Civil Rights, 312-886-2359.

II. Facilities and Safety

Accessible site

Senior Nutrition Program sites must be operated within an accessible facility. Accessibility is defined as a participant living with a disability being able to enter the facility, use the rest room, and receive service that is at least equal in quality to that received by a participant not living with a disability. Documentation from a local building official or licensed architect is preferred.

Site Access, Maintenance, Security

Sites are responsible for

- Care and maintenance of the facility, including restrooms, equipment, kitchen, storage areas and areas of common use
- Snow removal
- Utility payments
- Arranging fire safety inspections; all reports must be forwarded to OCED
- Licensing by the Public Health Department
- Insurance coverage
- Security procedures

Fire safety standards

Each meal site must be inspected, by a local fire official, no less frequently than every three years. For circumstances where a local fire official is unavailable after a formal (written) request, OCED may conduct fire safety assessments of the Senior Nutrition Program site. Each meal site must conduct an annual fire drill. At a minimum, documentation of a fire drill must include the date of the fire drill and a signature verifying that the fire drill occurred. Best practices suggest that documentation should also include items such as number of minutes to evacuate, aspects that went well, and aspects that require improvement.

Michigan Food Code

Sites must comply with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a congregate meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The site shall submit copies of inspection reports electronically to OCED within five days of receipt for all facilities in which the Senior Nutrition Program is conducted. It is the responsibility of the Senior Nutrition Program site to address noted violations promptly.

Site staff is responsible for measuring the temperature of food items upon arrival and immediately prior to service. Hot food must be maintained above 135 degrees. Should the temperature fall below 135 degrees, the food must be reheated to above 165 degrees prior to service. Cold foods should stay below 41 degrees. Measured temperatures must be recorded on the temperature chart to be submitted to OCED each month.

Site Closure

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

1. Intent to close a site, as soon as possible.
2. A rationale for site closure (e.g. lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources)

All closures must be approved by OCED. If a closure occurs without approval, funding may be withheld and/or recaptured at OCED's discretion.

Emergency Preparedness

In cases of inclement weather, sites should close their program when the school district in the area is closed. Closure must immediately be reported to OCED.

Procedures to be followed in the event of a medical emergency must be posted. Staff and volunteers will be trained by OCED during in-services on procedures to be followed in the event of a medical emergency.

III. Staffing

Staff

OCED will provide training in identified competency areas twice per year at Senior Nutrition Program in-services. Each site must designate a "Site Coordinator" to serve as point person for OCED. Site coordinators are expected to train staff members on an ongoing basis and manage all staff members in order to carry out expected duties. Training provided by site staff members should include, at a minimum, day-to-day operations, food safety basics, and Senior Nutrition Program policies and procedures. Site staff member are expected to utilize the Volunteer Training Manual provided by OCED to cover all necessary training areas.

Volunteers

Sites are responsible for volunteer recruitment, orientation, ongoing training, and management for day-to-day activities. Sites are expected to use the Volunteer Training Manual provided by OCED. Volunteers must submit a volunteer registration form. Volunteer time must be documented to be included as an in-kind contribution to the Senior Nutrition Program using the In-Kind Documentation Form. Forms must be submitted monthly to OCED.

In-service Training

Staff and volunteers of each program shall receive in-service training at least twice each fiscal year which is specifically designed to increase their knowledge and understanding of the program and to improve their skills at tasks performed in the provision of service.

IV. Meals

Assistive Eating Devices

Each site shall make available, store and clean, upon request, food containers and utensils used as assistive devices for participants who are living with disabilities as part of a therapeutic program.

Non-Approved Meals

Funding provided by OCED may not be used to contribute towards potluck dining activities.

Food Taken Out of Meal Site

Sites may allow leftovers (food served to participants and not eaten) to be taken out of the site if the following conditions are met:

- a. A sign shall be posted near the congregate meal sign informing the meal participants that all food removed from the site becomes the responsibility of the individual.
- b. All new congregate participants receive written material about food safety and preventing food-borne illness when they sign up.
- c. All participants receive written material about food safety and preventing food-borne illness annually.
- d. The individual is required to sign a waiver statement that has been added to the registration form that states that they are responsible for food taken out of the site.
- e. Containers are not provided for the leftovers.

If a regular congregate meal participant is unable to come to the site due to illness, the meal may be taken out of the site to the individual for no more than seven (7) days. If needed for more than seven days, the participant should be evaluated for home delivered meals. If the person taking out the meal is also a regular congregate participant, they may also take their meal out.

OCED will provide technical assistance and materials for carrying out this policy if necessary.

Nutrition Education

OCED will provide nutrition education materials to be distributed each month to participants. Additionally, OCED will arrange for any additional nutrition education sessions and coordinate with the site to deliver the nutrition education. Sites are welcome to arrange for additional nutrition education activities.

Home Delivered Meals

I. Participants

Each program must have written eligibility criteria which places emphasis on serving older persons in greatest need and includes, at a minimum:

- a. That to be eligible a person must be 60 years of age or older, or be the spouse of a person 60 years of age or older, or be an individual with disabilities who resides in a non-institutional household with a person eligible for and receiving home delivered meals.
- b. That to be eligible a person must be homebound; i.e., does not leave his/her home under normal circumstances. That to be eligible a person must be unable to participate in the congregate nutrition program because of physical or emotional difficulties.
- c. That to be eligible a person must be unable to obtain food or prepare complete meals.
- d. That there is no adult living at the same residence or in the vicinity that is able and willing to prepare all meals.
- e. That the person's special dietary needs can be appropriately met by the program, i.e., the meals available would not jeopardize the health of the individual.
- f. That to be eligible a person must be able to feed himself/herself.
- g. That to be eligible a person must agree to be home when meals are delivered, or contact the program when absence is unavoidable.
- h. That the spouse, regardless of age, or unpaid caregiver (if 60 years of age or older) of an eligible client, or any individual with disabilities residing with an eligible client, may receive a home delivered meal if the assessment indicates receipt of the meal is in the best interest of the client.

Eligibility criteria shall be distributed to all potential referring agencies or organizations and be available to the general public upon request.

Participant Registration

Interested participants must provide their contact information via a Home Delivered Meals referral form. Forms must be forwarded to OCED as soon as possible for assessment by OCED or an OCED contractor. The assessor will determine the prospective participant's eligibility work together to identify a suitable course of action. Each participant will be provided a Participant Welcome Packet developed by OCED which explains the program. Once participants are determined to be eligible for the program, site staff may add the participant to the home delivered meal routes.

Participant Donations

Individuals who meet the above criteria will be encouraged to donate \$3.00 per meal, although no one will be turned away for inability to pay.

Individuals not otherwise eligible may be served if meals are available, and they must pay \$5.50 and receive a receipt for their payment. Meals for these individuals may only be provided after all eligible participants have been served.

Donations must be counted and signed for by two people and kept in a locked container until deposited into a bank account. At the end of each month, sites must mail to OCED the original deposit receipts and documentation showing that each day's donations were counted and signed for by two individuals. Donations will be invested back into the Senior Nutrition Program by OCED. Donation Summary sheets and donation deposit receipts must be submitted to OCED each month.

Participant Complaints

Sites will handle participant complaints in accordance with the Senior Nutrition Program Grievance Procedure.

Postings

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the Office of Services to the Aging (OSA) Community Nutrition Services poster. A site may use its own poster as long as all required information is included and clearly presented. The poster shall contain the following information for each program; additional information pertaining to the program shall not be displayed so as to cause any misunderstanding or confusion with information presented on the poster:

- The name of the nutrition project director
- The nutrition project director's telephone number
- The suggested donation for eligible participants
- The guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the OSA poster: No persons shall be excluded from participating in, denied the benefits of, or be subjected to discrimination under the program because of age, race, color, national origin, or handicap. If you believe you have been discriminated against, please contact the Affirmative Action Officer at the Michigan office of Services to the Aging, 517-373-2057 or the Chicago Regional Office of Civil Rights, 312-886-2359.

II. Assessments

Sites with access to CAREeVantage software are responsible for entering participant information into the database upon referral. Once entered into CAREeVantage, sites should mark the participant referral status as "pending" assessment or "waitlist," as appropriate. Once the participant is assessed for the program, participant referral status should be marked as "approved" or "rejected," as appropriate.

Each home delivered meal program shall demonstrate cooperation with congregate and other home delivered meal programs in the same region. If the same provider operates both a congregate and home delivered meals program for an area, the provider must be able to demonstrate effective utilization of existing congregate meal sites and personnel for the home delivered meal program.

III. Meals

Each program may provide up to three meals per day to an eligible client based on need as determined by the assessment. Providers are expected to set the level of meal service for an individual with consideration given to the availability of support from family and friends and changes in the participants' status or condition.

Each home delivered meals provider shall have the capacity to provide three meals per day, which together meet the Dietary Reference Intakes (DRI) and recommended dietary allowances for older adults (RDA) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. These are outlined in AAA1-B's Nutrition Services APPENDIX Sections T-W, Dietary Guidelines. Dietary Reference Intake and RDA's, Web Resources. Meals shall be available at least five days per week.

The program may also make approved liquid meals available to program participants when ordered by a physician. The program shall provide instruction to the participant, and/or the participant's caregiver and participant's family in the proper care and handling of liquid meals as outlined by AAA1-B's Program Operating Standards.

- a. When liquid meals are used to supplement a participant's diet, the physician's order must be renewed every six months.
- b. When liquid meals are the participant's sole source of nutrition, the following requirements must also be met:
 - i. Diet orders shall include client weight and be explicit as to required nutritional content (i.e. name of product and prescribed amount).
 - ii. A physician must renew diet orders, every three months.
 - iii. The care plan for participants receiving liquid meals shall be

developed in consultation with the participant's physician.

c. A liquid meal unit of service shall be calculated as two 8-ounce servings/cans.

The program shall verify and maintain records that indicate each client receiving frozen meals has, and maintains, the ability to handle frozen meals.

IV. Facilities and Safety

Accessible site

Senior Nutrition Program sites must be operated within an accessible facility. Accessibility is defined as a participant living with a disability being able to enter the facility, use the rest room, and receive service that is at least equal in quality to that received by a participant not living with a disability. Documentation from a local building official or licensed architect is preferred.

