

NORTHFIELD TOWNSHIP BOARD AGENDA

October 8, 2019 – 7:00 PM

8350 Main Street, 2nd Floor

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- CONSENT AGENDA
 1. Receive the Township Manager Report
 2. Approve the September 24, 2019 Board of Trustees Meeting Minutes
 3. Receive the Fire Department Report
 4. Receive the Police Department Report
 5. Receive the Wastewater Treatment Report
 6. Receive the Community Center Report
 7. Receive the Code Enforcement Report
 8. Receive the Financial and Fund Balance Reports
 9. Accept Check Disbursement Report for Paid Bills (check date from 9/6/19-10/3/19) for a total of \$382,262.85 from all funds in the Municipal Investment Fund (MIF) account
- CORRESPONDENCE AND ANNOUNCEMENTS
- AGENDA ITEMS
 1. Approve Payment of Open Bills (expected check run date 10/9/19) for a total of \$102,433.19 from all funds in the Municipal Investment Fund (MIF) account - Action
 2. Approve Resolution 19-612: Adoption of 2019 Master Plan - Action
 3. Authorize Treasurer to sign the Treasury Management Service Master Agreement and the Positive Pay Service Agreement with 1st National Bank in Howell - Action
 4. Approve, Amend, or Deny Draft Ordinance 19-66: Marijuana Zoning Regulations to amend the zoning ordinance to allow marihuana establishments as conditional uses in certain zoning districts and to establish regulations and standards for their operation – Action
 5. Approve, Amend, or Deny Draft Ordinance 19-67: Marijuana Permit Regulations to add Chapter 23 to the Code of Ordinances to establish a permitting process for marihuana establishments – Action
- TRUSTEE/LIAISON REPORTS
 1. Receive the Supervisor's Report
 2. Receive the Treasurer's Report

* Denotes previous backup; + denotes no backup in packet

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.

3. Receive the Clerk's Report
 4. Receive the ZBA Report + (No Meeting in September)
 5. Receive the Planning Commission Report +
 6. Receive the Parks and Recreation Board Report + (No meeting in September)
 7. Receive the Land Preservation Committee Report + (No meeting in September)
- 2nd CALL TO THE PUBLIC - *Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.*
 - BOARD MEMBER COMMENTS
 - ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

Washtenaw County Road Commission (WCRC) Joint Projects with Northfield Township for 2019.

The 6 Mile Road between Dixboro and Autumn Rd. project started the week of September 30 with removal of brush/limbs as needed. The additional work needed to complete this should be completed this Fall probably before the end of October.

I drove around the Township with the WCRC foreman who supervises the road crew servicing Northfield Township this past Tuesday. The Board had approved paying for a total of 1,550 tons of limestone to be applied to several roads that have smaller areas in need of the application of this stone. He identified roads that would benefit from this improvement. He will be preparing a list of locations with an estimate of how much stone should be applied to each area. The price is \$ 19.30 per ton for a total cost of \$ 29,915. This is equivalent to over 30 of the large gravel train trucks.

Gravel placement is planned on a portion of Earhart Rd. north of Six Mile Rd., Kearney Rd. south of Jennings Rd., Nollar Rd. north of Joy Rd., Six Mile Rd. east of Rushton, Spencer Rd. north of Five Mile Rd. and Spencer Rd. south of Six Mile Rd. The area on Earhart Rd. is estimated to be 300 tons. The other 5 roadway sections are estimated to receive 250 tons each.

Investigation of Public Complaints

The Code Enforcement Officer has received over 200 complaints since January 1. This does not include many other concerns expressed to the Board and staff by citizens. The staff conduct investigation of complaints in a professional manner. If a complaint is determined to be about a violation of the Ordinances enforced by the Township, then there are sometimes simple solutions and other times many steps needed to seek a resolution. It would help us if citizens were to go to the Northfield Township web site and file the complaint online. Look Under "Department", Click on Code Enforcement and the complaint form is available.

Update Regarding Property Concerns

- **8005 Lakeshore Dr.** The Code Enforcement Officer and I have visited this site. A notice was sent to the owner regarding completing repairs to the front of the house before the end of October.
- **424 East Shore Dr.** The owner was issued a building permit to construct a garage and the footer inspection was completed by the Building Official. The building permit for the house was issued and improvements inside the house are underway. The owner has granted permission to both the Township Code Enforcement Officer and the Township Manager to visit the site at any time.
- **Main St. and Barker Rd.** The owner has submitted proof of utility disconnection. His contractor submitted a letter regarding an early November date for demolition.

NORTHFIELD TOWNSHIP

Township Board

Minutes

September 24, 2019

CALL TO ORDER

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

PLEDGE/INVOCATION

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

ROLL CALL

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

Also present:

Township Manager Steven Aynes
Township Attorney Paul Burns
Planning consultant Paul Lippens, McKenna
Recording Secretary Lisa Lemble
Members of the community

ADOPT BALANCE OF AGENDA

- **Motion:** Chockley moved, Manley seconded, that the balance of the agenda be adopted as presented.

Zelenock and Dockett said the agenda is too full.

Motion carried 5—2 on a voice vote, Zelenock and Dockett opposed.

CONSENT AGENDA:

- **Minutes of September 10, 2019, Regular Meeting**
- **Township Manager Update**

Board members asked for both items to be pulled for discussion.

MINUTES

- **Motion:** Chockley moved, Manley seconded, that the minutes of the September 10, 2019, regular Township Board meeting be approved as presented.
Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Don McLean, 9650 Main, Dana Forrester and James Trunko, 9255 Lakewood, Cici Koenig and Shannon Koenig, 9540 Main, Coyote Windsong, 320 Delaware, Laurence Walter, 412 E. Shore, Barbara Wutka and Stan Wutka, 5985 Leland, Mary Czech, 9615 Main Street, Christina Dillen, 11747 Floreen, Ed Gariepy, 7755 Nollar, Harrison Withers, 9246 Lake Pine, Kevin

Terry, 9972 Main Street, Katherine Walter, 9310 Lakewood, Dylan Atkinson, 17 Anna Drive, and Maurice Warner, 7551 Nollar, and Elizabeth Wheeler, 150 Pearl, commented on the issue of marijuana businesses in the Township.

In addition:

- John Gura, 7659 Edmund Street, urged Board members to be active on social media to improve communication with the public;
- Mary Devlin commented on Board member conduct at meetings,
- David Gordon, Hellner Road, commented on the Township Board's priorities,
- Harrison Withers, Craig Warburton, 450 W. Joy Road, Stacy Sloan, 9972 Main, and Meredith Counts, 8840 Main, commented on the involvement of some Board members being involved in the marijuana petition effort.
- Maurice Warner brought information to the Board about problems with the drain near his house.

BOARD MEMBER RESPONSE

Board members made comments, including:

- Board members have rights as individuals to participate in voter initiatives.
- Expressed concerns about various sections of the proposed marijuana ordinance, related development issues, the effect on the tax base, the ballot initiative, and medical uses of marijuana.
- Sample ballots and absentee ballots are available for the November election, and there is a need for poll workers.

AGENDA ITEMS

1.

Ordinance 19-69 to Amend Ordinance 18-62: Prohibition of Marihuana Establishments Ordinance to extend Sunset Clause

- **Motion:** Chockley moved, Beliger seconded, to approve Ordinance 19-69: Amendment to the Prohibition of Marihuana Establishments Ordinance, to extend the sunset clause to expire on January 14, 2020.

There was discussion about when the draft ordinance will be available and whether an earlier date should be chosen.

Motion failed 2—5 on a roll call vote, Otto, Zelenock, Manley, Chick, Dockett opposed.

- **Motion:** Chick moved, Zelenock seconded, to extend the sunset clause of the Prohibition of Marihuana Establishments Ordinance to November 12, 2019.

- **Motion to Amend:** Beliger moved, Chockley seconded, to amend the date in the motion to November 26, 2019. **Motion to amend failed 3—4 on a roll call, Dockett, Zelenock, Otto, Chick opposed.**

Motion carried 6—1 on a roll call vote, Beliger opposed.

2.

Ordinance 19-66: To Amend the Zoning Ordinance and to Establish Regulations and Standards for Marihuana Establishments

Planning consultant Paul Lippens referred to the maps he had prepared at the request of the Board to show the effect of buffers between marijuana businesses and various public facilities of 1,000 ft. (suggested by the Township Board), 500 ft. (recommended by the Planning Commission), and 300 ft. Board members made comments, including:

- The 1,000 ft buffer concentrates possible marijuana business sites in only one area, so the 500 ft. buffer is preferable.
- There was a question about whether state and federal laws indicate a 1,000 ft. buffer is required for schools regarding controlled substances. [Later in the meeting, in answer to a question from Beliger, Lippens said he mistakenly did not change the buffer from 500 ft. to 1,000 ft. after the July 24th vote by the Board].
- ▶ **Motion:** Chick moved, Zelenock seconded, to direct Mr. Burns to make sure the Board proposal to set a 500 ft. separation between marijuana facilities and schools is legal. **Motion carried 7—0 on a voice vote.**

Burns said he is generally comfortable with the current draft of the proposed ordinance.

There was a brief discussion about what fees and fines can be charged by the Township under the State law and changes needed to text of the proposal. In answer to questions, Lippens said under the 500 buffer and under the minimum lot size regulations, "stacked licenses" at one location would be treated as a single business for separation and size purposes.

There was a discussion about whether large grow facilities, which are indoor operations, should be allowed in the AR district. Lippens said the Planning Commission recommended allowing grow facilities in AR, but he recommended they be in industrial districts and that micro-businesses be allowed in AR. In answer to a question about lot size, Lippens confirmed that the proposed ordinance requires a minimum lot size (of 10 acres) only in the AR district. The Board asked Lippens to find out how many acres of land are zoned industrial.

Chick noted that a variety of unattractive and/or large and/or noisy uses are allowed by right or with permits in AR, including gun ranges, government buildings, kennels, landscaping businesses, and child care. She added that hemp can be grown outdoors and has the same smell as marijuana. Beliger said the proposed marijuana businesses are different because they involve drugs and are targets.

- ▶ **Motion:** Zelenock moved, Manley seconded, to remove Class C medical and recreational facilities from the AR district in proposed Ordinance 19-66. **Motion carried 6—1 on a roll call vote, Dockett opposed.**
- ▶ **Motion:** Beliger moved, Manley seconded, to remove Class B medical and recreational facilities from the AR district in proposed Ordinance 19-66. **Motion failed**

4—3 on a roll call vote, Dockett, Zelenock, Otto, Chick opposed.

- ▶ **Motion:** Zelenock moved, Manley seconded, to remove Class B medical facilities from the AR district in proposed Ordinance 19-66.

Lippens said he would recommend against removing only medical or recreational of any class from a specific district. There was discussion about whether it would be legal. It was noted there are differing number of plants allowed depending on whether the license is medical or recreational, but the problem of smell would be the same. Concern was expressed about forcing all of the grow businesses into one zoning district.

Motion carried 4—3 on a roll call vote, Otto, Dockett, Chick opposed.

- ▶ **Motion:** Otto moved, Chick seconded, to extend micro-businesses into the AR district.

In answer to a question, Lippens said requiring certain businesses to be on a paved road is an option.

- ▶ **Amendment to motion:** Zelenock moved, Otto seconded, that the motion be amended to add that a condition for such businesses be that they be located on a paved road. **Amendment to motion carried 4—3 on a roll call vote, Manley, Beliger, and Dockett opposed.**
- ▶ **Amended motion:** Otto moved, Chick seconded, to extend micro-businesses into the AR district, subject to them being located on a paved road. **Amended motion failed 3—4 on a roll call vote, Beliger, Manley, Chockley, Dockett opposed.**
- ▶ **Motion:** Otto moved to remove from page 2: "Whereas, the Board considered the recommendations of the Planning Commission and public comments and voted on the modifications included herein."

Beliger and Zelenock said the Commission's recommendations were discussed by the Board after sufficient information was received. Beliger said the recommendations were reviewed, but the Board did not agree with all of them.

Otto withdrew her motion.

- ▶ **Motion:** Beliger moved, Manley seconded, to prohibit marijuana retailers and marijuana provisioning centers in the Township. **Motion failed 4—3 on a roll call vote, Otto, Dockett, Zelenock, Chick opposed.**
- ▶ **Motion:** Otto moved, Beliger seconded, that on page 10, number 13 (Section 36-761, item13), "Security Cameras shall comply with all State requirements." be changed to, "Security Cameras, which include recordings and all recordkeeping, shall comply with all State requirements."
Motion carried 7—0 on a voice.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
September 24, 2019**

- ▶ **Motion:** Otto moved, Beliger seconded, that on page 11, in item 16C, the wording be, "The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days, or according to manufacturer recommendations, whichever is less."
Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Otto moved, Beliger seconded, to change "zoning code amendment" to "ordinance amendment" on page 13. **Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Otto seconded, to table the balance of the agenda beyond Ordinance 19-67.
Motion carried 7—0 on a voice vote.

3.

Ordinance 19-67: Add Chapter 23 to the Code of Ordinances to establish a Permitting Process for Marihuana Establishments

- ▶ **Motion:** Otto moved, Chick seconded, to change in section 23-4(1)(a) the number of grower facilities from 12 permits to six permits for recreation marijuana and six permits for medical marijuana.
Motion carried 7—0 on a voice vote.
- ▶ **Motion:** Zelenock moved, Chick seconded, that the statement in Section 23-7(2)(b)(i), be updated to add "to meet the State requirements."
Motion carried 7—0 on a voice vote.

There was discussion about whether the hours listed in Section 23-8(3) should conform to the hours of operation listed in Ordinance 19-66. It was agreed to leave the language as is.

Regarding the statement, "An application to amend an existing permit to change the location of the facility shall be submitted no later than 90 days before the existing permit expires," Chockley asked whether 90 days is sufficient time for processing of a revision to the CUP and new site plan.

- ▶ **Motion:** Chockley moved, Beliger seconded, that following the statement, "An application to amend an existing permit to change the location of the facility shall be submitted no later than 90 days before the existing permit expires." the wording "All site plan approvals and conditional use permit approvals shall be required." be added. **Motion carried 6—1 on a voice vote, Dockett opposed.**
- ▶ **Motion:** Otto moved, Beliger seconded, to change the wording "zoning code amendment" to "ordinance amendment." **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Chick moved, Otto seconded, to approve the pre-application questionnaire for the Marijuana Facilities Permit.

There was discussion about the purpose of the questionnaire, how it fits into the timeline of an applicant

getting State approval and Township approval of permits, and specific wording of various sections.

Zelenock said submittal by the applicant of the proofs of land ownership, etc. should be required.

- ▶ **Amendment to motion:** Chockley moved, Otto seconded, to amend the motion to be subject to the following changes being made:
 1. Instead of the application being returned to "the Township Clerk, Kathy Manley" that it be returned to "the Planning Department" and to change the telephone extension accordingly.
 2. Change "Has the business received a Zoning Compliance Permit?" to "Has the business filed a Zoning Compliance Application?" and change "Has the business received a Certificate of Occupancy?" to "Has the applicant applied for a State license?"
 3. Require attachment of documentation showing proof of (a) application for zoning compliance , (b) application to the State, and (c) of land ownership or lease.

In answer to a question from Dockett, Lippens said either proof of ownership or a lease be provided, and that the conditional use application be signed by the owner since CUP approvals go with the land.

Amendment to motion carried 7—0 on a voice vote.

- ▶ **Amended motion:** Chick moved, Otto seconded, to approve the pre-application questionnaire for the Marijuana Facilities Permit, subject to the following changes being made:

1. Instead of the application being returned to "the Township Clerk, Kathy Manley" that it be returned to "the Planning Department" and to change the telephone extension accordingly.
2. Change "Has the business received a Zoning Compliance Permit?" to "Has the business filed a Zoning Compliance Application?" and change "Has the business received a Certificate of Occupancy?" to "Has the applicant applied for a State license?"
3. Require attachment of documentation showing proof of (a) application for zoning compliance , (b) application to the State, and (c) of land ownership or lease.

Amended motion carried 7—0 on a voice vote.

- ▶ **Motion:** Zelenock moved, Chick seconded, that under "Type of Permit Requested" the application be amended as follows:
 - a. The classes of Medical and Adult Use permits be listed separately with Class A, Class B, and Class C for each, and
 - b. to add "☐ Micro Business"

Motion carried 7—0 on a voice vote.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
September 24, 2019**

The Board asked Aynes to check whether the Township must notify the State that the Township is still opted out of allowing marijuana businesses as of November 1st.

The Board asked Lippens to review the Grand Rapids scoring criteria and report to the Board, and that all documents related to the medical marijuana ordinances and the scoring criteria be provided to the Board by the next Board meeting.

- **Motion:** Chick moved, Otto seconded, to establish policy that neither individual Board members nor Northfield staff may edit, add, or delete any text language in any document submitted to the Board for approval prior to review and discussion by the entire Board at a scheduled or special Board meeting.

There was discussion about how to address spelling and similar errors. It was agreed that for transparency items submitted for inclusion in Board packets should not be edited by others. It was clarified that this policy applies to anything the Board votes on.

Motion carried 7—0 on a roll call vote.

- **Motion:** Zelenock moved, Chick seconded, that the changes requested by the Board at a meeting are to be included in a memo or through the minutes with the location, including the page number of the changes, and this is to be included in the package when the item returns to the Board, to be provided by whoever "owns" the agenda item.
Motion carried 7—0 on a voice vote.

- **Motion:** Otto moved, Chick seconded, to table Correspondence and Announcements.
Motion carried 7—0 on a voice vote.

Submitted by Lisa Lemble.

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

Approved by the Township Board on _____, 2019.

Kathleen Manley, Clerk

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

**4.
2019 Master Plan Adoption**

**5.
Review Draft Board Policy on Reading Letters
from Residents at Board Meetings**

**6.
Review Draft Board Policy on Allowing Residents
to Share Time During Call to the Public**

**7.
Township Manager Update
and
CORRESPONDENCE AND ANNOUNCEMENTS**

All tabled earlier in the meeting.

SECOND CALL TO THE PUBLIC

Dylan Atkinson and Stan Wutka commented on the proposed marijuana ordinances and avoiding potential Board member conflicts of interest with the establishment of marijuana businesses.

BOARD MEMBER COMMENTS

Comments included:

- Thank you to all members of the public who participated in the meeting.
- Board members have put a lot of time into researching and studying the marijuana issue, careful consideration must be given before the ordinances are adopted, and some Board members have legitimate concerns about the use of marijuana.
- Voters are urged to go to the polls or complete an absentee ballot for the November election.
- Speakers during calls to the public are not required to provide their name or address according to the Michigan Townships Association.

ADJOURNMENT

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

The meeting adjourned at 11:07 P.M.

Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

September 2019 Northfield Township Fire Department Statistical Report

| | |
|---------------------------|----|
| Responses September 2019: | 59 |
| Responses September 2018: | 49 |

| | | |
|---------------------|---|---|
| Fire Calls: | 5 | |
| Structure Fires | | 0 |
| Vehicle Fire | | 0 |
| Fire Alarms | | 2 |
| Outside fire | | 2 |
| Smoke investigation | | 1 |

| | | |
|----------------------------|----|----|
| Emergency Medical Calls: | 36 | |
| Chest Pain | | 4 |
| Difficulty Breathing | | 6 |
| Unconscious/Cardiac Arrest | | 2 |
| Diabetic/ Seizure | | 3 |
| Trauma | | 6 |
| Overdose | | 2 |
| Abdominal pain | | 3 |
| Other | | 11 |

| | | |
|-------------------------|---|---|
| Motor Vehicle Accidents | 7 | |
| Injury Crashes | | 4 |
| Unknown | | 3 |
| Pin In | | 0 |

Public Service calls: 11

| | |
|-----------------------|---|
| Electrical wire down | 7 |
| Gasoline Spill | 0 |
| Carbon Monoxide Alarm | 0 |
| Trees down | 1 |
| Citizen assist | 2 |
| Water Rescue | 1 |
| Other | 0 |

Mutual Aid Given 3

| | | |
|---------------|-----------------|---|
| Ann Arbor Twp | Highway Crashes | 3 |
|---------------|-----------------|---|

Mutual Aid Received: 2

| | | |
|---------------|----------------|---|
| Ann Arbor Twp | Medical Assist | 2 |
|---------------|----------------|---|

| | |
|---------------------------|----|
| Responses in hamlet area: | 34 |
|---------------------------|----|

| | |
|--------------------------|----|
| Responses in rural area: | 17 |
|--------------------------|----|

| | |
|----------------------|---|
| Responses on Highway | 7 |
|----------------------|---|

| | |
|---------------------------------|---|
| Responses outside the township: | 3 |
|---------------------------------|---|

| | |
|--------------------------------------|------|
| Average response time for the month: | 5:29 |
|--------------------------------------|------|



William Wagner

Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

October 2019 Director of Public Safety Board Communication

- 1. Fire department activity for September 2019:** Activity for the fire department in September was normal and average. There were no real calls of significance in the month.
- 2. Fire Department training for September:** Fire department training for September consisted of training on our new self-contained breathing apparatuses (SCBA). We also trained on a new piece of equipment called the Turbo draft. This piece of equipment allows us to utilize ponds and lakes for water supply even when we can't get a truck to the water source. If we are within 200-300 feet we can utilize the source for fire extinguishment.
- 3. Police and Fire Department Open House:** Our annual Fire Prevention week open house with the Police and Fire Department will be October 13th from 1-4pm. This year's theme is "Plan and Practice your Escape".
- 4. Sale of old used fire trucks:** We have now sold both of the old fire trucks. This last truck sold was our 1993 tanker truck and we were able to get \$15,000 for the truck.
- 5. New grants:** We have been informed that we were successful in 2 of the three regional grants that we participated in through FEMA's Assistance to Fire Fighters Grant. One of the requests is for Thermal imaging cameras. These assist us in the location of victims in smoky conditions. It also helps us locate hidden fires in walls and void spaces. This request has been confirmed. The second request that we believe we will be successful in is a regional request for extrication equipment. We have a very large need for this expensive equipment as our Jaws are antiquated and not strong enough to cut through modern extra strength steel. This request had not been confirmed but we expect to hear any day.

6. **Station 2 Roof:** The roof at station 2 has been completed. There was an additional charge from what was approved by the board. There were a few areas that were worse than expected that could not be seen until the old roof was removed. One spot in particular had to be reconstructed from the rafters and roof deck. I have pictures of the damage and I personally confirmed the damage and approved the additional charges.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT

MONTHLY OPERATIONS REPORT



SEPTEMBER 2019

SEPTEMBER 2019 MONTHLY REPORT

| | |
|---|------|
| Calls for Service | 549 |
| Arrests | 12 |
| Mutual Aid Assistance to Other Departments Inside the Township | 11 |
| Mutual Aid Assistance to Other Departments Outside the Township | 6 |
| Average Response Time | 4.54 |

NOTES & FACTS FROM THE DEPARTMENT

DATA: 66% of total complaints answered were in the hamlet area and 34% were handled throughout the rest of the township.

TRAINING

FORMAL – Ofc. J. Howe – Characteristics of Armed Offenders
Ofc. F. Wright - Characteristics of Armed Offenders

IN-SERVICE – Firearms
Vehicle, Building Searches, Tactical Medical, ASR Training
On Combat: A Primer
Eyewitness Evidence/Identification
Fentanyl, Opioids, and Naloxone (Narcan) Use
Security Awareness Training

MENTAL HEALTH INCIDENTS

In the month of August the Officers from the Northfield Township Police Department were dispatched to 20 Mental Health calls including welfare checks and drug overdoses. Below you will find an account of a few.

- On September 3, 2019 an officer responded to a possible suicidal 24 year old W/M walking on 8 mile armed with a knife. The officer located the subject who stated he was severely depressed, and felt suicidal. A kitchen paring knife was removed from the subject. Further the subject revealed that he has attempted suicide in the past, recently lost his job, his girlfriend and was having issues with his roommate. HVA transported to the hospital.
- On September 16, 2019 Drug Overdose –Officers responded to a 60 year old W/F possibly overdosing, Narcan was administered with the subject responding favorably. The subject admitted to snorting heroin, but declined further medical treatment.
- On September 8, 2019 Drug Overdose --A 39 year old W/M requested assistance claiming he had done heroin and was having a bad reaction. Officers and HVA arrived - HVA transport to hospital for a medical evaluation.
- On September 16, 2019 officers responded to a mothers request to assist in getting her 20 year old son transported to the hospital for evaluation. Officers were able to convince the subject it was in his best interest to receive help and the subject voluntarily went with his mother. The mother was going to complete the petition for mental health help.
- On September 23, 2019 officers responded to a group home (E. Northfield Church) on an unruly resident who was threatening staff. The staff was barricaded in the office and the suspect was attempting to kick in the door. The suspect admitted he was bi-polar, had threatened staff and wanted to go to jail to find a quiet place. Officers convinced the suspect to go to the hospital with HVA.
- On September 25, 2019 officers responded to juveniles drinking and smoking “drugs” at the Athletic Field. When Officers arrived the juveniles scattered, but a 17 year old female was apprehended. Upon apprehension, the uncooperative 17 year old contacted her mother, after the mother arrived the juvenile began yelling she was going to kill herself and further stated she was going to put a bunch of pills down her throat. HVA was requested and the juvenile was transported to the hospital.

SIGNIFICANT EVENTS

ARREST-FELONIOUS ASSAULT

- On September 15, 2019 9400 Block of Main Street – Officers responded to a fight in progress, suspects armed with a knives. When officers arrived they discovered all parties were still on scene. The investigation confirmed that a physical assault occurred, and knives had been pulled. Officers recovered the knives, and placed one in custody. Charges were submitted to the prosecutor's office against the 2nd suspect. Charges were authorized for 2 counts of Felonious Assault and 1 count of Malicious Destruction of Property.

DOMESTIC VIOLENCE

- On September 25, 2019 Officers responded to a domestic violence being reported at the front desk of the police department. A female account of the incident revealed that she had been struck in the side of the head by her boyfriend, breaking her glasses. Officers located the male half who also had signs of injury to the side of his face. After interviewing both, child protective services and safe house were contacted and the report forwarded to the prosecutor's office where charges were denied for either party.

FELONY WARRANT ARREST

- On September 25, 2019 an officer was dispatched to pick-up a subject who was wanted on a Felony Warrant for Fleeing and Eluding 4th Degree. Subject was picked-up and transported to the Washtenaw County Jail without incident.
- On September 24, 2019 an officer was dispatched to pick-up a subject who was wanted on a Felony Warrant for Fraud-Larceny by Conversion. The subject was picked-up and transported to the Washtenaw County Jail without incident.

OWI ARREST

- On September 19, 2019 Northbound 23 & 6 Mile Rd – An officer on patrol observed unsafe driving behavior and upon initiating a traffic stop observed signs by the driver suggesting he was intoxicated. Upon completion of sobriety assessments; the driver was arrested for drinking and driving. The driver became uncooperative and a search warrant was obtained for his blood. A blood draw was completed at the hospital and sent to the lab. The lab results revealed the arrested/driver was intoxicated when he was driving and a high BAC OWI warrant request was submitted to the prosecutor's office.

UDAA-STOLEN VEHICLE

- On September 25, 2019 200 Block of Opal – The victim reported he parked his vehicle in his driveway at 7pm on Sept 24, at 5:45am on Sept 25 he discovered his vehicle missing. The owner stated he left his vehicle unlocked with the keys in the vehicle. The case remains under investigation. **Reminder:** Remember to lock and secure your vehicle every time you park it also, remove all valuables.

CLEAR-1018 Verified Offense By Date
Agency: NR
9/1/2019 12:00:00 AM - 10/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|---|----------------|
| 1305 | Agg/Fel Assault - Non-Family - Other Weapon | 1 |
| 1313 | Assault/ Battery/Simple (Incl Domestic and Police Officer | 10 |
| 1380 | Telephone Used for Harassment, Threats | 1 |
| 2203 | B&E - Burglary - Forced Entry - Non-Residence | 1 |
| 2305 | Larceny - Personal Property from Vehicle - LFA | 2 |
| 2308 | Larceny - From Building (Includes Library, Office used by Public, etc) | 1 |
| 2309 | Larceny - From Yards (Grounds Surrounding a Building) | 1 |
| 2404 | Vehicle Theft UDAA (reported by your jurisdiction) | 1 |
| 2602 | Fraud - Swindle | 1 |
| 2605 | Fraud - Illegal Use of Credit Card | 1 |
| 2609 | Identity Theft | 2 |
| 2695 | Obtaining Money Under False Pretenses | 1 |
| 2902 | Damage to Property - Private Property - MDOP | 3 |
| 3078 | Retail Fraud, Theft 3rd Degree | 1 |
| 5314 | Vagrancy - Loitering | 1 |
| 5570 | Persons under 18 years of age in Possession or use of Tobacco, Nicotine or Vape | 1 |
| 5707 | Trespass (Other) | 2 |
| 6274 | Littering on Public or Private Property | 1 |
| 8027 | Operating W/Blood Alcohol Content of .17% or more | 1 |
| C1235 | CLEMIS global - Test Offense | 1 |
| C2899 | Juvenile - All Other | 2 |
| C2925 | Reckless Driving | 1 |
| C2931 | DWLS OPS License Suspended / Revoked | 1 |
| C2933 | Vehicle Registration - Improper / Expired | 3 |
| C2934 | Vehicle Insurance - None / Expired | 4 |
| C3010 | Felony Arrest Warrant (Originating Agency) | 2 |
| C3020 | Misdemeanor Arrest Warrant (Originating Agency) | 2 |
| C3050 | Misdemeanor Arrest Warrant - Other Jurisdiction | 2 |
| C3101 | Crash, Single Motor Vehicle | 2 |
| C3145 | Property Damage Traffic Crash PDA | 10 |
| C3150 | Property Damage H&R Traffic Crash | 1 |
| C3155 | Personal Injury Traffic Crash PIA | 1 |
| C3170 | Private Property Traffic Crash | 1 |
| C3205 | Sudden Death - Natural | 1 |
| C3225 | Drug Overdose | 1 |
| C3250 | Mental Health Call | 10 |
| C3299 | Welfare Check | 9 |
| C3310 | Family Trouble | 4 |
| C3312 | Neighborhood Trouble | 1 |
| C3318 | Found Property | 6 |
| C3324 | Suspicious Circumstances | 18 |
| C3326 | Suspicious Vehicles | 7 |
| C3328 | Suspicious Persons | 9 |
| C3329 | Intelligence Information | 1 |
| C3330 | Assist Other Law Enforcement Agency | 2 |

CLEAR-1018 Verified Offense By Date
Agency: NR
9/1/2019 12:00:00 AM - 10/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|---|----------------|
| C3331 | Assist Medical | 41 |
| C3332 | Assist Fire Department | 9 |
| C3333 | Assist Motorist | 5 |
| C3334 | Assist Other Govt Agency | 2 |
| C3336 | Assist Citizen | 16 |
| C3337 | Assist Citizen - Vehicle Lockout | 4 |
| C3351 | Civil - Landlord / Tenant | 2 |
| C3355 | Civil Matter - Other | 11 |
| C3381 | Sex Offender Registration - SOR | 3 |
| C3399 | Miscellaneous All Other | 1 |
| C3702 | Traffic Complaint / Road Hazard | 23 |
| C3704 | Traffic Complaint / Abandoned Auto | 2 |
| C3706 | Traffic Complaint / Vehicle Impound | 4 |
| C3730 | Traffic Complaint / Traffic Miscellaneous A Complaint | 1 |
| C3799 | Miscellaneous Traffic Complaint | 2 |
| C3804 | Animal Complaint | 3 |
| C4035 | Hit and Run Citation | 1 |
| C4041 | Speeding Citation | 13 |
| C4047 | Disobey Traffic Signal Citation | 1 |
| C4048 | Improper Passing Citation | 2 |
| C4074 | Fail to Yield - Private Drive | 1 |
| C4199 | Other Non-Hazardous Citation | 1 |
| L3501 | 911 Hang Up - NR | 1 |
| L3503 | Opened in Error - NR | 1 |
| L3504 | PBT Station - NR | 3 |
| L3505 | Fireworks No Report - NR | 3 |
| L3506 | Shots Fired - NR | 3 |
| L3507 | Fingerprints - NR | 4 |
| L3508 | Ticket Sign Off - NR | 1 |
| L3509 | Loud Party - NR | 4 |
| L3510 | Loud Music - NR | 2 |
| L3514 | Warrant Pick Up - NR | 1 |
| L3518 | Vehicle Repossession - NR | 1 |
| L3526 | False Alarm - NR | 9 |
| L3529 | Duplicate Report of Run - NR | 1 |
| L3535 | GUN Permit, Applications, CCW Permits - NR | 22 |
| L3538 | Property/Vacation Check - NR | 2 |
| L3542 | BOL - NR | 4 |
| L3546 | Trespass Notice Served - NR | 2 |
| L3547 | Subpoena Service - NR | 3 |
| L3550 | Speed Sign Detail - NR | 2 |
| L3551 | Sex Offender Registration/Verification - NR | 4 |
| L3552 | Traffic Stop - NR | 140 |
| L3557 | Check Person - NR | 1 |
| L3566 | Crime Prevention - NR | 1 |

CLEAR-1018 Verified Offense By Date
Agency: NR
9/1/2019 12:00:00 AM - 10/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|--|----------------|
| L3568 | Local Records Check - NR | 17 |
| L3569 | Assist Other Police Agency - Inside Northfield - NR | 11 |
| L3570 | Assist Other Police Agency - Outside Northfield - NR | 6 |
| L3571 | Disorderly Person - NR | 2 |
| L3597 | Non Terminal - NR | 6 |
| L4598 | Information - NR | 1 |
| L4599 | Misc Non-Criminal - NR | 5 |
| L6501 | Property Check/Directed Patrol/Vac Watch - NR | 3 |
| Sum: | | 549 |

Report Time:
10/2/2019 9:40:18 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Sep/2019 | Sep/2018 | % Change |
|---|----------|----------|----------|
| 09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY) | 0 | 0 | - |
| 09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY) | 0 | 0 | - |
| 09004 JUSTIFIABLE HOMICIDE | 0 | 0 | - |
| 09005 DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT | 0 | 0 | - |
| 09006 IN-CUSTODY DEATH | 0 | 0 | - |
| 10001 KIDNAPPING/ABDUCTION | 0 | 0 | - |
| 10002 PARENTAL KIDNAPPING | 0 | 0 | - |
| 11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE | 0 | 0 | - |
| 11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE | 0 | 0 | - |
| 11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE | 0 | 0 | - |
| 11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE | 0 | 1 | -100.0% |
| 11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE | 0 | 0 | - |
| 11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE | 0 | 0 | - |
| 11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE | 0 | 0 | - |
| 11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE | 0 | 0 | - |
| 12000 ROBBERY | 0 | 0 | - |
| 13001 NONAGGRAVATED ASSAULT | 11 | 3 | 266.7% |
| 13002 AGGRAVATED/FELONIOUS ASSAULT | 1 | 0 | 100.0% |
| 13003 INTIMIDATION/STALKING | 1 | 1 | 0% |
| 20000 ARSON | 0 | 0 | - |
| 21000 EXTORTION | 0 | 0 | - |
| 22001 BURGLARY -FORCED ENTRY | 1 | 0 | 100.0% |
| 22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit) | 0 | 2 | -100.0% |
| 23001 LARCENY -POCKETPICKING | 0 | 0 | - |
| 23002 LARCENY -PURSES/NATCHING | 0 | 0 | - |
| 23003 LARCENY -THEFT FROM BUILDING | 1 | 0 | 100.0% |
| 23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE | 0 | 0 | - |
| 23005 LARCENY -THEFT FROM MOTOR VEHICLE | 2 | 5 | -60.0% |
| 23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES | 0 | 0 | - |
| 23007 LARCENY -OTHER | 1 | 4 | -75.0% |
| 24001 MOTOR VEHICLE THEFT | 1 | 0 | 100.0% |
| 24002 MOTOR VEHICLE, AS STOLEN PROPERTY | 0 | 0 | - |
| 24003 MOTOR VEHICLE FRAUD | 0 | 0 | - |
| 25000 FORGERY/COUNTERFEITING | 0 | 0 | - |
| 26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME | 2 | 0 | 100.0% |
| 26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE | 1 | 0 | 100.0% |
| 26003 FRAUD -IMPERSONATION | 0 | 0 | - |
| 26004 FRAUD -WELFARE FRAUD | 0 | 0 | - |
| 26005 FRAUD -WIRE FRAUD | 0 | 0 | - |
| 26007 FRAUD - IDENTITY THEFT | 2 | 0 | 100.0% |
| 26008 FRAUD - HACKING/COMPUTER INVASION | 0 | 0 | - |
| 27000 EMBEZZLEMENT | 0 | 1 | -100.0% |