Site Access, Maintenance, Security

Sites are responsible for

- Care and maintenance of the facility, including restrooms, equipment, kitchen, storage areas and areas of common use
- Snow removal
- Utility payments
- Arranging fire safety inspections; all reports must be forwarded to OCED
- Licensing by the Public Health Department
- Insurance coverage
- Security procedures
- Approval of outside programs, activities, and speakers

Fire safety standards

Each meal site must be inspected by a local fire official, no less frequently than every three years. For circumstances where a local fire official is unavailable after a formal (written) request, OCED may conduct fire safety assessments of the Senior Nutrition Program site. Each meal site must conduct an annual fire drill.

Michigan Food Code

Sites must comply with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a congregate meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The program shall submit copies of inspection reports electronically on all facilities to OCED within five days of receipt. It is the responsibility of the Senior Nutrition Program site to address noted violations promptly.

Site staff is responsible for measuring the temperature of food items upon arrival, upon departure on the route, and at the end of the route. Test meals will be ordered by OCED once each week to ensure that food temperatures fall within the safe zone. Hot food must be maintained above 135 degrees. Should the temperature fall below 135 degrees, the food must be reheated to above 165 degrees prior to delivery. Cold foods should stay below 41 degrees. Measured temperatures must be recorded on the temperature chart to be submitted to OCED each month. To maintain temperatures within this range, it is suggested that heating stones (or other heating mechanisms) and meals be packed into coolers/bags at the last possible moment prior to delivery. Drivers should be instructed to keep coolers/bags closed as much as possible to reduce heat/cold loss.

Site Closure

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

3. Intent to close a site, as soon as possible.
4. A rationale for site closure (e.g. lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources)

All closures must be approved by OCED. If a closure occurs without approval, funding may be withheld and/or recaptured at OCED's discretion.

Emergency Preparedness

In cases of inclement weather, sites should close their program when the school district in the area is closed, unless the agency has a different, OCED-approved closure policy. Closure must immediately be reported to OCED.

Procedures to be followed in the event of a medical emergency must be posted. Staff and volunteers will be trained by OCED during in-services on procedures to be followed in the event of a medical emergency.

Each program shall develop and have available written plans for continuing services in emergency situations such as short term natural disasters (i.e., snow and/or ice storms), loss of power, physical plant malfunctions, etc. Staff and volunteers shall be trained by sites on site-specific procedures to be followed in the event of severe weather or natural disasters and OCED will train staff and volunteers on the county emergency plan.

Site Closure

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

1. Intent to close a site, as soon as possible.
2. A rationale for site closure (e.g. inclement weather, heavy snow, no road access, closure of production kitchen, closure of site, driver availability, other)
3. Geographical area(s) affected
4. Method(s) by which HDM participants/contacts will be notified of no meal delivery (public announcement, radio, television, contractor phone recording, phone call to home or to emergency contact, staff answer phone, other)

V. Staffing

Staff

OCED will provide training in identified competency areas twice per year at Senior Nutrition Program in-services. Each site must designate a "Site Coordinator" to serve as point person for OCED. Site coordinators are expected to train staff members on an ongoing basis and manage all staff members in order to carry out expected duties. Training provided by site staff members should include, at a minimum, day-to-day operations, food safety basics, and Senior Nutrition Program policies and procedures. Site staff member are expected to utilize the Volunteer Training Manual provided by OCED to cover all necessary training areas.

Volunteers

Sites will register volunteers. Volunteers must submit to OCED:

- a background check form (i.e. Authorization and Release Form)
- a volunteer registration form
- and volunteer services agreement

Sites are responsible for volunteer recruitment, orientation, ongoing training, and management for day-to-day activities. Sites are expected to use the Volunteer Training Manual provided by OCED. Volunteer time must be documented to be included as an in-kind contribution to the Senior Nutrition Program using the In-Kind Documentation Form. Forms must be submitted monthly to OCED.

In-service Training

Staff and volunteers of each program shall receive in-service training at least twice each fiscal year which is specifically designed to increase their knowledge and understanding of the program and to improve their skills at tasks performed in the provision of service. OCED will maintain records that identify the dates of training, topics covered, and persons attending each in-service.

Nutrition Education

OCED will provide nutrition education materials to be distributed each month to participants. Additionally, OCED will arrange for any additional nutrition education sessions and coordinate with the site to deliver the nutrition education. Sites are welcome to arrange for additional nutrition education activities.

Attachment B:
Project Budget

To be added.

FY 2014-2015 PROPOSED PROGRAM BUDGET

Agency Name: Northfield Township Senior Center: HDM and CONG

Revenue

| Source | PRELIMINARY Funding Amount |
|--|----------------------------|
| Washtenaw County Senior Nutrition Program allocation amount | \$ 20,000.00 |
| Other funding sources used to support the Senior Nutrition Program | \$ |
| Total Revenue** | \$ 20,000.00 |

Program Expenses*

**Total program expenses should be equivalent to Program Revenue (above).*

| Item | Description | Expenditure |
|------------------------|--|---------------------|
| Personnel | Please complete Personnel Detail** | \$ 10,920.00 |
| Fringe Benefits | | |
| Taxes | | |
| Building rental | | in kind |
| Utilities | | |
| Insurance | Any insurance costs previously covered by OCED should be included here. | |
| Office supplies | | \$ 100.00 |
| Meal-related supplies | | \$ 5,186.00 |
| Mileage | 2 people, 20 miles/day @ \$.56/mile | \$ 3,494.00 |
| Postage | | |
| Phone | | |
| Food Service License | Food Service License that must be renewed annually with the Health Dept. | \$ 300.00 |
| Other | | |
| Other | | |
| Total Expenses* | | \$ 20,000.00 |

Personnel Detail**

Only complete if personnel expenses are expected.

| Name | Hourly Wage | Hours per week |
|------|-------------|-------------------|
| | \$ 14.00 | 15 hours per week |
| | | |
| | | |
| | | |
| | | |

In-Kind Support***

***This program is required to produce a match of 10% in order to receive funding. A portion of this is through in-kind contributions. Please estimate the value of any items that may be considered an in-kind contribution. This should include other funding sources as well as non-monetary contributions (e.g. volunteer contributions).

| Item | In-kind Value | Description | Documentation |
|-------------------------------------|---------------|--------------------------------------|---|
| Congregate volunteer hours | \$ 13,104.00 | 2 people for 9 hrs/wk. @ \$14.00/hr. | OCED in-kind volunteer form |
| Home Delivered Meal volunteer hours | \$ 13,104.00 | 2 people for 9 hrs/wk. @ \$14.00/hr. | OCED in-kind volunteer form |
| Building rental | \$ 5,200.00 | \$100.00/week x 52 weeks | Letter containing details of in-kind support at fair market value for the Senior Nutrition Program cost portion |
| Utilities | | | |
| Supplies | | | |
| Other | \$100.00 | Estimated postage costs | |
| Total In-Kind Contribution | 31508 | | |

WASHTENAW COUNTY

SENIOR NUTRITION PROGRAM

POLICIES AND PROCEDURES MANUAL

Updated: February 28, 2014



Advocacy • Action • Answers on Aging



OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT

Collaborative solutions for a promising future

Washtenaw County Senior Nutrition Program is funded in whole or in part by the Federal Older Americans Act and the Michigan Office of Services to the Aging through the Area Agency on Aging 1-B. Washtenaw County Senior Nutrition Program complies with the terms and regulations of the Title V of the Civil Rights Act of 1964 as amended and Section 504 of the Social Rehabilitation Act of 1973 and is an Equal opportunity employer program. Reasonable accommodation will be provided upon notification or request..

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WASHTENAW COUNTY

SENIOR NUTRITION PROGRAM

Washtenaw County Office of Community and Economic Development (OCED) operates the home delivered meals and congregate meals programs that make up the Senior Nutrition Program for Washtenaw County. Funding for this program originates from the Office of Services to the Aging (OSA) and the Older Americans Act at the federal level, and is passed through the Area Agency on Aging, 1-B (AAA 1-B) to OCED. Seniors aged 60 and over are serviced with a daily meal that is designed to meet one third of their daily nutrition requirements. Whenever possible, the program strives to offer meals at locations in conjunction with social, recreational, and educational activities. The program provides an opportunity for companionship, human contact, and relief from isolation for older adults.

Menus for both congregate and home delivered meals have been nutritionally approved by the Area Agency on Aging 1-B, assuring that each meal meets nutritional requirements. Modified diets for diabetics, salt-restricted diets and Kosher (dairy) meals are available upon request. The food is prepared by contracted food service operations.

Many supportive services such as counseling, exercise classes and health education are offered in conjunction with the meals to ensure socialization and activity. Those participants with special needs are referred to the appropriate services by the Site Coordinator or an Assessor.

PROGRAM PRIORITIES

The Senior Nutrition Program strives to meet the needs of all seniors in Washtenaw County. When resources are limited, sites are expected to prioritize service for eligible persons with greatest social and/or economic need, with particular attention to low income minority individuals race or ethnic minority, and/or individuals with limited English proficiency. AAA 1-B additionally recommends targeting of Hispanic and/or Lesbian, Gay, Bi-Sexual and Transgender (LGBT) older adult populations. Participants shall not be denied services because of their income or financial resources.

Each provider, to the maximum extent feasible, must provide services to low-income minority individuals in accordance with their need for such services.

CONDUCT POLICIES

CIVIL RIGHTS COMPLIANCE

Each site must not discriminate against any employee, applicant for employment, or recipient of service because of race, color, religion, national origin, age, sexual orientation, height, weight or marital status.

EQUAL EMPLOYMENT

Each site must comply with equal employment opportunity and affirmative action principles. (<http://www.dol.gov/elaws/asp/drugfree/screenr.htm>).

DRUG FREE WORKPLACE

Each site must agree to provide drug-free workplaces as a precondition to receiving a federal grant. Each program must operate in compliance with the drug-free workplace act of 1988 (www.drugfreeworkplace.org).

AMERICANS WITH DISABILITIES ACT

Each program must operate in compliance with the Americans With Disabilities Act (www.usdoj.gov/crt/ada).

WORKPLACE SAFETY

Each program must operate in compliance with the Michigan Occupational Safety and Health Act (MIOSHA). Information regarding compliance can be found at www.michigan.gov.

UNIVERSAL PRECAUTIONS

Each program must evaluate the occupational exposure of employees to blood or other potentially hazardous materials which may result from performance of the employee's duties and establish appropriate universal precautions (www.osha.gov). Each site with staff who may experience occupational exposure must develop an exposure control plan which complies with Federal regulations implementing the Occupational Safety and Health Act. Personal care staff in Adult Day Service Centers are required to have documentation of TB test results in employee files.

SITE EXPECTATIONS

STAFFING

STAFF MEMBERS AND VOLUNTEERS

While programs are not required to employ staff, those employed shall be competent and qualified personnel sufficient to provide services pursuant to the contractual agreement.

HIRING

Prospective staff and volunteer candidates should be provided a written job description. References must be checked prior to employment.

VOLUNTEER PAPERWORK

Each program utilizing volunteers shall have a written procedure governing the recruitment, training, and supervising of volunteers that is consistent with the procedure utilized for paid staff. Volunteer time must be documented to be included as an in-kind contribution to the Senior Nutrition Program using the In-Kind Documentation Form Forms must be submitted monthly to OCED.

Volunteers must submit a Volunteer Registration Form in order to be eligible to volunteer for the program. Home Delivered Meal volunteer drivers must additionally submit a Background Check Form (i.e. Authorization and Release Form) which may be faxed to OCED. A valid driver's license and automobile insurance is required for any volunteer operating a vehicle as part of their volunteer hours. A copy of the volunteer's driver's license and certificate of insurance should be kept on file.

Sites must report and complete a Volunteer Incident Report immediately if a volunteer becomes hurt or injured due to any accidents.

ORIENTATION AND IN-SERVICE TRAINING

Agency staff with support from OCED is responsible for orientation for new Site Coordinators. Site Coordinators with support from OCED is responsible for orienting new staff members to the Senior Nutrition Program. Site Coordinators are responsible for providing volunteer orientation. Each volunteer must have access to the Volunteer Handbook as part of the training, which includes a written position description.

Staff and volunteers of each program shall receive in-service training provided by OCED at least twice each fiscal year. This training is specifically designed to increase their knowledge and understanding of the program and to improve their skills at tasks preformed in the provision of service. OCED maintains records which identify the dates of training, topics covered, and attendance.

Site coordinators are expected to train staff members and volunteers on an ongoing basis and manage all staff members in order to carry out expected duties. Training provided by site staff

members should include, at a minimum, day-to-day operations, food safety basics, and Senior Nutrition Program policies and procedures. Site staff members are expected to utilize the Volunteer Training Manual provided by OCED to cover all necessary training areas.

STAFF IDENTIFICATION

Staff members and volunteers interacting with participants must be properly identified by a name badge to indicate representation of the congregate and home delivered meals programs.

VEHICLE OPERATION

A valid driver's license and automobile insurance is required for any volunteer operating a vehicle as part of their volunteer hours. A copy of the volunteer's driver's license and certificate of insurance should be kept on file.

PERFORMANCE REVIEW

Staff members working with the Senior Nutrition Program and volunteers who have been with the program for at least 12 months are expected to undergo an annual performance review.

CONDUCT EXPECTED OF PAID AND VOLUNTEER STAFF

Paid and volunteer staff **may not**:

- Accept gifts of payment from the participants
- Offer for sale any type of merchandise or service
- Seek to encourage the acceptance of any particular belief or philosophy by any program participant
- Demonstrate favoritism among participants, such as withholding meals from certain participants or providing additional incentives to your favorite participant

FACILITIES

INSURANCE REQUIREMENT

Each program shall have sufficient insurance to indemnify loss of federal, state, and local resources, due to casualty, fraud, or employee theft. All buildings, equipment, supplies and other property purchased in whole or in part with funds awarded by OSA are to be covered with sufficient insurance to reimburse the program for the fair market value of the asset at the time of loss. Each nutrition program shall carry product liability insurance sufficient to cover its operation.

FACILITY MAINTENANCE

- The congregate meals program should be operated within an accessible facility. Accessibility is defined as a participant with a disability being able to enter the facility, use the restroom, and receive service that is at least equal in quality to that received by able-bodied participants.
- Facilities must comply with local fire safety standards. Each meal site must be inspected by a local fire official no less frequently than every three years. Each meal site must conduct a fire drill at least once a year and provide documentation of the date and time it was completed.
- Sites must comply with Michigan Food Code and local public health codes regulating food service establishments. Sites must be food service licensed by the Public Health Department. Health Inspections must be submitted to OCED within 10 working days. It is the responsibility of the site to address noted violations promptly.

SITE CLOSURE

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

1. Intent to close a site, as soon as possible.
2. A rationale for site closure (e.g. lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources)

All closures must be approved by OCED. If a closure occurs without approval, funding may be withheld and/or recaptured at OCED's discretion.

AAA1-B COMMUNITY NUTRITION SERVICES POSTINGS

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the Office of Services to the Aging (OSA) Community Nutrition Services poster. A site may use its own poster as long as all required information is included and clearly presented. The poster shall contain the following information for each program; additional information pertaining to the program shall not be displayed so as to cause any misunderstanding or confusion with information presented on the poster:

- The name of the nutrition project director
- The nutrition project director's telephone number
- The suggested donation for eligible participants
- The guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the OSA poster: No persons shall be excluded from participating in, denied the benefits of, or be subjected to discrimination under the program because of age, race, color, national origin, or handicap. If you believe you have been discriminated against, please contact the Affirmative Action Officer at the Michigan office of Services to the Aging, 517-373-2057 or the Chicago Regional Office of Civil Rights, 312-886-2359.

Publications about the program must include:

- Phone numbers
- Websites
- Logos for OCED and AAA 1-B
- The following statement:
The Senior Nutrition Program of the Office of Community and Economic Development (OCED) is funded in part by the Federal Older Americans Act and the Michigan Office of Services to the Aging through the Area Agency on Aging 1-B. OCED complies with the terms and regulations of the Title V of the Civil Rights Act of 1964 as amended and Section 504 of the Social Rehabilitation Act of 1973 and is an Equal Opportunity Employer program. Reasonable accommodation will be provided upon notification or request.

SITE MONITORING AND EVALUATION

OCED will evaluate the Senior Nutrition program by obtaining and evaluating information on the views of service recipients about the quality of services received. This includes client satisfaction surveys and review of assessment records of home delivered meal recipients. Home delivered meal assessment records include a participant satisfaction survey. Congregate Meal Participation surveys will be administered annually to be compared with previous results. Assessment records will also be analyzed each year and compared with previous years.

Additionally, sites will be formally monitored for compliance with AAA 1-B requirements. The monitoring process will consist of two components, an on-site visit and a close monitoring of the submitted paperwork. Results will be shared with sites in order to improve program activities.

VOLUNTEER INCIDENT REPORT

In the unlikely event that a volunteer are injured or hurt while volunteering, the volunteer should let the Site Coordinator know as soon as possible. The Site Coordinator will provide an Incident Report form to complete. We are required to report all accidents and injuries. Should the volunteer require medical attention, their personal medical insurance is the primary coverage.

EMERGENCY MANAGEMENT

Each service program must have established written emergency protocols for both responding to a disaster, and undertaking appropriate activities to assist victims to recover from a disaster, depending upon the resources and structures available.

EMERGENCY PREPARDNESS TRAINING

Each program shall document that appropriate preparation has taken place at each meal site for procedures to be followed in case of an emergency including:

- a. An annual fire drill.
- b. Staff and volunteers shall be trained on procedures to be followed in the event of a severe weather storm or natural disaster and the county emergency plan.
- c. Posting and training of staff and regular volunteers on procedures to be followed in the event of a medical emergency.

In the event of a weather or natural disaster emergency, site staff are instructed to listen to the local radio station for school closings in their area.

PARTICIPANTS

PARTICIPANT RIGHTS

Participants rights include the right to:

- Be treated with dignity and respect
- Participate in the development of the Senior Nutrition Program
- Be fully informed regarding the Senior Nutrition Program, including frequency of meals, meals menu and suggested donation
- Receive services designed to promote your functional ability to the optimal level and to encourage independence in receiving meals
- Be free from abuse, neglect, and exploitation
- Refuse to provide any information you do not wish to share, with the understanding that this refusal may affect your eligibility status for enrollment in programs
- Attend or refrain from attendance and participation in all Senior Nutrition Program activities
- End participation in the Senior Nutrition Program at any time
- Be accorded rights in the areas of civil rights, grievance procedures and confidentiality

CONFIDENTIALITY POLICY

Staff and Volunteers

1. All staff and volunteers are required to adhere to federal, OCED and AAA 1-B confidentiality/HIPAA agreements.
2. Staff and volunteers, including one-time volunteers, will be asked to sign a confidentiality agreement before their start date.
3. Volunteers are required to sign HIPAA/Confidentiality statements annually.
4. OCED will provide information about HIPAA and OCED confidentiality requirements at the time the volunteer application is submitted and as requested thereafter.
5. Volunteers and staff who breach confidentiality will receive a verbal warning and instruction on how to avoid breaching confidentiality in the future.
6. Continued and willful breaches of confidentiality by staff and volunteers will result in termination of employment and volunteer placement.
7. Volunteers inquiring about the status of a customer who is normally on their route can be told where they are if they are hospitalized, in a nursing home, or in a hospice. Staff cannot tell a volunteer why the customer is hospitalized, etc.

Participants

1. All participants will be informed in writing at their initial assessment and at their reassessment of OCED's confidentiality policy.
2. All participants will be asked to sign both a general and a specific release of information. Participants have the right to refuse signing the specific release of information.
3. Participants or their representative who refuse to sign a general release form may not be accepted as an OCED Senior Nutrition Program participant. It is the discretion of the Human Services Manager to make a decision regarding eligibility for customers who refuse to sign the release of information. Home delivered meal participants are required to sign a release of information annually.
4. The purpose of the general release form is to contact a participant's emergency contacts, NAPIS demographics, and other contacts in case of emergency situations.
5. Participant information will be kept in locked file cabinets. Only necessary information to ensure the well-being of a customer will be shared with their emergency contact(s).

SUSPECTED CASES OF ABUSE/NEGLECT

Persons working in any capacity for the Senior Nutrition Program that observes suspected abuse/neglect situations involving an older adult must report their concern to the Site Coordinator or OCED staff.

Abuse/neglect is defined as any condition, circumstance or person which places the older adult or the household of the older adult in imminent danger.

The following process is to be followed if abuse is suspected:

If a volunteer has a concern, they should report the situation to the Site Coordinator. If this cannot be resolved by the Site Coordinator, the Site Coordinator will discuss the situation with OCED staff for advice, troubleshooting and reporting.