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008
Page 1 of 4

Report Time:
10/2/2019 9:40:18 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Sep/2019 | Sep/2018 | % Change |
|--|-----------|-----------|--------------|
| 28000 STOLEN PROPERTY | 0 | 1 | -100.0% |
| 29000 DAMAGE TO PROPERTY | 6 | 0 | 100.0% |
| 30001 RETAIL FRAUD -MISREPRESENTATION | 0 | 0 | - |
| 30002 RETAIL FRAUD -THEFT | 1 | 1 | 0% |
| 30003 RETAIL FRAUD -REFUND/EXCHANGE | 0 | 0 | - |
| 30004 ORGANIZED RETAIL FRAUD | 0 | 0 | - |
| 35001 VIOLATION OF CONTROLLED SUBSTANCE ACT | 0 | 1 | -100.0% |
| 35002 NARCOTIC EQUIPMENT VIOLATIONS | 0 | 0 | - |
| 36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY | 0 | 0 | - |
| 36002 SEXUAL PENETRATION NONFORCIBLE -OTHER | 0 | 0 | - |
| 37000 OBSCENITY | 0 | 1 | -100.0% |
| 39001 GAMBLING- BETTING/WAGERING | 0 | 0 | - |
| 39002 GAMBLING- OPERATING/PROMOTING/ASSISTING | 0 | 0 | - |
| 39003 GAMBLING -EQUIPMENT VIOLATIONS | 0 | 0 | - |
| 39004 GAMBLING -SPORTS TAMPERING | 0 | 0 | - |
| 40001 COMMERCIALIZED SEX -PROSTITUTION | 0 | 0 | - |
| 40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION | 0 | 0 | - |
| 40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION | 0 | 0 | - |
| 51000 BRIBERY | 0 | 0 | - |
| 52001 WEAPONS OFFENSE- CONCEALED | 0 | 0 | - |
| 52002 WEAPONS OFFENSE -EXPLOSIVES | 0 | 0 | - |
| 52003 WEAPONS OFFENSE -OTHER | 0 | 0 | - |
| 64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS | 0 | 0 | - |
| 64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE | 0 | 0 | - |
| 72000 ANIMAL CRUELTY | 0 | 0 | - |
| Total for Group A | 31 | 21 | 47.6% |
| 01000 SOVEREIGNTY | 0 | 0 | - |
| 02000 MILITARY | 0 | 0 | - |
| 03000 IMMIGRATION | 0 | 0 | - |
| 09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT | 0 | 0 | - |
| 14000 ABORTION | 0 | 0 | - |
| 22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT) | 0 | 0 | - |
| 22004 POSSESSION OF BURGLARY TOOLS | 0 | 0 | - |
| 26006 FRAUD -BAD CHECKS | 0 | 0 | - |
| 36003 PEEPING TOM | 0 | 0 | - |
| 36004 SEX OFFENSE -OTHER | 0 | 0 | - |
| 38001 FAMILY -ABUSE/NEGLECT NONVIOLENT | 0 | 0 | - |
| 38002 FAMILY -NONSUPPORT | 0 | 0 | - |
| 38003 FAMILY -OTHER | 0 | 0 | - |
| 41001 LIQUOR LICENSE -ESTABLISHMENT | 0 | 0 | - |
| 41002 LIQUOR VIOLATIONS -OTHER | 0 | 1 | -100.0% |
| 42000 DRUNKENNESS | 0 | 0 | - |

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008
Page 2 of 4

Report Time:
10/2/2019 9:40:18 AM

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

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Sep/2019 | Sep/2018 | % Change |
|--|------------|------------|--------------|
| 48000 OBSTRUCTING POLICE | 0 | 2 | -100.0% |
| 49000 ESCAPE/FLIGHT | 0 | 0 | - |
| 50000 OBSTRUCTING JUSTICE | 0 | 1 | -100.0% |
| 53001 DISORDERLY CONDUCT | 0 | 0 | - |
| 53002 PUBLIC PEACE -OTHER | 0 | 0 | - |
| 54001 HIT and RUN MOTOR VEHICLE ACCIDENT | 0 | 0 | - |
| 54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS | 1 | 1 | 0% |
| 55000 HEALTH AND SAFETY | 1 | 0 | 100.0% |
| 56000 CIVIL RIGHTS | 0 | 0 | - |
| 57001 TRESPASS | 2 | 0 | 100.0% |
| 57002 INVASION OF PRIVACY -OTHER | 0 | 0 | - |
| 58000 SMUGGLING | 0 | 0 | - |
| 59000 ELECTION LAWS | 0 | 0 | - |
| 60000 ANTITRUST | 0 | 0 | - |
| 61000 TAX/REVENUE | 0 | 0 | - |
| 62000 CONSERVATION | 0 | 0 | - |
| 63000 VAGRANCY | 2 | 0 | 100.0% |
| 70000 JUVENILE RUNAWAY | 0 | 0 | - |
| 73000 MISCELLANEOUS CRIMINAL OFFENSE | 0 | 0 | - |
| 75000 SOLICITATION | 0 | 0 | - |
| 77000 CONSPIRACY (ALL CRIMES) | 0 | 0 | - |
| Total for Group B | 6 | 5 | 20.0% |
| 2800 JUVENILE OFFENSES AND COMPLAINTS | 2 | 1 | 100.0% |
| 2900 TRAFFIC OFFENSES | 9 | 5 | 80.0% |
| 3000 WARRANTS | 6 | 8 | -25.0% |
| 3100 TRAFFIC CRASHES | 15 | 6 | 150.0% |
| 3200 SICK / INJURY COMPLAINT | 20 | 15 | 33.3% |
| 3300 MISCELLANEOUS COMPLAINTS | 144 | 89 | 61.8% |
| 3400 WATERCRAFT COMPLAINTS / ACCIDENTS | 0 | 1 | -100.0% |
| 3500 NON - CRIMINAL COMPLAINTS | 0 | 0 | - |
| 3500 NON-CRIMINAL COMPLAINTS | 258 | 280 | -7.9% |
| 3600 SNOWMOBILE COMPLAINTS / ACCIDENTS | 0 | 0 | - |
| 3700 MISCELLANEOUS TRAFFIC COMPLAINTS | 32 | 19 | 68.4% |
| 3800 ANIMAL COMPLAINTS | 3 | 7 | -57.1% |
| 3900 ALARMS | 0 | 3 | -100.0% |
| Total for Group C | 489 | 434 | 12.7% |
| 2700 LOCAL ORDINANCES - GENERIC | 0 | 0 | - |
| 4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 18 | 16 | 12.5% |
| 4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 1 | 0 | 100.0% |
| 4200 PARKING CITATIONS | 0 | 0 | - |
| 4300 LICENSE / TITLE / REGISTRATION CITATIONS | 0 | 3 | -100.0% |
| 4400 WATERCRAFT CITATIONS | 0 | 0 | - |

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008
Page 3 of 4

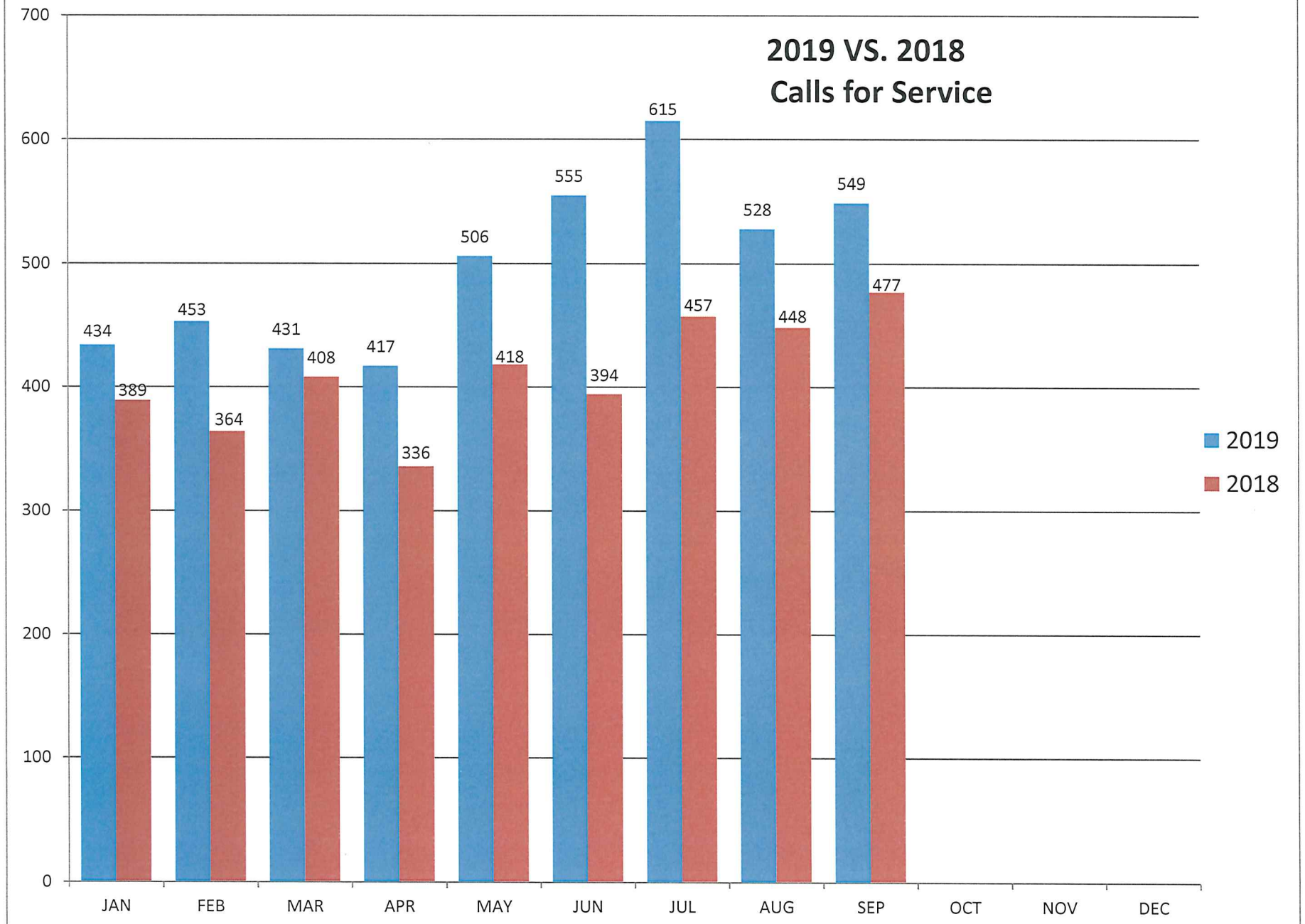
Report Time:
10/2/2019 9:40:18 AM

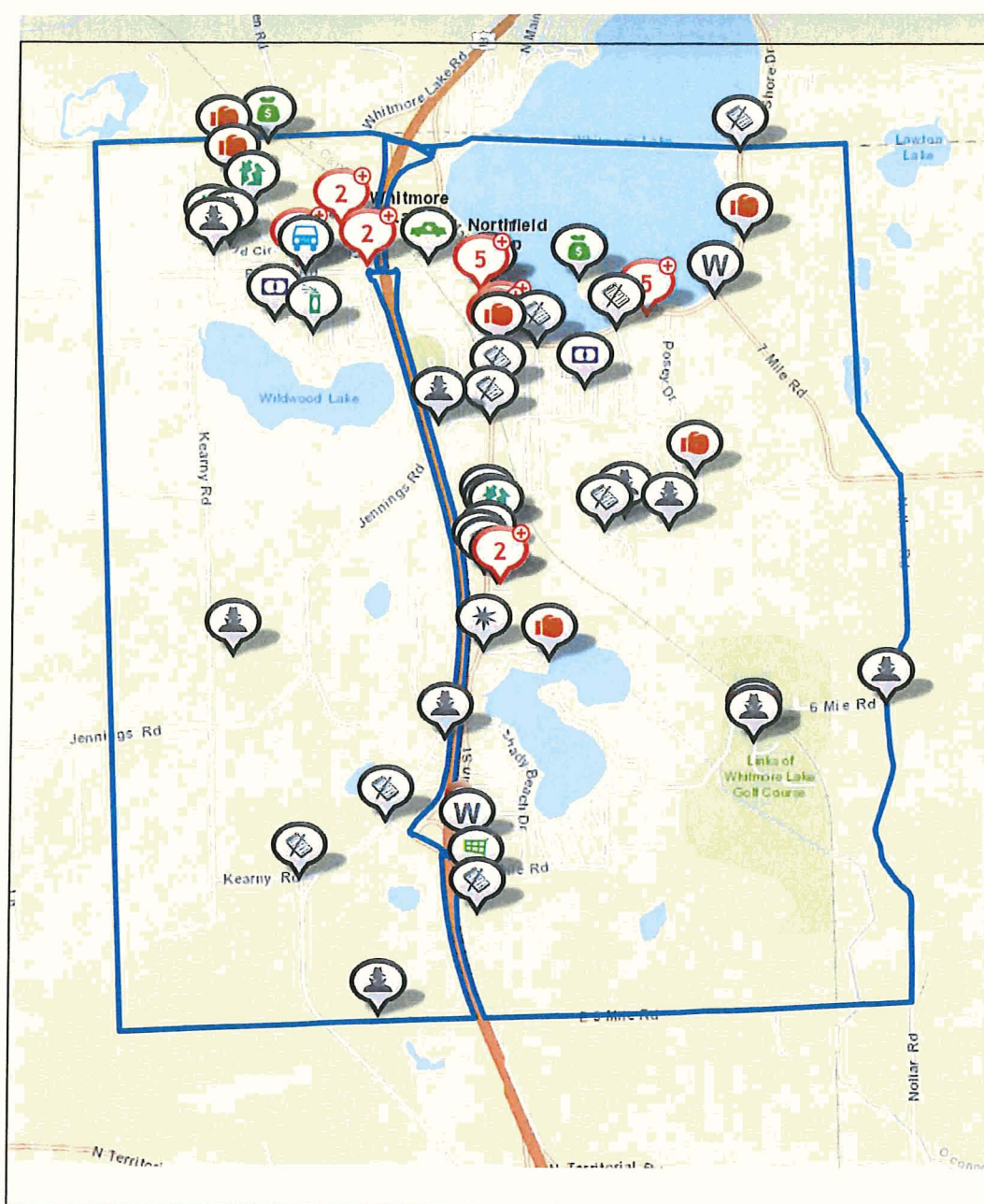
Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of September

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Sep/2019 | Sep/2018 | % Change |
|--|------------|------------|--------------|
| 4500 MISCELLANEOUS A THROUGH UUUU | 6 | 5 | 20.0% |
| 4600 LIQUOR CITATIONS / SUMMONS | 2 | 0 | 100.0% |
| 4700 COMMERCIAL VEHICLE CITATIONS | 0 | 0 | - |
| 4800 LOCAL ORDINANCE WARNINGS | 0 | 0 | - |
| 4900 TRAFFIC WARNINGS | 0 | 0 | - |
| Total for Group D | 27 | 24 | 12.5% |
| 5000 FIRE CLASSIFICATIONS | 0 | 0 | - |
| 5100 18A STATE CODE FIRE CLASSIFICATIONS | 0 | 0 | - |
| Total for Group E | | | - |
| 6000 MISCELLANEOUS ACTIVITIES (6000) | 0 | 0 | - |
| 6100 MISCELLANEOUS ACTIVITIES (6100) | 0 | 0 | - |
| 6200 ARREST ASSIST | 0 | 0 | - |
| 6300 CANINE ACTIVITIES | 0 | 0 | - |
| 6500 CRIME PREVENTION ACTIVITIES | 3 | 1 | 200.0% |
| 6600 COURT / WARRANT ACTIVITIES | 0 | 0 | - |
| 6700 INVESTIGATIVE ACTIVITIES | 0 | 1 | -100.0% |
| Total for Group F | 3 | 2 | 50.0% |
| Total for All Groups | 556 | 486 | 14.4% |

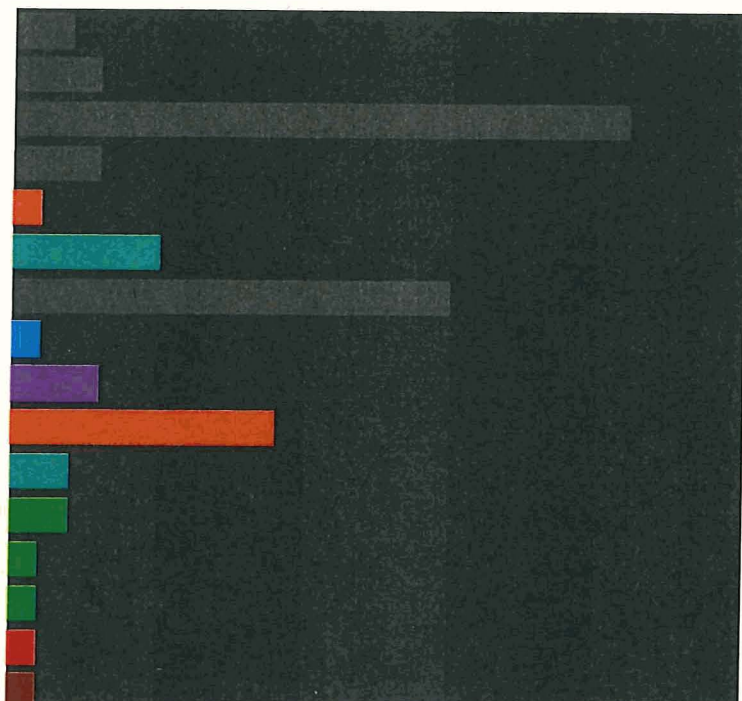
2019 VS. 2018 Calls for Service





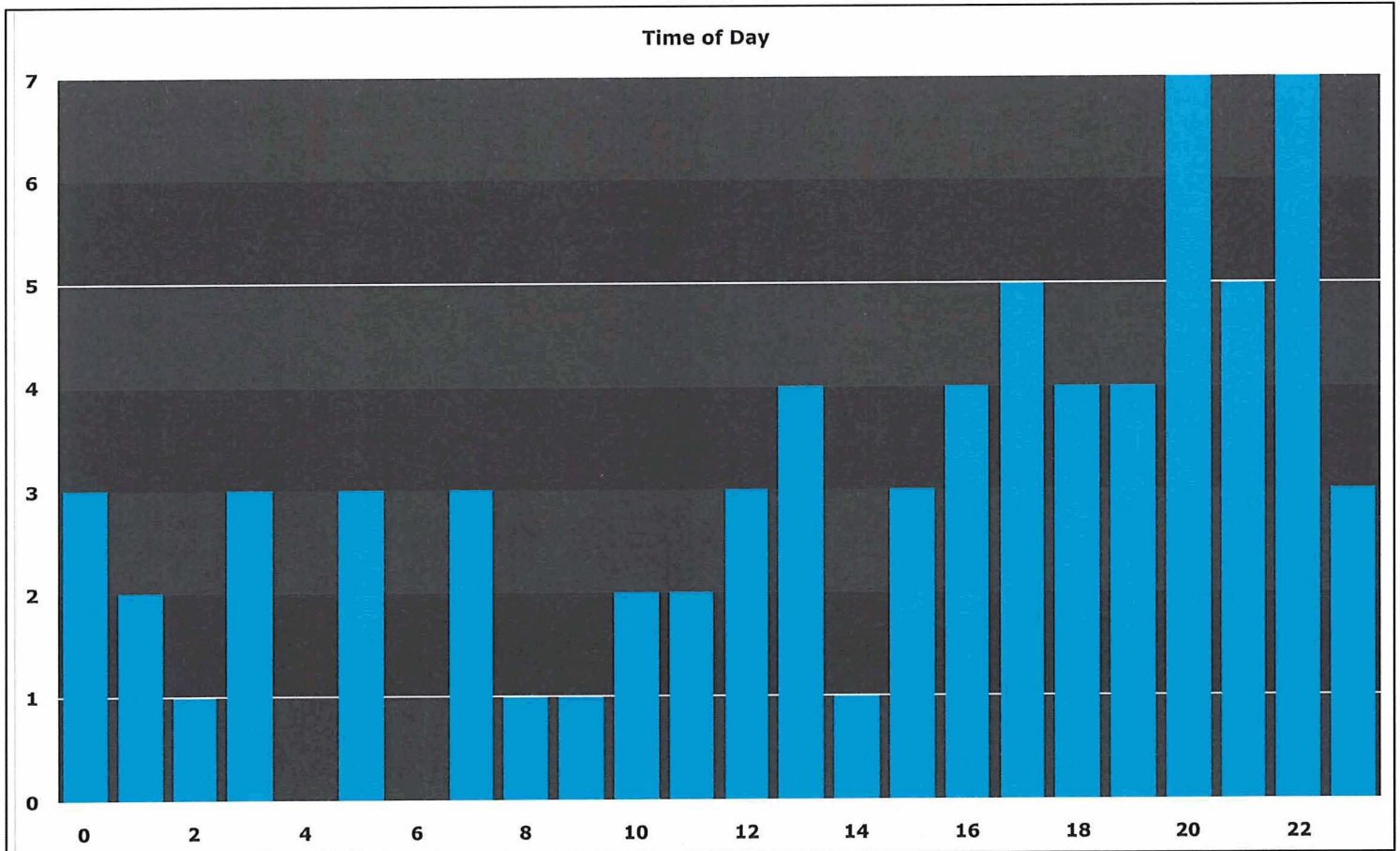
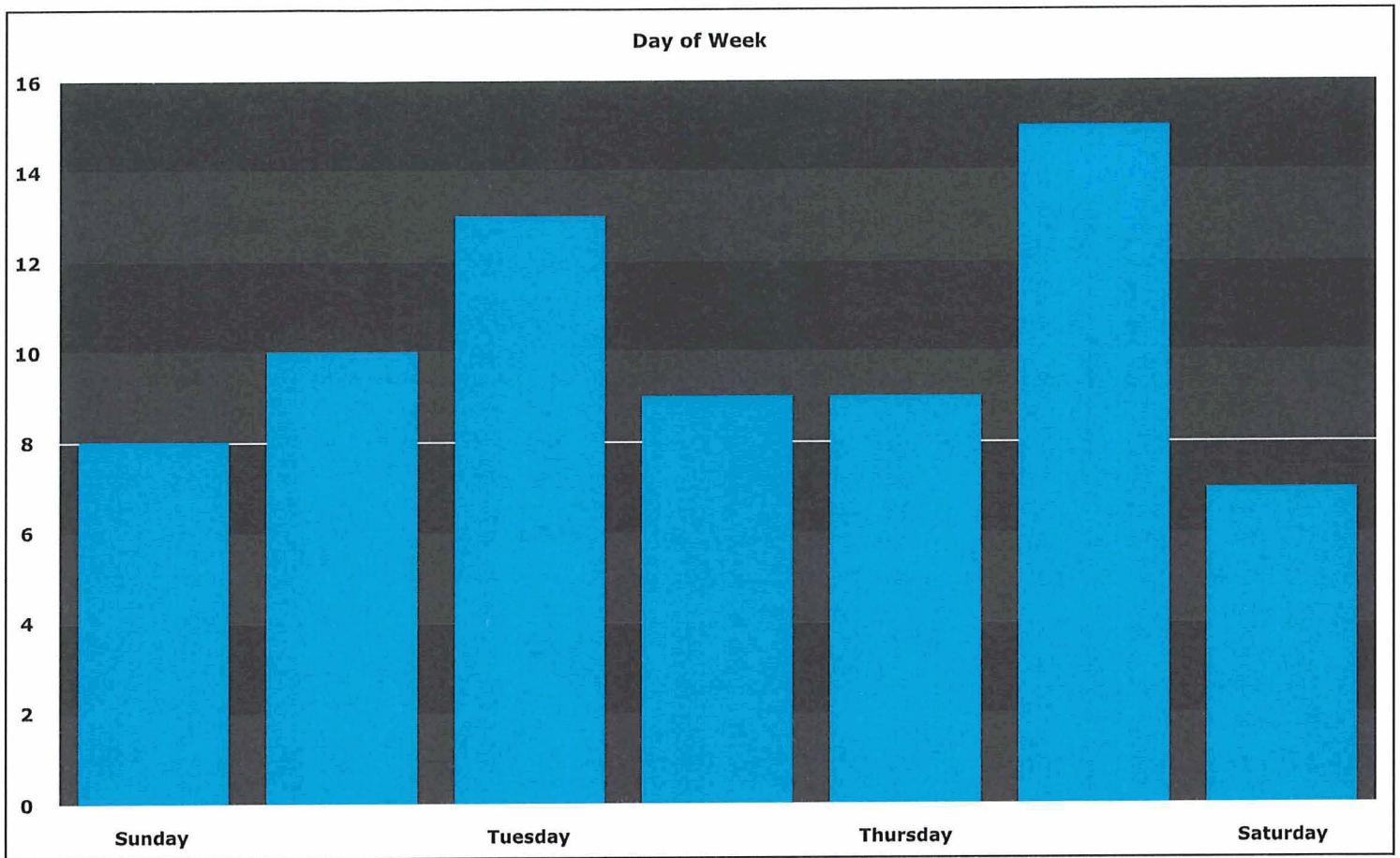
| | | |
|--|----|--|
| | 2 | TRESPASSING / INVASION OF PRIVACY |
| | 3 | WARRANT |
| | 21 | SUSPICIOUS |
| | 3 | ACCIDENT |
| | 1 | ASSAULT - AGGRAVATED |
| | 5 | FAMILY OFFENSE |
| | 15 | CITATION |
| | 1 | MOTOR VEHICLE THEFT / FRAUD |
| | 3 | FRAUD |
| | 9 | ASSAULT - SIMPLE |
| | 2 | DAMAGE TO PROPERTY |
| | 2 | LARCENY - ALL OTHER |
| | 1 | LARCENY - FROM AUTO (LFA) |
| | 1 | LARCENY - RETAIL FRAUD |
| | 1 | ASSIST OTHER LAW ENFORCEMENT AGENCY / ARREST |

Incident Chart

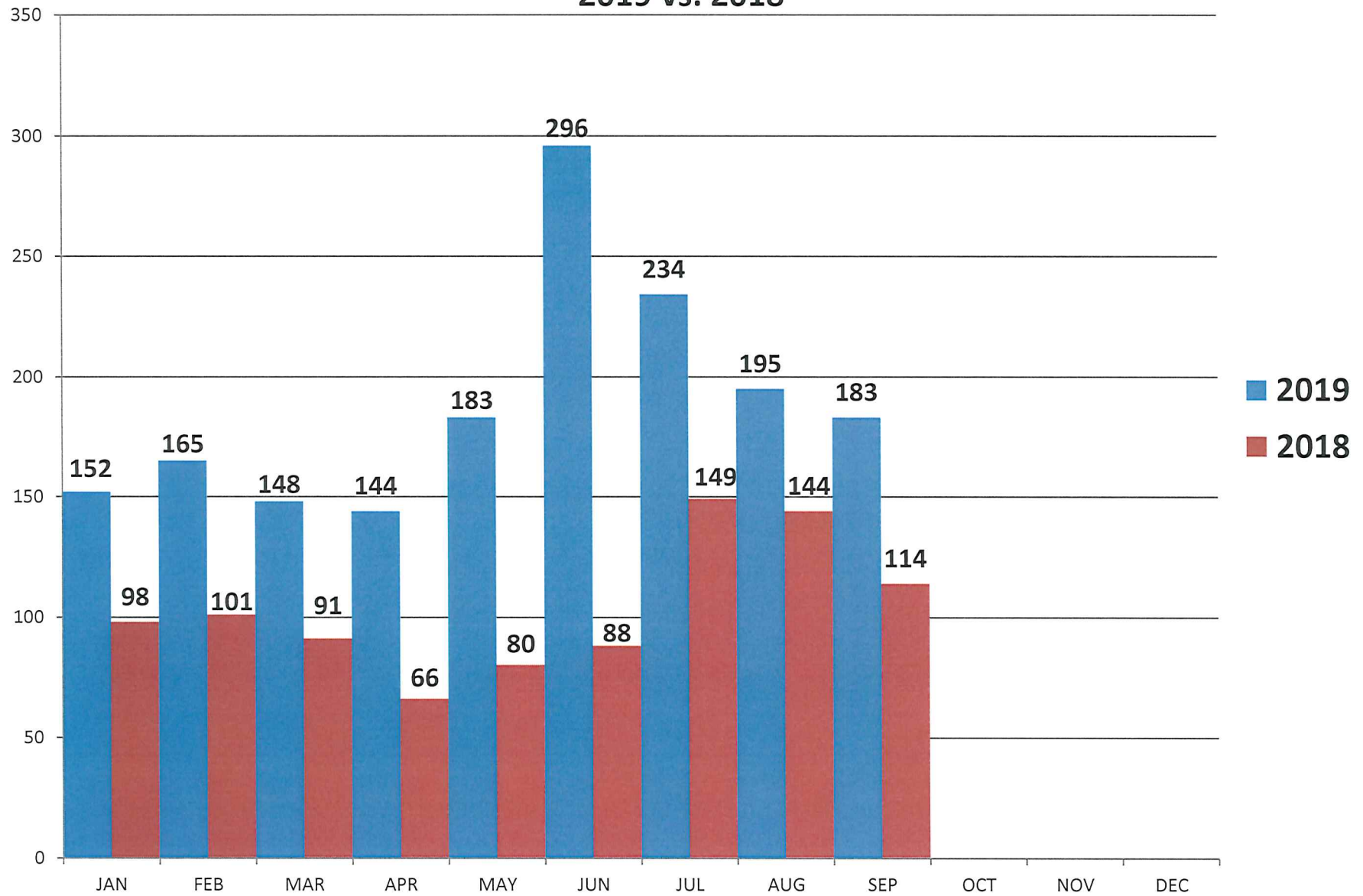


Legend

| | | |
|--|----|--|
| | 2 | TRESPASSING / INVASION OF PRIVACY |
| | 3 | WARRANT |
| | 21 | SUSPICIOUS |
| | 3 | ACCIDENT |
| | 1 | ASSAULT - AGGRAVATED |
| | 5 | FAMILY OFFENSE |
| | 15 | CITATION |
| | 1 | MOTOR VEHICLE THEFT / FRAUD |
| | 3 | FRAUD |
| | 9 | ASSAULT - SIMPLE |
| | 2 | DAMAGE TO PROPERTY |
| | 2 | LARCENY - ALL OTHER |
| | 1 | LARCENY - FROM AUTO (LFA) |
| | 1 | LARCENY - RETAIL FRAUD |
| | 1 | ASSIST OTHER LAW ENFORCEMENT AGENCY / ARREST |
| | 1 | HEALTH AND SAFETY |



NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2019 vs. 2018



TRAFFIC VIOLATIONS SUMMARY

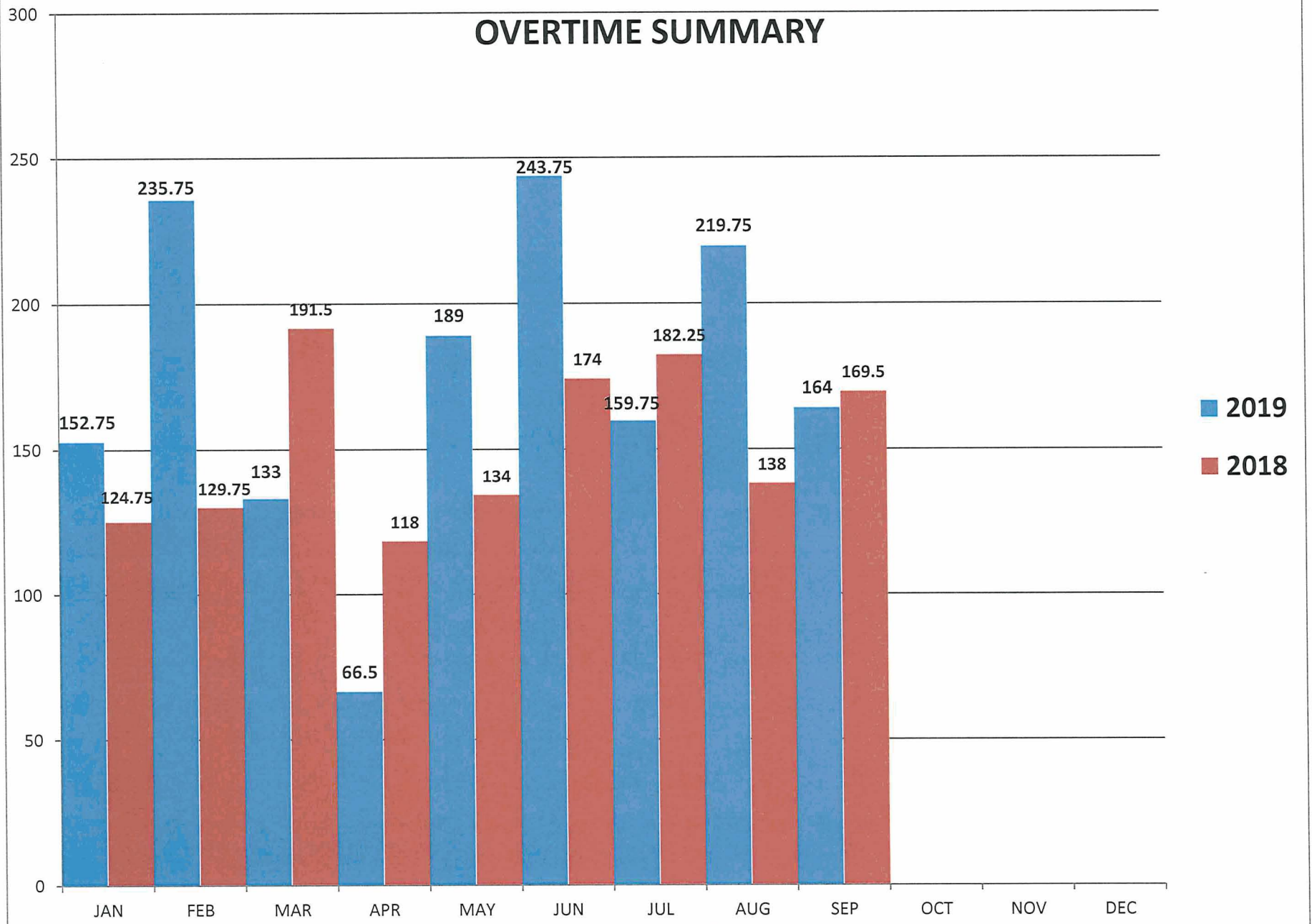
| JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2019 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
| Speed | 6 | 12 | 15 | 19 | 14 | 35 | 35 | 16 | 15 | | | | 167 |
| Hazardous | 2 | 1 | 6 | 1 | 0 | 7 | 3 | 1 | 6 | | | | 27 |
| Non-Hazardous | 4 | 6 | 12 | 3 | 8 | 39 | 15 | 11 | 2 | | | | 100 |
| Parking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 |
| Warning | 140 | 144 | 112 | 117 | 159 | 215 | 166 | 160 | 140 | | | | 1353 |
| Waiveable Viol. Issued | 0 | 2 | 3 | 4 | 2 | 0 | 15 | 7 | 20 | | | | 53 |
| TOTAL | 152 | 165 | 148 | 144 | 183 | 296 | 234 | 195 | 183 | | | | 1700 |

| JANUARY 1, 2018 THROUGH DECEMBER 31, 2018 | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2018 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
| Speed | 16 | 24 | 31 | 12 | 15 | 14 | 34 | 26 | 17 | | | | 189 |
| Hazardous | 1 | 2 | 0 | 0 | 1 | 2 | 7 | 4 | 1 | | | | 18 |
| Non-Hazardous | 12 | 2 | 13 | 11 | 2 | 16 | 15 | 12 | 7 | | | | 90 |
| Parking | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | | | | 2 |
| Warning | 65 | 66 | 46 | 43 | 60 | 54 | 88 | 101 | 87 | | | | 610 |
| Waiveable | 4 | 7 | 1 | 0 | 1 | 2 | 4 | 1 | 2 | | | | 22 |
| TOTAL | 98 | 101 | 91 | 66 | 80 | 88 | 149 | 144 | 114 | | | | 931 |

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

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2019 | 152 | 165 | 148 | 144 | 183 | 296 | 234 | 195 | 183 | | | | 1700 |
| 2018 | 98 | 101 | 91 | 66 | 80 | 88 | 149 | 144 | 114 | | | | 931 |

OVERTIME SUMMARY



OVERTIME SUMMARY

| OVERTIME BY TYPE | | | | | | | | | | | | | |
|-------------------------|--------|--------|-------|------|--------|--------|--------|--------|-------|-----|-----|-----|--------|
| 2019 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
| Court | 6 | 18 | 10 | 9 | 8.75 | 9 | 6 | 15 | 17 | | | | 98.75 |
| Complaint Investigation | 15.5 | 25.25 | 12.5 | 2.5 | 6 | 49.25 | 23.25 | 58.5 | 2.25 | | | | 195 |
| Report Writing | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 6 |
| Training | 8.25 | 32 | 1 | 37.5 | 9 | 14 | 8 | 13 | 106 | | | | 228.8 |
| Short Shift | 99 | 130.5 | 100.5 | 4.5 | 145.25 | 142 | 53 | 113.25 | 38.75 | | | | 826.75 |
| Administrative | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 |
| Special Detail | 0 | 0 | 9 | 13 | 20 | 29.5 | 69.5 | 20 | 0 | | | | 161 |
| Holiday | 24 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 48.0 |
| TOTAL | 152.75 | 235.75 | 133 | 66.5 | 189 | 243.75 | 159.75 | 219.75 | 164 | | | | 1564.3 |

| | 2019 VS. 2018 | | | | | | | | | | | | |
|--------------|---------------|--------|-------|------|-----|--------|--------|--------|-------|-----|-----|-----|---------|
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
| 2019 - TOTAL | 152.75 | 235.75 | 133 | 66.5 | 189 | 243.75 | 159.75 | 219.75 | 164 | | | | 1564.3 |
| 2018 - TOTAL | 124.75 | 129.75 | 191.5 | 118 | 134 | 174 | 182.25 | 138 | 169.5 | | | | 1361.75 |

EMPLOYEE TIME OFF

| 2019 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
|--------------|-----|-----|-------|------|-----|-----|-----|-------|-----|-----|-----|-----|--------|
| Sick | 72 | 20 | 0 | 10.5 | 0 | 14 | 0 | 32 | 48 | | | | 196.5 |
| Comp | 52 | 38 | 82.5 | 59.5 | 102 | 12 | 17 | 89.5 | 98 | | | | 550.5 |
| Vacation | 0 | 0 | 0 | 0 | 0 | 0 | 124 | 100 | 0 | | | | 224.0 |
| Holiday | 20 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 38.0 |
| PTO | 131 | 66 | 198 | 47 | 190 | 194 | 20 | 239.5 | 83 | | | | 1168.5 |
| Other | 0 | 0 | 0 | 32 | 0 | 0 | 0 | 0 | 0 | | | | 32.0 |
| TOTAL | 275 | 142 | 280.5 | 149 | 292 | 220 | 161 | 461 | 229 | 0 | 0 | 0 | 2209.5 |

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

To: Northfield Township Board of Trustees

From: Dan Willis -Wastewater Treatment Plant Superintendent

Date: October 2, 2019

Subject: September 2019 Report

- 9/3** New house at 10355 Nine Mile was connected to the sewer.
- 9/5** Replaced a wearplate on a pump at the East Shore # 2 pump station.
- 9/6** The new valves for the return sludge system were delivered.
- 9/7** Homeowner at 9121 Lakewood called to report sewage in their basement. Upon our investigation we found that the main was plugged. We had to go upstream 3 manholes to find one that we could jet the line from, there we found a manhole block in the bottom of the manhole. The block was removed and the line was jetted. The block had slowed down the flow, resulting in wipes accumulating in the line, we removed 3-4, 5 gallon buckets of wipes. The manhole block we think was left in the line when the manhole was raised up during the construction of the non-motorized path in 2017.
- 9/10** We had Powervac come in and vactor grease out of some pump station wetwells. They also vactored out the line on Barker where we had the blockage on the 7th.
- 9/11** Callback for a power fail at numerous stations, we ran 2 generators for about 2 hrs till power was restored.
- 9/13** TH Eiefert moved in to replace the return valves.
- 9/13** Upon switching the aeration to the third tank we encountered a thick matt of algae that had to be removed by hand.
- 9/16** Met with Tetra Tech to go over the upcoming projects, new aeration blowers and the retention basin.