If it is determined that the situation warrants a formal complaint, OCED staff will contact the Department of Human Services, Adult Protective Services Unit to file a report.

If it is determined that a report shall be filed, OCED will keep a record of the situation at the main office in an incident log. The record will include:

- Date of initial contact with staff about incident/concern
- Person reporting incident
- Name of person(s) involved in abuse/neglect
- Date of report to DHS
- Name of worker reported to at DHS

GRIEVANCE RESOLUTION PROCEDURE

Persons determined to be ineligible for service, who have had services terminated or who have perceived unfair treatment by the Washtenaw County Senior Nutrition Program may file a grievance with the organization and have the right to appeal the decision.

Such notice shall be given by posting written materials at congregate meal sites for congregate meal participants and through verbal and written instruction for home delivered meal recipients.

Any older adult or his/her representative may file a complaint by contacting the Site Coordinator either in writing or verbally with the specific complaint.

1. The Site Coordinator will contact the Human Services Program Specialist. The Human Services Program Specialist will meet with the older adult or his/her representative within five (5) days of the complaint to discuss the issues involved in the complaint (a copy of the complaint is also forwarded to the Human Services Manager).
2. Should the complaint be unresolved, the Human Services Manager will call or meet with the complainant.
3. If the complaint is still unresolved, the complaint is forwarded to the Director of the Office of Community and Economic Development who will review the information and meet with the complainant in efforts to resolve issue.
4. The Senior Nutrition Program must provide a copy of the Area Agency on Aging 1-B (AAA 1-B) Service Recipients Grievance Procedure to any older adult or his/her representative who remains unsatisfied after grieving an action with the local Senior Nutrition Program. Complainant has the right to contact AAA 1-B and proceed through the AAA-1B Appeal Procedure.

Complaints of discrimination may be filed with the respective Area Agency on Aging, with the U.S. Department of Human Services, Office of Civil Rights or the Michigan Department of Civil Rights.

TERMINATION POLICY FOR PARTICIPANTS

Participants must meet the eligibility criteria as outlined. Reasons for termination of service may include:

1. the participant's decision to stop receiving services;
2. reassessment which determines a participant to be ineligible;
3. improvements/changes in the participant's condition so they no longer are in need of services;
4. a change in the participant's circumstances which makes them eligible for services paid for from other sources;
5. an increase in the availability of support from friends and/or family; and
6. permanent institutionalization of participant in either acute care or long term care facility (if institutionalization is temporary, services need not be terminated); and/or the program becomes unable to continue to serve the participant and referral to another provider is not possible (may include unsafe work situation for program staff or loss of funding).

Participants receive formal written notification of the termination of services and the termination is documented in the participant file. If the termination was not voluntary and the client does not agree with the decision, he/she has the right to appeal the decision (See Recipient Complaint Resolution Procedure & Appeals Process).

DONATIONS

Individuals who meet the eligibility criteria to participate in the program will be encouraged to donate \$3.00 per meal, although no one will be turned away for inability to pay. For HDM participants, information on suggested donation amounts is delivered to each participant during assessment. HDM participants can be provided with stamped labeled envelopes if they are able to donate but do not have any envelopes or stamps. The envelopes should be mailed to the Site Coordinator at the site.

Individuals not otherwise eligible may be served if meals are available, and they must pay \$5.50 and receive a receipt for their payment. Meals for these individuals may only be provided after all eligible participants have been served.

Donations must be counted and signed for by two people and kept in a locked container until deposited into a bank account. At the end of each month, sites must mail to OCED the original deposit receipts and documentation showing that each day's donations were counted and signed for by two individuals. Donations will be invested back into the Senior Nutrition Program by OCED. Donation Summary sheets and donation deposit receipts must be submitted to OCED each month. **Any discrepancies found by OCED are noted, discussed with the Site Coordinators and corrected.**

PRIVATE PAY POLICY

OCED assures that high quality service shall be provided regardless of a person's ability to pay and whether the service is funded privately or through OAA/state funds. Private pay revenue is kept separate from OAA funds, and may be used to expand service capacity at the discretion of OCED. Delivery of private pay services are not be subsidized by OAA funds.

Upon intake, individuals must be informed of private pay options. Participants are prioritized using the AAA 1-B prioritization; please see the Priority Ranking and Waiting Lists policy for details on prioritization. AAA 1-B Community Support Services (CSS) participants shall not be offered private pay services unless reviewed and approved by the AAA 1-B Care Manager.

MEAL REQUIREMENTS

MEALS

Meals may be presented hot, cold, frozen, or shelf-stable and shall conform to the following meal pattern with menu flexibility supported by the use of computerized nutrient analysis:

Examples of permissible menu options include the following:

- 2 bread servings, 2 vegetable servings and 1 fruit serving;
- 1 bread serving, 1 starchy vegetable serving, 1 other vegetable serving and 1 fruit serving;
- 2 bread servings, 1 vegetable serving and 2 fruit servings;
- 1 bread serving, 1 starchy vegetable serving, and 2 fruit servings;

The AAA 1-B includes the following quality standards to be maintained in the preparation and serving of food:

- Food color and texture as close to original ingredients as can be obtained by good food preparation
- Excellent flavor, aroma, taste, appearance and
- Menu ideas to provide participant's a choice
- Reflect overall participant food preferences

MENU CREATION POLICY

The caterers for both congregate and home delivered meal sites are responsible for menu planning. Upon approval, the caterer will submit the proposed menu to the Area Agency for approval three (3) weeks prior to the beginning of a cycle. Any changes in the approved menu must have prior approval from the AAA 1-B.

NUTRITION EDUCATION

OCED will provide nutrition education materials to be distributed each month to participants. Additionally, OCED will arrange for any additional nutrition education sessions and coordinate with the site to deliver the nutrition education. Sites are welcome to arrange for additional nutrition education activities.

CONGREGATE MEALS PROGRAM

ELIGIBILITY AND REGISTRATION

All sites are expected adhere to the program operational policies that ensure facilities are providing the best possible service to our clients. All staff and volunteers must fulfill the guidelines set to help the program run smoothly and efficiently.

CONGREGATE PROGRAM ELIGIBILITY REQUIREMENTS

- Older adults having reached 60 years of age are eligible to participate in the congregate program along with their spouses who may or may not be 60 years of age.
- Disabled individuals who have not attained 60 years but who reside in housing facilities occupied primarily by the elderly at which congregate meals are provided may receive services.
- Individuals with disabilities who reside in a non-institutional household with and accompany an eligible older individual are eligible to participate.

PERSONS UNDER 60 AND NOT THE SPOUSE OF AN ELIGIBLE MUST PAY THE TOTAL COST OF THE MEAL RECEIVED THROUGH THE PROGRAM. UNDER AGE PARTICIPANTS MAY ONLY BE SERVED AFTER ALL ELIGIBLE PERSONS ARE SERVED.

INTAKE PROCESS FOR CONGREGATE PARTICIPANTS

A uniform intake process is used at all congregate sites to register program participants.

- Each congregate participant must register with the program within one week after their initial visit at dining site.
- The participant must fill out a Client Registration Form and an attached nutrition risk survey. A copy of this form is kept on site and the original is mailed to OCED. OCED will input the registration information into the electronic database for passing onto the State and keep the hard copy on file.
- Participants must sign on the Daily Sign-in Sheet prior to receiving each meal. Daily Sign-in Sheets must be submitted to OCED each month.
- If a congregate participant is eligible for a home delivered meal, the site coordinator must make a referral to OCED using the Program Referral Form for HDM meals, so that the client may be assessed for the program. This referral will be kept in the client file and data about clients participation in both either/both programs is stored in the OCED Senior Nutrition Program database.

*Client registrations (signatures) must be renewed annually.

MEALS

FOOD WASTE MINIMIZATION

Each participant must reserve a meal at least 24 hours in advance to reduce food waste.

CONGREGATE MEALS TEMPERATURE MAINTENANCE POLICY

In order to ensure the safety of seniors receiving meals, hot meals must be maintained at a temperature above 135 degrees and cold components must be maintained at a temperature below 41 degrees. Meals should be temperature tested just before serving.

ASSISTIVE EATING DEVICES

Each site shall make available, store and clean, upon request, food containers and utensils used as assistive devices for participants who are living with disabilities as part of a therapeutic program.

FOOD TAKEN OUT OF MEAL SITES

Nutrition providers may allow leftovers (food served to participants and not eaten) to be taken out of the site if the following conditions are met:

- A sign shall be posted near the congregate meal sign informing the meal participants that all food removed from the site becomes the responsibility of the individual.
- All new congregate participants receive written material about food safety and preventing food-borne illness when they sign up.
- All participants receive written material about food safety and preventing food-borne illness annually.
- The individual has signed a waiver statement on their registration form that states that the individual understands that /she is responsible for food taken out of the site
Containers are not provided for the leftovers.

If a regular congregate meal participant is unable to come to the site due to illness, the meal may be taken out of the site to the individual for no more than seven (7) days. If needed for more than seven days, the participant should be evaluated for home delivered meals. If the person taking out the meal is also a regular congregate participant, they may also take their meal out.

FOOD SAFETY

CLEANING & SANITIZING

All equipment and utensils must be cleaned and sanitized using a bleach and water mixture solution. Cloths that are used for wiping down surfaces of equipment and counter tops shall be stored in a clean bleach and water solution at a strength of 50 - 100 ppm* concentration.
Chlorine test strips must be used to check concentration.

HOME DELIVERED MEALS PROGRAM

ELIGIBILITY AND REGISTRATION

All sites are expected adhere to the program operational policies that ensure facilities are providing the best possible service to our clients. All staff and volunteers must fulfill the guidelines set to help the program run smoothly and efficiently.

HOME DELIVERED MEALS ELIGIBILITY REQUIREMENTS

- Older adults having reached 60 years of age are eligible to participate in the program along with their spouses or an unpaid caregiver who may or may not be 60 years of age or
- Any individual with disabilities residing with an eligible participant, may receive a home delivered meal if the assessment indicates receipt of the meal is in the best interest of the participant
- A person must be homebound; i.e., does not leave his/her home under normal circumstances.
- A person must be unable to participate in the congregate nutrition program because of physical or emotional difficulties.
- A person must be unable to obtain food or prepare complete meals.
- That there is no adult living at the same residence or in the vicinity that is able and willing to prepare all meals.
- The person's special dietary needs can be appropriately met by the program
- A person must be able to feed himself/herself.
- A person must agree to be home when meals are delivered, or contact the program when absence is unavoidable.

CLIENT INTAKE

Interested persons may inquire about participating in a congregate program by calling or walking in to a specific meal site. Persons eligible and participating in the Congregate meal program and are no longer able to participate in the Congregate program can be referred to the HDM meal program if they appear eligible for home delivered meals (see HDM program eligibility).

Each Home Delivered Meal (HDM) program shall demonstrate cooperation with congregate and other home delivered meal programs in the program area. If the same provider operates both a congregate and home delivered meals program for an area, it must be able to demonstrate effective utilization of existing congregate meal sites and personnel for the home delivered meal program.

Sites that provide a home delivered meals service must maintain a daily or weekly route sheet signed by the person who delivers the meal from a congregate site located in a senior facility to a participant who resides in a home. All client information is maintained in a confidential locked filing cabinet.

PRIORITIZATION

Prioritization of immediate services includes consideration of the following:

- Individuals recently released from the hospital (requiring services on a short term basis);
- Other individuals recently released from the hospital;
- Economic need (based on self-declaration of income);
- Social need (insufficient community support, cultural or ethnic barriers and/or unsafe conditions); and
- Functional need (mental, physical health, ADL/IADL limitations).

WAITLIST

Where program resources are insufficient to meet the demand for services, written criteria for prioritizing program participants to be served shall be developed which takes into account indicators of need and the prioritization criteria. Such indicators of need must account at a minimum for persons who are frail, homebound because of illness or incapacitating disability, or otherwise isolated.

Each provider must maintain a written list of persons who seek service from a priority service category but cannot be served at that time. Such a list must include:

1. date service is first sought;
2. service being sought; and
3. county, or community (if the service area is less than a county), of residence of the person seeking service.

WAITING LISTS FOR SITES USING THE CAREeVantage DATABASE

Priority Ranking

- Priority status is found in CAREeVantage in the "Referral History" section.
- AAA 1-B customers and individuals with low levels of functional status, recent hospitalizations, economic need, and low levels of support take priority over other individuals.
- The ranking scale ranges, in order of precedence, from 1 – 5.

Waiting Lists

- Every effort will be made to ensure all eligible individuals receive services.
- CAREeVantage generates a waiting list sorted by priority rankings.
- When a space becomes available on a route:
 1. Determine which day(s) a route has space for an additional customer.
 2. Review the list of those currently on hold and select the person with the highest priority. Add the person for as many days as desired and as room allows. Every

for the participants' well-being. The participants may be deemed not eligible for the telephone reassessment at any time during their participation in the program.

- Participants receiving liquid meals in addition to hot meals must be reassessed in-person every six months
- Participants receiving only liquid meals must be reassessed in-person every three months

Participants must be assessed within 14 calendar days of initiating service. Assessments may occur after a participant has received meals for two weeks. If services are to be provided for 14 calendar days or less, a complete assessment need not be conducted.

During the Assessment

For the initial assessment, assessors should provide a welcome packet containing information about the program, relevant contact information, and food safety information including meal reheating information. Assessors should gather minimal information on each participant and develop a service plan. Minimal information is as follows:

Basic Information

1. Individual's name, address, and phone number
2. Source of referral
3. Name, address and phone number of persons to contact in case of an emergency
4. Name address and phone number of caregiver(s)
5. Gender
6. Age, date of birth
7. Race and/or ethnicity
8. Living arrangements
9. Condition of residential environment
10. Whether or not the individual's income is below the poverty level and/or sources of income (particularly SSI)
11. The Nutrition Screening Initiative: DETERMINE Your Risk, Strong and Healthy score

Functional Status

1. Vision
2. Hearing
3. Speech
4. Oral status (condition of teeth, gums, mouth and tongue)
5. Prostheses
6. Limitations in activities of daily living
7. Eating patterns (diet history) special dietary needs, source of all meals, ability to store and reheat food and nutrition risk
8. History of chronic and acute illnesses
9. Prescriptions, medications and other physician orders

Support Resources

1. Physician's name, address and phone number (for all physicians)
2. Pharmacy name, address and phone number (for all pharmacies used)
3. Services currently receiving or received in past (including identification of those funded through Medicaid)
4. Extent of family and/or informal support network
5. Hospitalization history
6. Medical/health insurance available
7. Clergy name, address and phone number, if applicable
8. Paid or unpaid caregiver support

Participant Satisfaction (at reassessment)

1. Participant's satisfaction with services received
2. Participant's satisfaction with program staff performance
3. Consistency of services provided

Service Plan

1. Statement of the participant's problems, needs, strengths and resources
2. Statement of the participant's goals and objectives for meeting identified needs
3. Description of methods and/or approaches to be used in addressing needs
4. Identification of services and the frequency which they are to be provided
5. Treatment orders of qualified health professionals, when applicable
6. Documentation of referrals and follow-up actions

Duplication

OCED strives to minimize duplication in assessment. The developed OCED assessment and service planning should focus on nutritional risk. Other agencies' assessments and reassessments focusing beyond nutritional risk may be incorporated into the planning/assessment process, including those from:

- Care management programs
- Home- and community-based Medicaid programs
- Other aging network home care programs
- Medicare certified home health providers

Service plans may be accepted from the following:

- Community Living Program
- Care management
- Home- and community-based Medicaid program
- Other aging network home care programs
- Health care discharge plans
- Medicare certified home health providers

Referrals

Assessors must refer individuals thought to be eligible for Medicaid to DHS. Assessors are also expected to refer individuals for applicable services.

Ineligibility

If an individual is found ineligible, the reason(s) must be clearly stated in writing.

Participant Records

The following must be included in each participant record:

1. Details of referral to program from intake and/or assessment
2. Assessment of individual need or copy of assessment (and reassessment) from referring program
3. Person-centered service plan (with note of any revisions)
4. Meal units provided to the participant
5. Notes in response to participant, family, caregiver and agency contacts
6. Copy of signed Release of Information form
7. Service start and stop dates
8. Service termination documentation
9. Signatures and dates on participant documents

All records must be kept confidential in controlled access files and comply with the Health Insurance Portability and Accountability Act (HIPAA).

MEALS

Each program may provide up to three meals per day to an eligible client based on need as determined by the assessment. Providers are expected to set the level of meal service for an individual with consideration given to the availability of support from family and friends and changes in the participants' status or condition. If the participant needs to cancel a meal, the meal should be canceled at least 24 hours in advance to minimize food waste.

Each home delivered meals provider shall have the capacity to provide three meals per day, which together meet the Dietary Reference Intakes (DRI) and recommended dietary allowances for older adults (RDA) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. These are outlined in AAA1-B's Nutrition Services. Meals shall be available at least five days per week

FROZEN MEALS POLICY

Frozen meals can be provided to HDM clients based on individual need or where hot food service distribution is not logistically feasible, such as for weekend delivery or in documented emergency situations. Where hot meal delivery is not available on the weekend and the

participant is unable to obtain meal from another source, the site can provide a frozen meal to the client.

Frozen Meal Specifications:

Frozen meals shall be obtained from an approved licensed kitchen and/or commercial source. Frozen foods not maintained at 32 degrees F or below upon delivery shall not be left with the client.

Frozen meals should be clearly labeled with reheating instructions and food safety cautions and made available to clients who are provided frozen meals.

Unit/Service Documentation: Route sheets to document the meals must indicate the meal as a frozen meal.

At client assessment every six months, the assessor will reassess the participants' ability to store and prepare frozen meals.

EMERGENCY MEALS POLICY

Program Emergency Plan will include:

- A minimum of six (6) shelf stable meals to be maintained for each registered HDM participant.
- Emergency meal menus and produces must be approved through the AAA-1B.
- Emergency shelf stable meals will be distributed to each new participant and must be replaced as used in a reasonable time period.
- Emergency meals must be documented on route sheets as a Shelf Stable meal
- Nutrition or emergency information must be made available to HDM participants who are provided emergency meal(s).

LIQUID MEAL PROGRAM POLICIES

The program may also make approved liquid meals available to program participants when ordered by a physician. The physician must complete a Ensure Request Form. The program shall provide instruction to the participant, and/or the participant's caregiver and participant's family in the proper care and handling of liquid meals as outlined by AAA1-B's Program Operating Standards.

- a. When liquid meals are used to supplement a participant's diet, the physician's order must be renewed every six months.
- b. When liquid meals are the participant's sole source of nutrition, the following requirements must also be met:
 - Diet orders shall include client weight and be explicit as to required nutritional content (i.e. name of product and prescribed amount).
 - A physician must renew diet orders, every three months.

- The care plan for participants receiving liquid meals shall be developed in consultation with the participant's physician.
- c. A liquid meal unit of service shall be calculated as two 8-ounce servings/cans.

The program shall verify and maintain records that indicate each client receiving frozen meals has, and maintains, the ability to handle frozen meals.

HOLIDAY MEALS POLICY

OCED is required to participate in the Holiday Meals On Wheels (HMOW) program. Nutrition providers must meet the HMOW standards and procedures listed below:

Assessment: A survey (in person, in writing, or by telephone) is conducted of the older persons to determine if they will be home and alone on the holiday, and without other options for a special holiday meal.

Meal: The meal must meet, or exceed, one-third of the Recommended Dietary Allowances (RDA)/Dietary Reference Intake (DRI). Additionally, the holiday meal should be "traditional" and appropriate to the particular holiday. The menu must be approved through the AAA 1-B menu approval process. Meals shall be prepared on the day of the holiday and delivered hot and ready to be consumed.

Holidays: Meal service on three (3) holidays is required: Thanksgiving, Christmas, and New Years Day.

HOME DELIVERED MEALS TEMPERATURE MAINTENANCE POLICY

In order to ensure the safety of seniors receiving Home Delivered Meals (HDMs), hot meals must be maintained at a temperature above 135 degrees during the entire delivery process. Site Coordinators should follow these instructions to keep meals at their appropriate temperature:

- Heat the stones in an oven at a temperature of 350 degrees from the time of Site Coordinator arrival until the coolers or insulated bags must be loaded.
- Keep individually assembled meals in a **separate oven** at 280 degrees until coolers or insulated bags must be loaded.
- Meals and stones should be kept heated in the ovens until the last possible minute for assembly for drivers.

Meals should be temperature tested just before leaving for delivery and tested again once the meal returns.