- 9/16** We finally have the 3rd tank operating. Yeah!
- 9/17** Brian Macdonald and Dan Willis attended a seminar on PFAS.
- 9/17** Plugged sewer call at 9256 Lakewood, homeowner problem.
- 9/19** Kennedy came out and installed the VFDs at the Eagle Gardens pump station and put the other one back into Raymond. This was the result of the storm back in July.
- 9/25** The plant boiler quit working due to a plugged line that provides feed water to the boiler. The piping was taken apart and the scale that had built up was cleaned out and it was restored to operating temperature.
- 9/25** The pump from the N. Terr. pump station that was rebuilt was reinstalled.
- 9/26** Brian MacDonald attended a 2 day class on wastewater operations.
- 9/26** Callback to the wastewater plant due to a power fail.
- 9/30** T.H. Eifert finished installation of the return sludge piping and valves.

September, 2019

| | |
|---|------------------|
| 2018 Daily Average Flow | .657 MGD |
| 2019 Daily Average Flow | .670 MGD |
| Maximum Daily Flow 2018 | .881 MGD |
| Maximum Daily Flow 2019 | .843 MGD |
| Minimum Daily Flow 2018 | .589 MGD |
| Minimum Daily Flow 2019 | .588 MGD |
| 6 – Month Average Flow | .824 MGD |
| 12 – Month Average Flow | .769 MGD |
| Total Gallons Treated 2018 | 19.724 MG |
| Total Gallons Treated 2019 | 20.110 MG |
| Rainfall (inches) 2018 | 4.35 in. |
| Rainfall (inches) 2019 | 6.79 in. |
| Connections / Tap-ins' to system | 1 |
| Miss Dig Staking's | 6 |
| Overtime hours for the month | 48.0 hrs |

Northfield Township Community & Senior Center

Monthly Report

September 2019

Tami Averill, Director

I. September Overview

The Senior Nutrition program continues to run smoothly. We had 14 to 26 seniors attending lunches daily in September. Lunches are served on Mondays, Wednesdays and Fridays at 12:15p.m.

THANK YOU to Laura Atwell and our Senior Lunch Volunteers – Brad Atwell, Ann Brindle, Ernestine Hogston, Kristina Kelley, Debbie Leibert, Donn Sleek, Chuck Steuer, Ann Thompson and Dennis Woodworth. They do a wonderful job!

A great big THANK YOU to our Community/Senior Center volunteers –Brad Atwell, Dolly Boggs, Angela Brown, Denise Creque, Mary Devlin, Tara Dye, Peggy Friscia, Marilyn Gibbs, Ruth Hague, Russ Hall, Linda Hartley, Karen Herr, Ashley Herr, Cindy Hogston, Ernestine Hogston, Betty Jones, Alyssa Jones, Kristina Kelley, Dan Krebs, Margaret Riddell, Diane & Gary Romine, Donn Sleek, Ann Thompson and Ethel Wager - for the work they contributed in September. They are a very dedicated group of volunteers and I appreciate all that they do!

I am working with the Retired Senior Volunteer Program to get more volunteer help. We should have two more folks started soon. One gentleman will be helping to catalog and organize the books, DVDs, CDs, etc. for our library/media room. Jim Aulenbacher continues to help us out with a variety of handyman projects.

Program planning is ongoing. Fall, winter and spring programs and events are all shaping up. Our annual Health & Wellness Fair, Halloween Party, Harvest Dinner, Sr. Holiday Gala, Dinner with Santa, and some new programs and trips are all in the works.

I continue to attend and keep minutes for the Parks & Recreation Board meetings. September's meeting was cancelled due to lack of a quorum.

I continue to serve on Whitmore Lake Health Equity Team. Meetings take place at the Community Center. This group works on addressing health and wellness concerns and suggestions for the community. We are currently working on scheduling a "Mental Health First Aid" workshop for staff and volunteers from the Library, Community Center, WLPS and Northfield Human Services; scheduling another Community Conversation about obstacles to obtaining health care; and trying to find a way to offer regular health screenings in the community.

I continue to serve on the Circles program task force to explore how we can make this program happen in our community. The program focuses on empowering low-income individuals to develop the skills and make positive changes in their lives to get themselves out of poverty.

Kiwanis continues to hold their regular monthly meetings and Board meetings at the Community Center.

The Village of Eagle Gardens Condo Association Board of Directors continues to meet here every other month.

3 Girls Scout Troops – Daisies, Brownies and Juniors - began meeting at the Center in September. All our Monday evenings are now filled with Girl Scout meetings. Lots of energy and noise! I love it! The Girl Scout Round Up here on September 9.

Assisting patrons with a variety of issues, questions and concerns is part of the job and continually keeps me busy.

II. Program Evaluation

a. On-Going Services

Dr. Anthony Mastrogiacomo from South Lyon Foot & Ankle Specialists continues to offer senior foot care every other month. He returns on October 10.

Twenty-six items were borrowed from the Medical Loan Closet in September. We received donations of a commode, a raised toilet seat, a shower bench, a 4-wheel walker with a seat, and several miscellaneous items and first aid supplies.

We continue to have a need for donations of shower benches, shower seats, transfer benches, knee scooters, bariatric equipment and 4-wheeled walkers with seats.

Acupuncturist, Ron Hough, took two weeks off, but had 7 to 16 people for each of his other September sessions.

40+ people visited each Wednesday/Thursday in September to pick up needed bread, produce and other donated food items that we have available. Thank you to several area residents who continue to contribute items.

We said goodbye to Restore Wellness, LLC and Alison Stroshein, our Licensed Massage Therapist on September 27. She had a good opportunity to expand her business come her way. We will miss her.

b. On-Going Classes

Chair Yoga had 3 to 7 people each Tuesday in September.

Gentle Yoga on Wednesday evenings had 3 to 6 people each session in September.

Exercise with Becky returned after a month break. She had 4 to 8 participants each session.

Tai Chi currently has 5 participants.

MAH Fitness returned on September 12. There are 6 people participating.

Cardio Drumming returned in September with 2 to 3 students each session.

Flexagility returned in September with 3 students.

Line Dancing class had 10 to 12 participants at each of the three classes in September. Stop in and see what they are doing! They have a lot of fun and do a great job!

c. On-Going Activities

Pinochle continues every Tuesday and Thursday afternoon. Attendance is consistent at 6 to 12 players per day each week in September.

Mah Jongg Mondays continued with 4 to 5 people participating each week. Four to five people continue playing on Wednesdays, as well.

The Knit, Crochet, Craft group had 3 to 4 participants each Friday in September.

The Whitmore Lake Portrait Group is in every Monday afternoon. Eight to twelve artists attend each week. The art gallery that showcases their art continues to be popular with our guests. Stop in and look! They are always looking for new models! Let me know if you or someone you know is interested!

"Painting with Jan Rad" was held on September 27. She had 4 students participate.

The Crochet Mats group had 3 participants each week in September. They have completed nine new mats, so far.

The Radio-Controlled Sailboat Club has been meeting and sailing whenever they have good weather. You can watch for them down on the lakeshore at the Community Park and at the pond by the High School. They will be holding a business meeting here in October.

The Diabetes Prevention Program has 17 people participating. This yearlong program helps to facilitate lifestyle changes for weight loss and activity level increases for participants, to lower glucose levels and prevent the onset of diabetes. Participants have moved into the twice a month meeting stage of the program.

We piloted a new program offering in September – Mindful Meditation with Susan Forgie. Only 2 people attended the first session, but I have received quite a few calls and emails from folks who are interested. We will be scheduling some new sessions in the future.

d. Special Events

I continue to work with John Piette, PhD, Professor of Health Behavior and Health Education, and Research Scientist at U of M, on a project called SPEAK!

The monthly Peyton's Heart Project work bee was cancelled in September while I tried to take a little time off. We will be back at it in October. The hearts that are made will be hidden throughout the community for people to find. The intent is to help increase awareness of the issues of teenage suicide and bullying. We have currently sent 1,000 hearts to the Peyton Heart Project and are in the process of tagging another 1000+ to send. They distribute them to schools and organizations that are running anti-bullying and suicide prevention campaigns.

Nine people attended Pizza & a Movie night on September 27. We had more people registered, but the rain that night caused people to cancel. Those that

were here enjoyed dinner and watching "The Secret Life of Pets 2." Thank you to Domino's for helping to sponsor this program!

The Community & Senior Center continues to serve as a collection site for the donations for the residents who lost their homes in the trailer park fire. Thank you to everyone who has contributed to helping these folks. We are currently helping the Veteran and his daughter locate furnishings, appliances and housewares for their new trailer.

On September 30, we received a call from one of our patrons who has been awaiting a liver transplant for the past year. He called to let me know that he received the call that a liver that was a possible match for him was available and he had only a few hours to report to the hospital. One of our volunteers drove him to the hospital and spent the day with him as he went through additional tests and pre-operative procedures. The 12-hr. surgery took place Oct. 1&2. We are hoping that it is successful and that he has a quick recovery.

The community came together with donations to help purchase a hospital bed that he will need during his recovery and cover other medical expenses that he cannot afford. We have also worked to make sure that he had nutritious food that met his dietary restrictions and transportation to his many medical appointments during the past year. He has asked me to let everyone know just how much he appreciates all the kindness and support he has received. We are looking forward to him being able to attend programs and events here at the Community Center in the future!

NORTHFIELD TOWNSHIP MICHIGAN

To: Board of Trustees
From: Jim Turner
Date: 09/30/2019
Re: Code Enforcement Activity

Since January 01, 2019 I have logged 202 complaints.

The following complaints are still open:

Animal-2
Blight- 5
Building maintenance- 2
Fence without zoning compliance -2
Lighting- 1
Noise complaint- 2
Sidewalk complaint- 1
Sign violations- 1
Soil Fill- 1
Tall grass/Weeds-5
Work without permit -2
Zoning- 9

Some of the complaints I have been working on are as follows:

The property owner at 424 East Shore has continued to work on the property. A building permit has been issued for a garage. The property owner intends to have the garage constructed before winter. Once the garage is built the property owners plans to store any remaining construction materials and equipment inside the garage.

The property owner at 9594 Main Street stated he has hired a contractor and plans to have the building demolished in early November.

The Township received several complaints of the condition of the sidewalks along East Shore. A letter was sent to property owners along East Shore reminding the owners of their responsibility to keep the sidewalks safe.

I received a complaint of a dog sitting business taking too many dogs to the bark park. I contacted the dog sitting business and discussed the bark park rules with the owner. The business owner stated they will comply with the posted rules.

I continued to follow-up on the noise complaint and to take sound measurements from the Industrial area at North Territorial and Nollar Roads. The results of the sound measurements were turned over to the Township Manager.

I have continued to work with the Zoning Administrator on zoning violations.

I sent a violation notice and spoke with a property owner along Main Street regarding the use of his building and, a fence that was constructed without zoning compliance approval. The property owner has since submitted a zoning compliance application for the fence and the uses in his building.

I spoke with a property owner on Seven Mile who has been using his property for the outdoor storage of recreational equipment. The property owner said he will not store recreational equipment this fall and is working on having abandoned recreational equipment removed from his property.

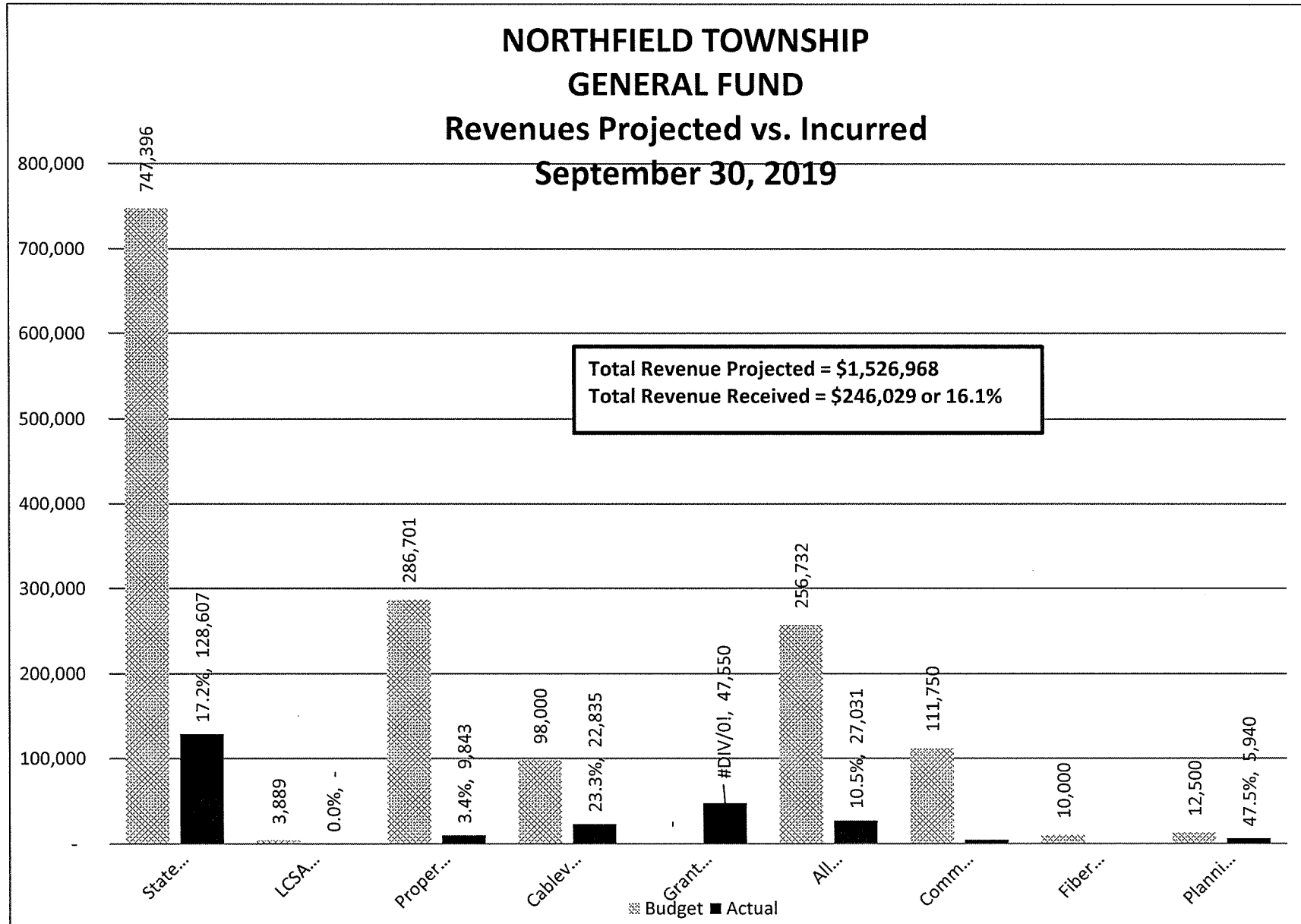
The Zoning Administrator and I met with a property owner on Spencer Rd who is using his property for a landscaping business without the approvals needed for the conditional use. The property owner said he will be submitting his zoning compliance application this week and he has met with an architect to draw the site plan.

I sent a violation notice to a property owner on Eight Mile who constructed an addition to an existing pole building without zoning compliance. The property owner has since submitted a zoning compliance application.

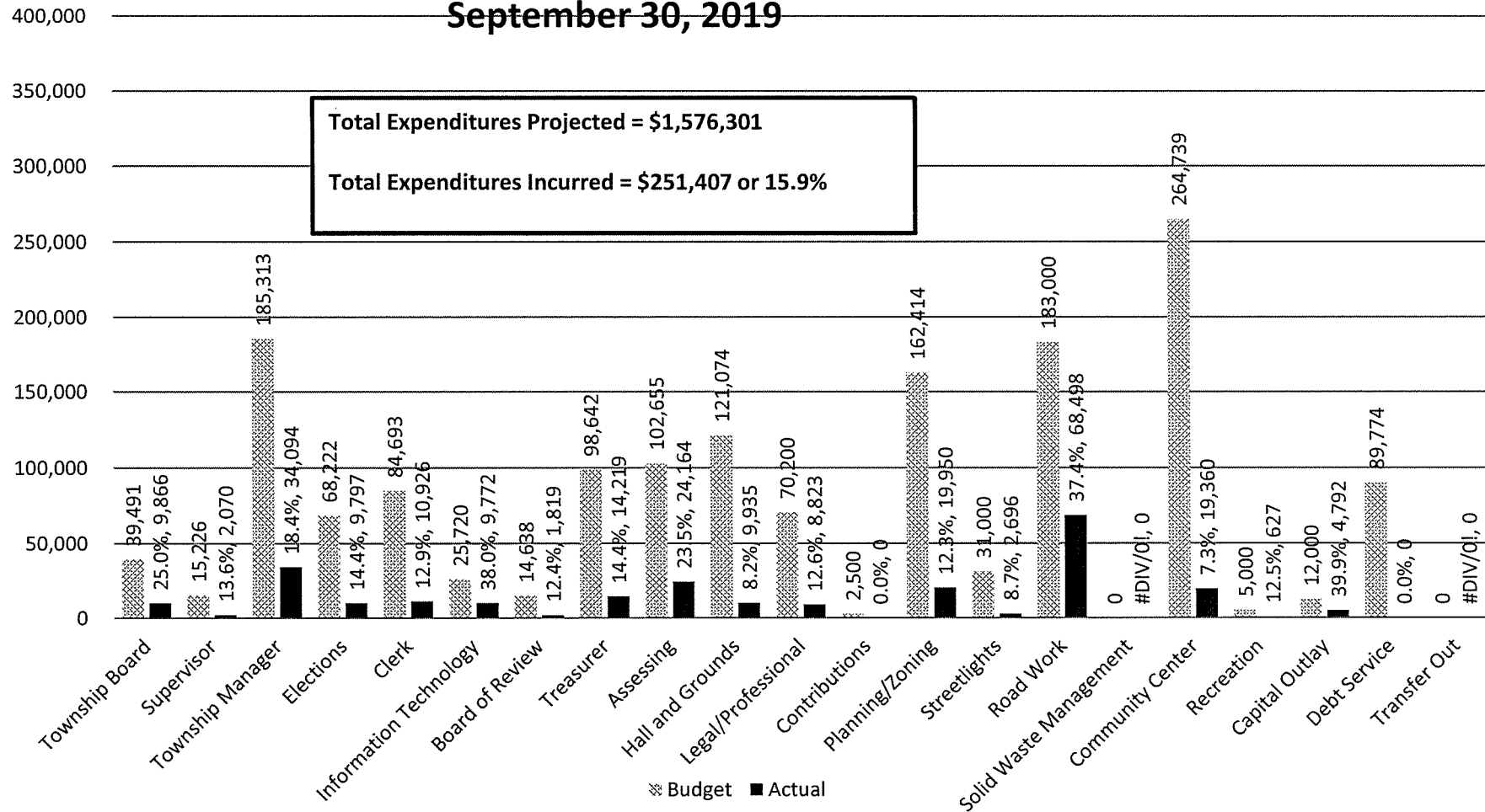
FUND BALANCE REPORT
Fund 101: GENERAL FUND
2019-2020 FISCAL YEAR
AS OF 9/30/19

| DESCRIPTION | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ACTUAL | 2019-20 ORIGINAL BUDGET |
|---|--------------------|-------------------|-------------------|-------------------|----------------------------|
| TOTAL REVENUES | 1,298,501 | 1,387,068 | 1,603,114 | 1,497,569 | 1,526,968 |
| TOTAL APPROPRIATIONS | 1,245,166 | 2,201,219 | 1,246,574 | 1,325,790 | 1,576,301 |
| NET OF REVENUES/APPROPRIATIONS - FUND 101 | 53,335 | (814,151) | 356,541 | 171,779 | (49,333) |
| BEGINNING FUND BALANCE | 1,550,163 | 1,603,499 | 789,348 | 1,145,888 | 1,145,888 |
| ENDING FUND BALANCE | 1,603,498 | 789,348 | 1,145,889 | 1,317,668 | 1,096,555 |
| | Fund Bal % 129% | Fund Bal % 36% | Fund Bal % 92% | Fund Bal % 99% | Fund Bal % 70% |

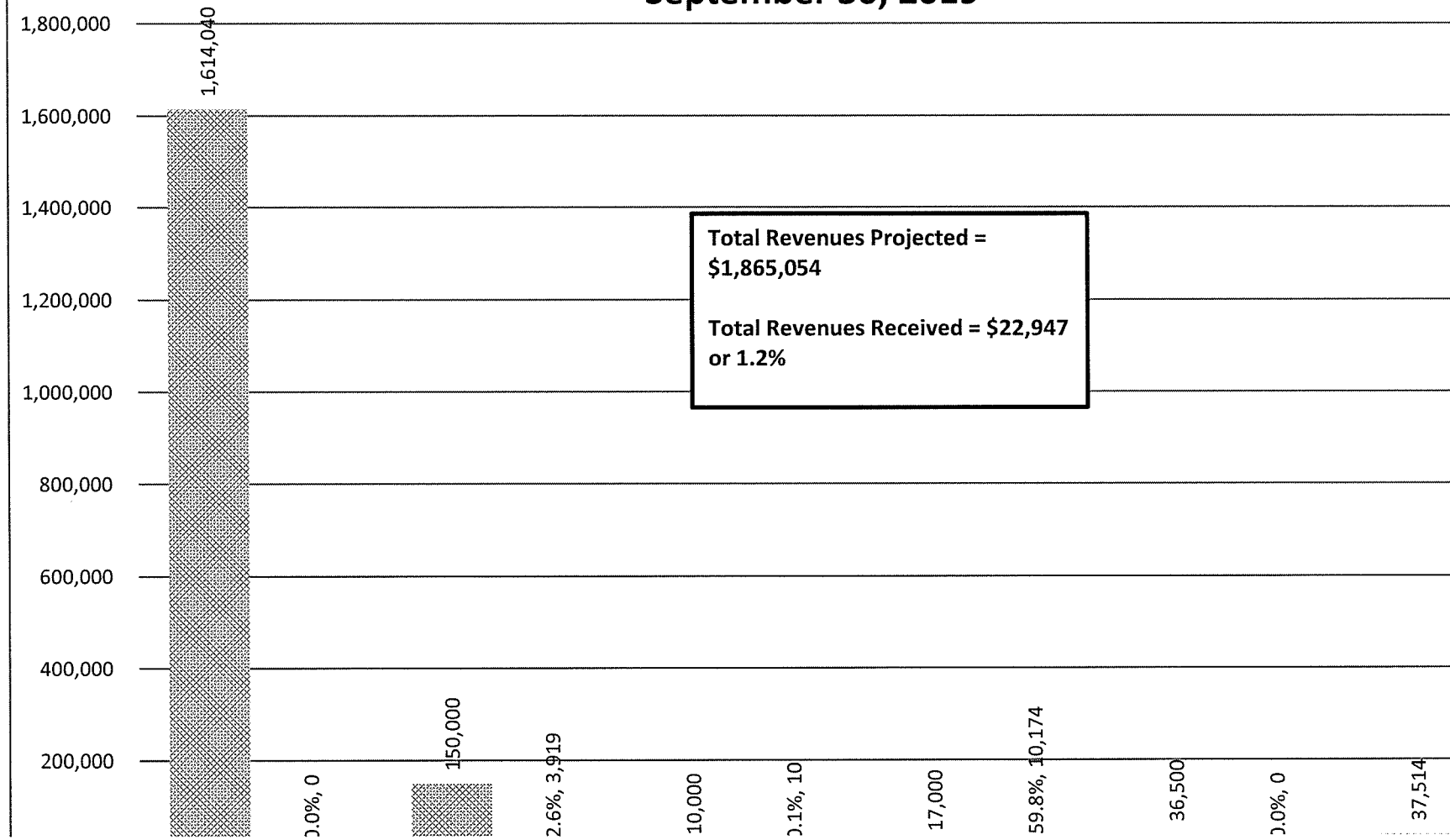
*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations



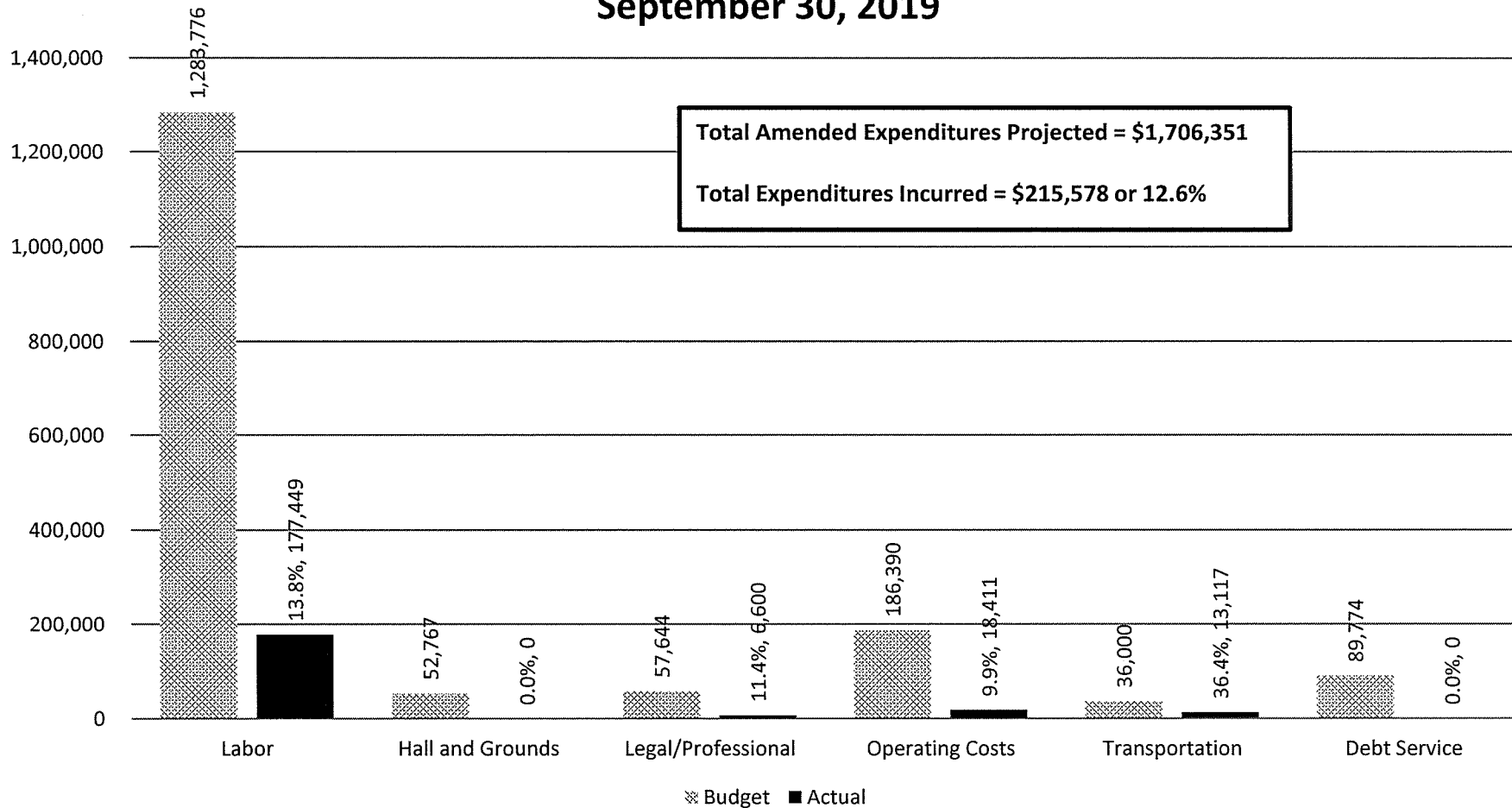
NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred September 30, 2019



NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received September 30, 2019



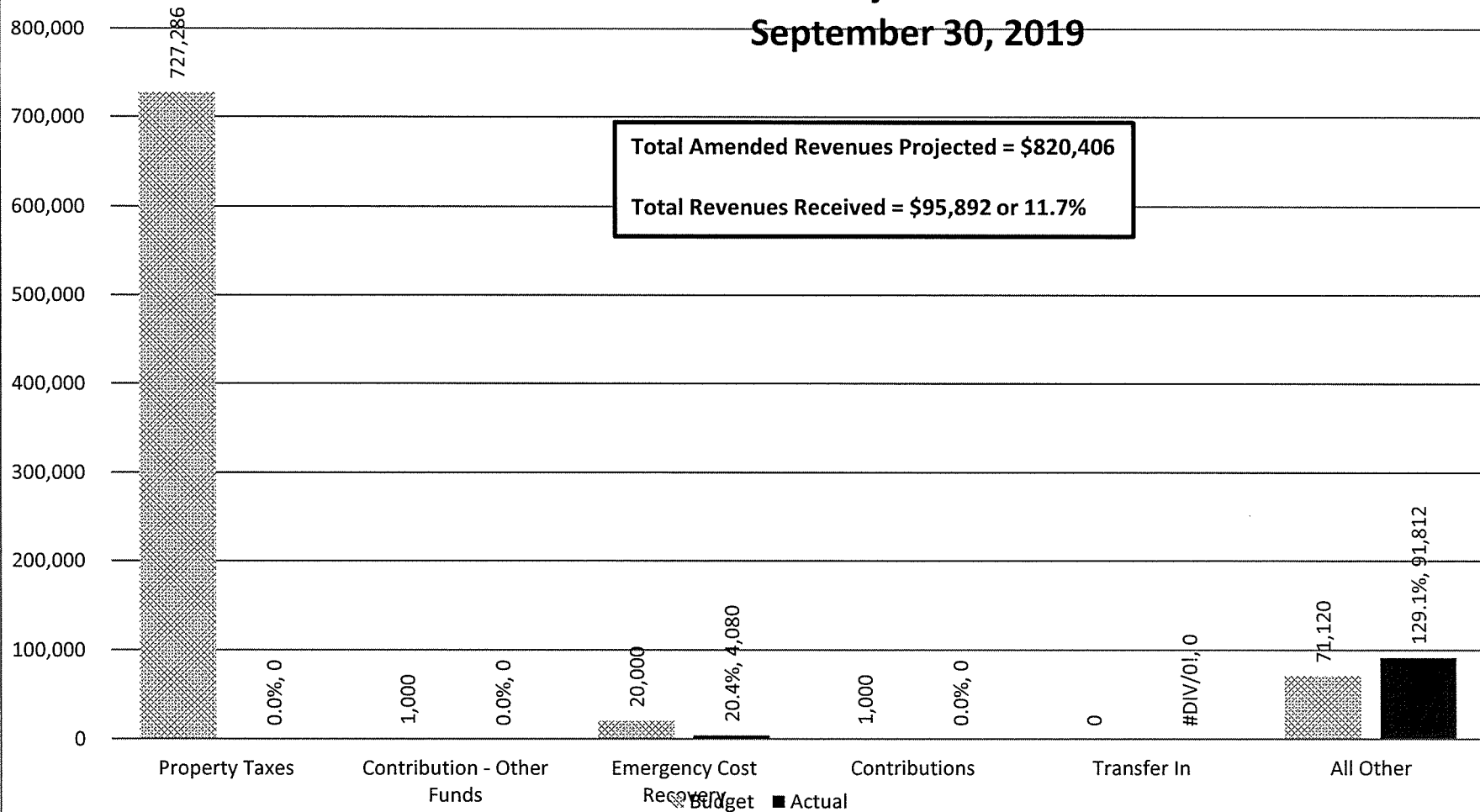
NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred September 30, 2019