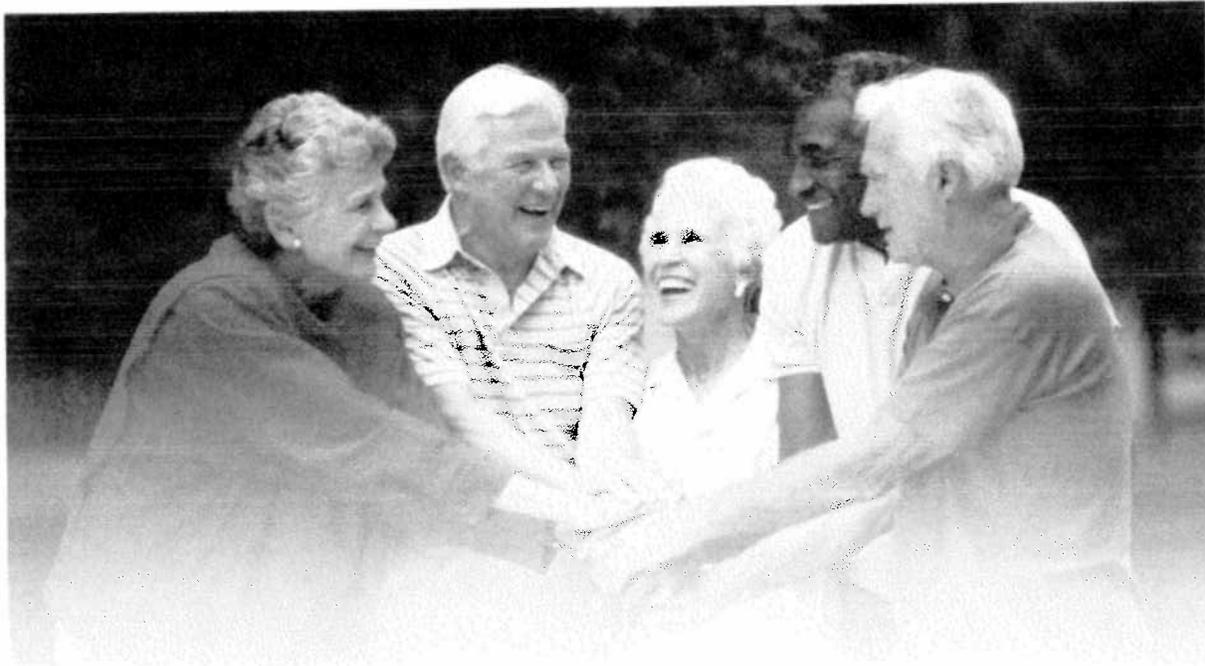
HOME DELIVERED MEAL WALK AWAY POLICY

The safety of volunteers is important to us. Although we believe that every senior who needs a meal receives one, this should not be accomplished at the expense of the health and safety of volunteers. Volunteers should feel comfortable walking away without delivering a Home Delivered Meal in situations that threaten their health and safety.

Should a volunteer feel the need to walk away from a home without delivering a meal, the volunteer should deliver the remaining meals on their route and contact you, Site Coordinator about the particular participant upon their return. The Site Coordinator will contact the participant to resolve the situation.

STAFF & VOLUNTEER HANDBOOK

Updated: 02/24/2014



Washtenaw County Senior Nutrition Program

Washtenaw County Senior Nutrition Program is funded in whole or in part by the Federal Older Americans Act and the Michigan Office of Services to the Aging through the Area Agency on Aging 1-B. Washtenaw County Senior Nutrition Program complies with the terms and regulations of the Title V of the Civil Rights Act of 1964 as amended and Section 504 of the Social Rehabilitation Act of 1973 and is an Equal opportunity employer program. Reasonable accommodation will be provided upon notification or request.

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Washtenaw County Senior Nutrition Program

The Senior Nutrition Program is a combination of Congregate and Home Delivered Meals service. Seniors who are able to attend a Congregate Meals service have an opportunity to socialize and meet new people. Those who have health limitations may receive meals in their homes as part of Home Delivered Meals. Seniors who participate in this program depend on the food provided and the social contact. Program staff and volunteers are an important part of helping this program run smoothly and ensuring that everyone who needs a meal is able to receive it.



Benefits of Working with the Senior Nutrition Program

As a staff member or volunteer you gain the experience of helping seniors to receive a delicious meal, to foster relationships with their peers, and contribute to their well being. You along with other service members are essential to helping our community program run smoothly. We could not operate without you. With your help we can provide food security, independence, socialization and healthy living for our senior community. This service provides the opportunity for you to become closer with seniors in your community and help provide a valuable service. We sincerely appreciate your desire to participate in this program.

Conduct Expected of All Staff

Being a staff member or volunteer is a great experience that comes with responsibilities. For many of our participants, program staff members and the volunteers are their only point of contact with the Senior Nutrition Program. Therefore, your presence and interactions with participants is reflective of the entire Senior Nutrition Program as a whole. The following are the expectations related to volunteer conduct.

Confidentiality

As a volunteer or staff member it is your responsibility to protect the confidential information of our participants. The Health Insurance Portability and Accountability Act (**HIPAA**) is a law that clearly outlines the policies that ensure the protection and privacy of our participants' health information. You may unintentionally come across and may have access to "**protected health information**" through interacting with participants. The sensitive information you may receive about a participant during your service include the participants' name, address, phone number, diet and health information. Under HIPAA guidelines it is your duty to protect this private information and to not share it with others. Although you may become familiar with participants due to daily interaction, their information is confidential and should not be

revealed to others. Volunteers and staff members must agree and submit a signed Confidentiality Pledge.

Accepting Gifts

Throughout your experience you may build a relationship with the participants you support. They appreciate your service and see you as someone they can trust and they may want to give you a small token to show their gratitude. As a staff member or volunteer you cannot accept gifts or payments from participants. The senior community is a vulnerable population and we strive to ensure appropriate treatment and support. We do not want participants to feel obligated to make payments or to give gifts.

Improper Influence

During your time of service you will interact with staff members, other volunteers, and participants who all have unique personalities and have different opinions on various issues. Your role is to carry out all necessary tasks and respect everyone that provides support to this program. Do not allow others to influence you to engage in improper activities or exert any influence on others to engage in improper activities. Examples include showing favoritism among participants, such as withholding meals from certain participants or providing additional incentives to your favorite staff or participant. This behavior reflects negatively on the Senior Nutrition Program and breaks the trust we have among our participants.

Religious Beliefs and Political Activities

While engaged in the activities associated with or on behalf of the Senior Nutrition Program, please refrain from attempting to influence others with personal or religious beliefs, political advocacy, or values unrelated to the mission or goals of the program.

Non-discrimination Policy

The Washtenaw County Senior Nutrition Program does not discriminate against any employee, applicant for employment, or recipient of service because of race, color, religion, national origin, age, sexual orientation, height, weight or marital status. We expect all staff and volunteers to comply with this federal non-discrimination policy as well.

Drug and Alcohol Policy

The Washtenaw County Senior Nutrition Program agrees to provide drug-free workplaces as a condition to receiving this federal grant funds to run the program. Our program must operate in compliance with the drug-free workplace act of 1988. We expect staff members and volunteers to operate in a drug-free work environment and to be able to perform all task and duties effectively.

Food Safety

During your service you will be handling food on a daily basis so your compliance with Michigan Food Code is important to keeping our participants healthy and able to enjoy a delicious and nutritious meal.

Temperature

You play an essential role in making sure that meals are safely delivered. Because seniors may suffer from health conditions that weaken their immune systems, it is vital that food is kept at appropriate temperatures to avoid bacteria build up. Bacteria grows most rapidly in temperatures between 40 degrees and 135 degrees F. This range of temperatures is called the “**Danger Zone**” and when food is left in the Danger Zone, bacteria can reproduce quickly and make some people sick when the food is ingested. Since all our bodies are different, food that might be just fine for one person may be dangerous for another person. Keeping food at the appropriate temperatures is essential in keeping illnesses at bay from our senior participants who are more susceptible to sickness. It is best to keep hot meals hot, cold meals cold, and frozen meals frozen until it is time to serve or deliver them.

Handling Food Items

Prior to handling food, volunteers & staff must wash their hands with soapy water and put on gloves. Gloves should be replaced whenever they come in contact with anything besides food. This will prevent the food from being contaminated. Please use utensils such as spoons or tongs whenever necessary.

Portion Size

Caterers for the Senior Nutrition Program will deliver meals to all sites. Menus are created by the caterers each month that follow the guidelines developed by the Area Agency on Aging 1-B (AAA1-B). This ensures that the meals provided contain all the nutrients needed to support the dietary needs of our participants. Every participant must receive the appropriate proportion of each serving of grains, meat, fruit etc and no more and no less.



Leftovers

Meals that are served and left over may be taken home. However, extra containers may not be provided for leftovers. Participants must all be provided food safety information annually and sign on their registration form that they understand that any food taken off the premises is their responsibility. Signs must be posted that reflect this understanding.

Emergency Situations

The following situations **very rarely** occur, but we want to make sure you know to do if you find yourself in these circumstances.

Fallen or Unconscious Participants

If a participant has fallen or is unconscious and cannot get up, please do not move or lift them. Call 911 for assistance and volunteers should notify their Site Coordinator of the situation. If you are not able to use the participant's phone, use a neighbor's phone or your cell phone. Stay and talk with the participant until help arrives. Cover the participant with a blanket to keep him/her warm and minimize the risk of the participant going into shock.

Bleeding Participants

If the participant is bleeding and you must stop the blood flow, make sure you use gloves or a similar protective barrier. Gloves act as a barrier between your skin and any hazards. If volunteers are not sure whether calling 911 is necessary, speak with the Site Coordinator for direction.



Vulnerable Adult Abuse and Neglect

All of the Senior Nutrition Program participants are vulnerable members of our community. The following may be signs that vulnerable adult abuse and neglect is occurring:

Physical abuse

- Unexplained bruises, pressure marks, black eyes, welts, lacerations, cuts or burns
- Bone fractures, broken bones, sprains or dislocations
- Signs of being restrained, such as rope marks
- Sudden changes in behavior
- Caregiver's refusal to allow visitors to see the individual alone

Emotional Abuse

- Being upset or agitated
- Apathy, withdrawal, depression, non-communication
- Caregiver behaviors such as belittling, threats or other powerful or controlling behavior

Neglect

- Dehydration, malnutrition, extreme hunger
- Hazardous or unsafe living conditions (e.g. improper wiring, no heat or running water)
- Unsanitary or unclean living conditions
- Unsuitable clothing for the weather
- Being dirty or unbathed
- Unusual weight loss

Self neglect

- Physical weakness
- Foul body odor, poor personal hygiene
- Foul household odor
- Lack of needed medical aids such as hearing aids, glasses or dentures
- Inadequate, unsafe or unclean housing
- Inadequate clothing for the climate

If you observe any of these signs, please contact the Site Coordinator immediately to let him/her know of the situation. Site Coordinators and other staff should determine the appropriate course of action. If Site Coordinators need additional support, please contact OCED.

Information and Referral

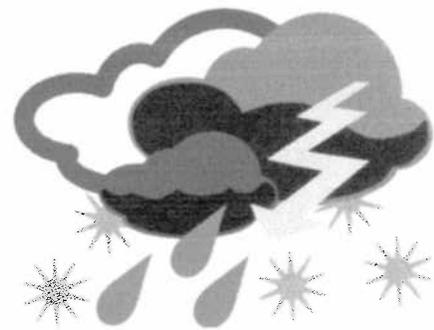
If participants need additional information on other services unrelated to meal service, volunteers are required to notify the Site Coordinator at the next available opportunity. Site Coordinator should work with program staff to ensure the participant is connected to appropriate services.

Recording Volunteer Time

At the beginning of your volunteer shift, please make sure that you have recorded your volunteered time. In order to receive funding to sustain the Senior Nutrition Program, we have agreed to obtain a certain amount of "in-kind time" (a.k.a. time donated by volunteers). The only way we can maintain our end of the agreement and ensure future funding for this program is to record the time that our volunteers have contributed to this program. Your time is valuable in what you do while you are volunteering and in leveraging money for this critical program.

Inclement Weather and Weather Related Emergencies

Meals are not served when road conditions make it dangerous for staff and volunteers to drive safely. Volunteers will be notified by the Site Coordinator when a site is closed.



Volunteer Termination

We appreciate the time and effort you are willing to put into the program. With your help we hope to provide our participants the services that they need. We would like all our volunteers to continue their service with us for as long as possible but sometimes it is necessary to discontinue volunteer service both on your and the Washtenaw County Senior Nutrition Program end. For the Senior Nutrition Program, grounds for termination include but are not limited to:

- a. Breach of Confidentiality
- b. Physical, mental or emotional inability to serve
- c. Incompatibility with agency partners and/or staff
- d. Offensive behavior, sexual harassment or workplace violence
- e. Consumption of illegal drugs or alcohol immediately prior to or during volunteer assignments.

**Staff termination will be determined by the respective administrators of each Senior Nutrition Program Site.*

Site Coordinators

Responsibilities of Site Coordinator

Site Coordinators help make sure that meals are safely provided to participants. They ensure a smooth process and comfortable dining experience. Responsibilities include the following:

Before Lunch (Congregate Meal Sites)

1. Take the temperature of the food upon arrival and record the temperature on the Temperature Chart.
2. Make sure that the food is being heated in the steam table and that the appropriate number of meals have been delivered.
3. Make sure the reservation sheet is present for signing up for the next meal.
4. Make sure the daily sign-in sheet is ready for the participants.
5. Make sure the donation collection mechanism is out and ready for the participants.
6. Register any new participants by having them complete the Congregate Meals Registration Form.
7. Register any new volunteers by having them complete the Volunteer Registration Form.
8. Help participants find their names on the daily sign-in sheet so that they may sign on the appropriate day. Signatures must be in pen.
9. Take the temperature of the food. Record the temperature on the Temperature Chart. If it has fallen below 135 degrees, it must be heated to at least 165 degrees before meal service.

Before Lunch (Home Delivered Meal Sites)

1. Take the temperature of the food upon arrival and record the temperature on the Temperature Chart.
2. Make sure that the food is being heated in the steam table and that the appropriate number of meals have been delivered.
3. Take the temperature of the food. Record the temperature on the Temperature Chart. If it has fallen below 135 degrees, it must be heated to at least 165 degrees before delivery.
4. Transfer meals from serving pans to individual containers to prepare for home delivery.
5. Make sure meals are portioned out evenly with adequate size to fulfill nutritional requirements of the program. Call Washtenaw County OCED at 734-622-9025 and ask to speak with the Human Services Program Specialist regarding details on the nutritional requirements.
6. Review Route sheets and distribute each sheet to the appropriate driver.
7. Ensure each driver receive the correct number of meals to be delivered according to their route.
8. Register any new participants by completing the Home Delivered Meals Service Registration Form.
9. Register any new volunteers by having them complete the Volunteer Registration Form.

During Lunch (Congregate Meal Sites)

1. Serve the meals.
2. Make sure meals are portioned out evenly with adequate size to fulfill nutritional requirements of the program. Call Washtenaw County OCED at 734-622-9025 and ask to speak with the Human Services Program Specialist regarding details on the nutritional requirements.

After Lunch (All Sites)

1. Clean all tables, dishes and utensils used according to the Michigan Food Code.
2. Discard all leftovers. Leftovers may not be saved.
3. Count the donations with one other person. There must be two people counting the donations. Sign the donation summary sheet to verify the count. Place the donations in a locked location until deposit. If it is a deposit day, complete a deposit slip and deposit the money into the nearest Key Bank.
4. Call to order the meals and supplies for the next meal by 1:00 pm.
5. Record the hours for any volunteer time provided on the in-kind volunteer hours form. Secure signatures for the hours.
6. Review Route sheets for driver's signatures. **(Home Delivered Meal Sites)**

End of Month Activities (All Sites)

1. Complete all paperwork listed in the checklist.
2. Total the donations on the Donation Summary sheet. Submit the Donation Summary sheet with the white deposit receipts from Key Bank.
3. Make sure that all signatures are present for the in-kind volunteer hours form.
4. Submit the Temperature Charts, and daily sign-in sheets.
5. Mail the paperwork so that it arrives at the Washtenaw County Office of Community and Economic Development (OCED) by the 3rd of the month.

Congregate Volunteers

In a non-residential setting



Congregate Volunteer Qualifications

Volunteer must:

- Be 18 years of age or older. Volunteers under 18 years of age must be accompanied by an adult.
- Have a completed Volunteer Application on file. This includes a Volunteer Registration (Appendix A) and a signed Confidentiality Pledge (Appendix C).

Responsibilities of Congregate Meal Service Volunteer

Congregate Volunteers help make sure that meals are safely provided to participants. They ensure a smooth process and comfortable dining experience. Responsibilities include the following:

- Arriving on time.
- Reporting volunteer hours daily in the Volunteer Service Record.
- Washing your hands before preparing, serving, and delivering food. This reduces the risk of illness and sickness being spread.
- Wearing gloves when handling any food content.
- Helping to prepare meals for Home Delivered Meals delivery (if there is such a program at your site): packing bulk food pans into individual portion sizes, storing them in the oven until delivery, and loading Home Delivered Meals into coolers.
- Setting up for Congregate Meals service.
- Assisting with Congregate Meal Attendance Sheets and Reservation Sheets.
- Helping to register participants for the Congregate Meals program.
- Cleaning up after each Congregate Meals service: Discarding left over uneaten portions of food; removing trash; sanitizing and washing any serving utensils used; wiping down all countertops, sinks, and tables; disposing of gloves; ensuring that the congregare meals area is ready for the next day.
- Counting donation money.
- Referring any participant concerns and requests to staff or the Site Coordinator.
- Smiling and enjoying your time with the Congregate Meals Program!

Congregate Donations

As volunteers representing the Senior Nutrition Program, participants may have questions about the donation policy.

For participants 60 years or age or older, the requested donation is \$3.00. While we encourage participants to share the cost of the meal to the extent that they are able to, we will not turn anyone away.

For participants under the age of 60, they are required to pay \$5.50 to cover the cost of the meal. In return each participant should receive a receipt as proof of payment.

Volunteer Drivers



Volunteer Driver Qualifications

Volunteers must:

- Be 18 years of age or older. Volunteers under 18 years of age must be accompanied by an adult driver.
- Have a valid driver's license (if driving) and vehicle insurance.
- Use his/her own vehicle.
- Have a completed Volunteer Application on file, along with a copy of a valid driver's license. A complete Volunteer Application includes a Volunteer Registration Form, a Volunteer Services Agreement, a signed and an Authorization and Release (background check) form Confidentiality Pledge.

Responsibilities of Volunteer Drivers

Volunteer Drivers provide important human contact for participants, as well as a nutritious meal they would be unable to prepare for themselves. For some participants, Volunteer Drivers are the only people they see on any given day. Responsibilities include the following:

- Arriving on time.
- Reporting volunteer hours daily in the Volunteer Service Record.
- Picking up route sheets, Home Delivered Meals participant list, and meal donation envelopes to carry with you throughout your trip.
- Wearing your Volunteer ID Badge at all times to reassure participants of who you are and where you are from.
- Checking to make sure you have the correct number of meals before departure.
- Loading coolers into your vehicle. Try and ensure that the lid is closed as much as possible to keep the meals within the "safe zone" temperature.
- Distributing labeled envelopes for meal donations to participants who wish to donate.
- Referring any participant concerns and requests to staff or the Site Coordinator.
- Smiling, being pleasant, and enjoying your time helping our seniors!

Volunteer Walk Away Policy

The safety of volunteers is important to us. Although we believe that every senior who needs a meal receives one, this should not be accomplished at the expense of the health and safety of volunteers. Volunteer Drivers should feel comfortable walking away without delivering a meal in situations that threaten their health and safety. These may include, but are not limited by, the following:

- Lifestyle state of participant home being extremely unsanitary, dirty, cluttered and offensive to remain in to deliver a meal.
- Health or safety hazards, presenting a clear and identifiable threat to the well being of the driver.
- House is infested with rats, roaches or any other insects or animals, creating an unhealthy or dangerous environment for the volunteer to enter.
- Conduct or behavior of household members (i.e. the Home Delivered Meals participant receiving the meal and his/her family members) where the household members are verbally abusive, or are behaving in any way that creates an uncomfortable situation for the volunteer.
- Pets presenting a potential threat to the volunteer.

If you feel the need to walk away from a home without delivering a meal, please deliver the remaining meals on your route and contact the Site Coordinator about the particular participant upon your return. The Site Coordinator will contact the participant to resolve the situation.