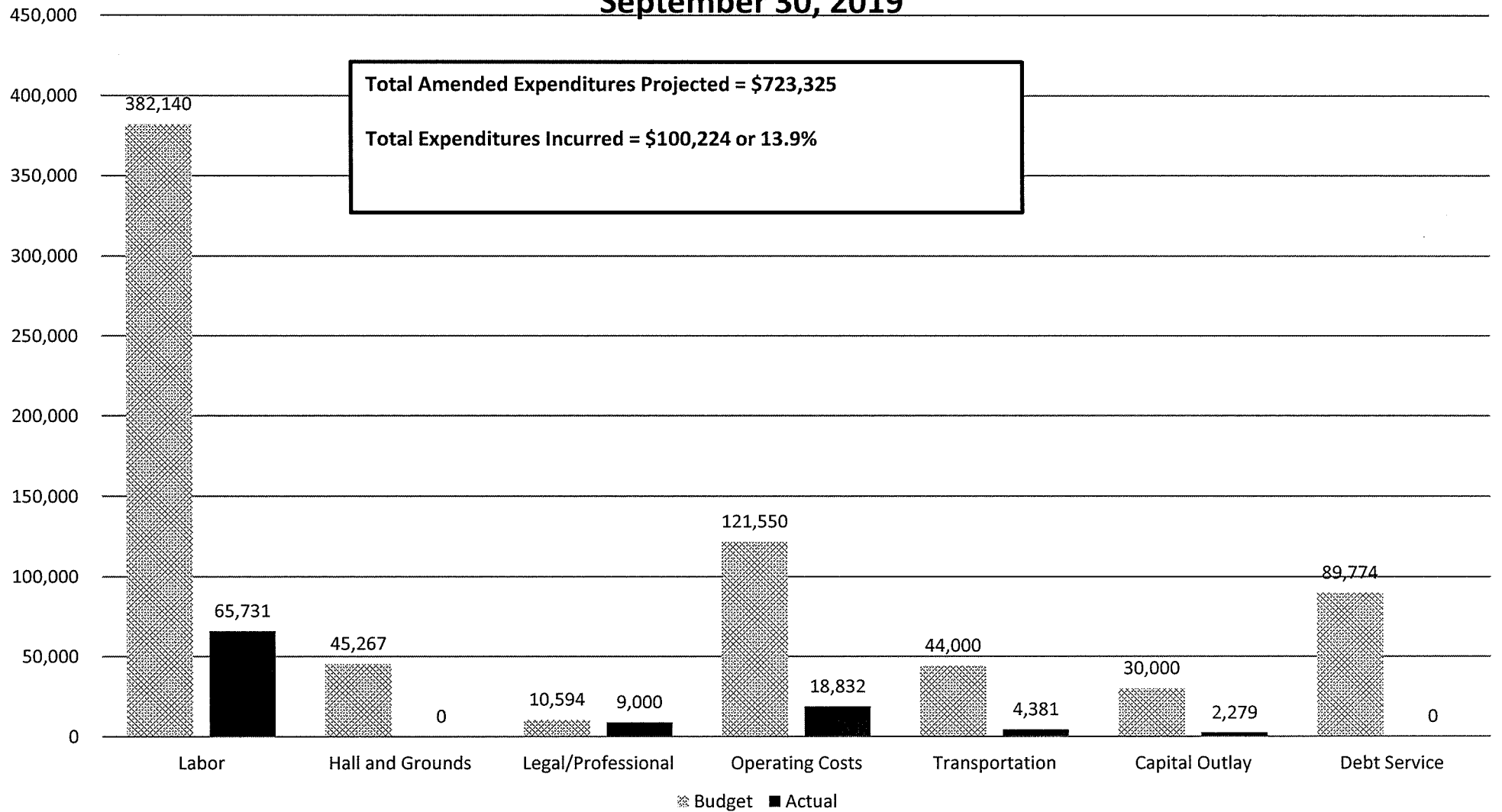
NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received September 30, 2019

Total Amended Revenues Projected = \$820,406

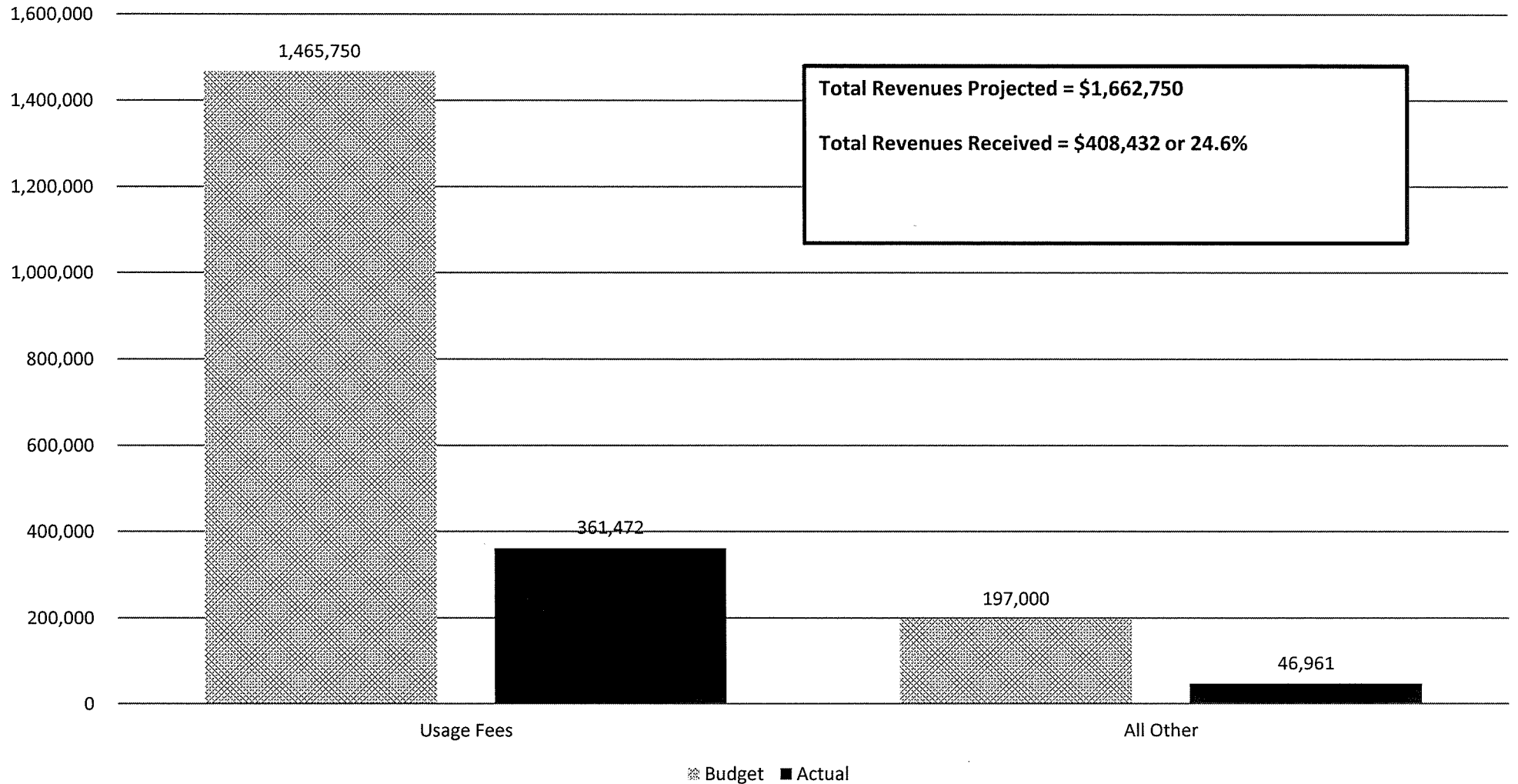
Total Revenues Received = \$95,892 or 11.7%



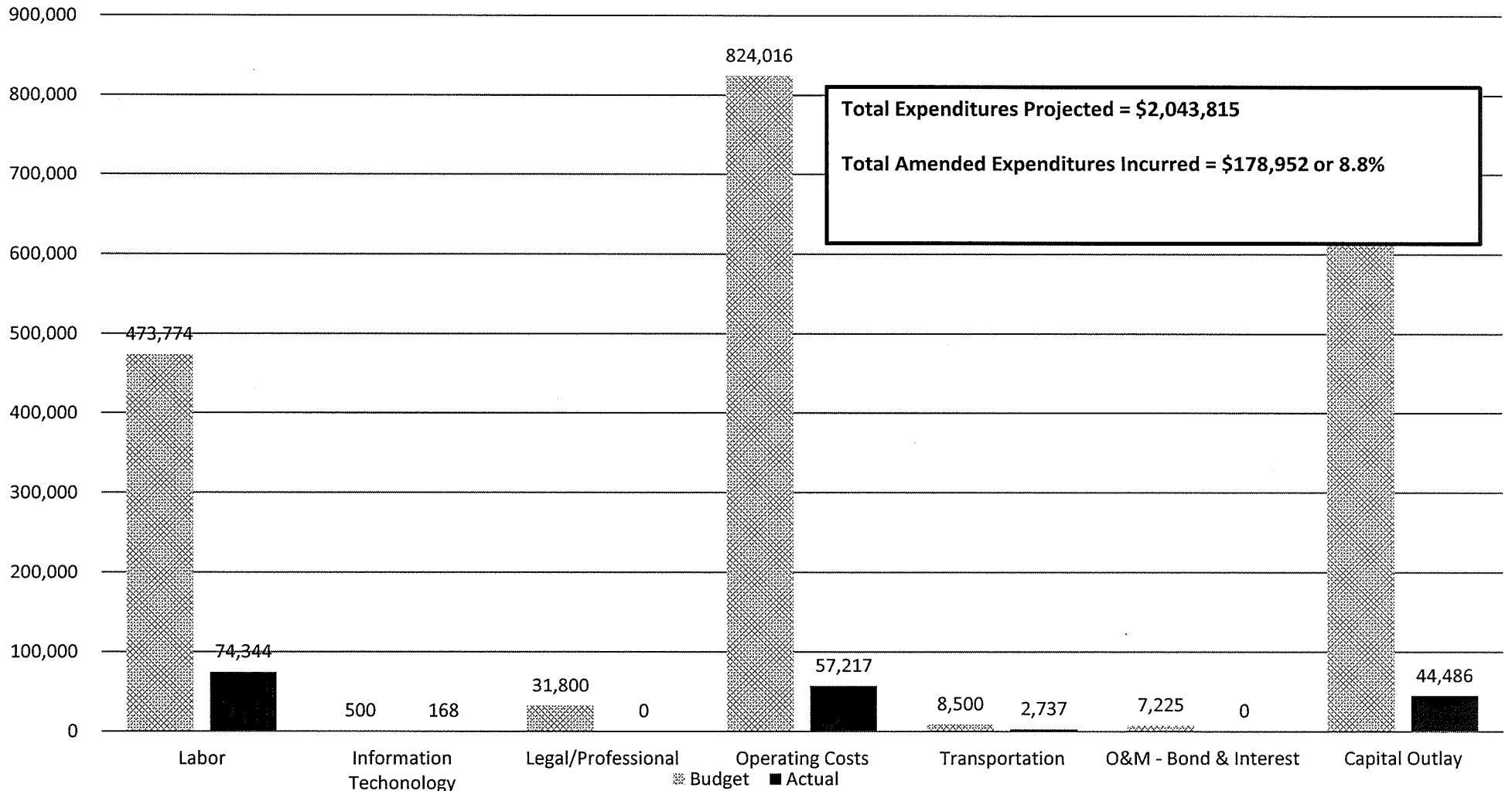
NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred September 30, 2019



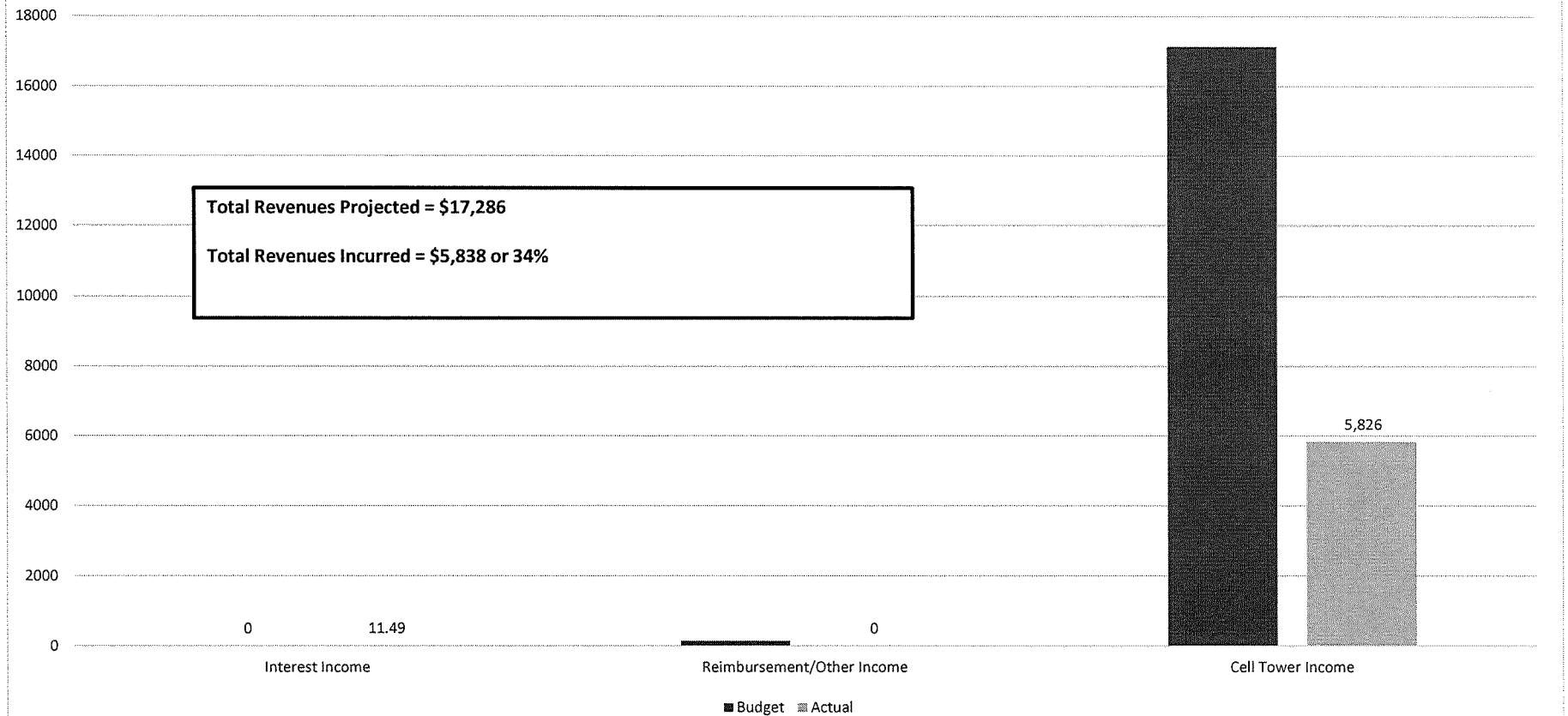
NORTHFIELD TOWNSHIP **WWTP FUND** **Revenues Projected vs. Incurred** **September 30, 2019**



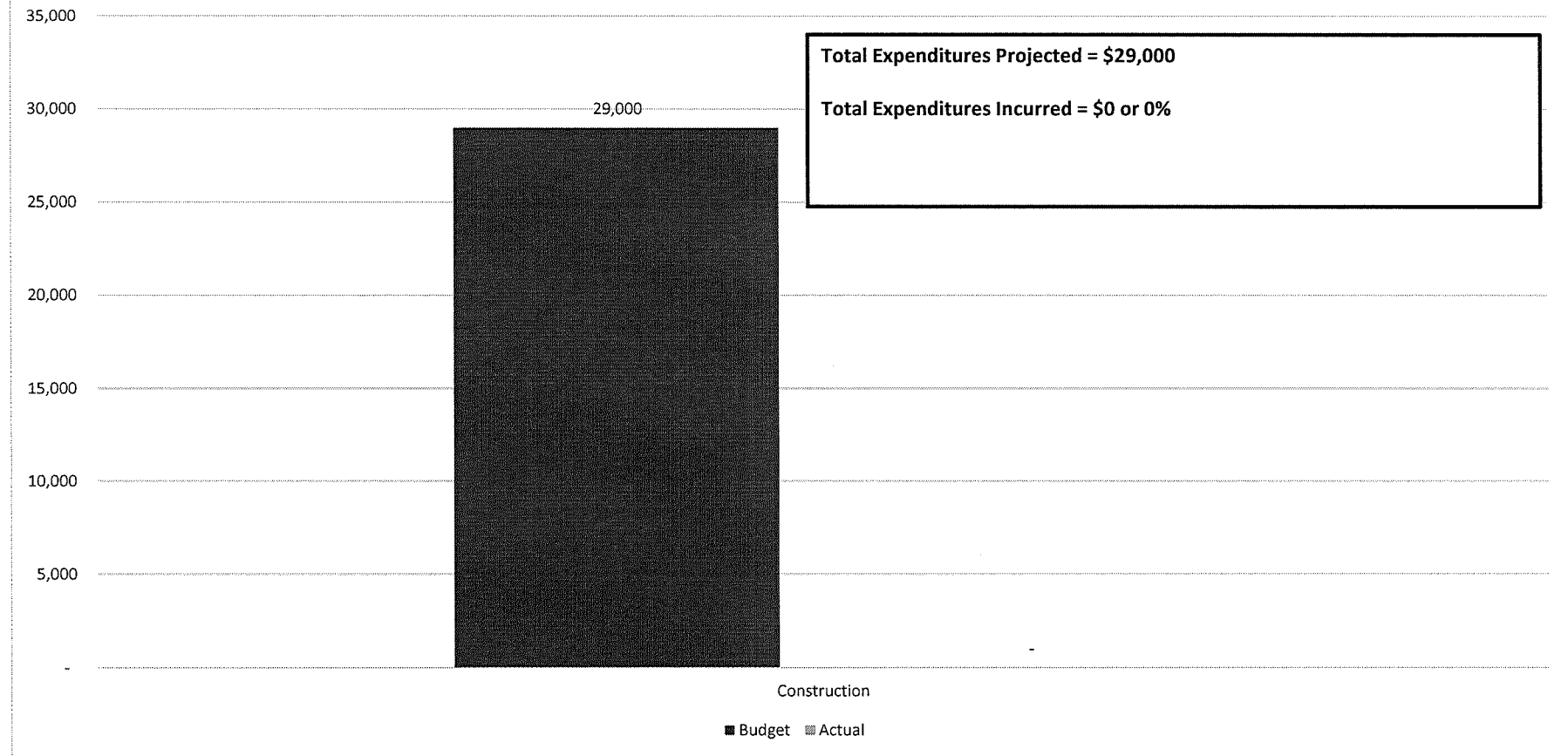
NORTHFIELD TOWNSHIP **WWTP FUND** **Expenditures Projected vs. Incurred** **September 30, 2019**



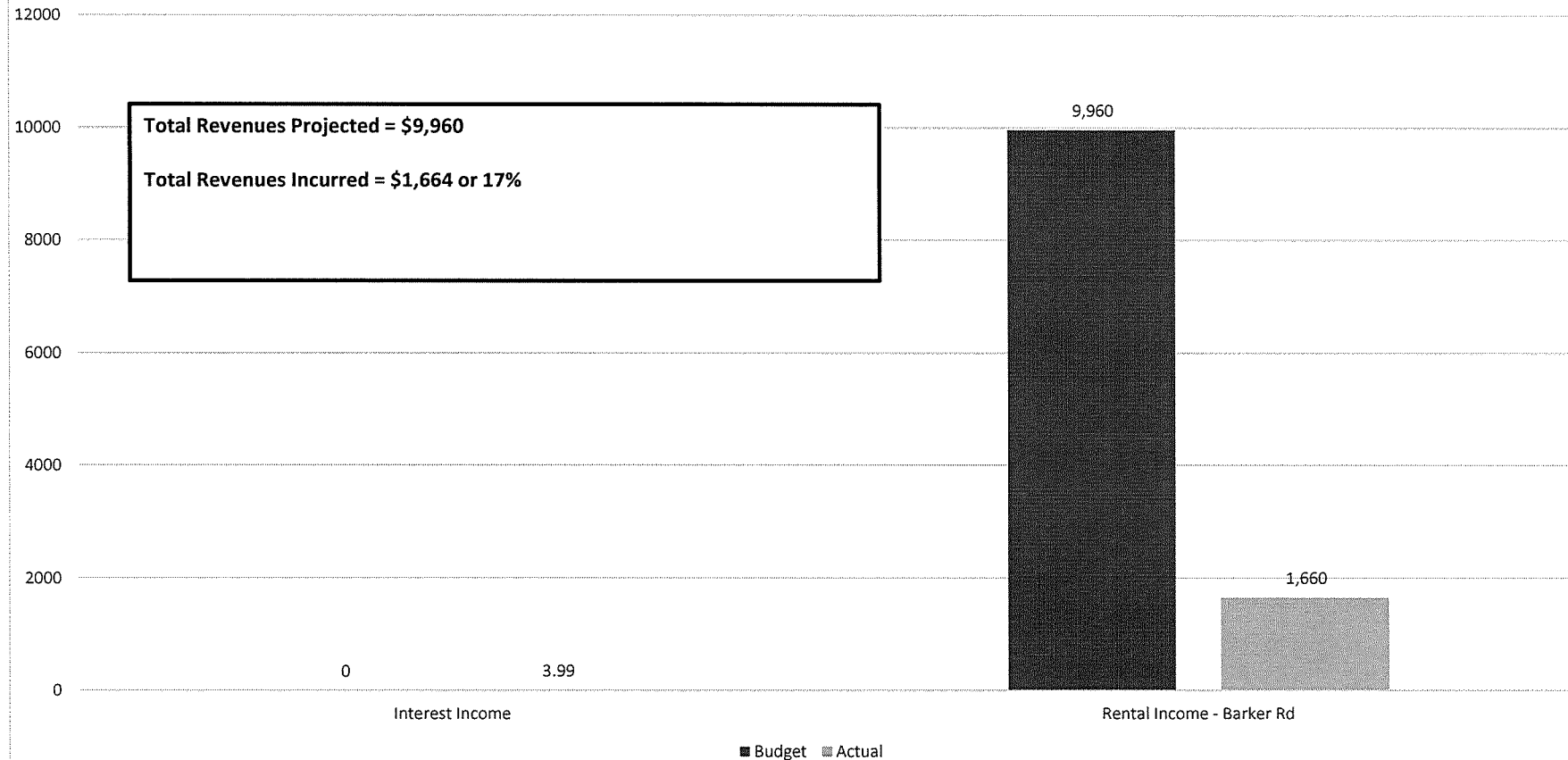
Northfield Township Fire Station # 2 Fund Revenues Projected vs. Incurred September 30, 2019



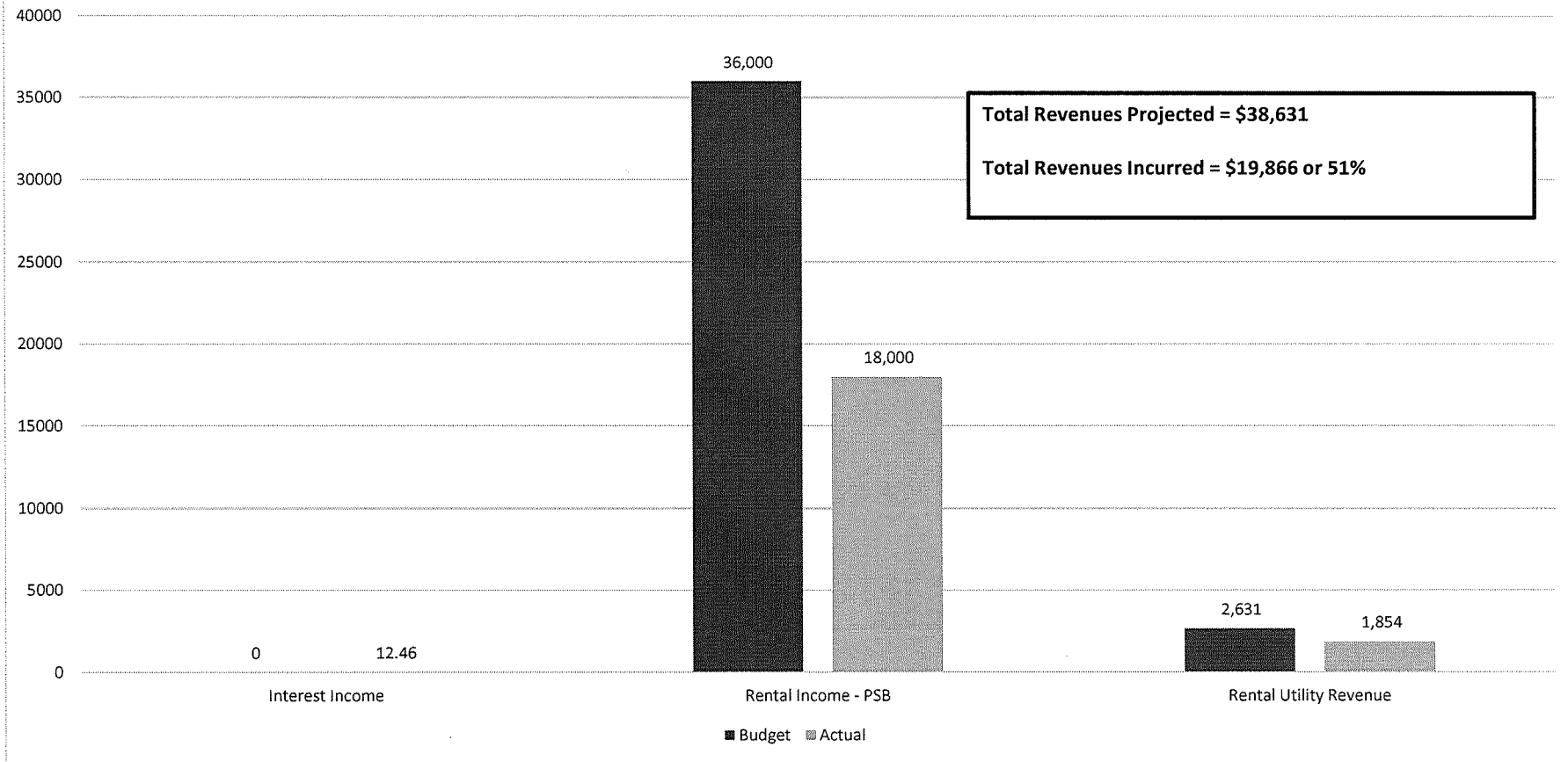
**Northfield Township
Fire Station #2 Fund
Expenditures Projected vs. Incurred
September 30, 2019**



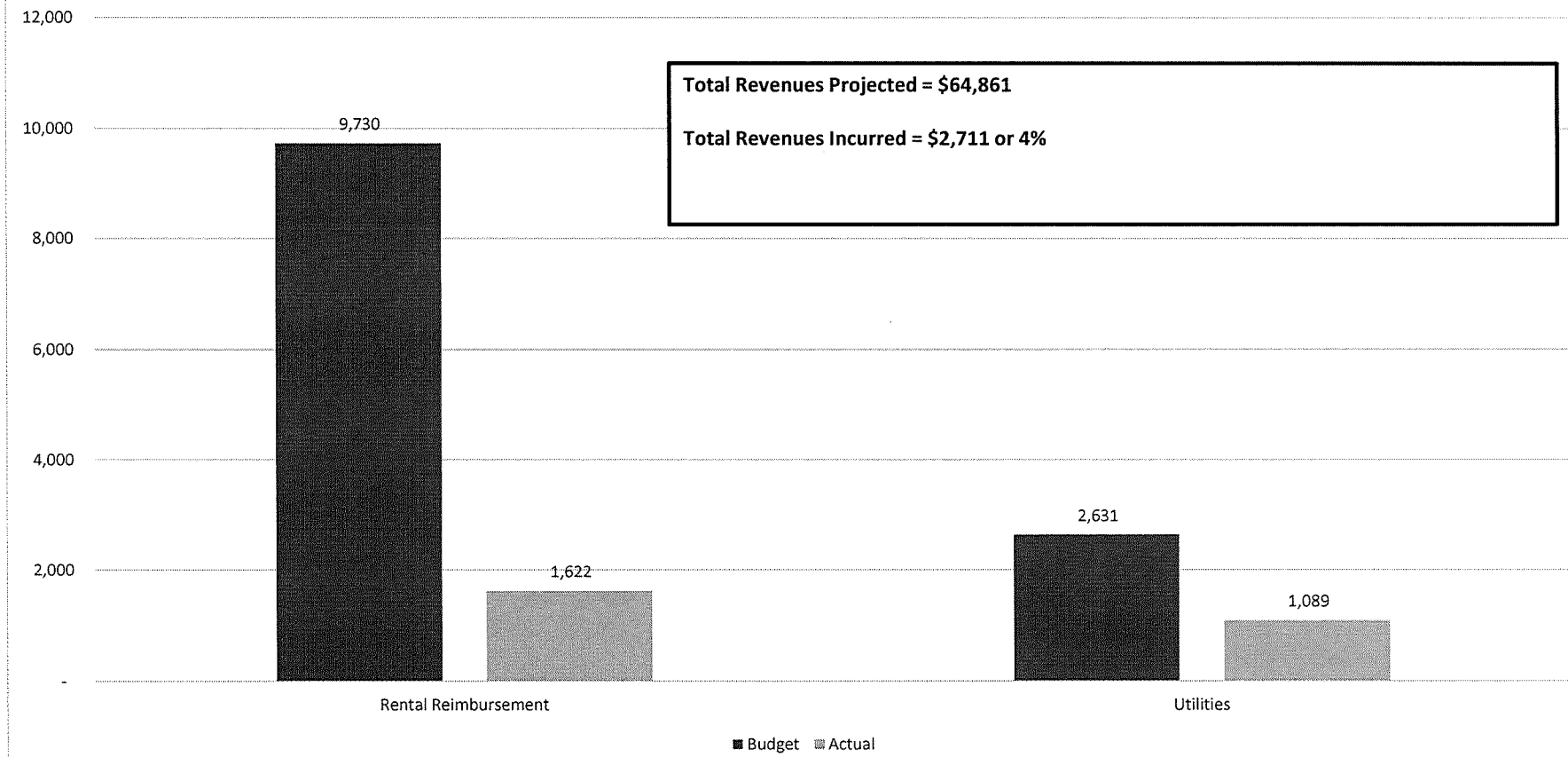
Northfield Township Barker Rd Rental Property Fund Revenues Projected vs. Incurred September 30, 2019



Northfield Township PSB Rental Property Fund Revenues Projected vs. Incurred September 30, 2019



**Northfield Township
PSB Rental Property Fund
Expenditures Projected vs. Incurred
September 30, 2019**



GENERAL FUND

September, 2019

Revenues

| | Budget | Actual | % of Budget Used |
|----------------------------|------------------|----------------|------------------------|
| State Revenue Sharing | 747,396 | 128,607 | 17.2% |
| LCSA PPT Reimbursement | 3,889 | - | 0.0% |
| Property Taxes | 286,701 | 9,843 | 3.4% |
| Cablevision Franchise Fees | 98,000 | 22,835 | 23.3% |
| Grant Income | - | 47,550 | #DIV/0! |
| All Others | 256,732 | 27,031 | 10.5% |
| Community Center | 111,750 | 4,223 | 3.8% |
| Fiber Footage Fees | 10,000 | - | 0.0% |
| Planning/Zoning | 12,500 | 5,940 | 47.5% |
| | <u>1,526,968</u> | <u>246,029</u> | <u>16.1%</u> |

Expenditures

| | Budget | Actual | |
|------------------------|------------------|----------------|--------------|
| Township Board | 39,491 | 9,866 | 25.0% |
| Supervisor | 15,226 | 2,070 | 13.6% |
| Township Manager | 185,313 | 34,094 | 18.4% |
| Elections | 68,222 | 9,797 | 14.4% |
| Clerk | 84,693 | 10,926 | 12.9% |
| Information Technology | 25,720 | 9,772 | 38.0% |
| Board of Review | 14,638 | 1,819 | 12.4% |
| Treasurer | 98,642 | 14,219 | 14.4% |
| Assessing | 102,655 | 24,164 | 23.5% |
| Hall and Grounds | 121,074 | 9,935 | 8.2% |
| Legal/Professional | 70,200 | 8,823 | 12.6% |
| Contributions | 2,500 | 0 | 0.0% |
| Planning/Zoning | 162,414 | 19,950 | 12.3% |
| Streetlights | 31,000 | 2,696 | 8.7% |
| Road Work | 183,000 | 68,498 | 37.4% |
| Solid Waste Management | 0 | 0 | #DIV/0! |
| Community Center | 264,739 | 19,360 | 7.3% |
| Recreation | 5,000 | 627 | 12.5% |
| Capital Outlay | 12,000 | 4,792 | 39.9% |
| Debt Service | 89,774 | 0 | 0.0% |
| Transfer Out | 0 | 0 | #DIV/0! |
| | <u>1,576,301</u> | <u>251,407</u> | <u>15.9%</u> |

LAW FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|-------------------------|-----------|--------|------------------------|
| Property Taxes | 1,614,040 | 0 | 0.0% |
| Community Mental Health | 150,000 | 3,919 | 2.6% |
| Fines & Court Fees | 10,000 | 10 | 0.1% |
| OT Reimbursements | 17,000 | 10,174 | 59.8% |
| Contributions | 36,500 | 0 | 0.0% |
| All Other | 37,514 | 8,844 | 23.6% |
| | 1,865,054 | 22,947 | 1.2% |

Expenditures

| | Budget | Actual | |
|--------------------|-----------|---------|-------|
| Labor | 1,283,776 | 177,449 | 13.8% |
| Hall and Grounds | 52,767 | 0 | 0.0% |
| Legal/Professional | 57,644 | 6,600 | 11.4% |
| Operating Costs | 186,390 | 18,411 | 9.9% |
| Transportation | 36,000 | 13,117 | 36.4% |
| Debt Service | 89,774 | 0 | 0.0% |
| | 1,706,351 | 215,578 | 12.6% |

FIRE FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|----------------------------|---------|--------|------------------------|
| Property Taxes | 727,286 | 0 | 0.0% |
| Contribution - Other Funds | 1,000 | 0 | 0.0% |
| Emergency Cost Recovery | 20,000 | 4,080 | 20.4% |
| Contributions | 1,000 | 0 | 0.0% |
| Transfer In | 0 | 0 | #DIV/0! |
| All Other | 71,120 | 91,812 | 129.1% |
| | 820,406 | 95,892 | 11.7% |

Expenditures

| | Budget | Actual | |
|--------------------|---------|---------|-------|
| Labor | 382,140 | 65,731 | 17.2% |
| Hall and Grounds | 45,267 | 0 | 0.0% |
| Legal/Professional | 10,594 | 9,000 | 85.0% |
| Operating Costs | 121,550 | 18,832 | 15.5% |
| Transportation | 44,000 | 4,381 | 10.0% |
| Capital Outlay | 30,000 | 2,279 | 7.6% |
| Debt Service | 89,774 | 0 | 0.0% |
| | 723,325 | 100,224 | 13.9% |

WWTP FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|------------|-----------|---------|------------------------|
| Usage Fees | 1,465,750 | 361,472 | 24.7% |
| All Other | 197,000 | 46,961 | 23.8% |
| | 1,662,750 | 408,432 | 24.6% |