In the unlikely event that you are injured or hurt while volunteering, please let the Site Coordinator know as soon as possible. The Site Coordinator will provide an Incident Report form to complete. We are required to report all accidents and injuries. Should you require medical attention, your personal medical insurance is the primary coverage.

Home Delivered Meal Donations

The suggested donation is \$3.00 per meal. While we encourage participants to share the cost of the meal to the extent that they are able to, we will not turn anyone away. Participants can be provided with stamped labeled envelopes if they are able to donate but do not have any envelopes or stamps. The envelopes should be mailed to the Site Coordinator at the site.

Now that this guide has helped you to become more familiar with the Washtenaw County Senior Nutrition Program and the associated volunteer expectations, we hope you enjoy your experience with our program!

Volunteers

In a Residential Setting



Residential Setting Volunteer Qualifications

Volunteers must:

- Be 18 years of age or older. Volunteers under 18 years of age must be accompanied by an adult.
- Have a completed Volunteer Application on file.
- For volunteers assisting **only** with Congregate Meals, a completed Volunteer Application includes a Volunteer Registration Form.
- For volunteers who will be delivering meals to participant homes, a completed Volunteer Application includes a Volunteer Registration Form, a signed Confidentiality Pledge and an Authorization and Release (background check) form.

Responsibilities of Residential Setting Volunteers

Residential Setting Volunteers help make sure that meals are safely provided to participants. They ensure a smooth process and comfortable dining experience. Volunteers also make it possible for participants who are unable to leave their homes for any reason to receive a meal.

Responsibilities include the following:

- Arriving on time.
- Reporting volunteer hours daily in the Volunteer Service Record.
- Washing your hands before preparing, serving, and delivering food. This reduces the risk of illness and sickness being spread.
- Wearing gloves when handling any food content.
- Helping to prepare meals for Home Delivered Meals delivery (if there is such a program at your site): packing bulk food pans into individual portion sizes.
- Delivering meals to Home Delivered Meal participants: taking meals upstairs to participant's homes.
- Assisting with Congregate Meal Attendance Sheets and Reservation Sheets.
- Helping to register participants for the Congregate Meals program.
- Cleaning up after each Congregate Meals service: Discarding left over uneaten portions of food; removing trash; sanitizing and washing any serving utensils used; wiping down all countertops, sinks, and tables; disposing of gloves; ensuring that the congregate meals area is ready for the next day.
- Counting donation money.
- Referring any participant concerns to the Site Coordinator or to your resident Social Worker.
- Smiling and enjoying your time with the Congregate Meals Program!

Home Delivered Meal Volunteer Walk Away Policy

The safety of volunteers is important to us. Although we believe that every senior who needs a meal receives one, this should not be accomplished at the expense of the health and safety of volunteers. Volunteers should feel comfortable walking away without delivering a Home Delivered Meal in situations that threaten their health and safety. These may include, but are not limited by, the following:

- Lifestyle state of participant home being extremely unsanitary, dirty, cluttered and offensive to remain in to deliver a meal.
- Health or safety hazards, presenting a clear and identifiable threat to the well being of the volunteer.
- The home is infested with rats, roaches or any other insects or animals, creating an unhealthy or dangerous environment for the volunteer to enter.
- Conduct or behavior of household members (i.e. the Home Delivered Meals participant receiving the meal and his/her family members) where the household members are verbally abusive, or are behaving in any way that creates an uncomfortable situation for the volunteer.
- Pets presenting a potential threat to the volunteer.

If you feel the need to walk away from a home without delivering a meal, please deliver the remaining meals on your route and contact the Site Coordinator about the particular participant upon your return. The Site Coordinator will contact the participant to resolve the situation.

In the unlikely event that you are injured or hurt while volunteering, please let the Site Coordinator know as soon as possible. The Site Coordinator will provide an Incident Report form to complete. We are required to report all accidents and injuries. Should you require medical attention, your personal medical insurance is the primary coverage.

Meal Donations

The suggested donation is \$3.00 per meal. While we encourage participants to share the cost of the meal to the extent that they are able to, we will not turn anyone away. Volunteers delivering Home Delivered Meals may not handle money given by Participants receiving Home Delivered Meals. Donations for Home Delivered Meals must be mailed to:

Office of Community and Economic Development
Attn: Senior Nutrition Program
110 N. Fourth Ave.
P.O. Box 8645
Ann Arbor, MI 48107-8645



Washtenaw County Senior Nutrition Program Staff and Volunteer Training Verification

**Please submit this training verification form to the Washtenaw County Office of
Community and Economic Development.**

I, _____ have received training on _____
(First and Last Name) (Date)

to work with the Senior Nutrition Program in the capacity as a (circle one):

- a. Staff Member
- b. Congregate Volunteer
- c. Home Delivered Meals Volunteer

Signature: _____ **Date:** _____

Trainer Signature: _____ **Date:** _____

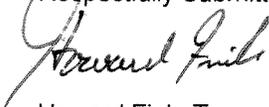
Memo

To: Northfield Township Board
From: Howard Fink
Date: 11/20/2014
Re: Planning Commission and ZBA

Dear Madame Supervisor and Township Board,

Two individuals are up on the planning commission; Marlene Chockley and Brad Cousino. Both have requested re-appointment. Doug Delfavero and Gary Wellings are up on the ZBA, and both have requested re-appointment. We have one application for the vacant ZBA position (vacated by Athena Trentin). Greg Kolecki has submitted his letter of interest.

Respectfully Submitted,



Howard Fink, Township Manager

MICHIGAN PLANNING ENABLING ACT (EXCERPT)
Act 33 of 2008

125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

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(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(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.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

MICHIGAN ZONING ENABLING ACT (EXCERPT)
Act 110 of 2006

125.3601 Zoning board of appeals; appointment; procedural rules; membership; composition; alternate member; per diem; expenses; removal; terms of office; vacancies; conduct of meetings; conflict of interest.

Sec. 601. (1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act. Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection (2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the

legislative body. However, the member may consider and vote on other unrelated matters involving the same property.

History: 2006, Act 110, Eff. July 1, 2006;—Am. 2008, Act 12, Imd. Eff. Feb. 29, 2008;—Am. 2010, Act 330, Imd. Eff. Dec. 21, 2010.

November 17, 2014

Howard Fink-Township Manager
Northfield Township

RE: ZBA Board Vacancy

I wish to be considered for the vacancy on the Northfield Township ZBA Board.

My occupation involves me in major and minor construction projects where I work with architects, code officials, engineers, all trade groups, financial institutions and owners to successful completions. These experiences provide me with the skills to deal with issues and people with patience, tact and diplomacy.

I have included a copy of my resume for your review.

Thank you for your time and I look forward to hearing from the Board.

Best Regards,

Gregory Kolecki

5959 Sutton

734-665-9228

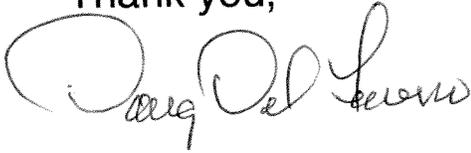
gkole@charter.net

November 14, 2014

Madam Supervisor,

I Doug Del Favero, am currently a member of the Northfield Township Zoning Board of Appeals. My term expires December of 2014. I am requesting that you and The Township Board re-appoint me to that position. It has been and will be my honor to serve this community.

Thank you,

A handwritten signature in black ink that reads "Doug Del Favero". The signature is written in a cursive style with a large initial "D" and "F".

Doug Del Favero

2665 5 Mile Road
South Lyon, Michigan 48178
November 20, 2014

Ms. Marilyn Engstrom
Northfield Township Supervisor
8350 Main Street
Whitmore Lake, Michigan 48189

Dear Ms. Engstrom:

My three-year term on the Northfield Township Planning Commission expires at the end of December and I am writing to express my sincere hope to continue to serve the people of Northfield Township for another term. I believe my experience and knowledge are vital as the improving economy provides development opportunities for the Township.

I have been chair of the Planning Commission for the last five years. During that time the commission has tackled many major projects of importance to the future well-being of the township.

- The site plan review process has been updated and clarified to improve customer experience.
- The Master Plan has been completely rewritten and subsequently amended in the US 23 North Territorial area to expand the mixed use designation.
- We completed a set of three new zoning districts for the downtown Whitmore Lake area to help spur its revitalization.
- The open space ordinance has been rewritten and adopted.
- We have revised well over a dozen Articles to update them to current standards and community desires, such as the bed and breakfast and sign ordinances.
- We completed the Capital Improvement Plan in 2012 to bring us into compliance with state law requiring that the planning commission produce a document to assist the Board of Trustees with planning for capital expenditures. I anticipate this to be revised in next year in light of the recent information on the sewer system and make it current.

For the new members of the Board of Trustees, I would like to highlight my background as a very active county commissioner from 1995 to 2000. Many of the boards on which I served dealt with land use and development issues. These committees ranged from the SEMCOG DataCenter Advisory Committee (vice chair and then chair), the Agricultural Lands and Open Space Task Force (member), Washtenaw County Road Study Committee (chair), and Sustainable Washtenaw (member of the Transportation Sub-group). I also have a solid grasp of how development will affect the community as the population ages from serving on the Michigan Association of Counties Human Services Committee and the Michigan Association for Local Public Health.

I am currently vice-chair of the Washtenaw County Board of Canvassers. Thank you for the recent appointment to the Huron River Watershed Council.

It would be an honor to serve the community as a planning commissioner for another term. I would be happy to provide any other information that you or the Board might need.

Thank you again for your kind consideration.

Sincerely,

Marlene Chockley
chockleym@twp.northfield.mi.us
734 730-0795

Planning Commission Members

Marlene Chockley, Chair (Term expires December 2014)
Janet Chick, Vice Chair/Twp. Board Rep (Term expires November 2016)
Ken Dignan, Secretary/ZBA Rep (Term expires December 2016)
Sam Iaquinto, Member (Term expires December 2015)
Brad Cousino, Member (Term expires December 2014)
Larry Roman, Member (Term expires December 2015)
Mark Stanalajczo, Member (Term expires December 2016)

ZBA Members

Ken Dignan, Chair (Term expires December 2015)
Athena Trentin, Vice Chair (Term expires December 2015) - Vacant
Tim Anderson, Secretary (Term expires December 2015)
Jackie Otto, Member/Township Board Rep. (Term expires November 2016)
Doug Delfavero, Member (Term expires December 2014)
Alternate, Gary Wellings (Term expires December 2014)