Expenditures

| | Budget | Actual | |
|-------|---------|--------|-------|
| Labor | 473,774 | 74,344 | 15.7% |

| | | | |
|-------------------------|------------------|----------------|-------------|
| Information Techonology | 500 | 168 | 33.6% |
| Legal/Professional | 31,800 | 0 | 0.0% |
| Operating Costs | 824,016 | 57,217 | 6.9% |
| Transportation | 8,500 | 2,737 | 32.2% |
| O&M - Bond & Interest | 7,225 | 0 | 0.0% |
| Capital Outlay | 698,000 | 44,486 | 6.4% |
| | <u>2,043,815</u> | <u>178,952</u> | <u>8.8%</u> |

Fire Station # 2 Fund**Revenues**

| | Budget | Actual | |
|----------------------------|---------------|--------------|------------|
| Interest Income | 0 | 11.49 | #DIV/0! |
| Reimbursement/Other Income | 150 | 0 | 0% |
| Cell Tower Income | 17,136 | 5,826 | 34% |
| | <u>17,286</u> | <u>5,838</u> | <u>34%</u> |

Expenditures

| | Budget | Actual | |
|---------------------------|---------------|----------|----------|
| Grounds/Cleaning/Jan Srvc | - | - | #DIV/0! |
| Utilities | - | - | #DIV/0! |
| Repairs & Maintenance | - | - | #DIV/0! |
| Construction | 29,000 | - | - |
| | <u>29,000</u> | <u>-</u> | <u>-</u> |

Barker Rd Rental Property Fund**Revenues**

| | Budget | Actual | |
|---------------------------|--------------|--------------|------------|
| Interest Income | 0 | 3.99 | #DIV/0! |
| Rental Income - Barker Rd | 9,960 | 1,660 | 17% |
| | <u>9,960</u> | <u>1,664</u> | <u>17%</u> |

Expenditures

| | Budget | Actual | |
|-------------------------|----------|----------|----------------|
| Repairs & Maintenance | - | - | #DIV/0! |
| Other Professional Fees | - | - | #DIV/0! |
| | <u>-</u> | <u>-</u> | <u>#DIV/0!</u> |

PSB Rental Property Fund**Revenues**

| | Budget | Actual | |
|------------------------|---------------|---------------|------------|
| Interest Income | 0 | 12.46 | #DIV/0! |
| Rental Income - PSB | 36,000 | 18,000 | 50% |
| Rental Utility Revenue | 2,631 | 1,854 | 70% |
| | <u>38,631</u> | <u>19,866</u> | <u>51%</u> |

Expenditures

| | Budget | Actual | |
|-------------------------|---------------|--------------|-----------|
| Rental Reimbursement | 9,730 | 1,622 | 17% |
| Utilities | 2,631 | 1,089 | 41% |
| Other Professional Fees | 20,000 | - | 0% |
| Renovations | 32,500 | - | 0% |
| | <u>64,861</u> | <u>2,711</u> | <u>4%</u> |

User: YVETTE
DB: Northfield

PERIOD ENDING 09/30/2019
% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---------------------------------------|-------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 101-000-426.000 | PRIOR YEAR TAX INTEREST | 1,631.11 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-000-452.000 | PEDDLER'S LICENSES | 125.00 | 150.00 | 0.00 | 60.00 | 90.00 | 40.00 |
| 101-000-453.000 | CABLEVISION FRANCHISE FEES | 96,556.11 | 98,000.00 | 0.00 | 22,834.77 | 75,165.23 | 23.30 |
| 101-000-455.000 | FIBER FOOTAGE FEES | 10,606.51 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-000-573.000 | LCSA PPT REIMBURSEMENT | 8,810.67 | 3,889.00 | 0.00 | 0.00 | 3,889.00 | 0.00 |
| 101-000-574.000 | STATE SHARED REVENUE | 846,659.00 | 747,396.00 | 0.00 | 128,607.00 | 618,789.00 | 17.21 |
| 101-000-590.000 | GRANT INCOME | 0.00 | 0.00 | 0.00 | 47,550.00 | (47,550.00) | 100.00 |
| 101-000-626.000 | COPY & FOIA INCOME | 191.20 | 100.00 | 0.00 | 18.75 | 81.25 | 18.75 |
| 101-000-655.000 | ORDINANCE FINES | 12,426.37 | 100.00 | 1,139.50 | 4,464.25 | (4,364.25) | 4,464.25 |
| 101-000-665.000 | INTEREST INCOME | 5,132.19 | 4,800.00 | 0.00 | 347.43 | 4,452.57 | 7.24 |
| 101-000-671.000 | REIMBURSEMENT/OTHER INCOME | 4,386.68 | 0.00 | 280.25 | 280.25 | (280.25) | 100.00 |
| 101-000-673.000 | SALE OF FIXED ASSET | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 000 | | 986,524.84 | 865,135.00 | 1,419.75 | 204,162.45 | 660,972.55 | 23.60 |
| Dept 191 - ELECTIONS | | | | | | | |
| 101-191-671.000 | REIMBURSEMENT/OTHER INCOME | 0.00 | 0.00 | 4.50 | 5,645.35 | (5,645.35) | 100.00 |
| Total Dept 191 - ELECTIONS | | 0.00 | 0.00 | 4.50 | 5,645.35 | (5,645.35) | 100.00 |
| Dept 253 - TREASURER | | | | | | | |
| 101-253-402.000 | CURRENT PROPERTY TAX | 276,229.62 | 286,701.00 | 0.00 | 9,842.50 | 276,858.50 | 3.43 |
| 101-253-404.000 | MOBILE HOME LICENSE FEES | 2,819.00 | 2,850.00 | 233.00 | 932.00 | 1,918.00 | 32.70 |
| 101-253-445.000 | PENALTY & INTEREST ON TAXES | 8,848.06 | 3,500.00 | 0.00 | 21.10 | 3,478.90 | 0.60 |
| 101-253-627.000 | SUMMER TAX PREPARATION | 13,770.00 | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 |
| 101-253-680.000 | TAX ADMINISTRATION FEES | 156,234.18 | 163,000.00 | 7,135.18 | 15,261.88 | 147,738.12 | 9.36 |
| Total Dept 253 - TREASURER | | 457,900.86 | 470,051.00 | 7,368.18 | 26,057.48 | 443,993.52 | 5.54 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 101-336-625.000 | SEWER ADMINISTRATION | 54,756.00 | 67,432.00 | 0.00 | 0.00 | 67,432.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 54,756.00 | 67,432.00 | 0.00 | 0.00 | 67,432.00 | 0.00 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | | |
| 101-412-477.000 | ZONING COMPLIANCE PERMITS | 10,700.00 | 9,500.00 | 1,000.00 | 2,500.00 | 7,000.00 | 26.32 |
| 101-412-608.000 | VARIANCES/APPEALS | 7,040.00 | 2,000.00 | 1,390.00 | 1,390.00 | 610.00 | 69.50 |
| 101-412-609.000 | REZONING/CONDITIONAL USE PMTS | (325.00) | 0.00 | 1,450.00 | 1,450.00 | (1,450.00) | 100.00 |
| 101-412-614.000 | PLANNING FEES | 8,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-412-629.000 | ZONING COPIES | 83.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-412-637.000 | SPLIT APPLICATIONS | 50.00 | 1,000.00 | 0.00 | 300.00 | 700.00 | 30.00 |
| 101-412-671.000 | REIMBURSEMENT/OTHER INCOME | 300.00 | 0.00 | 0.00 | 300.00 | (300.00) | 100.00 |
| Total Dept 412 - PLANNING/ZONING DEPT | | 26,348.00 | 12,500.00 | 3,840.00 | 5,940.00 | 6,560.00 | 47.52 |
| Dept 666 - COMMUNITY CENTER | | | | | | | |
| 101-666-409.000 | SENIOR NUTRITION REVENUE | 0.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 101-666-590.000 | GRANT INCOME | 8,000.00 | 91,000.00 | 0.00 | 2,500.00 | 88,500.00 | 2.75 |
| 101-666-643.000 | CC TRIPS | 4,446.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 101-666-644.000 | CC PROGRAMS | 8,834.54 | 9,000.00 | 1,093.28 | 1,093.28 | 7,906.72 | 12.15 |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|-----------------------------------|-------------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| 101-666-676.000 | CONTRIBUTIONS - SCC | 2,726.00 | 1,750.00 | 630.00 | 630.00 | 1,120.00 | 36.00 |
| Total Dept 666 - COMMUNITY CENTER | | 24,006.54 | 111,750.00 | 1,723.28 | 4,223.28 | 107,526.72 | 3.78 |
| Dept 753 - RECREATION BOARD | | | | | | | |
| 101-753-677.000 | CONTRIBUTION - PARKS AND RECREATION | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-753-752.000 | PARK FINES AND FEES | 330.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 753 - RECREATION BOARD | | 330.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| TOTAL REVENUES | | 1,549,866.24 | 1,526,968.00 | 14,355.71 | 246,028.56 | 1,280,939.44 | 16.11 |
| Expenditures | | | | | | | |
| Dept 101 - TOWNSHIP BOARD | | | | | | | |
| 101-101-701.000 | SALARIES | 9,999.94 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-101-715.000 | SOCIAL SECURITY | 772.68 | 765.00 | 0.00 | 7.65 | 757.35 | 1.00 |
| 101-101-807.000 | MEMBERSHIP DUES | 8,601.57 | 9,376.00 | 200.00 | 8,107.43 | 1,268.57 | 86.47 |
| 101-101-836.000 | WELFARE COSTS | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-101-860.000 | FUEL & MILEAGE | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-101-900.000 | PRINTING & PUBLICATIONS | 7,365.05 | 7,500.00 | 206.24 | 1,750.86 | 5,749.14 | 23.34 |
| 101-101-956.000 | MISCELLANEOUS | 10.00 | 800.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 101-101-957.000 | TRAINING & DEVELOPMENT | 0.00 | 550.00 | 0.00 | 0.00 | 550.00 | 0.00 |
| Total Dept 101 - TOWNSHIP BOARD | | 36,749.24 | 39,491.00 | 406.24 | 9,865.94 | 29,625.06 | 24.98 |
| Dept 171 - SUPERVISOR | | | | | | | |
| 101-171-701.000 | SALARIES | 12,500.02 | 12,500.00 | 0.00 | 1,923.08 | 10,576.92 | 15.38 |
| 101-171-715.000 | SOCIAL SECURITY | 956.25 | 956.00 | 0.00 | 147.11 | 808.89 | 15.39 |
| 101-171-807.000 | MEMBERSHIP DUES | 0.00 | 120.00 | 0.00 | 0.00 | 120.00 | 0.00 |
| 101-171-860.000 | FUEL & MILEAGE | 509.38 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 101-171-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-171-957.000 | TRAINING & DEVELOPMENT | 359.65 | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| Total Dept 171 - SUPERVISOR | | 14,325.30 | 15,226.00 | 0.00 | 2,070.19 | 13,155.81 | 13.60 |
| Dept 172 - TOWNSHIP MANAGER | | | | | | | |
| 101-172-701.000 | SALARIES | 75,000.12 | 75,000.00 | 0.00 | 11,538.48 | 63,461.52 | 15.38 |
| 101-172-704.000 | CLERICAL/DEP /SUPER/ELECTION | 29,772.53 | 30,712.00 | 0.00 | 5,016.04 | 25,695.96 | 16.33 |
| 101-172-715.000 | SOCIAL SECURITY | 11,686.12 | 11,885.00 | 0.00 | 1,830.87 | 10,054.13 | 15.40 |
| 101-172-716.000 | HOSPITALIZATION | 22,059.41 | 28,108.00 | 1,785.56 | 5,381.86 | 22,726.14 | 19.15 |
| 101-172-717.000 | LIFE/DISB. INSURANCE | 864.00 | 901.00 | 83.39 | 322.17 | 578.83 | 35.76 |
| 101-172-718.000 | PENSION | 7,499.96 | 7,500.00 | 0.00 | 1,153.84 | 6,346.16 | 15.38 |
| 101-172-722.000 | CONTROLLER | 49,582.81 | 49,645.00 | 0.00 | 7,638.40 | 42,006.60 | 15.39 |
| 101-172-807.000 | MEMBERSHIP DUES | 255.00 | 305.00 | 0.00 | 0.00 | 305.00 | 0.00 |
| 101-172-818.000 | CONTRACTUAL SERVICES | 5,527.74 | 4,000.00 | 0.00 | 1,095.00 | 2,905.00 | 27.38 |
| 101-172-850.000 | COMMUNICATION | 659.02 | 0.00 | 51.24 | 102.48 | (102.48) | 100.00 |
| 101-172-860.000 | FUEL & MILEAGE | 314.94 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-172-927.000 | ALLOCATE TO DEPARTMENTS | (41,831.00) | (24,493.00) | 0.00 | 0.00 | (24,493.00) | 0.00 |
| 101-172-956.000 | MISCELLANEOUS | 36.00 | 500.00 | 0.00 | 14.80 | 485.20 | 2.96 |
| 101-172-957.000 | TRAINING & DEVELOPMENT | 313.00 | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| Total Dept 172 - TOWNSHIP MANAGER | | 161,739.65 | 185,313.00 | 1,920.19 | 34,093.94 | 151,219.06 | 18.40 |

PERIOD ENDING 09/30/2019
% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 191 - ELECTIONS | | | | | | | |
| 101-191-702.000 | SALARIES | 11,951.00 | 48,000.00 | 0.00 | 8,041.40 | 39,958.60 | 16.75 |
| 101-191-715.000 | SOCIAL SECURITY | 140.99 | 3,672.00 | 0.00 | 373.60 | 3,298.40 | 10.17 |
| 101-191-727.000 | SUPPLIES | 1,641.55 | 5,500.00 | 0.00 | 332.98 | 5,167.02 | 6.05 |
| 101-191-818.000 | CONTRACTUAL SERVICES | 1,025.00 | 3,700.00 | 0.00 | 649.26 | 3,050.74 | 17.55 |
| 101-191-851.000 | POSTAGE | 2,330.58 | 3,850.00 | 24.80 | 335.74 | 3,514.26 | 8.72 |
| 101-191-900.000 | PRINTING & PUBLICATIONS | 3,313.08 | 2,500.00 | 0.00 | 63.63 | 2,436.37 | 2.55 |
| 101-191-930.000 | REPAIRS & MAINTENANCE | 0.00 | 900.00 | 0.00 | 0.00 | 900.00 | 0.00 |
| 101-191-956.000 | MISCELLANEOUS | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 191 - ELECTIONS | | 20,402.20 | 68,222.00 | 24.80 | 9,796.61 | 58,425.39 | 14.36 |
| Dept 215 - CLERK | | | | | | | |
| 101-215-701.000 | SALARIES | 12,500.02 | 12,500.00 | 0.00 | 1,923.08 | 10,576.92 | 15.38 |
| 101-215-703.000 | DEPUTY SALARIES | 42,696.70 | 44,439.00 | 0.00 | 6,836.64 | 37,602.36 | 15.38 |
| 101-215-715.000 | SOCIAL SECURITY | 4,222.54 | 4,356.00 | 0.00 | 670.12 | 3,685.88 | 15.38 |
| 101-215-716.000 | HOSPITALIZATION | 14,539.47 | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 101-215-717.000 | LIFE/DISB. INSURANCE | 565.12 | 699.00 | 55.52 | 212.28 | 486.72 | 30.37 |
| 101-215-718.000 | PENSION | 4,269.62 | 4,444.00 | 0.00 | 683.68 | 3,760.32 | 15.38 |
| 101-215-723.000 | RECORD SEC | 11,585.00 | 12,855.00 | 595.00 | 595.00 | 12,260.00 | 4.63 |
| 101-215-807.000 | MEMBERSHIP DUES | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-215-860.000 | FUEL & MILEAGE | 291.61 | 300.00 | 0.00 | 5.34 | 294.66 | 1.78 |
| 101-215-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-215-957.000 | TRAINING & DEVELOPMENT | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 215 - CLERK | | 90,670.08 | 84,693.00 | 650.52 | 10,926.14 | 73,766.86 | 12.90 |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | | |
| 101-228-936.000 | SOFTWARE | 10,797.79 | 14,220.00 | 109.50 | 6,449.60 | 7,770.40 | 45.36 |
| 101-228-948.000 | COMPUTER SERVICES | 3,820.33 | 11,500.00 | 380.44 | 3,322.63 | 8,177.37 | 28.89 |
| Total Dept 228 - INFORMATION TECHNOLOGY | | 14,618.12 | 25,720.00 | 489.94 | 9,772.23 | 15,947.77 | 37.99 |
| Dept 247 - BOARD OF REVIEW | | | | | | | |
| 101-247-706.000 | BOARD OF REVIEW FEE | 1,044.00 | 1,800.00 | 0.00 | 120.00 | 1,680.00 | 6.67 |
| 101-247-715.000 | SOCIAL SECURITY | 79.86 | 138.00 | 0.00 | 9.18 | 128.82 | 6.65 |
| 101-247-723.000 | RECORD SEC | 1,320.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-247-900.000 | PRINTING & PUBLICATIONS | 640.00 | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 |
| 101-247-956.000 | MISCELLANEOUS | 68.35 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-247-957.000 | TRAINING & DEVELOPMENT | 295.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-247-959.000 | TRIBUNALS AND DRAINS | 6,178.28 | 10,000.00 | 15.43 | 1,689.57 | 8,310.43 | 16.90 |
| Total Dept 247 - BOARD OF REVIEW | | 9,625.49 | 14,638.00 | 15.43 | 1,818.75 | 12,819.25 | 12.42 |
| Dept 253 - TREASURER | | | | | | | |
| 101-253-701.000 | SALARIES | 12,500.02 | 12,500.00 | 0.00 | 1,923.08 | 10,576.92 | 15.38 |
| 101-253-703.000 | DEPUTY SALARIES | 36,659.00 | 41,101.00 | 0.00 | 6,323.20 | 34,777.80 | 15.38 |
| 101-253-704.000 | CLERICAL/DEP /SUPER/ELECTION | 11,871.75 | 24,336.00 | 0.00 | 3,611.40 | 20,724.60 | 14.84 |
| 101-253-715.000 | SOCIAL SECURITY | 5,300.42 | 5,962.00 | 0.00 | 907.10 | 5,054.90 | 15.21 |
| 101-253-716.000 | HOSPITALIZATION | 1,489.46 | 4,020.00 | 0.00 | (1,269.20) | 5,289.20 | (31.57) |
| 101-253-717.000 | LIFE/DISB. INSURANCE | 511.46 | 772.00 | 53.13 | 207.17 | 564.83 | 26.84 |
| 101-253-718.000 | PENSION | 2,677.88 | 4,110.00 | 0.00 | 632.32 | 3,477.68 | 15.38 |
| 101-253-803.000 | LEGAL | 6,500.00 | 6,000.00 | 500.00 | 1,000.00 | 5,000.00 | 16.67 |

User: YVETTE
DB: Northfield

PERIOD ENDING 09/30/2019
% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|-------------------------------------|-------------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-253-804.000 | TAX STATEMENT PREPARATION | 1,511.37 | 1,700.00 | 0.00 | 732.17 | 967.83 | 43.07 |
| 101-253-807.000 | MEMBERSHIP DUES | 50.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-253-818.000 | CONTRACTUAL SERVICES | 1,192.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-253-851.000 | POSTAGE | 3,771.19 | 3,800.00 | 0.00 | 65.00 | 3,735.00 | 1.71 |
| 101-253-860.000 | FUEL & MILEAGE | 803.90 | 600.00 | 38.98 | 56.85 | 543.15 | 9.48 |
| 101-253-927.000 | ALLOCATE TO DEPARTMENTS | 0.00 | (7,859.00) | 0.00 | 0.00 | (7,859.00) | 0.00 |
| 101-253-956.000 | MISCELLANEOUS | 514.25 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-253-957.000 | TRAINING & DEVELOPMENT | 380.50 | 500.00 | 0.00 | 30.00 | 470.00 | 6.00 |
| Total Dept 253 - TREASURER | | 85,733.70 | 98,642.00 | 592.11 | 14,219.09 | 84,422.91 | 14.41 |
| Dept 257 - ASSESSING | | | | | | | |
| 101-257-716.000 | HOSPITALIZATION | 0.00 | 0.00 | (310.00) | 0.00 | 0.00 | 0.00 |
| 101-257-727.000 | SUPPLIES | 1,573.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-807.000 | MEMBERSHIP DUES | 0.00 | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 101-257-818.000 | CONTRACTUAL SERVICES | 92,035.00 | 97,505.00 | 0.00 | 24,135.00 | 73,370.00 | 24.75 |
| 101-257-851.000 | POSTAGE | 2,096.68 | 2,500.00 | 0.00 | 29.15 | 2,470.85 | 1.17 |
| 101-257-860.000 | FUEL & MILEAGE | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-257-900.000 | PRINTING & PUBLICATIONS | 1,453.33 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-257-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-257-957.000 | TRAINING & DEVELOPMENT | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| Total Dept 257 - ASSESSING | | 97,158.31 | 102,655.00 | (310.00) | 24,164.15 | 78,490.85 | 23.54 |
| Dept 265 - HALL AND GROUNDS | | | | | | | |
| 101-265-710.000 | JANITORIAL SALARIES | 7,287.05 | 6,692.00 | 0.00 | 1,366.20 | 5,325.80 | 20.42 |
| 101-265-715.000 | SOCIAL SECURITY | 615.58 | 512.00 | 0.00 | 218.11 | 293.89 | 42.60 |
| 101-265-721.000 | UNEMPLOYMENT BENEFITS | 0.00 | 0.00 | 0.00 | 42.16 | (42.16) | 100.00 |
| 101-265-727.000 | SUPPLIES | 15,538.73 | 12,000.00 | 1,377.52 | 3,105.49 | 8,894.51 | 25.88 |
| 101-265-731.000 | WORKERS COMP INSURANCE | 0.00 | 3,178.00 | 0.00 | 0.00 | 3,178.00 | 0.00 |
| 101-265-816.000 | GROUNDS/CLEANING/JANITORIAL SERVICE | 24,865.00 | 17,600.00 | 2,560.00 | 2,560.00 | 15,040.00 | 14.55 |
| 101-265-821.000 | PSB MAINT & OPS ALLOCATION | 43,535.60 | 42,767.00 | 0.00 | 0.00 | 42,767.00 | 0.00 |
| 101-265-850.000 | COMMUNICATION | 2,374.93 | 2,580.00 | 170.47 | 601.41 | 1,978.59 | 23.31 |
| 101-265-851.000 | POSTAGE | 3,245.25 | 2,880.00 | 225.94 | 667.75 | 2,212.25 | 23.19 |
| 101-265-910.000 | INSURANCE & BONDS | 539.00 | 24,790.00 | 0.00 | 0.00 | 24,790.00 | 0.00 |
| 101-265-920.000 | UTILITIES | 223.87 | 205.00 | 33.65 | 33.65 | 171.35 | 16.41 |
| 101-265-927.000 | ALLOCATE TO DEPARTMENTS | (4,200.00) | (4,000.00) | 0.00 | 0.00 | (4,000.00) | 0.00 |
| 101-265-930.000 | REPAIRS & MAINTENANCE | 5,728.58 | 4,800.00 | 0.00 | 0.00 | 4,800.00 | 0.00 |
| 101-265-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 377.43 | 1,250.00 | 69.56 | 69.56 | 1,180.44 | 5.56 |
| 101-265-940.000 | RENTAL EQUIPMENT | 5,556.02 | 5,320.00 | 657.10 | 1,270.84 | 4,049.16 | 23.89 |
| 101-265-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 105,687.04 | 121,074.00 | 5,094.24 | 9,935.17 | 111,138.83 | 8.21 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 101-270-800.000 | OTHER PROFESSIONAL FEES | 3,197.12 | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 101-270-802.000 | AUDIT FEES | 6,300.00 | 6,300.00 | 0.00 | 0.00 | 6,300.00 | 0.00 |
| 101-270-803.000 | LEGAL | 88,445.20 | 96,000.00 | 7,040.00 | 20,222.50 | 75,777.50 | 21.07 |
| 101-270-806.000 | ENGINEER | 497.38 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-270-927.000 | ALLOCATE TO DEPARTMENTS | (45,600.00) | (45,600.00) | (3,800.00) | (11,400.00) | (34,200.00) | 25.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 52,839.70 | 70,200.00 | 3,240.00 | 8,822.50 | 61,377.50 | 12.57 |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 101-336-933.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | | |
| 101-412-701.000 | ZONING SALARIES | 15,700.45 | 18,301.00 | 0.00 | 2,816.00 | 15,485.00 | 15.39 |
| 101-412-707.000 | ZBA SALARIES | 4,644.14 | 6,000.00 | 0.00 | 500.00 | 5,500.00 | 8.33 |
| 101-412-715.000 | SOCIAL SECURITY | 4,003.03 | 4,445.00 | 0.00 | 466.49 | 3,978.51 | 10.49 |
| 101-412-716.000 | HOSPITALIZATION | 12,062.78 | 7,631.00 | 607.70 | 1,538.80 | 6,092.20 | 20.17 |
| 101-412-717.000 | LIFE/DISB. INSURANCE | 439.65 | 287.00 | 22.70 | 87.64 | 199.36 | 30.54 |
| 101-412-718.000 | ZONING PENSION | 1,758.37 | 1,830.00 | 0.00 | 281.60 | 1,548.40 | 15.39 |
| 101-412-723.000 | RECORD SEC | 9,280.00 | 7,020.00 | 510.00 | 510.00 | 6,510.00 | 7.26 |
| 101-412-726.000 | PLANN COMM | 13,100.00 | 16,800.00 | 0.00 | 1,200.00 | 15,600.00 | 7.14 |
| 101-412-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-412-801.000 | PLANNER FEES | 86,116.75 | 47,250.00 | 0.00 | 3,950.00 | 43,300.00 | 8.36 |
| 101-412-809.000 | CODE ENFORCEMENT SALARIES | 20,787.50 | 33,800.00 | 0.00 | 4,498.00 | 29,302.00 | 13.31 |
| 101-412-823.000 | ZONING ADMINISTRATION | 30,145.00 | 12,000.00 | 0.00 | 2,732.50 | 9,267.50 | 22.77 |
| 101-412-851.000 | POSTAGE | 547.30 | 250.00 | 36.30 | 184.40 | 65.60 | 73.76 |
| 101-412-860.000 | FUEL & MILEAGE | 1,163.29 | 1,000.00 | 0.00 | 143.26 | 856.74 | 14.33 |
| 101-412-900.000 | PRINTING & PUBLICATIONS | 3,589.21 | 2,500.00 | 166.26 | 166.26 | 2,333.74 | 6.65 |
| 101-412-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-412-957.000 | TRAINING & DEVELOPMENT | 1,590.00 | 1,800.00 | 0.00 | 875.00 | 925.00 | 48.61 |
| Total Dept 412 - PLANNING/ZONING DEPT | | 204,927.47 | 162,414.00 | 1,342.96 | 19,949.95 | 142,464.05 | 12.28 |
| Dept 448 - STREET LIGHTS | | | | | | | |
| 101-448-920.000 | UTILITIES | 56,791.85 | 31,000.00 | 2,497.43 | 2,695.86 | 28,304.14 | 8.70 |
| Total Dept 448 - STREET LIGHTS | | 56,791.85 | 31,000.00 | 2,497.43 | 2,695.86 | 28,304.14 | 8.70 |
| Dept 449 - ROAD WORK | | | | | | | |
| 101-449-805.000 | PATHWAYS AND SIDEWALKS | 6,670.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-449-813.000 | ROADWORK | 28,298.07 | 28,000.00 | 0.00 | 17,332.51 | 10,667.49 | 61.90 |
| 101-449-814.000 | ROAD IMPROVEMENTS | 137,687.84 | 153,000.00 | 0.00 | 51,165.29 | 101,834.71 | 33.44 |
| 101-449-929.000 | GRANT EXPENSE | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| Total Dept 449 - ROAD WORK | | 172,655.91 | 183,000.00 | 0.00 | 68,497.80 | 114,502.20 | 37.43 |
| Dept 523 - SOLID WASTE MANAGEMENT | | | | | | | |
| 101-523-880.000 | MAY/OCT CLEAN UP PROGRAM | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 523 - SOLID WASTE MANAGEMENT | | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 666 - COMMUNITY CENTER | | | | | | | |
| 101-666-701.000 | SALARIES | 47,641.68 | 48,785.00 | 0.00 | 7,505.92 | 41,279.08 | 15.39 |
| 101-666-702.000 | SALARIES | 0.00 | 18,408.00 | 0.00 | 929.25 | 17,478.75 | 5.05 |
| 101-666-710.000 | JANITORIAL SALARIES | 4,080.00 | 4,597.00 | 0.00 | 720.00 | 3,877.00 | 15.66 |
| 101-666-715.000 | SOCIAL SECURITY | 3,733.71 | 5,492.00 | 0.00 | 628.46 | 4,863.54 | 11.44 |
| 101-666-716.000 | HOSPITALIZATION | 10,163.70 | 10,697.00 | 698.27 | 1,528.08 | 9,168.92 | 14.29 |
| 101-666-717.000 | LIFE/DISB. INSURANCE | 615.36 | 742.00 | 59.56 | 229.96 | 512.04 | 30.99 |
| 101-666-718.000 | PENSION | 4,687.61 | 4,879.00 | 0.00 | 750.60 | 4,128.40 | 15.38 |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-666-727.000 | SUPPLIES | 1,704.42 | 2,000.00 | 53.63 | 280.92 | 1,719.08 | 14.05 |
| 101-666-731.000 | WORKERS COMP INSURANCE | 0.00 | 824.00 | 0.00 | 0.00 | 824.00 | 0.00 |
| 101-666-807.000 | MEMBERSHIP DUES | 120.00 | 120.00 | 0.00 | 0.00 | 120.00 | 0.00 |
| 101-666-812.000 | CC TRIPS | 4,463.38 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 101-666-815.000 | CC PROGRAMS | 10,336.76 | 12,000.00 | 913.17 | 2,124.12 | 9,875.88 | 17.70 |
| 101-666-816.000 | GROUNDS/CLEANG/JANITORI SERVIC | 3,745.00 | 3,425.00 | 780.00 | 780.00 | 2,645.00 | 22.77 |
| 101-666-822.000 | SENIOR NUTRITION | 2,323.98 | 5,000.00 | 96.35 | 250.25 | 4,749.75 | 5.01 |
| 101-666-836.000 | COMMUNITY EXPENSE | 927.01 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-666-850.000 | COMMUNICATION | 2,983.31 | 2,760.00 | 253.42 | 760.26 | 1,999.74 | 27.55 |
| 101-666-851.000 | POSTAGE | 434.47 | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 101-666-860.000 | FUEL & MILEAGE | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-666-900.000 | PRINTING & PUBLICATIONS | 62.36 | 650.00 | 0.00 | 0.00 | 650.00 | 0.00 |
| 101-666-910.000 | INSURANCE & BONDS | 0.00 | 1,131.00 | 0.00 | 0.00 | 1,131.00 | 0.00 |
| 101-666-920.000 | UTILITIES | 3,614.94 | 2,800.00 | 0.00 | 593.25 | 2,206.75 | 21.19 |
| 101-666-922.000 | LATE FEES AND PENALTIES | 0.00 | 125.00 | 50.85 | 50.85 | 74.15 | 40.68 |
| 101-666-929.000 | GRANT EXPENSE | 0.00 | 126,000.00 | 0.00 | 0.00 | 126,000.00 | 0.00 |
| 101-666-930.000 | REPAIRS & MAINTENANCE | 8,933.60 | 3,500.00 | 155.29 | 1,613.12 | 1,886.88 | 46.09 |
| 101-666-936.000 | SOFTWARE | 232.74 | 194.00 | 33.14 | 66.29 | 127.71 | 34.17 |
| 101-666-940.000 | RENTAL EQUIPMENT | 2,184.32 | 2,160.00 | 179.58 | 548.53 | 1,611.47 | 25.39 |
| 101-666-956.000 | MISCELLANEOUS | 245.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-666-970.000 | EQUIPMENT | 38.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 666 - COMMUNITY CENTER | | 113,272.23 | 264,739.00 | 3,273.26 | 19,359.86 | 245,379.14 | 7.31 |
| Dept 753 - RECREATION BOARD | | | | | | | |
| 101-753-727.000 | SUPPLIES | 1,225.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-753-931.000 | PARK MAINITENANCE | 1,261.01 | 5,000.00 | 427.46 | 627.38 | 4,372.62 | 12.55 |
| Total Dept 753 - RECREATION BOARD | | 2,486.86 | 5,000.00 | 427.46 | 627.38 | 4,372.62 | 12.55 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 101-900-972.000 | COMPUTER | 869.51 | 2,000.00 | 0.00 | 1,820.64 | 179.36 | 91.03 |
| 101-900-973.000 | SEWER IMPROVEMENTS | 1,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-900-975.000 | CONSTRUCTION | 13,582.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-900-978.000 | LAND ACQUISITION | 8,303.00 | 10,000.00 | 2,971.00 | 2,971.00 | 7,029.00 | 29.71 |
| Total Dept 900 - CAPITAL OUTLAY | | 24,354.51 | 12,000.00 | 2,971.00 | 4,791.64 | 7,208.36 | 39.93 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 101-905-985.000 | PSB SHARE OF BOND PMT | 87,045.83 | 89,774.00 | 0.00 | 0.00 | 89,774.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 87,045.83 | 89,774.00 | 0.00 | 0.00 | 89,774.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,353,083.49 | 1,576,301.00 | 22,635.58 | 251,407.20 | 1,324,893.80 | 15.95 |
| Fund 101 - GENERAL FUND: | | | | | | | |
| TOTAL REVENUES | | 1,549,866.24 | 1,526,968.00 | 14,355.71 | 246,028.56 | 1,280,939.44 | 16.11 |
| TOTAL EXPENDITURES | | 1,353,083.49 | 1,576,301.00 | 22,635.58 | 251,407.20 | 1,324,893.80 | 15.95 |
| NET OF REVENUES & EXPENDITURES | | 196,782.75 | (49,333.00) | (8,279.87) | (5,378.64) | (43,954.36) | 10.90 |
| BEG. FUND BALANCE | | 1,145,888.30 | 1,145,888.30 | | 1,145,888.30 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 196,782.75 | 196,782.75 | |

10/03/2019 02:46 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 7/29

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|-------------------------|-------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| END FUND BALANCE | | 1,342,671.05 | 1,096,555.30 | | 1,337,292.41 | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|-----------------------------------|--|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 207 - LAW ENFORCEMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 207-000-402.000 | CURRENT PROPERTY TAX | 1,555,191.54 | 1,614,040.00 | 0.00 | 0.00 | 1,614,040.00 | 0.00 |
| 207-000-406.000 | COMMUNITY MENTAL HEALTH & PUBLIC SAFETY | 156,161.93 | 150,000.00 | 0.00 | 3,919.16 | 146,080.84 | 2.61 |
| 207-000-441.000 | LCSA PPT Reimbursement | 22,014.20 | 22,014.00 | 0.00 | 0.00 | 22,014.00 | 0.00 |
| 207-000-445.000 | PENALTY & INTEREST ON TAXES | 326.98 | 0.00 | 0.00 | 117.37 | (117.37) | 100.00 |
| 207-000-570.000 | LIQUOR LICENSE & PERMITS | 3,509.55 | 3,500.00 | 0.00 | 3,933.60 | (433.60) | 112.39 |
| 207-000-615.000 | INSURANCE PROCEEDS | 0.00 | 0.00 | 0.00 | 3,201.84 | (3,201.84) | 100.00 |
| 207-000-626.000 | COPY & FOIA INCOME | 877.81 | 1,000.00 | 72.80 | 218.70 | 781.30 | 21.87 |
| 207-000-635.000 | EMERGENCY COST RECOVERY | 219.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-000-656.000 | FINES & COURT FEES | 3,095.57 | 10,000.00 | 10.00 | 10.00 | 9,990.00 | 0.10 |
| 207-000-658.000 | IMPOUND FEES | 1,896.50 | 2,000.00 | 520.00 | 760.00 | 1,240.00 | 38.00 |
| 207-000-664.000 | FEES PAID FOR OFFICER WAGES | 7,778.08 | 8,000.00 | 0.00 | 0.00 | 8,000.00 | 0.00 |
| 207-000-665.000 | INTEREST INCOME | 473.23 | 0.00 | 0.00 | 347.82 | (347.82) | 100.00 |
| 207-000-671.000 | REIMBURSEMENT/OTHER INCOME | 2,807.48 | 1,000.00 | 124.50 | 264.50 | 735.50 | 26.45 |
| 207-000-681.000 | OT REIMBURSEMENT | 1,903.44 | 17,000.00 | 3,996.58 | 10,174.18 | 6,825.82 | 59.85 |
| Total Dept 000 | | 1,756,256.06 | 1,828,554.00 | 4,723.88 | 22,947.17 | 1,805,606.83 | 1.25 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 207-336-588.000 | CONTRIBUTION OTHER FUND(S) | 35,000.00 | 35,000.00 | 0.00 | 0.00 | 35,000.00 | 0.00 |
| 207-336-683.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 35,000.00 | 36,500.00 | 0.00 | 0.00 | 36,500.00 | 0.00 |
| TOTAL REVENUES | | 1,791,256.06 | 1,865,054.00 | 4,723.88 | 22,947.17 | 1,842,106.83 | 1.23 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 207-226-701.000 | SALARIES | 88,753.26 | 304,015.00 | 0.00 | 47,324.90 | 256,690.10 | 15.57 |
| 207-226-702.000 | SALARIES | 533,990.99 | 362,568.00 | 0.00 | 46,459.74 | 316,108.26 | 12.81 |
| 207-226-704.000 | CLERICAL/DEP /SUPER/ELECTION | 90,423.36 | 83,104.00 | 0.00 | 11,932.00 | 71,172.00 | 14.36 |
| 207-226-708.000 | SALARIES-PART TIME | 78,257.78 | 50,000.00 | 0.00 | 16,221.20 | 33,778.80 | 32.44 |
| 207-226-710.000 | JANITORIAL SALARIES | 7,990.00 | 9,500.00 | 0.00 | 1,530.00 | 7,970.00 | 16.11 |
| 207-226-711.000 | SALARIES-OVERTIME | 59,846.69 | 50,000.00 | 0.00 | 10,233.19 | 39,766.81 | 20.47 |
| 207-226-714.000 | HOLIDAY | 34,879.52 | 39,881.00 | 0.00 | 0.00 | 39,881.00 | 0.00 |
| 207-226-715.000 | SOCIAL SECURITY | 71,061.26 | 65,001.00 | 0.00 | 10,076.79 | 54,924.21 | 15.50 |
| 207-226-716.000 | HOSPITALIZATION | 152,110.74 | 129,533.00 | 6,220.59 | 19,180.12 | 110,352.88 | 14.81 |
| 207-226-717.000 | LIFE/DISB. INSURANCE | 8,136.12 | 10,750.00 | 759.18 | 2,825.20 | 7,924.80 | 26.28 |
| 207-226-718.000 | PENSION | 67,776.03 | 71,754.00 | 0.00 | 10,921.23 | 60,832.77 | 15.22 |
| 207-226-719.000 | EMPLOYEE FRINGE-LONGEVITY | 5,400.00 | 4,800.00 | 0.00 | 0.00 | 4,800.00 | 0.00 |
| 207-226-730.000 | MEDICAL TESTING | 1,167.50 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 207-226-731.000 | WORKERS COMP INSURANCE | 0.00 | 26,000.00 | 0.00 | 0.00 | 26,000.00 | 0.00 |
| 207-226-734.000 | SIGNING BONUS | 10,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-226-741.000 | UNIFORMS/GEAR & ALLOWANCE | 6,200.00 | 6,200.00 | 0.00 | 0.00 | 6,200.00 | 0.00 |
| 207-226-927.000 | ALLOCATE TO DEPARTMENTS | 64,085.00 | 67,670.00 | 0.00 | 0.00 | 67,670.00 | 0.00 |
| 207-226-957.000 | TRAINING & DEVELOPMENT | 535.00 | 2,000.00 | 0.00 | 745.00 | 1,255.00 | 37.25 |
| Total Dept 226 - PERSONNEL | | 1,281,113.25 | 1,283,776.00 | 6,979.77 | 177,449.37 | 1,106,326.63 | 13.82 |
| Dept 265 - HALL AND GROUNDS | | | | | | | |
| 207-265-721.000 | UNEMPLOYMENT BENEFITS | 0.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 207-265-821.000 | PSB MAINT & OPS ALLOCATION | 43,535.60 | 42,767.00 | 0.00 | 0.00 | 42,767.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 43,535.60 | 52,767.00 | 0.00 | 0.00 | 52,767.00 | 0.00 |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 207 - LAW ENFORCEMENT FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 207-270-722.000 | CONTROLLER | 5,781.00 | 5,344.00 | 0.00 | 0.00 | 5,344.00 | 0.00 |
| 207-270-802.000 | AUDIT FEES | 2,250.00 | 2,300.00 | 0.00 | 0.00 | 2,300.00 | 0.00 |
| 207-270-803.000 | LEGAL | 53,236.70 | 50,000.00 | 3,300.00 | 6,600.00 | 43,400.00 | 13.20 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 61,267.70 | 57,644.00 | 3,300.00 | 6,600.00 | 51,044.00 | 11.45 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 207-301-727.000 | SUPPLIES | 6,464.76 | 7,000.00 | 349.44 | 1,912.69 | 5,087.31 | 27.32 |
| 207-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 559.62 | 4,000.00 | 12.00 | 136.98 | 3,863.02 | 3.42 |
| 207-301-807.000 | MEMBERSHIP DUES | 218.99 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 207-301-818.000 | CONTRACTUAL SERVICES | 28,104.08 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 207-301-820.000 | DISPATCH SERVICES | 65,247.00 | 70,040.00 | 5,437.25 | 10,874.50 | 59,165.50 | 15.53 |
| 207-301-850.000 | COMMUNICATION | 11,693.49 | 15,000.00 | 980.99 | 2,714.46 | 12,285.54 | 18.10 |
| 207-301-851.000 | POSTAGE | 412.59 | 250.00 | 5.00 | 10.00 | 240.00 | 4.00 |
| 207-301-900.000 | PRINTING & PUBLICATIONS | 615.42 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 207-301-910.000 | INSURANCE & BONDS | 0.00 | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 207-301-922.000 | LATE FEES AND PENALTIES | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-301-930.000 | REPAIRS & MAINTENANCE | 0.00 | 6,000.00 | 0.00 | 75.00 | 5,925.00 | 1.25 |
| 207-301-932.000 | RADIO REPAIR | 977.99 | 1,100.00 | 0.00 | 0.00 | 1,100.00 | 0.00 |
| 207-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 0.00 | 0.00 | 238.89 | 238.89 | (238.89) | 100.00 |
| 207-301-940.000 | RENTAL EQUIPMENT | 2,818.29 | 1,000.00 | 217.39 | 661.97 | 338.03 | 66.20 |
| 207-301-972.000 | COMPUTER | 11,543.51 | 15,000.00 | 1,007.99 | 1,786.78 | 13,213.22 | 11.91 |
| Total Dept 301 - OPERATING COSTS | | 128,680.74 | 186,390.00 | 8,248.95 | 18,411.27 | 167,978.73 | 9.88 |
| Dept 333 - TRANSPORTATION | | | | | | | |
| 207-333-860.000 | FUEL & MILEAGE | 21,304.36 | 18,000.00 | 1,844.19 | 4,049.31 | 13,950.69 | 22.50 |
| 207-333-930.000 | REPAIRS & MAINTENANCE | 18,215.71 | 18,000.00 | 3,544.98 | 9,068.18 | 8,931.82 | 50.38 |
| Total Dept 333 - TRANSPORTATION | | 39,520.07 | 36,000.00 | 5,389.17 | 13,117.49 | 22,882.51 | 36.44 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 207-905-985.000 | PSB SHARE OF BOND PMT | 87,045.83 | 89,774.00 | 0.00 | 0.00 | 89,774.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 87,045.83 | 89,774.00 | 0.00 | 0.00 | 89,774.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,641,163.19 | 1,706,351.00 | 23,917.89 | 215,578.13 | 1,490,772.87 | 12.63 |
| Fund 207 - LAW ENFORCEMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 1,791,256.06 | 1,865,054.00 | 4,723.88 | 22,947.17 | 1,842,106.83 | 1.23 |
| TOTAL EXPENDITURES | | 1,641,163.19 | 1,706,351.00 | 23,917.89 | 215,578.13 | 1,490,772.87 | 12.63 |
| NET OF REVENUES & EXPENDITURES | | 150,092.87 | 158,703.00 | (19,194.01) | (192,630.96) | 351,333.96 | 121.38 |
| BEG. FUND BALANCE | | 454,479.42 | 454,479.42 | | 454,479.42 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 150,092.87 | 150,092.87 | |
| END FUND BALANCE | | 604,572.29 | 613,182.42 | | 411,941.33 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 211 - Fire Station # 2 Fund | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 211-000-665.000 | INTEREST INCOME | 15.63 | 0.00 | 0.00 | 11.49 | (11.49) | 100.00 |
| 211-000-671.000 | REIMBURSEMENT/OTHER INCOME | 0.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 211-000-684.000 | CELL TOWER INCOME | 17,364.48 | 17,136.00 | 2,913.12 | 5,826.24 | 11,309.76 | 34.00 |
| Total Dept 000 | | 17,380.11 | 17,286.00 | 2,913.12 | 5,837.73 | 11,448.27 | 33.77 |
| TOTAL REVENUES | | 17,380.11 | 17,286.00 | 2,913.12 | 5,837.73 | 11,448.27 | 33.77 |
| Expenditures | | | | | | | |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 211-900-975.000 | CONSTRUCTION | 0.00 | 29,000.00 | 0.00 | 0.00 | 29,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 0.00 | 29,000.00 | 0.00 | 0.00 | 29,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 0.00 | 29,000.00 | 0.00 | 0.00 | 29,000.00 | 0.00 |
| Fund 211 - Fire Station # 2 Fund: | | | | | | | |
| TOTAL REVENUES | | 17,380.11 | 17,286.00 | 2,913.12 | 5,837.73 | 11,448.27 | 33.77 |
| TOTAL EXPENDITURES | | 0.00 | 29,000.00 | 0.00 | 0.00 | 29,000.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 17,380.11 | (11,714.00) | 2,913.12 | 5,837.73 | (17,551.73) | 49.84 |
| BEG. FUND BALANCE | | 17,024.00 | 17,024.00 | | 17,024.00 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 17,380.11 | 17,380.11 | |
| END FUND BALANCE | | 34,404.11 | 5,310.00 | | 40,241.84 | | |

10/03/2019 02:46 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 11/29

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 214 - BARKER RD - RENTAL PROPERTY FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 214-000-665.000 | INTEREST INCOME | 5.44 | 0.00 | 0.00 | 3.99 | (3.99) | 100.00 |
| 214-000-688.000 | RENTAL INCOME | 9,960.00 | 9,960.00 | 1,660.00 | 1,660.00 | 8,300.00 | 16.67 |
| Total Dept 000 | | 9,965.44 | 9,960.00 | 1,660.00 | 1,663.99 | 8,296.01 | 16.71 |
| TOTAL REVENUES | | 9,965.44 | 9,960.00 | 1,660.00 | 1,663.99 | 8,296.01 | 16.71 |
| Expenditures | | | | | | | |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 214-270-800.000 | OTHER PROFESSIONAL FEES | 8,655.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 8,655.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 8,655.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund 214 - BARKER RD - RENTAL PROPERTY FUND: | | | | | | | |
| TOTAL REVENUES | | 9,965.44 | 9,960.00 | 1,660.00 | 1,663.99 | 8,296.01 | 16.71 |
| TOTAL EXPENDITURES | | 8,655.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 1,310.44 | 9,960.00 | 1,660.00 | 1,663.99 | 8,296.01 | 16.71 |
| BEG. FUND BALANCE | | 9,960.00 | 9,960.00 | | 9,960.00 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 1,310.44 | 1,310.44 | |
| END FUND BALANCE | | 11,270.44 | 19,920.00 | | 12,934.43 | | |

User: YVETTE

PERIOD ENDING 09/30/2019

DB: Northfield

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|-----------------------------------|--|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 216 - MEDICAL RESCUE FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 216-000-402.000 | CURRENT PROPERTY TAX | 700,762.70 | 727,286.00 | 0.00 | 0.00 | 727,286.00 | 0.00 |
| 216-000-441.000 | LCSA PPT Reimbursement | 9,919.68 | 9,920.00 | 0.00 | 0.00 | 9,920.00 | 0.00 |
| 216-000-445.000 | PENALTY & INTEREST ON TAXES | 147.33 | 0.00 | 0.00 | 52.29 | (52.29) | 100.00 |
| 216-000-482.000 | HOUSE NUMBERS | 280.00 | 500.00 | 40.00 | 40.00 | 460.00 | 8.00 |
| 216-000-626.000 | COPY & FOIA INCOME | 19.00 | 50.00 | 5.00 | 8.00 | 42.00 | 16.00 |
| 216-000-635.000 | EMERGENCY COST RECOVERY | 20,281.49 | 20,000.00 | 581.00 | 4,079.57 | 15,920.43 | 20.40 |
| 216-000-639.000 | DRIVEWAY INSPECTIONS | 630.00 | 500.00 | 0.00 | 100.00 | 400.00 | 20.00 |
| 216-000-665.000 | INTEREST INCOME | 4,431.87 | 0.00 | 0.00 | 286.88 | (286.88) | 100.00 |
| 216-000-671.000 | REIMBURSEMENT/OTHER INCOME | 240.00 | 1,000.00 | 20.00 | 1,325.11 | (325.11) | 132.51 |
| 216-000-673.000 | SALE OF FIXED ASSET | 0.00 | 60,000.00 | 15,000.00 | 90,000.00 | (30,000.00) | 150.00 |
| 216-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 505.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| Total Dept 000 | | 737,217.07 | 819,406.00 | 15,646.00 | 95,891.85 | 723,514.15 | 11.70 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 216-336-683.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| TOTAL REVENUES | | 737,217.07 | 820,406.00 | 15,646.00 | 95,891.85 | 724,514.15 | 11.69 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 216-226-701.000 | SALARIES | 89,365.34 | 92,500.00 | 0.00 | 14,200.96 | 78,299.04 | 15.35 |
| 216-226-702.000 | SALARIES | 141,052.53 | 170,000.00 | 0.00 | 23,195.25 | 146,804.75 | 13.64 |
| 216-226-705.000 | ADMINISTRATIVE ASSISTANT | 4,026.71 | 5,000.00 | 0.00 | 532.80 | 4,467.20 | 10.66 |
| 216-226-708.000 | SALARIES-PART TIME | 51,784.37 | 60,000.00 | 0.00 | 11,570.10 | 48,429.90 | 19.28 |
| 216-226-712.000 | SALARIES - OFFICERS | 10,150.00 | 12,000.00 | 0.00 | 4,100.00 | 7,900.00 | 34.17 |
| 216-226-715.000 | SOCIAL SECURITY | 23,147.11 | 25,933.00 | 0.00 | 4,184.32 | 21,748.68 | 16.14 |
| 216-226-716.000 | HOSPITALIZATION | 23,612.13 | 27,944.00 | 1,545.66 | 2,968.80 | 24,975.20 | 10.62 |
| 216-226-717.000 | LIFE/DISB. INSURANCE | 997.56 | 1,183.00 | 96.15 | 371.58 | 811.42 | 31.41 |
| 216-226-718.000 | PENSION | 8,922.98 | 9,250.00 | 0.00 | 1,420.08 | 7,829.92 | 15.35 |
| 216-226-730.000 | MEDICAL TESTING | 383.50 | 5,000.00 | 193.50 | 387.00 | 4,613.00 | 7.74 |
| 216-226-731.000 | WORKERS COMP INSURANCE | 0.00 | 17,000.00 | 0.00 | 0.00 | 17,000.00 | 0.00 |
| 216-226-927.000 | ALLOCATE TO DEPARTMENTS | (64,085.00) | (67,670.00) | 0.00 | 0.00 | (67,670.00) | 0.00 |
| 216-226-957.000 | TRAINING & DEVELOPMENT | 6,831.69 | 12,000.00 | 0.00 | 1,079.48 | 10,920.52 | 9.00 |
| 216-226-958.000 | TRAINING WAGES | 10,185.50 | 12,000.00 | 0.00 | 1,720.89 | 10,279.11 | 14.34 |
| Total Dept 226 - PERSONNEL | | 306,374.42 | 382,140.00 | 1,835.31 | 65,731.26 | 316,408.74 | 17.20 |
| Dept 265 - HALL AND GROUNDS | | | | | | | |
| 216-265-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 1,270.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 216-265-821.000 | PSB MAINT & OPS ALLOCATION | 43,535.60 | 42,767.00 | 0.00 | 0.00 | 42,767.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 44,805.60 | 45,267.00 | 0.00 | 0.00 | 45,267.00 | 0.00 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 216-270-722.000 | CONTROLLER | 5,781.00 | 5,344.00 | 0.00 | 0.00 | 5,344.00 | 0.00 |
| 216-270-802.000 | AUDIT FEES | 2,250.00 | 2,250.00 | 0.00 | 0.00 | 2,250.00 | 0.00 |
| 216-270-803.000 | LEGAL | 1,031.25 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 216-270-827.000 | COMMISSION ON SALE OF ASSETS | 0.00 | 0.00 | 9,000.00 | 9,000.00 | (9,000.00) | 100.00 |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 216 - MEDICAL RESCUE FUND | | | | | | | |
| Expenditures | | | | | | | |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 9,062.25 | 10,594.00 | 9,000.00 | 9,000.00 | 1,594.00 | 84.95 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 216-301-727.000 | SUPPLIES | 9,551.19 | 12,000.00 | (33.61) | 2,299.72 | 9,700.28 | 19.16 |
| 216-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 7,284.91 | 14,000.00 | 0.00 | 146.19 | 13,853.81 | 1.04 |
| 216-301-807.000 | MEMBERSHIP DUES | 1,175.00 | 3,500.00 | 0.00 | 500.00 | 3,000.00 | 14.29 |
| 216-301-818.000 | CONTRACTUAL SERVICES | 2,181.64 | 7,000.00 | 7,925.00 | 7,925.00 | (925.00) | 113.21 |
| 216-301-820.000 | DISPATCH SERVICES | 11,607.10 | 12,000.00 | 918.82 | 2,756.46 | 9,243.54 | 22.97 |
| 216-301-850.000 | COMMUNICATION | 7,971.54 | 10,000.00 | 579.66 | 1,565.04 | 8,434.96 | 15.65 |
| 216-301-851.000 | POSTAGE | 30.50 | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 216-301-900.000 | PRINTING & PUBLICATIONS | 105.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 216-301-910.000 | INSURANCE & BONDS | 3,089.00 | 37,000.00 | 0.00 | 0.00 | 37,000.00 | 0.00 |
| 216-301-920.000 | UTILITIES | 7,741.42 | 8,000.00 | 0.00 | 484.62 | 7,515.38 | 6.06 |
| 216-301-930.000 | REPAIRS & MAINTENANCE | 925.03 | 8,000.00 | 1,228.00 | 2,537.80 | 5,462.20 | 31.72 |
| 216-301-932.000 | RADIO REPAIR | 2,285.00 | 2,500.00 | 0.00 | 241.35 | 2,258.65 | 9.65 |
| 216-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 0.00 | 0.00 | 107.65 | 107.65 | (107.65) | 100.00 |
| 216-301-972.000 | COMPUTER | 3,012.90 | 7,000.00 | 140.69 | 268.51 | 6,731.49 | 3.84 |
| Total Dept 301 - OPERATING COSTS | | 56,960.23 | 121,550.00 | 10,866.21 | 18,832.34 | 102,717.66 | 15.49 |
| Dept 333 - TRANSPORTATION | | | | | | | |
| 216-333-860.000 | FUEL & MILEAGE | 12,528.82 | 14,000.00 | 788.60 | 1,785.48 | 12,214.52 | 12.75 |
| 216-333-930.000 | REPAIRS & MAINTENANCE | 35,872.90 | 30,000.00 | 192.27 | 2,595.94 | 27,404.06 | 8.65 |
| Total Dept 333 - TRANSPORTATION | | 48,401.72 | 44,000.00 | 980.87 | 4,381.42 | 39,618.58 | 9.96 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 216-900-970.000 | EQUIPMENT | 30,640.55 | 30,000.00 | 0.00 | 2,278.61 | 27,721.39 | 7.60 |
| 216-900-974.000 | VEHICLE | 484,294.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 514,935.27 | 30,000.00 | 0.00 | 2,278.61 | 27,721.39 | 7.60 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 216-905-985.000 | PSB SHARE OF BOND PMT | 87,045.83 | 89,774.00 | 0.00 | 0.00 | 89,774.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 87,045.83 | 89,774.00 | 0.00 | 0.00 | 89,774.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,067,585.32 | 723,325.00 | 22,682.39 | 100,223.63 | 623,101.37 | 13.86 |
| Fund 216 - MEDICAL RESCUE FUND: | | | | | | | |
| TOTAL REVENUES | | 737,217.07 | 820,406.00 | 15,646.00 | 95,891.85 | 724,514.15 | 11.69 |
| TOTAL EXPENDITURES | | 1,067,585.32 | 723,325.00 | 22,682.39 | 100,223.63 | 623,101.37 | 13.86 |
| NET OF REVENUES & EXPENDITURES | | (330,368.25) | 97,081.00 | (7,036.39) | (4,331.78) | 101,412.78 | 4.46 |
| BEG. FUND BALANCE | | 1,016,369.29 | 1,016,369.29 | | 1,016,369.29 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | (330,368.25) | (330,368.25) | |
| END FUND BALANCE | | 686,001.04 | 1,113,450.29 | | 681,669.26 | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 217 - PSB - RENTAL PROPERTY FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 217-000-665.000 | INTEREST INCOME | 16.95 | 0.00 | 0.00 | 12.46 | (12.46) | 100.00 |
| 217-000-688.000 | RENTAL INCOME | 36,000.00 | 36,000.00 | 9,000.00 | 18,000.00 | 18,000.00 | 50.00 |
| 217-000-695.000 | RENTAL UTILITY REVENUE | 3,725.39 | 2,631.00 | 603.65 | 1,853.73 | 777.27 | 70.46 |
| Total Dept 000 | | 39,742.34 | 38,631.00 | 9,603.65 | 19,866.19 | 18,764.81 | 51.43 |
| TOTAL REVENUES | | 39,742.34 | 38,631.00 | 9,603.65 | 19,866.19 | 18,764.81 | 51.43 |
| Expenditures | | | | | | | |
| Dept 000 | | | | | | | |
| 217-000-908.000 | RENTAL REIMBURSEMENT | 9,730.08 | 9,730.00 | 0.00 | 1,621.68 | 8,108.32 | 16.67 |
| 217-000-920.000 | UTILITIES | 2,293.57 | 2,631.00 | 0.00 | 1,089.21 | 1,541.79 | 41.40 |
| Total Dept 000 | | 12,023.65 | 12,361.00 | 0.00 | 2,710.89 | 9,650.11 | 21.93 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 217-900-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 217-900-971.000 | RENOVATIONS | 0.00 | 32,500.00 | 0.00 | 0.00 | 32,500.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 0.00 | 52,500.00 | 0.00 | 0.00 | 52,500.00 | 0.00 |
| TOTAL EXPENDITURES | | 12,023.65 | 64,861.00 | 0.00 | 2,710.89 | 62,150.11 | 4.18 |
| Fund 217 - PSB - RENTAL PROPERTY FUND: | | | | | | | |
| TOTAL REVENUES | | 39,742.34 | 38,631.00 | 9,603.65 | 19,866.19 | 18,764.81 | 51.43 |
| TOTAL EXPENDITURES | | 12,023.65 | 64,861.00 | 0.00 | 2,710.89 | 62,150.11 | 4.18 |
| NET OF REVENUES & EXPENDITURES | | 27,718.69 | (26,230.00) | 9,603.65 | 17,155.30 | (43,385.30) | 65.40 |
| BEG. FUND BALANCE | | | | | | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 27,718.69 | 27,718.69 | |
| END FUND BALANCE | | 27,718.69 | (26,230.00) | | 44,873.99 | | |

10/03/2019 02:46 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 15/29

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 230 - DONATION FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 230-000-665.000 | INTEREST INCOME | 0.29 | 0.00 | 0.00 | 0.22 | (0.22) | 100.00 |
| Total Dept 000 | | 0.29 | 0.00 | 0.00 | 0.22 | (0.22) | 100.00 |
| TOTAL REVENUES | | 0.29 | 0.00 | 0.00 | 0.22 | (0.22) | 100.00 |
| Fund 230 - DONATION FUND: | | | | | | | |
| TOTAL REVENUES | | 0.29 | 0.00 | 0.00 | 0.22 | (0.22) | 100.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 0.29 | 0.00 | 0.00 | 0.22 | (0.22) | 100.00 |
| BEG. FUND BALANCE | | 518.61 | 518.61 | | 518.61 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 0.29 | 0.29 | |
| END FUND BALANCE | | 518.90 | 518.61 | | 519.12 | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 248 - DOWNTOWN DEVELOPMENT AUTH | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 248-000-607.000 | VENDOR FEES | 495.00 | 500.00 | 5.00 | 5.00 | 495.00 | 1.00 |
| 248-000-665.000 | INTEREST INCOME | 19.78 | 0.00 | 0.00 | 14.53 | (14.53) | 100.00 |
| 248-000-671.000 | REIMBURSEMENT/OTHER INCOME | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 248-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 11.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 525.78 | 1,000.00 | 5.00 | 19.53 | 980.47 | 1.95 |
| TOTAL REVENUES | | 525.78 | 1,000.00 | 5.00 | 19.53 | 980.47 | 1.95 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 248-301-727.000 | SUPPLIES | 220.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-301-800.000 | OTHER PROFESSIONAL FEES | 200.00 | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 248-301-807.000 | MEMBERSHIP DUES | 85.00 | 85.00 | 0.00 | 0.00 | 85.00 | 0.00 |
| 248-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 333.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 838.34 | 3,585.00 | 0.00 | 0.00 | 3,585.00 | 0.00 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 248-900-925.000 | STREETSCAPING | 262.68 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 262.68 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,101.02 | 4,585.00 | 0.00 | 0.00 | 4,585.00 | 0.00 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTH: | | | | | | | |
| TOTAL REVENUES | | 525.78 | 1,000.00 | 5.00 | 19.53 | 980.47 | 1.95 |
| TOTAL EXPENDITURES | | 1,101.02 | 4,585.00 | 0.00 | 0.00 | 4,585.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | (575.24) | (3,585.00) | 5.00 | 19.53 | (3,604.53) | 0.54 |
| BEG. FUND BALANCE | | 34,970.47 | 34,970.47 | | 34,970.47 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | (575.24) | (575.24) | |
| END FUND BALANCE | | 34,395.23 | 31,385.47 | | 34,414.76 | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 265 - NARCOTICS FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 265-000-661.000 | FORFEITURES | 33,989.26 | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 0.00 |
| 265-000-665.000 | INTEREST INCOME | 66.51 | 0.00 | 0.00 | 56.92 | (56.92) | 100.00 |
| Total Dept 000 | | 34,055.77 | 30,000.00 | 0.00 | 56.92 | 29,943.08 | 0.19 |
| TOTAL REVENUES | | 34,055.77 | 30,000.00 | 0.00 | 56.92 | 29,943.08 | 0.19 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 265-301-727.000 | SUPPLIES | 3,020.17 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 265-301-956.000 | MISCELLANEOUS | 4,162.53 | 5,000.00 | 0.00 | 829.88 | 4,170.12 | 16.60 |
| 265-301-972.000 | COMPUTER | 3,044.10 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 10,226.80 | 15,000.00 | 0.00 | 829.88 | 14,170.12 | 5.53 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 265-900-970.000 | EQUIPMENT | 2,284.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 2,284.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 12,510.80 | 25,000.00 | 0.00 | 829.88 | 24,170.12 | 3.32 |
| Fund 265 - NARCOTICS FUND: | | | | | | | |
| TOTAL REVENUES | | 34,055.77 | 30,000.00 | 0.00 | 56.92 | 29,943.08 | 0.19 |
| TOTAL EXPENDITURES | | 12,510.80 | 25,000.00 | 0.00 | 829.88 | 24,170.12 | 3.32 |
| NET OF REVENUES & EXPENDITURES | | 21,544.97 | 5,000.00 | 0.00 | (772.96) | 5,772.96 | 15.46 |
| BEG. FUND BALANCE | | 122,165.13 | 122,165.13 | | 122,165.13 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 21,544.97 | 21,544.97 | |
| END FUND BALANCE | | 143,710.10 | 127,165.13 | | 142,937.14 | | |

PERIOD ENDING 09/30/2019
% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 266 - FEDERAL NARCOTICS FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 266-000-661.000 | FORFEITURES | 84,587.59 | 100,000.00 | 0.00 | 25,989.54 | 74,010.46 | 25.99 |
| 266-000-665.000 | INTEREST INCOME | 159.79 | 0.00 | 0.00 | 130.56 | (130.56) | 100.00 |
| 266-000-673.000 | SALE OF FIXED ASSET | 0.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| Total Dept 000 | | 84,747.38 | 120,000.00 | 0.00 | 26,120.10 | 93,879.90 | 21.77 |
| TOTAL REVENUES | | 84,747.38 | 120,000.00 | 0.00 | 26,120.10 | 93,879.90 | 21.77 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 266-301-727.000 | SUPPLIES | 10,976.68 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 |
| 266-301-956.000 | MISCELLANEOUS | 10,343.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 21,320.43 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 266-336-967.000 | CONTRIBUTION-LAW ENFORCEMENT | 35,000.00 | 35,000.00 | 0.00 | 0.00 | 35,000.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 35,000.00 | 35,000.00 | 0.00 | 0.00 | 35,000.00 | 0.00 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 266-900-970.000 | EQUIPMENT | 4,721.00 | 138,000.00 | 0.00 | 1,000.00 | 137,000.00 | 0.72 |
| 266-900-974.000 | VEHICLE | 0.00 | 70,000.00 | 0.00 | 0.00 | 70,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 4,721.00 | 208,000.00 | 0.00 | 1,000.00 | 207,000.00 | 0.48 |
| TOTAL EXPENDITURES | | 61,041.43 | 255,000.00 | 0.00 | 1,000.00 | 254,000.00 | 0.39 |
| Fund 266 - FEDERAL NARCOTICS FUND: | | | | | | | |
| TOTAL REVENUES | | 84,747.38 | 120,000.00 | 0.00 | 26,120.10 | 93,879.90 | 21.77 |
| TOTAL EXPENDITURES | | 61,041.43 | 255,000.00 | 0.00 | 1,000.00 | 254,000.00 | 0.39 |
| NET OF REVENUES & EXPENDITURES | | 23,705.95 | (135,000.00) | 0.00 | 25,120.10 | (160,120.10) | 18.61 |
| BEG. FUND BALANCE | | 240,251.79 | 240,251.79 | | 240,251.79 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 23,705.95 | 23,705.95 | |
| END FUND BALANCE | | 263,957.74 | 105,251.79 | | 289,077.84 | | |

User: YVETTE
DB: Northfield

PERIOD ENDING 09/30/2019
% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|------------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 287 - BUILDING DEPARTMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 287-000-478.000 | SOIL FILL PERMITS | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 287-000-484.000 | BUILDING PLAN REVIEW FEES | 5,856.70 | 5,500.00 | 345.00 | 1,260.00 | 4,240.00 | 22.91 |
| 287-000-485.000 | BUILDING PERMIT FEES | 53,600.50 | 35,000.00 | 6,130.00 | 14,600.00 | 20,400.00 | 41.71 |
| 287-000-486.000 | CONTRACTOR'S REGISTRATION | 2,775.00 | 2,500.00 | 375.00 | 750.00 | 1,750.00 | 30.00 |
| 287-000-488.000 | TRADE PERMIT FEES | 46,677.00 | 40,000.00 | 7,485.00 | 17,025.00 | 22,975.00 | 42.56 |
| 287-000-626.000 | COPY & FOIA INCOME | 105.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 287-000-665.000 | INTEREST INCOME | 96.58 | 0.00 | 0.00 | 70.98 | (70.98) | 100.00 |
| Total Dept 000 | | 110,110.93 | 83,000.00 | 14,335.00 | 33,705.98 | 49,294.02 | 40.61 |
| TOTAL REVENUES | | 110,110.93 | 83,000.00 | 14,335.00 | 33,705.98 | 49,294.02 | 40.61 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 287-226-703.000 | BUILDING SALARIES | 26,514.61 | 27,457.00 | 0.00 | 4,224.00 | 23,233.00 | 15.38 |
| 287-226-715.000 | SOCIAL SECURITY | 2,066.99 | 2,100.00 | 0.00 | 507.96 | 1,592.04 | 24.19 |
| 287-226-716.000 | HOSPITALIZATION | 7,410.05 | 17,552.00 | 911.54 | 2,308.16 | 15,243.84 | 13.15 |
| 287-226-717.000 | LIFE/DISB. INSURANCE | 146.55 | 617.00 | 34.05 | 131.46 | 485.54 | 21.31 |
| 287-226-718.000 | BUILDING PENSION | 2,637.55 | 2,746.00 | 0.00 | 422.40 | 2,323.60 | 15.38 |
| 287-226-731.000 | WORKERS COMP INSURANCE | 0.00 | 480.00 | 0.00 | 0.00 | 480.00 | 0.00 |
| 287-226-927.000 | ALLOCATE TO DEPARTMENTS | 18,555.00 | 18,991.00 | 0.00 | 0.00 | 18,991.00 | 0.00 |
| Total Dept 226 - PERSONNEL | | 57,330.75 | 69,943.00 | 945.59 | 7,593.98 | 62,349.02 | 10.86 |
| Dept 261 - GOVERNMENT SHARED SERVICES | | | | | | | |
| 287-261-725.000 | BUILDING INSPECTIONS | 20,295.00 | 25,000.00 | 0.00 | 1,895.00 | 23,105.00 | 7.58 |
| 287-261-737.000 | PLAN REVIEW | 5,207.94 | 3,000.00 | 0.00 | 287.50 | 2,712.50 | 9.58 |
| 287-261-738.000 | MISC BUILDING ADMINISTRATION | 75.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 261 - GOVERNMENT SHARED SERVICES | | 25,577.94 | 28,500.00 | 0.00 | 2,182.50 | 26,317.50 | 7.66 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 287-270-722.000 | CONTROLLER | 2,569.00 | 2,672.00 | 0.00 | 0.00 | 2,672.00 | 0.00 |
| 287-270-802.000 | AUDIT FEES | 900.00 | 900.00 | 0.00 | 0.00 | 900.00 | 0.00 |
| 287-270-806.000 | ENGINEER | 0.00 | 0.00 | 400.00 | 400.00 | (400.00) | 100.00 |
| 287-270-823.000 | ZONING ADMINISTRATION | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 3,469.00 | 4,572.00 | 400.00 | 400.00 | 4,172.00 | 8.75 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 287-301-725.000 | ELECTRIC, PLUMB & MECH INSPECTIONS | 28,530.00 | 25,000.00 | 3,780.00 | 10,485.00 | 14,515.00 | 41.94 |
| 287-301-727.000 | SUPPLIES | 0.00 | 500.00 | 0.00 | 184.98 | 315.02 | 37.00 |
| 287-301-850.000 | COMMUNICATION | 521.50 | 500.00 | 39.99 | 119.97 | 380.03 | 23.99 |
| 287-301-910.000 | INSURANCE & BONDS | 0.00 | 900.00 | 0.00 | 0.00 | 900.00 | 0.00 |
| 287-301-927.000 | ALLOCATE TO DEPARTMENTS | 4,200.00 | 4,200.00 | 0.00 | 0.00 | 4,200.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 33,251.50 | 31,100.00 | 3,819.99 | 10,789.95 | 20,310.05 | 34.69 |
| TOTAL EXPENDITURES | | 119,629.19 | 134,115.00 | 5,165.58 | 20,966.43 | 113,148.57 | 15.63 |

10/03/2019 02:46 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 20/29

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 287 - BUILDING DEPARTMENT FUND | | | | | | | |
| Fund 287 - BUILDING DEPARTMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 110,110.93 | 83,000.00 | 14,335.00 | 33,705.98 | 49,294.02 | 40.61 |
| TOTAL EXPENDITURES | | 119,629.19 | 134,115.00 | 5,165.58 | 20,966.43 | 113,148.57 | 15.63 |
| NET OF REVENUES & EXPENDITURES | | (9,518.26) | (51,115.00) | 9,169.42 | 12,739.55 | (63,854.55) | 24.92 |
| BEG. FUND BALANCE | | 143,628.30 | 143,628.30 | | 143,628.30 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | (9,518.26) | (9,518.26) | |
| END FUND BALANCE | | 134,110.04 | 92,513.30 | | 146,849.59 | | |

10/03/2019 02:46 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 21/29

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 369 - BLDG AUTH DEBT FUND - 2023 | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 369-000-685.000 | FUNDS XFER FOR 3.5 BOND PMT | 261,137.50 | 269,323.00 | 0.00 | 0.00 | 269,323.00 | 0.00 |
| Total Dept 000 | | 261,137.50 | 269,323.00 | 0.00 | 0.00 | 269,323.00 | 0.00 |
| TOTAL REVENUES | | 261,137.50 | 269,323.00 | 0.00 | 0.00 | 269,323.00 | 0.00 |
| Expenditures | | | | | | | |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 369-905-942.000 | 3 M BOND BLDG AUTH | 230,000.00 | 245,000.00 | 0.00 | 0.00 | 245,000.00 | 0.00 |
| 369-905-987.000 | INTEREST 3 M BOND | 31,137.50 | 24,323.00 | 13,395.00 | 13,395.00 | 10,928.00 | 55.07 |
| Total Dept 905 - DEBT SERVICE | | 261,137.50 | 269,323.00 | 13,395.00 | 13,395.00 | 255,928.00 | 4.97 |
| TOTAL EXPENDITURES | | 261,137.50 | 269,323.00 | 13,395.00 | 13,395.00 | 255,928.00 | 4.97 |
| Fund 369 - BLDG AUTH DEBT FUND - 2023: | | | | | | | |
| TOTAL REVENUES | | 261,137.50 | 269,323.00 | 0.00 | 0.00 | 269,323.00 | 0.00 |
| TOTAL EXPENDITURES | | 261,137.50 | 269,323.00 | 13,395.00 | 13,395.00 | 255,928.00 | 4.97 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | (13,395.00) | (13,395.00) | 13,395.00 | 100.00 |
| BEG. FUND BALANCE | | | | | | | |
| END FUND BALANCE | | | | | (13,395.00) | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 370-000-402.000 | CURRENT PROPERTY TAX | 268,681.64 | 263,080.00 | 0.00 | 0.00 | 263,080.00 | 0.00 |
| 370-000-441.000 | LCSA PPT Reimbursement | 4,064.84 | 4,065.00 | 0.00 | 0.00 | 4,065.00 | 0.00 |
| 370-000-445.000 | PENALTY & INTEREST ON TAXES | 56.29 | 0.00 | 0.00 | 22.53 | (22.53) | 100.00 |
| 370-000-588.000 | CONTRIBUTION OTHER FUND(S) | 130,606.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-000-665.000 | INTEREST INCOME | 8.96 | 0.00 | 0.00 | 6.59 | (6.59) | 100.00 |
| 370-000-671.000 | REIMBURSEMENT/OTHER INCOME | 137.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 403,555.61 | 267,145.00 | 0.00 | 29.12 | 267,115.88 | 0.01 |
| TOTAL REVENUES | | 403,555.61 | 267,145.00 | 0.00 | 29.12 | 267,115.88 | 0.01 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 370-301-727.000 | SUPPLIES | 1,620.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 12,125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-301-818.000 | CONTRACTUAL SERVICES | 10,729.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-301-850.000 | COMMUNICATION | 7,432.37 | 0.00 | (84.69) | 0.00 | 0.00 | 0.00 |
| 370-301-920.000 | UTILITIES | 76,149.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-301-930.000 | REPAIRS & MAINTENANCE | 22,549.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 130,606.79 | 1,000.00 | (84.69) | 0.00 | 1,000.00 | 0.00 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 370-905-945.000 | 3.8 M PSB BOND | 245,000.00 | 245,000.00 | 0.00 | 0.00 | 245,000.00 | 0.00 |
| 370-905-994.000 | INTEREST 3.8 BOND PSB | 23,852.50 | 18,095.00 | 9,047.50 | 9,047.50 | 9,047.50 | 50.00 |
| Total Dept 905 - DEBT SERVICE | | 268,852.50 | 263,095.00 | 9,047.50 | 9,047.50 | 254,047.50 | 3.44 |
| TOTAL EXPENDITURES | | 399,459.29 | 264,095.00 | 8,962.81 | 9,047.50 | 255,047.50 | 3.43 |
| Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022: | | | | | | | |
| TOTAL REVENUES | | 403,555.61 | 267,145.00 | 0.00 | 29.12 | 267,115.88 | 0.01 |
| TOTAL EXPENDITURES | | 399,459.29 | 264,095.00 | 8,962.81 | 9,047.50 | 255,047.50 | 3.43 |
| NET OF REVENUES & EXPENDITURES | | 4,096.32 | 3,050.00 | (8,962.81) | (9,018.38) | 12,068.38 | 295.68 |
| BEG. FUND BALANCE | | 14,096.70 | 14,096.70 | | 14,096.70 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 4,096.32 | 4,096.32 | |
| END FUND BALANCE | | 18,193.02 | 17,146.70 | | 9,174.64 | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|-----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 571 - WASTEWATER TREATMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 571-000-445.000 | PENALTY & INTEREST ON TAXES | 9.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-000-500.000 | TAP-IN FEES | 0.00 | 37,500.00 | 0.00 | 33,777.00 | 3,723.00 | 90.07 |
| 571-000-590.000 | GRANT INCOME | 0.00 | 153,000.00 | 0.00 | 0.00 | 153,000.00 | 0.00 |
| 571-000-651.000 | USAGE FEES | 1,424,725.15 | 1,465,750.00 | 6,880.52 | 361,471.52 | 1,104,278.48 | 24.66 |
| 571-000-665.000 | INTEREST INCOME | 10,007.60 | 5,000.00 | 0.00 | 7,178.48 | (2,178.48) | 143.57 |
| 571-000-671.000 | REIMBURSEMENT/OTHER INCOME | 2,324.39 | 1,500.00 | 159.18 | 6,005.41 | (4,505.41) | 400.36 |
| Total Dept 000 | | 1,437,066.55 | 1,662,750.00 | 7,039.70 | 408,432.41 | 1,254,317.59 | 24.56 |
| TOTAL REVENUES | | 1,437,066.55 | 1,662,750.00 | 7,039.70 | 408,432.41 | 1,254,317.59 | 24.56 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 571-226-701.000 | SALARIES | 66,137.77 | 68,833.00 | 0.00 | 10,590.04 | 58,242.96 | 15.39 |
| 571-226-702.000 | SALARIES | 184,099.74 | 189,008.00 | 0.00 | 30,048.56 | 158,959.44 | 15.90 |
| 571-226-711.000 | SALARIES-OVERTIME | 11,602.26 | 19,282.00 | 0.00 | 2,483.70 | 16,798.30 | 12.88 |
| 571-226-715.000 | SOCIAL SECURITY | 21,198.52 | 21,200.00 | 0.00 | 3,427.01 | 17,772.99 | 16.17 |
| 571-226-716.000 | HOSPITALIZATION | 87,533.55 | 123,118.00 | 5,564.18 | 20,891.72 | 102,226.28 | 16.97 |
| 571-226-717.000 | LIFE/DISE. INSURANCE | 3,141.60 | 3,983.00 | 304.07 | 1,174.01 | 2,808.99 | 29.48 |
| 571-226-718.000 | PENSION | 24,992.85 | 25,784.00 | 0.00 | 4,063.88 | 21,720.12 | 15.76 |
| 571-226-731.000 | WORKERS COMP INSURANCE | 0.00 | 6,616.00 | 0.00 | 0.00 | 6,616.00 | 0.00 |
| 571-226-747.000 | ON-CALL WAGES | 10,920.00 | 10,950.00 | 0.00 | 1,665.00 | 9,285.00 | 15.21 |
| 571-226-957.000 | TRAINING & DEVELOPMENT | 2,719.69 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 226 - PERSONNEL | | 412,345.98 | 473,774.00 | 5,868.25 | 74,343.92 | 399,430.08 | 15.69 |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | | |
| 571-228-948.000 | COMPUTER SERVICES | 394.98 | 500.00 | 112.05 | 167.75 | 332.25 | 33.55 |
| Total Dept 228 - INFORMATION TECHNOLOGY | | 394.98 | 500.00 | 112.05 | 167.75 | 332.25 | 33.55 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 571-270-722.000 | CONTROLLER | 16,701.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-270-802.000 | AUDIT FEES | 6,300.00 | 6,300.00 | 0.00 | 0.00 | 6,300.00 | 0.00 |
| 571-270-803.000 | LEGAL | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 571-270-806.000 | ENGINEER | 0.00 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 23,001.00 | 31,800.00 | 0.00 | 0.00 | 31,800.00 | 0.00 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 571-301-727.000 | SUPPLIES | 1,447.25 | 2,500.00 | 16.23 | 155.69 | 2,344.31 | 6.23 |
| 571-301-740.000 | OPERATING SUPPLIES | 50,125.08 | 50,000.00 | 5,944.23 | 9,932.18 | 40,067.82 | 19.86 |
| 571-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 1,572.51 | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 571-301-807.000 | MEMBERSHIP DUES | 425.00 | 880.00 | 0.00 | 710.00 | 170.00 | 80.68 |
| 571-301-817.000 | LAB & TESTING | 980.00 | 7,000.00 | 60.00 | 180.00 | 6,820.00 | 2.57 |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | 44,397.82 | 55,000.00 | 4,702.01 | 6,334.09 | 48,665.91 | 11.52 |
| 571-301-825.000 | SEWER ADMINISTRATION FEES | 43,696.00 | 55,912.00 | 0.00 | 0.00 | 55,912.00 | 0.00 |
| 571-301-850.000 | COMMUNICATION | 5,968.20 | 3,500.00 | 274.93 | 4,648.79 | (1,148.79) | 132.82 |
| 571-301-851.000 | POSTAGE | 3,675.94 | 3,000.00 | 4.20 | 4.20 | 2,995.80 | 0.14 |
| 571-301-900.000 | PRINTING & PUBLICATIONS | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 571-301-910.000 | INSURANCE & BONDS | 0.00 | 25,350.00 | 0.00 | 0.00 | 25,350.00 | 0.00 |
| 571-301-920.000 | UTILITIES | 126,591.74 | 100,000.00 | 617.15 | 20,103.12 | 79,896.88 | 20.10 |

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 571 - WASTEWATER TREATMENT FUND | | | | | | | |
| Expenditures | | | | | | | |
| 571-301-929.000 | GRANT EXPENSE | 156,251.08 | 170,000.00 | 0.00 | 7,635.41 | 162,364.59 | 4.49 |
| 571-301-930.000 | REPAIRS & MAINTENANCE | 78,671.27 | 110,000.00 | 3,456.85 | 7,086.95 | 102,913.05 | 6.44 |
| 571-301-940.000 | RENTAL EQUIPMENT | 1,664.32 | 1,585.00 | 131.22 | 426.94 | 1,158.06 | 26.94 |
| 571-301-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 571-301-968.000 | DEPRECIATION EXPENSE | 0.00 | 235,089.00 | 0.00 | 0.00 | 235,089.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 515,466.21 | 824,016.00 | 15,206.82 | 57,217.37 | 766,798.63 | 6.94 |
| Dept 333 - TRANSPORTATION | | | | | | | |
| 571-333-860.000 | FUEL & MILEAGE | 3,424.20 | 7,000.00 | 0.00 | 2,736.56 | 4,263.44 | 39.09 |
| 571-333-930.000 | REPAIRS & MAINTENANCE | 1,500.14 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 333 - TRANSPORTATION | | 4,924.34 | 8,500.00 | 0.00 | 2,736.56 | 5,763.44 | 32.19 |
| Dept 528 - O & M - BOND & INTEREST | | | | | | | |
| 571-528-954.000 | AGENT FEES | 0.00 | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 |
| 571-528-988.000 | INTEREST 1997 BOND | 0.00 | 6,525.00 | 0.00 | 0.00 | 6,525.00 | 0.00 |
| 571-528-989.000 | INTEREST 1992 BOND | 8,550.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 528 - O & M - BOND & INTEREST | | 8,550.00 | 7,225.00 | 0.00 | 0.00 | 7,225.00 | 0.00 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 571-900-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 200,000.00 | 0.00 | 0.00 | 200,000.00 | 0.00 |
| 571-900-970.000 | EQUIPMENT | 13,933.00 | 169,000.00 | 44,486.00 | 44,486.00 | 124,514.00 | 26.32 |
| 571-900-971.000 | RENOVATIONS | 33,098.00 | 326,000.00 | 0.00 | 0.00 | 326,000.00 | 0.00 |
| 571-900-972.000 | COMPUTER | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 47,031.00 | 698,000.00 | 44,486.00 | 44,486.00 | 653,514.00 | 6.37 |
| TOTAL EXPENDITURES | | 1,011,713.51 | 2,043,815.00 | 65,673.12 | 178,951.60 | 1,864,863.40 | 8.76 |
| Fund 571 - WASTEWATER TREATMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 1,437,066.55 | 1,662,750.00 | 7,039.70 | 408,432.41 | 1,254,317.59 | 24.56 |
| TOTAL EXPENDITURES | | 1,011,713.51 | 2,043,815.00 | 65,673.12 | 178,951.60 | 1,864,863.40 | 8.76 |
| NET OF REVENUES & EXPENDITURES | | 425,353.04 | (381,065.00) | (58,633.42) | 229,480.81 | (610,545.81) | 60.22 |
| BEG. FUND BALANCE | | 7,209,376.86 | 7,209,376.86 | | 7,209,376.86 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 425,353.04 | 425,353.04 | |
| END FUND BALANCE | | 7,634,729.90 | 6,828,311.86 | | 7,864,210.71 | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 631 - BUILDING AND GROUNDS MAINTENANCE FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 631-000-588.000 | CONTRIBUTION OTHER FUND(S) | 0.00 | 128,300.00 | 0.00 | 0.00 | 128,300.00 | 0.00 |
| Total Dept 000 | | 0.00 | 128,300.00 | 0.00 | 0.00 | 128,300.00 | 0.00 |
| TOTAL REVENUES | | 0.00 | 128,300.00 | 0.00 | 0.00 | 128,300.00 | 0.00 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 631-301-727.000 | SUPPLIES | 0.00 | 1,500.00 | 512.50 | 663.07 | 836.93 | 44.20 |
| 631-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 0.00 | 12,000.00 | 370.00 | 910.00 | 11,090.00 | 7.58 |
| 631-301-818.000 | CONTRACTUAL SERVICES | 0.00 | 10,000.00 | 0.00 | 261.00 | 9,739.00 | 2.61 |
| 631-301-850.000 | COMMUNICATION | 0.00 | 7,000.00 | 715.20 | 1,850.54 | 5,149.46 | 26.44 |
| 631-301-910.000 | INSURANCE & BONDS | 0.00 | 7,800.00 | 0.00 | 0.00 | 7,800.00 | 0.00 |
| 631-301-920.000 | UTILITIES | 0.00 | 60,000.00 | 0.00 | 13,103.11 | 46,896.89 | 21.84 |
| 631-301-930.000 | REPAIRS & MAINTENANCE | 0.00 | 30,000.00 | 0.00 | 14,004.70 | 15,995.30 | 46.68 |
| 631-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 0.00 | 0.00 | 44.10 | 44.10 | (44.10) | 100.00 |
| Total Dept 301 - OPERATING COSTS | | 0.00 | 128,300.00 | 1,641.80 | 30,836.52 | 97,463.48 | 24.03 |
| TOTAL EXPENDITURES | | 0.00 | 128,300.00 | 1,641.80 | 30,836.52 | 97,463.48 | 24.03 |
| Fund 631 - BUILDING AND GROUNDS MAINTENANCE FUND: | | | | | | | |
| TOTAL REVENUES | | 0.00 | 128,300.00 | 0.00 | 0.00 | 128,300.00 | 0.00 |
| TOTAL EXPENDITURES | | 0.00 | 128,300.00 | 1,641.80 | 30,836.52 | 97,463.48 | 24.03 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | (1,641.80) | (30,836.52) | 30,836.52 | 100.00 |
| BEG. FUND BALANCE | | | | | | | |
| END FUND BALANCE | | | | | (30,836.52) | | |

User: YVETTE

DB: Northfield

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023 | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 815-000-665.000 | INTEREST INCOME | 129.51 | 50.00 | 0.00 | 60.97 | (10.97) | 121.94 |
| 815-000-672.000 | SAD INTEREST | 158.90 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| Total Dept 000 | | 288.41 | 6,050.00 | 0.00 | 60.97 | 5,989.03 | 1.01 |
| TOTAL REVENUES | | 288.41 | 6,050.00 | 0.00 | 60.97 | 5,989.03 | 1.01 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 815-301-968.000 | DEPRECIATION EXPENSE | 8,759.52 | 17,519.00 | 0.00 | 0.00 | 17,519.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 8,759.52 | 17,519.00 | 0.00 | 0.00 | 17,519.00 | 0.00 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 815-905-995.000 | DEBT SERVICE - INTEREST | 2,232.50 | 3,290.00 | 0.00 | 0.00 | 3,290.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 2,232.50 | 3,290.00 | 0.00 | 0.00 | 3,290.00 | 0.00 |
| TOTAL EXPENDITURES | | 10,992.02 | 20,809.00 | 0.00 | 0.00 | 20,809.00 | 0.00 |
| Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023: | | | | | | | |
| TOTAL REVENUES | | 288.41 | 6,050.00 | 0.00 | 60.97 | 5,989.03 | 1.01 |
| TOTAL EXPENDITURES | | 10,992.02 | 20,809.00 | 0.00 | 0.00 | 20,809.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | (10,703.61) | (14,759.00) | 0.00 | 60.97 | (14,819.97) | 0.41 |
| BEG. FUND BALANCE | | 547,347.85 | 547,347.85 | | 547,347.85 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | (10,703.61) | (10,703.61) | |
| END FUND BALANCE | | 536,644.24 | 532,588.85 | | 536,705.21 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035 | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 825-000-665.000 | INTEREST INCOME | 146.77 | 0.00 | 0.00 | 107.87 | (107.87) | 100.00 |
| 825-000-672.000 | SAD INTEREST | 714.31 | 30,000.00 | 0.00 | 1,213.07 | 28,786.93 | 4.04 |
| Total Dept 000 | | 861.08 | 30,000.00 | 0.00 | 1,320.94 | 28,679.06 | 4.40 |
| TOTAL REVENUES | | 861.08 | 30,000.00 | 0.00 | 1,320.94 | 28,679.06 | 4.40 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 825-301-968.000 | DEPRECIATION EXPENSE | 6,000.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 6,000.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 825-905-954.000 | AGENT FEES | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 825-905-986.000 | INTEREST EXPENSE - WL SAD BOND | 21,893.78 | 21,394.00 | 10,696.89 | 10,696.89 | 10,697.11 | 50.00 |
| Total Dept 905 - DEBT SERVICE | | 22,393.78 | 21,894.00 | 10,696.89 | 10,696.89 | 11,197.11 | 48.86 |
| TOTAL EXPENDITURES | | 28,393.78 | 33,894.00 | 10,696.89 | 10,696.89 | 23,197.11 | 31.56 |
| Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035: | | | | | | | |
| TOTAL REVENUES | | 861.08 | 30,000.00 | 0.00 | 1,320.94 | 28,679.06 | 4.40 |
| TOTAL EXPENDITURES | | 28,393.78 | 33,894.00 | 10,696.89 | 10,696.89 | 23,197.11 | 31.56 |
| NET OF REVENUES & EXPENDITURES | | (27,532.70) | (3,894.00) | (10,696.89) | (9,375.95) | 5,481.95 | 240.78 |
| BEG. FUND BALANCE | | 764,821.83 | 764,821.83 | | 764,821.83 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | (27,532.70) | (27,532.70) | |
| END FUND BALANCE | | 737,289.13 | 760,927.83 | | 727,913.18 | | |

10/03/2019 02:46 PM

User: YVETTE

DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Page 28/29

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 883 - DISTRICT #3 HORSESHOE LAKE | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 883-000-665.000 | INTEREST INCOME | 0.90 | 0.00 | 0.00 | 0.66 | (0.66) | 100.00 |
| Total Dept 000 | | 0.90 | 0.00 | 0.00 | 0.66 | (0.66) | 100.00 |
| TOTAL REVENUES | | 0.90 | 0.00 | 0.00 | 0.66 | (0.66) | 100.00 |
| Fund 883 - DISTRICT #3 HORSESHOE LAKE: | | | | | | | |
| TOTAL REVENUES | | 0.90 | 0.00 | 0.00 | 0.66 | (0.66) | 100.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 0.90 | 0.00 | 0.00 | 0.66 | (0.66) | 100.00 |
| BEG. FUND BALANCE | | | | | | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | 0.90 | 0.90 | |
| END FUND BALANCE | | 0.90 | | | 1.56 | | |

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2019 | 2019-20 AMENDED BUDGET | ACTIVITY FOR MONTH 09/30/19 | YTD BALANCE 09/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 890 - N.T. SEWER DISTRICT | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 890-000-445.000 | PENALTY & INTEREST ON TAXES | 82.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 890-000-665.000 | INTEREST INCOME | 707.30 | 0.00 | 0.00 | 349.42 | (349.42) | 100.00 |
| 890-000-672.000 | SAD INTEREST | 0.00 | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| Total Dept 000 | | 790.00 | 15,000.00 | 0.00 | 349.42 | 14,650.58 | 2.33 |
| TOTAL REVENUES | | 790.00 | 15,000.00 | 0.00 | 349.42 | 14,650.58 | 2.33 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 890-301-968.000 | DEPRECIATION EXPENSE | 36,000.00 | 70,000.00 | 0.00 | 0.00 | 70,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 36,000.00 | 70,000.00 | 0.00 | 0.00 | 70,000.00 | 0.00 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 890-905-954.000 | AGENT FEES | 0.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 0.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| TOTAL EXPENDITURES | | 36,000.00 | 70,400.00 | 0.00 | 0.00 | 70,400.00 | 0.00 |
| Fund 890 - N.T. SEWER DISTRICT: | | | | | | | |
| TOTAL REVENUES | | 790.00 | 15,000.00 | 0.00 | 349.42 | 14,650.58 | 2.33 |
| TOTAL EXPENDITURES | | 36,000.00 | 70,400.00 | 0.00 | 0.00 | 70,400.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | (35,210.00) | (55,400.00) | 0.00 | 349.42 | (55,749.42) | 0.63 |
| BEG. FUND BALANCE | | 2,821,996.21 | 2,821,996.21 | | 2,821,996.21 | | |
| NET OF REVENUES/EXPENDITURES - 2018-19 | | | | | (35,210.00) | (35,210.00) | |
| END FUND BALANCE | | 2,786,786.21 | 2,766,596.21 | | 2,787,135.63 | | |
| TOTAL REVENUES - ALL FUNDS | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 6,478,567.46 | 6,890,873.00 | 70,282.06 | 862,331.76 | 6,028,541.24 | 12.51 |
| TOTAL EXPENDITURES - ALL FUNDS | | 6,024,489.19 | 7,349,174.00 | 174,771.06 | 835,643.67 | 6,513,530.33 | 11.37 |
| NET OF REVENUES & EXPENDITURES | | 454,078.27 | (458,301.00) | (104,489.00) | 26,688.09 | (484,989.09) | 5.82 |
| BEG. FUND BALANCE - ALL FUNDS | | 14,542,894.76 | 14,542,894.76 | | 14,542,894.76 | | |
| END FUND BALANCE - ALL FUNDS | | 14,996,973.03 | 14,084,593.76 | | 15,023,661.12 | | |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

PAID

Page 1/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|------------------------------|------------------------------|------------------------------------|---------|------|------------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 09/11/2019 | MIF | 45252 | 35924 | BERENDS HENDRICKS & STUIT IN | LIABILITY INSURANCE RENEWAL PKG E | 123.000 | 000 | 114,249.00 |
| 09/11/2019 | MIF | 45253 | CLASSES | CHRISTINE STEWART | LINE DANCE FOR BEGINNERS - AUG 201 | 815.000 | 666 | 270.00 |
| 09/11/2019 | MIF | 45257*# | 3956 | J & M LANDSCAPING | LAWN CARE JULY 2019 | 816.000 | 265 | 1,400.00 |
| | | | 3998 | | LAWN CARE AUGUST 2019 | 816.000 | 265 | 1,160.00 |
| | | | 3956 | | LAWN CARE JULY 2019 | 816.000 | 666 | 200.00 |
| | | | 3998 | | LAWN CARE AUGUST 2019 | 816.000 | 666 | 80.00 |
| | | | 3956 | | LAWN CARE JULY 2019 | 931.000 | 753 | 175.00 |
| | | | 3998 | | LAWN CARE AUGUST 2019 | 931.000 | 753 | 70.00 |
| | | | CHECK MIF 45257 TOTAL FOR FU | | | | | 3,085.00 |
| 09/11/2019 | MIF | 45258 | CLASSES | JANET RADZISZEWSKI | ACRYLLIC PAINTING AUG 2019 | 815.000 | 666 | 30.00 |
| 09/11/2019 | MIF | 45261 | CLASSES | PHYLLIS LINDBLADE | FLOW PAINTING CLASS | 815.000 | 666 | 45.00 |
| 09/11/2019 | MIF | 45264 | 9836667410 | VERIZON WIRELESS MESSAGING S | TWP MGR CELL SERVICE 7/24/19-8/23/ | 850.000 | 172 | 51.24 |
| 09/18/2019 | MIF | 45269*# | 1761097 | ARBOR SPRINGS WATER CO INC | OFFICE 4 - 5 GAL ARTESIAN WATER, S | 727.000 | 265 | 32.00 |
| | | | 1761097 | | OFFICE 4 - 5 GAL ARTESIAN WATER, S | 940.000 | 265 | 14.00 |
| | | | CHECK MIF 45269 TOTAL FOR FU | | | | | 46.00 |
| 09/18/2019 | MIF | 45270 | 090119 | ASSESSMENT ADMIN. SERVICES, | ASSESSING SERVICES SEPT 2019 | 818.000 | 257 | 8,045.00 |
| 09/18/2019 | MIF | 45272*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS OCT 2019 | 716.000 | 412 | 483.70 |
| 09/18/2019 | MIF | 45273*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR OCTOBER 2019 | 716.000 | 172 | 1,785.56 |
| | | | 007011521-0001 | | SILVER PREMIUMS FOR OCTOBER 2019 | 716.000 | 666 | 698.27 |
| | | | CHECK MIF 45273 TOTAL FOR FU | | | | | 2,483.83 |
| 09/18/2019 | MIF | 45279 | 28638 | CARTRIDGE CENTER INC. | PRINTER CARTRIDGE HP CR230A | 727.000 | 265 | 48.00 |
| 09/18/2019 | MIF | 45280*# | 0083771090719 | CHARTER COMMUNICATIONS | OFFICE & PSB PHONES 9/7/19-10/6/1 | 850.000 | 265 | 159.96 |
| | | | 0075124090919 | | PEG STATION, FD & PD CABLE BOXES 9 | 850.000 | 265 | 10.51 |
| | | | 0083763090419 | | COM CTR PHONES, INTERNET & TV 9/4/ | 850.000 | 666 | 253.42 |
| | | | CHECK MIF 45280 TOTAL FOR FU | | | | | 423.89 |
| 09/18/2019 | MIF | 45284 | 9100 4059 5829 | DTE ENERGY | STREETLIGHTS 8/1/19-8/31/19 | 920.000 | 448 | 2,497.43 |
| 09/18/2019 | MIF | 45289 | 4037 | J & M LANDSCAPING | WEEDS & MULCHING AT COM CTR | 816.000 | 666 | 500.00 |

User: JEN
DB: Northfield

CHECK DATE FROM 09/06/2019 - 10/03/2019

Page 2/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|------------------------|------|---------|------------|------------------------------|------------------------------------|---------|------|----------|----------|
| Fund: 101 GENERAL FUND | | | | | | | | | |
| 09/18/2019 | MIF | 45290# | 84 | JAMES NELSON | VIDEO SERVICES JUNE 2019 | 723.000 | 215 | 170.00 | |
| | | | 85 | | VIDEO SERVICES JULY 2019 | 723.000 | 215 | 170.00 | |
| | | | 86 | | VIDEO SERVICES AUGUST 2019 | 723.000 | 215 | 255.00 | |
| | | | 84 | | VIDEO SERVICES JUNE 2019 | 723.000 | 412 | 170.00 | |
| | | | 85 | | VIDEO SERVICES JULY 2019 | 723.000 | 412 | 170.00 | |
| | | | 86 | | VIDEO SERVICES AUGUST 2019 | 723.000 | 412 | 170.00 | |
| | | | | CHECK MIF 45290 TOTAL FOR FU | | | | | 1,105.00 |
| 09/18/2019 | MIF | 45291 | A-56581 | JOHN'S SANITATION | PORTABLE TOILETS AT NORTH VILLAGE | 931.000 | 753 | 165.00 | |
| | | | A-56903 | | PORT-A-POTTY AT NORTH VILLAGE 8/8/ | 931.000 | 753 | 165.00 | |
| | | | | CHECK MIF 45291 TOTAL FOR FU | | | | | 330.00 |
| 09/18/2019 | MIF | 45294 | REIMBURSE | LAURA ATWELL | COM CTR SUPPLIES: POSTER BOARD, PE | 727.000 | 666 | 13.46 | |
| | | | REIMBURSE | | COM CTR & SENIOR LUNCH SUPPLIES - | 727.000 | 666 | 11.68 | |
| | | | REIMBURSE | | COM CTR & SENIOR LUNCH SUPPLIES - | 822.000 | 666 | 12.76 | |
| | | | | CHECK MIF 45294 TOTAL FOR FU | | | | | 37.90 |
| 09/18/2019 | MIF | 45295 | MILEAGE | MARY BIRD | MILEAGE JULY & AUGUST 2019 | 860.000 | 412 | 64.96 | |
| 09/18/2019 | MIF | 45296 | 5948 | MCGRAW MORRIS P.C. | LEGAL SERVICES 7/2/19-7/31/19 | 803.000 | 270 | 1,562.50 | |
| 09/18/2019 | MIF | 45297 | 21601-35 | MCKENNA ASSOCIATES | PLANNER & ZONING SERVICES JULY 201 | 637.000 | 412 | 1,050.00 | |
| | | | 21601-35 | | PLANNER & ZONING SERVICES JULY 201 | 671.000 | 412 | 300.00 | |
| | | | 21601-35 | | PLANNER & ZONING SERVICES JULY 201 | 801.000 | 412 | 3,950.00 | |
| | | | 21601-35 | | PLANNER & ZONING SERVICES JULY 201 | 823.000 | 412 | 2,732.50 | |
| | | | | CHECK MIF 45297 TOTAL FOR FU | | | | | 8,032.50 |
| 09/18/2019 | MIF | 45298*# | 32771 | MICRO TECH SERVICES INC | ALL MS EXCHANGE, OFFICE ANTI-VIRUS | 936.000 | 228 | 109.50 | |
| | | | 32771 | | ALL MS EXCHANGE, OFFICE ANTI-VIRUS | 948.000 | 228 | 380.44 | |
| | | | 32749 | | HDMI CABLE, DISPLAYPORT TO VGA | 727.000 | 265 | 43.50 | |
| | | | 32772 | | COM CENTER MANAGED SERVICES & ANTI | 936.000 | 666 | 25.35 | |
| | | | 32771 | | ALL MS EXCHANGE, OFFICE ANTI-VIRUS | 936.000 | 666 | 7.79 | |
| | | | | CHECK MIF 45298 TOTAL FOR FU | | | | | 566.58 |
| 09/18/2019 | MIF | 45300# | 0002452011 | MLIVE MEDIA GROUP | ADS AUGUST 2019 | 900.000 | 101 | 206.24 | |
| | | | 0002452011 | | ADS AUGUST 2019 | 900.000 | 412 | 166.26 | |
| | | | | CHECK MIF 45300 TOTAL FOR FU | | | | | 372.50 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------|------|---------|--------------------|---------------------|------------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 09/18/2019 | MIF | 45302*# | 7900 0440 8028 914 | NEOFUNDS | POSTAGE 8/15/19-9/18/19 | 851.000 | 191 | 24.80 |
| | | | 7900 0440 8028 914 | | POSTAGE 8/15/19-9/18/19 | 851.000 | 265 | 225.94 |
| | | | 7900 0440 8028 914 | | POSTAGE 8/15/19-9/18/19 | 851.000 | 412 | 36.30 |
| CHECK MIF 45302 TOTAL FOR FU | | | | | | | | 287.04 |
| 09/18/2019 | MIF | 45304 | SUMMER TAX 2019 | NORTHFIELD TOWNSHIP | B-02-08-470-003 (PAULA AVE) - 2019 | 959.000 | 247 | 5.26 |
| | | | SUMMER TAX 2019 | | B-02-08-470-008 (ORCHESTRA AVE) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-470-009 (ORCHESTRA AVE) - | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-470-010 (ORCHESTRA AVE) - | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-470-011 (ORCHESTRA AVE) - | 959.000 | 247 | 6.31 |
| | | | SUMMER TAX 2019 | | B-02-08-471-001 (CEDAR CREST AVE) | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-08-471-003 (CEDAR CREST AVE) | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-471-005 (PAULA AVE) - 2019 | 959.000 | 247 | 14.73 |
| | | | SUMMER TAXES 2019 | | B-02-08-472-001 (FAIRVIEW AVE) - 2 | 959.000 | 247 | 12.62 |
| | | | SUMMER TAXES 2019 | | B-02-08-472-003 (FAIRVIEW AVE) - 2 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-472-004 (CEDAR CREST AVE) | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-472-005 (CEDAR CREST AVE) | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-472-007 (CEDAR CREST AVE) | 959.000 | 247 | 11.57 |
| | | | SUMMER TAX 2019 | | B-02-08-474-001 (NORTHFIELD RD) - | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-08-474-002 (SUNSHINE AVE) - 2 | 959.000 | 247 | 5.26 |
| | | | SUMMER TAXES 2019 | | B-02-08-474-003 (SUNSHINE AVE) - 2 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAXES 2019 | | B-02-17-229-009 (GROVE DR) - 2019 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAXES 2019 | | B-02-17-229-011 (GROVE DR) - 2019 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-18-120-008 (COYLE RD) - 2019 | 959.000 | 247 | 7.36 |
| | | | SUMMER TAXES 2019 | | B-02-05-254-002 (75 BARKER RD) - 2 | 959.000 | 247 | 1,217.05 |
| | | | SUMMER TAX 2019 | | B-02-08-450-001 (HILL AVE) - 2019 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-451-001 (SUNSHINE AVE) - 2 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-451-002 (SUNSHINE AVE) - 2 | 959.000 | 247 | 17.89 |
| | | | SUMMER TAXES 2019 | | B-02-08-452-002 (HILL AVE) - 2019 | 959.000 | 247 | 9.47 |
| | | | SUMMER TAX 2019 | | B-02-08-452-003 (SUNSHINE AVE) - 2 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-452-004 (BETHUNE AVE) - 20 | 959.000 | 247 | 6.31 |
| | | | SUMMER TAX 2019 | | B-02-08-455-001 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-455-002 (BETHUNE AVE) - 20 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-455-003 (BETHUNE AVE) - 20 | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-08-455-004 (RAPHAEL AVE) - 20 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-457-003 (BETHUNE AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-457-005 (BETHUNE AVE) - 20 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-457-006 (BETHUNE AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-457-007 (BETHUNE AVE) - 20 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-247-009 (BETHUNE AVE) - 20 | 959.000 | 247 | 1.05 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|-----------------|-------|------------------------------------|---------|------|--------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| | | | SUMMER TAX 2019 | | B-02-08-457-011 (RAPHAEL AVE) - 20 | 959.000 | 247 | 11.57 |
| | | | SUMMER TAX 2019 | | B-02-08-457-013 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-457-014 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-457-014 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-457-015 (RAPHAEL AVE) - 20 | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-08-457-017 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-460-001 (LINCOLN AVE) - 20 | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-08-460-004 (LINCOLN AVE) - 20 | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-17-138-001 (ROSE AVE) - 2019 | 959.000 | 247 | 15.78 |
| | | | SUMMER TAX 2019 | | B-02-17-138-004 (HILLSDALE AVE) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-138-005 (HILLSDALE AVE) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-138-007 (HILLSDALE AVE) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-138-009 (HILLSDALE AVE) - | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-17-139-002 (RAYMOND AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-139-005 (ROSE AVE) - 2019 | 959.000 | 247 | 6.31 |
| | | | SUMMER TAX 2019 | | B-02-17-139-006 (ROSE AVE) - 2019 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-139-007 (ROSE AVE) - 2019 | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-17-140-002 (SIDNEY AVE) - 201 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-17-140-004 (RAYMOND AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-140-008 (SIDNEY AVE) - 201 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-141-002 (NORTHFIELD RD) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-228-030 (GROVE DR) - 2019 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-08-474-004 (SUNSHINE AVE) - 2 | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-08-474-005 (FAIRVIEW AVE) - 2 | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-08-474-006 (FAIRVIEW AVE) - 2 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-474-007 (FAIRVIEW AVE) - 2 | 959.000 | 247 | 5.26 |
| | | | SUMMER TAX 2019 | | B-02-17-130-002 (RAYMOND AVE) - 20 | 959.000 | 247 | 2.10 |
| | | | SUMMER TAX 2019 | | B-02-17-135-001 (HILLSDALE AVE) - | 959.000 | 247 | 9.47 |
| | | | SUMMER TAX 2019 | | B-02-17-135-013 (HIGHLAND AVE) - 2 | 959.000 | 247 | 10.52 |
| | | | SUMMER TAX 2019 | | B-02-08-474-008 (FAIRVIEW AVE) - 2 | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-17-129-003 (SIDNEY AVE) - 201 | 959.000 | 247 | 5.26 |
| | | | SUMMER TAX 2019 | | B-02-17-129-008 (RAYMOND AVE) - 20 | 959.000 | 247 | 4.20 |
| | | | SUMMER TAX 2019 | | B-02-17-129-012 (SIDNEY AVE) - 201 | 959.000 | 247 | 5.26 |
| | | | SUMMER TAX 2019 | | B-02-17-138-010 (HILLSDALE AVE) - | 959.000 | 247 | 5.26 |
| | | | SUMMER TAX 2019 | | B-02-17-140-007 (RAYMOND AVE) - 20 | 959.000 | 247 | 8.41 |
| | | | SUMMER TAX 2019 | | B-02-17-140-010 (SIDNEY AVE) - 201 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-17-141-001 (SIDNEY AVE) - 201 | 959.000 | 247 | 9.47 |
| | | | SUMMER TAX 2019 | | B-02-17-141-003 (NORTHFIELD RD) - | 959.000 | 247 | 3.15 |
| | | | SUMMER TAX 2019 | | B-02-17-232-015 (MAPLEGROVE DR) - | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-05-329-003 (MAIN ST) - 2019 S | 959.000 | 247 | 11.08 |
| | | | SUMMER TAX 2019 | | B-02-05-380-008 (GARFIELD DR) - 20 | 959.000 | 247 | 75.92 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 5/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|------------------------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| | | | SUMMER TAX 2019 | | B-02-08-457-008 (BETHUNE AVE) - 20 | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-08-247-012 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-462-001 (ORCHESTRA AVE) - | 959.000 | 247 | 15.78 |
| | | | SUMMER TAX 2019 | | B-02-08-462-003 (LINCOLN AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-462-008 (SIDNEY AVE) - 201 | 959.000 | 247 | 15.78 |
| | | | SUMMER TAX 2019 | | B-02-08-470-002 (NORTHFIELD RD) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-470-001 (NORTHFIELD RD) - | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-468-003 (SIDNEY AVE) - 201 | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-08-468-001 (ORCHESTRA AVE) - | 959.000 | 247 | 7.36 |
| | | | SUMMER TAX 2019 | | B-02-08-464-001 (RAPHAEL AVE) - 20 | 959.000 | 247 | 1.05 |
| | | | SUMMER TAX 2019 | | B-02-08-462-006 (SIDNEY AVE) - 201 | 959.000 | 247 | 1.05 |
| | | | CHECK MIF 45304 TOTAL FOR FU | | | | | 1,674.14 |
| 09/18/2019 | MIF | 45317 | 206268 | OHM ADVISORS | DOMINO'S FARMS DEVELOPMENT - PREAP | 671.000 | 412 | 300.00 |
| 09/18/2019 | MIF | 45322*# | 1820 | PURE WINDOW WASHING | COM CTR WINDOWS 8/22/19 | 930.000 | 666 | 58.00 |
| 09/18/2019 | MIF | 45323 | 9960943 | QUILL CORP | OFFICE SUPPLIES: JUMBO METAL BOOKE | 727.000 | 265 | 9.99 |
| | | | 9965110 | | OFFICE SUPPLIES: PAPER TOWELS, BIN | 727.000 | 265 | 292.05 |
| | | | 1119493 | | OFFICE SUPPLIES: 3 LETTER WALL FIL | 727.000 | 265 | 22.62 |
| | | | 1035334 | | OFFICE SUPPLIES: BINDER CLIPS, BIN | 727.000 | 265 | 58.74 |
| | | | 1107563 | | OFFICE SUPPLIES: 5- 6 FT TABLES, T | 727.000 | 265 | 577.35 |
| | | | CHECK MIF 45323 TOTAL FOR FU | | | | | 960.75 |
| 09/18/2019 | MIF | 45324*# | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | FD, PD & OFFICE SUPPLIES | 727.000 | 265 | 51.02 |
| 09/18/2019 | MIF | 45325 | 230 | STARDUST THEATRE RENTALS | MOVIE SCREEN RENTAL 8/30/19 | 815.000 | 666 | 350.00 |
| 09/18/2019 | MIF | 45326 | 388139354 | TERMINIX | COM CTR PEST CONTROL 1 YEAR IN ADV | 930.000 | 666 | 523.80 |
| 09/18/2019 | MIF | 45329*# | 393725122 | U.S. BANK EQUIPMENT FINANCE | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 265 | 191.01 |
| | | | 393725122 | | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 666 | 179.58 |
| | | | CHECK MIF 45329 TOTAL FOR FU | | | | | 370.59 |
| 09/18/2019 | MIF | 45331 | 2020 MEMBERSHIP DU | WASHTENAW AREA TRANSPORTATIO | MEMBERSHIP DUES FOR FY2020 | 807.000 | 101 | 1,000.00 |
| 09/18/2019 | MIF | 45332 | 2019 SECOND BILLIN | WASHTENAW COUNTY ROAD COMMI | DUST CONTROL, TWP WIDE LIMESTONE, | 813.000 | 449 | 17,332.51 |
| | | | 2019 SECOND BILLIN | | DUST CONTROL, TWP WIDE LIMESTONE, | 814.000 | 449 | 51,165.29 |
| | | | CHECK MIF 45332 TOTAL FOR FU | | | | | 68,497.80 |

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------|---------|---------|--------------------|------------------------------|------------------------------------|---------|------|--------------|
| Fund: 101 | GENERAL | FUND | | | | | | |
| 09/18/2019 | MIF | 45333 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | NORTHFIELD ESTATES MONTHLY LICENSE | 214.000 | 000 | 1,165.00 |
| 09/18/2019 | MIF | 45334 | 0083715-1389-9 | WASTE MANAGEMENT OF MI | DOG PARK WASTE REMOVAL 9/1/19-9/30 | 931.000 | 753 | 17.46 |
| 09/19/2019 | MIF | 45336 | STAX 2019 | NORTHFIELD TOWNSHIP | 2019 SUMMER TAX B-02-05-380-008 | 959.000 | 247 | 15.43 |
| 10/01/2019 | MIF | 45339*# | 1411066 | APPLIED IMAGING | OFFICE & PD COPIERS MAINT AGREEMEN | 727.000 | 265 | 156.50 |
| | | | 1411067 | | WWTP & COM CTR COPIERS MAINT AGREE | 727.000 | 666 | 31.98 |
| | | | | CHECK MIF 45339 TOTAL FOR FU | | | | 188.48 |
| 10/01/2019 | MIF | 45341 | 25554926 | GREAT AMERICA FINANCIAL SVCS | COLOR PRINTER LEASE | 940.000 | 265 | 31.73 |
| 10/01/2019 | MIF | 45343*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR OCTOBER 2019 | 717.000 | 172 | 83.39 |
| | | | TM05946124 0001 | | PREMIUMS FOR OCTOBER 2019 | 717.000 | 215 | 55.52 |
| | | | TM05946124 0001 | | PREMIUMS FOR OCTOBER 2019 | 717.000 | 253 | 53.13 |
| | | | TM05946124 0001 | | PREMIUMS FOR OCTOBER 2019 | 717.000 | 412 | 22.70 |
| | | | TM05946124 0001 | | PREMIUMS FOR OCTOBER 2019 | 717.000 | 666 | 59.56 |
| | | | | CHECK MIF 45343 TOTAL FOR FU | | | | 274.30 |
| 10/03/2019 | MIF | 45355*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER CHARGES: LIVESTREAM, TRAINI | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45357# | XXXX XXXX XXXX 589 | PNC BANK | WILSON CHARGES 8/20/19-9/10/19: PL | | | ** VOIDED ** |
| | | | XXXX XXXX XXXX 589 | | WILSON CHARGES 8/20/19-9/10/19: PL | | | ** VOIDED ** |
| | | | XXXX XXXX XXXX 589 | | WILSON CHARGES 8/20/19-9/10/19: PL | | | ** VOIDED ** |
| | | | XXXX XXXX XXXX 589 | | WILSON CHARGES 8/20/19-9/10/19: PL | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45359 | 9838677863 | VERIZON WIRELESS MESSAGING S | TWP MGR CELL SERVICE 8/24/19-9/23/ | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45360 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | MONTHLY LICENSE FEE OCTOBER 2019 | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45370*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER CHARGES: LIVESTREAM, TRAINI | 850.000 | 265 | 45.00 |
| 10/03/2019 | MIF | 45372# | XXXX XXXX XXXX 589 | PNC BANK | WILSON CHARGES 8/20/19-9/10/19: PL | 936.000 | 228 | 216.11 |
| | | | XXXX XXXX XXXX 589 | | WILSON CHARGES 8/20/19-9/10/19: PL | 727.000 | 265 | 14.95 |
| | | | XXXX XXXX XXXX 589 | | WILSON CHARGES 8/20/19-9/10/19: PL | 929.000 | 265 | 130.23 |
| | | | XXXX XXXX XXXX 589 | | WILSON CHARGES 8/20/19-9/10/19: PL | 956.000 | 265 | 32.00 |
| | | | | CHECK MIF 45372 TOTAL FOR FU | | | | 393.29 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Page 7/19

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---------------------------------|------|---------|--------------------|------------------------------|------------------------------------|---------|------|------------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 10/03/2019 | MIF | 45374 | 9838677863 | VERIZON WIRELESS MESSAGING S | TWP MGR CELL SERVICE 8/24/19-9/23/ | 850.000 | 172 | 51.24 |
| 10/03/2019 | MIF | 45375 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | MONTHLY LICENSE FEE OCTOBER 2019 | 214.000 | 000 | 1,165.00 |
| Total for fund 101 GENERAL FUND | | | | | | | | 221,750.10 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

Page 8/19

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------|------|---------|--------------------|------------------------------|------------------------------------|---------|------|----------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| 09/18/2019 | MIF | 45266 | 2716-296290 | ADVANCE AUTO PARTS - PD | OIL | 930.000 | 333 | 5.97 |
| 09/18/2019 | MIF | 45269*# | 1761094 | ARBOR SPRINGS WATER CO INC | PD 4 - 5 GAL ARTESIAN WATER, SERVI | 727.000 | 301 | 46.00 |
| 09/18/2019 | MIF | 45272*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS OCT 2019 | 716.000 | 226 | 1,103.56 |
| 09/18/2019 | MIF | 45273*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR OCTOBER 2019 | 716.000 | 226 | 5,117.03 |
| 09/18/2019 | MIF | 45280*# | 0075124090919 | CHARTER COMMUNICATIONS | PEG STATION, FD & PD CABLE BOXES 9 | 850.000 | 301 | 30.00 |
| 09/18/2019 | MIF | 45282 | 60521 | CMP DISTRIBUTORS, INC. | AERKO FREEZE +P NF LIVE | 727.000 | 301 | 241.00 |
| 09/18/2019 | MIF | 45283 | AUG 2019 | DIRTSQUIRT AUTO SPA | PD CAR WASHES AUGUST 2019 | 930.000 | 333 | 165.00 |
| 09/18/2019 | MIF | 45287 | 1901625 | GRAPH-X SIGNS | PRINTED VINYL VEHICLE GRAPHICS & I | 930.000 | 333 | 223.00 |
| 09/18/2019 | MIF | 45298*# | 32773 | MICRO TECH SERVICES INC | PD ANTIVIRUS & MANAGES SERVICES, O | 972.000 | 301 | 255.90 |
| | | | 32771 | | ALL MS EXCHANGE, OFFICE ANTI-VIRUS | 972.000 | 301 | 74.09 |
| | | | | CHECK MIF 45298 TOTAL FOR FU | | | | 329.99 |
| 09/18/2019 | MIF | 45302*# | 7900 0440 8028 914 | NEOFUNDS | POSTAGE 8/15/19-9/18/19 | 851.000 | 301 | 5.00 |
| 09/18/2019 | MIF | 45303* | 23392694866 | NEXTIVA INC. | PD & FD PHONES 10/1/19-10/31/19 | 850.000 | 301 | 751.86 |
| 09/18/2019 | MIF | 45319 | 16518 & 16519 | PETER'S HARDWARE HAMBURG - P | KEY BLANKS | 727.000 | 301 | 12.98 |
| 09/18/2019 | MIF | 45321 | 70057125 | PRIORITY ONE EMERGENCY | CHEVRON & PATCH APPLICATION | 741.000 | 301 | 12.00 |
| 09/18/2019 | MIF | 45324*# | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | FD, PD & OFFICE SUPPLIES | 727.000 | 301 | 50.87 |
| 09/18/2019 | MIF | 45329*# | 393725122 | U.S. BANK EQUIPMENT FINANCE | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 301 | 217.39 |
| 09/18/2019 | MIF | 45330 | 9837444726 | VERIZON WIRELESS MESSAGING S | PD CELL SERVICE 8/5/19-9/4/19 | 850.000 | 301 | 199.13 |
| 09/18/2019 | MIF | 45335 | AS190826-20017018 | WATCHGUARD SERVICES | UTM SOFTWARE SUITE (FIREWALL) | 972.000 | 301 | 670.00 |
| 10/01/2019 | MIF | 45339*# | 1411066 | APPLIED IMAGING | OFFICE & PD COPIERS MAINT AGREEMEN | 727.000 | 301 | 44.59 |
| 10/01/2019 | MIF | 45343*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR OCTOBER 2019 | 717.000 | 226 | 759.18 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 9/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|--------------------|------------------------------|------------------------------------|---------|------|--------------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| 10/01/2019 | MIF | 45344 | 19-4440 | OAKLAND COUNTY REIMBURSEMENT | DOCKET NO: 12-796119-NA FERRIS, RA | 214.000 | 000 | 1,000.00 |
| 10/01/2019 | MIF | 45346 | 551-538772 | STATE OF MICHIGAN | BASIC INVESTIGATOR COURSE - WRIGHT | 214.000 | 000 | 300.00 |
| 10/03/2019 | MIF | 45348 | 090419 | BRIGHTON TOWING | PD VEHICLE TOW | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45352 | XXXX XXXX XXXX 367 | HOME DEPOT CREDIT SERVICES | CHARGES 9/18/19: SAW HORSES, LUMBE | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45354 | IN1494896 | MICHIGAN OFFICE SOLUTIONS | PDSUPPLY FREIGHT FEE PRINTERS | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45361 | 5007248325 | WELLS FARGO FINANCIAL LEASIN | PD PRINTER LEASES 9/8/19-10/7/19 | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45362 | 61442951 | WEX BANK | PD FUEL CHARGES SEPT 2019 | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45363 | 090419 | BRIGHTON TOWING | PD VEHICLE TOW | 930.000 | 333 | 80.00 |
| 10/03/2019 | MIF | 45367 | XXXX XXXX XXXX 367 | HOME DEPOT CREDIT SERVICES | CHARGES 9/18/19: SAW HORSES, LUMBE | 727.000 | 301 | 61.34 |
| 10/03/2019 | MIF | 45369 | IN1494896 | MICHIGAN OFFICE SOLUTIONS | PDSUPPLY FREIGHT FEE PRINTERS | 972.000 | 301 | 8.00 |
| 10/03/2019 | MIF | 45376 | 5007248325 | WELLS FARGO FINANCIAL LEASIN | PD PRINTER LEASES 9/8/19-10/7/19 | 972.000 | 301 | 224.40 |
| 10/03/2019 | MIF | 45377 | 61442951 | WEX BANK | PD FUEL CHARGES SEPT 2019 | 860.000 | 333 | 1,995.95 |
| Total for fund 207 LAW ENFORCEMENT FUND | | | | | | | | 13,654.24 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 10/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-------------------------------|------|---------|--------------------|------------------------------|------------------------------------|---------|------|----------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | |
| 09/11/2019 | MIF | 45255 | INV00020905 | ESO SOLUTIONS, INC. | FIREHOUSE CLOUD HOSTED MODULES (5) | 818.000 | 301 | 7,925.00 |
| 09/11/2019 | MIF | 45256 | 4300 | FIRETEC USED APPARATUS SALES | COMMISSION ON SALE OF 2004 FREIGHT | 827.000 | 270 | 7,500.00 |
| 09/18/2019 | MIF | 45265 | 2716-296190 | ADVANCE AUTO PARTS - FD | DRILL BIT SET | 930.000 | 333 | 20.05 |
| | | | 2716-296063 | | REFRIGERANT | 930.000 | 333 | 13.98 |
| | | | | CHECK MIF 45265 TOTAL FOR FU | | | | 34.03 |
| 09/18/2019 | MIF | 45267* | 3157 | ALISON MECHANICAL | REPAIR CONDESNER ON SPLIT SYSTEM - | 930.000 | 301 | 361.00 |
| 09/18/2019 | MIF | 45269*# | 1761093 | ARBOR SPRINGS WATER CO INC | FD 1 - 5 GAL ARTESIAN WATER & SERV | 727.000 | 301 | 12.50 |
| 09/18/2019 | MIF | 45273*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR OCTOBER 2019 | 716.000 | 226 | 1,545.66 |
| 09/18/2019 | MIF | 45275 | 83308364 | BOUND TREE MEDICAL LLC | BLOOD GLUCOSE METER | 727.000 | 301 | 34.79 |
| | | | 83310115 | | BATTERY LSU 780020 | 727.000 | 301 | 49.49 |
| | | | | CHECK MIF 45275 TOTAL FOR FU | | | | 84.28 |
| 09/18/2019 | MIF | 45277 | 31569 | BRIGHTON CLEANING SUPPLIES | DUR-A-THANE 5 GAL | 930.000 | 301 | 378.00 |
| 09/18/2019 | MIF | 45280*# | 0075124090919 | CHARTER COMMUNICATIONS | PEG STATION, FD & PD CABLE BOXES 9 | 850.000 | 301 | 15.00 |
| 09/18/2019 | MIF | 45285 | INV07061 | EMERGENT HEALTH PARTNERS | FIRE DISPATCHING SERVICES AUGUST 2 | 820.000 | 301 | 918.82 |
| 09/18/2019 | MIF | 45293 | 2002 | KIRK'S CONSTRUCTION COMPANY, | REPAIR TO CULVERT ON HOBAN WAY & N | 930.000 | 301 | 850.00 |
| 09/18/2019 | MIF | 45298*# | 32774 | MICRO TECH SERVICES INC | FD ANTI-VIRUS & MANAGED SERVICES 9 | 972.000 | 301 | 43.20 |
| | | | 32771 | | ALL MS EXCHANGE, OFFICE ANTI-VIRUS | 972.000 | 301 | 97.49 |
| | | | | CHECK MIF 45298 TOTAL FOR FU | | | | 140.69 |
| 09/18/2019 | MIF | 45303* | 23392694866 | NEXTIVA INC. | PD & FD PHONES 10/1/19-10/31/19 | 850.000 | 301 | 290.00 |
| 09/18/2019 | MIF | 45324*# | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | FD, PD & OFFICE SUPPLIES | 727.000 | 301 | 5.99 |
| 09/25/2019 | MIF | 45338 | 61291703 | WEX BANK | FD FUEL CHARGES AUG 2019 | 860.000 | 333 | 788.60 |
| 10/01/2019 | MIF | 45343*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR OCTOBER 2019 | 717.000 | 226 | 96.15 |
| 10/01/2019 | MIF | 45347 | 9837590486 | VERIZON WIRELESS MESSAGING S | FD CELL SERVICE 08/08/19-9/07/19 | 850.000 | 301 | 169.68 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 11/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--|------|---------|--------------------|----------------------|------------------------------------|---------|------|--------------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | |
| 10/03/2019 | MIF | 45349 | 0358035-IN | CORRIGAN PROPANE CO. | PROPANE DELIVERY 09/18/19 - 130.3 | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45355*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER CHARGES: LIVESTREAM, TRAINI | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45358 | 22617 | THE ACCUMED GROUP | FD BILLING SERVICE FEE 7/1/19-7/31 | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45364 | 0358035-IN | CORRIGAN PROPANE CO. | PROPANE DELIVERY 09/18/19 - 130.3 | 930.000 | 301 | 174.91 |
| 10/03/2019 | MIF | 45370*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER CHARGES: LIVESTREAM, TRAINI | 957.000 | 226 | 116.00 |
| 10/03/2019 | MIF | 45373 | 22617 | THE ACCUMED GROUP | FD BILLING SERVICE FEE 7/1/19-7/31 | 818.000 | 301 | 232.79 |
| Total for fund 216 MEDICAL RESCUE FUND | | | | | | | | 21,639.10 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

Page 12/19

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|-----------------|------------------------------|------------------------------------|---------|------|--------------|
| Fund: 287 BUILDING DEPARTMENT FUND | | | | | | | | |
| 09/18/2019 | MIF | 45272*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS OCT 2019 | 716.000 | 226 | 725.54 |
| 09/18/2019 | MIF | 45280*# | 0083748090919 | CHARTER COMMUNICATIONS | BLDG DEPT PHONES, PSB PHONES & INT | 850.000 | 301 | 39.99 |
| 10/01/2019 | MIF | 45342 | REFUND | K & J ELECTRIC, INC. | CHANGE IN SCOPE OF WORK | 488.000 | 000 | 100.00 |
| 10/01/2019 | MIF | 45343*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR OCTOBER 2019 | 717.000 | 226 | 34.05 |
| 10/03/2019 | MIF | 45350 | INSPECTIONS | DINO BONA | ELECTRICAL INSPECTIONS FOR SEPT 20 | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45353 | INSPECTIONS | LEONARD DONALD CZINSKI | HEATING & PLUMBING INSPECTIONS FOR | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45365 | INSPECTIONS | DINO BONA | ELECTRICAL INSPECTIONS FOR SEPT 20 | 725.000 | 301 | 945.00 |
| 10/03/2019 | MIF | 45368 | INSPECTIONS | LEONARD DONALD CZINSKI | HEATING & PLUMBING INSPECTIONS FOR | 725.000 | 301 | 1,845.00 |
| Total for fund 287 BUILDING DEPARTMENT FUND | | | | | | | | 3,689.58 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 13/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------------|------|---------|-----------|------------------------------|---|---------|------|-----------|
| Fund: 369 BLDG AUTH DEBT FUND - 2023 | | | | | | | | |
| 10/01/2019 | MIF | 45345* | 605727567 | PNC BANK, N.A. | OBLIGOR # 34637817 INTEREST DUE | 987.000 | 905 | 3,525.00 |
| | | | 605727584 | | OBLIGOR # 34637817 INTEREST DUE | 987.000 | 905 | 3,466.25 |
| | | | 605727538 | | OBLIGOR # 34637817 INTEREST DUE | 987.000 | 905 | 3,231.25 |
| | | | 605727603 | | OBLIGOR # 34637817 INTEREST DUE | 987.000 | 905 | 3,172.50 |
| | | | | CHECK MIF 45345 TOTAL FOR FU | | | | 13,395.00 |
| | | | | | Total for fund 369 BLDG AUTH DEBT FUND - 2023 | | | 13,395.00 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 14/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|-----------|------------------------------|---|---------|------|-----------------|
| Fund: 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | | | | |
| 10/01/2019 | MIF | 45345* | 605726134 | PNC BANK, N.A. | OBLIGOR # 34637817 INTEREST DUE | 994.000 | 905 | 2,878.75 |
| | | | 605726144 | | OBLIGOR # 34637817 INTEREST DUE | 994.000 | 905 | 3,113.75 |
| | | | 605726163 | | OBLIGOR # 34637817 INTEREST DUE | 994.000 | 905 | 3,055.00 |
| | | | | CHECK MIF 45345 TOTAL FOR FU | | | | <u>9,047.50</u> |
| | | | | | Total for fund 370 PUBLIC SAFETY BLDG DEBT FD | | | 9,047.50 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 15/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|-------------------------------------|------|---------|-----------------|------------------------------|------------------------------------|---------|------|-----------|-----------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | | |
| 09/11/2019 | MIF | 45254 | S6-8463 | CUMMINS BRIDGEWAY LLC | PAC, TANKR | 819.000 | 301 | 273.16 | |
| 09/11/2019 | MIF | 45259 | MEMBERSHIP DUES | MICHIGAN RURAL WATER ASSOC | MEMBERSHUP DUES JULY 2019-JUNE 202 | 807.000 | 301 | 710.00 | |
| 09/11/2019 | MIF | 45263 | 530357630 | UIS SCADA | SERVICES RENDERED THROUGH 5/7/19 | 930.000 | 301 | 1,095.10 | |
| 09/18/2019 | MIF | 45268 | 263665 | ALLSTAR ALARM LLC | WWTP INSTALL | 850.000 | 301 | 3,474.00 | |
| 09/18/2019 | MIF | 45271 | I0535676 | ATCO INTERNATIONAL | PRODUCT CODE 5605-CS | 930.000 | 301 | 157.50 | |
| 09/18/2019 | MIF | 45272*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS OCT 2019 | 716.000 | 226 | 4,112.07 | |
| 09/18/2019 | MIF | 45273*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR OCTOBER 2019 | 716.000 | 226 | 1,452.11 | |
| 09/18/2019 | MIF | 45274 | 353946 | BOULLION SALES, INC. | SPEED-FEED HEAD | 930.000 | 301 | 34.89 | |
| | | | 353937 | | FLUID FILM SPRAY, CHAIN, EYELET CU | 930.000 | 301 | 86.92 | |
| | | | | CHECK MIF 45274 TOTAL FOR FU | | | | | 121.81 |
| 09/18/2019 | MIF | 45276 | 0819-109030 | BRIGHTON ANALYTICAL ASSOCIAT | PHOSPHORUS, AMMONIA & SELENIUM | 817.000 | 301 | 60.00 | |
| | | | 0919-109624 | | PHOSPHORIS, AMMONIA & SELENIUM | 817.000 | 301 | 60.00 | |
| | | | | CHECK MIF 45276 TOTAL FOR FU | | | | | 120.00 |
| 09/18/2019 | MIF | 45278 | 190144 | CARTER PUMP, INC. | GLAND; PACKING, CHEVRON 800 & 801H | 930.000 | 301 | 2,806.00 | |
| 09/18/2019 | MIF | 45280*# | 0077545090619 | CHARTER COMMUNICATIONS | WWTP PHONE & INTERNET 9/6/19-10/5/ | 850.000 | 301 | 274.93 | |
| 09/18/2019 | MIF | 45286 | 9277449014 | GRAINGER, INC. | HYDRONIC CIRCULATING PUMP | 930.000 | 301 | 182.27 | |
| 09/18/2019 | MIF | 45288 | 286180 | INDUSTRIAL CHEM LABS & SVC | ROOT BEGONE | 819.000 | 301 | 125.42 | |
| 09/18/2019 | MIF | 45292# | 612935 | KENNEDY INDUSTRIES INC | EAST SHORE PUMP SUCTION COVER ASSE | 819.000 | 301 | 4,702.01 | |
| | | | 612903 | | DEZURIK PROCESS VALVES | 970.000 | 900 | 44,486.00 | |
| | | | | CHECK MIF 45292 TOTAL FOR FU | | | | | 49,188.01 |
| 09/18/2019 | MIF | 45298*# | 32775 | MICRO TECH SERVICES INC | WWTP ANTI-VIRUS & MANAGED SERVICES | 948.000 | 228 | 104.26 | |
| | | | 32771 | | ALL MS EXCHANGE, OFFICE ANTI-VIRUS | 948.000 | 228 | 7.79 | |
| | | | | CHECK MIF 45298 TOTAL FOR FU | | | | | 112.05 |
| 09/18/2019 | MIF | 45301 | 427244 | NCL OF WISCONSIN, INC. | GLASS FIBER FILTERS, SAMPLING SCOO | 740.000 | 301 | 893.76 | |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 18/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|--------------------|---|------------------------------------|---------|------|--------------|
| Fund: 631 BUILDING AND GROUNDS MAINTENANCE FUND | | | | | | | | |
| 09/11/2019 | MIF | 45257*# | 3956 | J & M LANDSCAPING | LAWN CARE JULY 2019 | 816.000 | 301 | 250.00 |
| | | | 3998 | | LAWN CARE AUGUST 2019 | 816.000 | 301 | 100.00 |
| | | | | CHECK MIF 45257 TOTAL FOR FU | | | | 350.00 |
| 09/11/2019 | MIF | 45260 | 106498 | OVERHEAD DOOR CO. OF WHITMOR | REPLACE PANELS | 930.000 | 301 | 4,853.00 |
| 09/11/2019 | MIF | 45262 | Q11431 | SECURITY LOCK SERVICE | REPLACE DAMAGED LOCKS, STROEROOM L | 930.000 | 301 | 786.00 |
| 09/18/2019 | MIF | 45267* | 3100 | ALISON MECHANICAL | INSTALL BLOWER WHEEL ON UPSTAIRS A | 930.000 | 301 | 1,220.00 |
| | | | 3160 | | INSTALL NEW COMPRESSOR | 930.000 | 301 | 5,500.00 |
| | | | | CHECK MIF 45267 TOTAL FOR FU | | | | 6,720.00 |
| 09/18/2019 | MIF | 45280*# | 0049525090119 | CHARTER COMMUNICATIONS | PSB PHONES & INTERNET 09/01/19-09/ | 850.000 | 301 | 174.97 |
| | | | 0083771090719 | | OFFICE & PSB PHONES 9/7/19-10/6/1 | 850.000 | 301 | 119.97 |
| | | | 0083748090919 | | BLDG DEPT PHONES, PSB PHONES & INT | 850.000 | 301 | 234.94 |
| | | | | CHECK MIF 45280 TOTAL FOR FU | | | | 529.88 |
| 09/18/2019 | MIF | 45322*# | 1816 | PURE WINDOW WASHING | PSB ENTRANCEWAY 8/22/19 | 816.000 | 301 | 10.00 |
| 10/03/2019 | MIF | 45355*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER CHARGES: LIVESTREAM, TRAINI | | | ** VOIDED ** |
| 10/03/2019 | MIF | 45370*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER CHARGES: LIVESTREAM, TRAINI | 818.000 | 301 | 15.00 |
| | | | | Total for fund 631 BUILDING AND GROUNDS MAINTENANCE | | | | 13,263.88 |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 09/06/2019 - 10/03/2019

Banks: MIF

Page 19/19

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|------------|------------------------------|--|---------|------|------------|
| Fund: 825 WHITMORE LAKE SEWER DISTRICT - 2035 | | | | | | | | |
| 09/18/2019 | MIF | 45328 | 3584154102 | THE HUNTINGTON NATIONAL BANK | 2016 SPECIAL ASSESSMENT BOND - INT | 986.000 | 905 | 10,696.89 |
| | | | | | Total for fund 825 WHITMORE LAKE SEWER DISTRIC | | | 10,696.89 |
| TOTAL - ALL FUNDS | | | | | | | | 382,262.85 |

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

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

10/03/2019 03:34 PM

User: JEN

DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

EXP CHECK RUN DATES 10/09/2019 - 10/09/2019

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: MIF

Page: 1/5

OPEN

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---------------------------------|-------------------------------|---|---------------------------------------|------------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 215 CLERK | | | | | |
| 101-215-723.000 | RECORD SEC | LISA LEMBLE | RECORDING SECRETARY SERVICES JULY-SEP | 1,615.00 | |
| | | Total For Dept 215 CLERK | | 1,615.00 | |
| Dept 228 INFORMATION TECHNOLOGY | | | | | |
| 101-228-936.000 | SOFTWARE | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MANAGED SERVICE, O | 60.00 | |
| 101-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MANAGED SERVICE, O | 429.94 | |
| | | Total For Dept 228 INFORMATION TECHNOLOGY | | 489.94 | |
| Dept 247 BOARD OF REVIEW | | | | | |
| 101-247-723.000 | RECORD SEC | LISA LEMBLE | RECORDING SECRETARY SERVICES JULY-SEP | 195.00 | |
| | | Total For Dept 247 BOARD OF REVIEW | | 195.00 | |
| Dept 253 TREASURER | | | | | |
| 101-253-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES AUGUST 2019 | 500.00 | |
| 101-253-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES SEPT 2019 | 500.00 | |
| 101-253-807.000 | MEMBERSHIP DUES | WASHTENAW COUNTY TREASUR | TREASURER ASSOCIATION DUES | 10.00 | |
| 101-253-860.000 | FUEL & MILEAGE | EMILY HOFSESS | MILEAGE JULY-SEPT 2019: BANK DEPOSITS | 163.97 | |
| 101-253-860.000 | FUEL & MILEAGE | LEISA DEVANEY | MILEAGE 7/19/19-9/3/19 - POST OFFICE | 38.98 | |
| | | Total For Dept 253 TREASURER | | 1,212.95 | |
| Dept 257 ASSESSING | | | | | |
| 101-257-818.000 | CONTRACTUAL SERVICES | ASSESSMENT ADMIN. SERVIC | ASSESSOR SERVICES OCTOBER 2019 | 8,045.00 | |
| | | Total For Dept 257 ASSESSING | | 8,045.00 | |
| Dept 265 HALL AND GROUNDS | | | | | |
| 101-265-727.000 | | ARBOR SPRINGS WATER CO I | OFFICE 4 - 5 GAL ARTESIAN WATER AND S | 32.00 | |
| 101-265-727.000 | | PRINTING SYSTEMS INC | 500 CHECKS - MIF ACCOUNT | 129.25 | |
| 101-265-851.000 | POSTAGE | JENNIFER CARLISLE | REIMBURSE FOR OVERNIGHT POSTAGE | 25.50 | |
| 101-265-938.000 | CHARGEBACKS - PRIOR TAX YEARS | WASHTENAW COUNTY TREASUR | 08/19 MTT/STC INVOICE - CHARGEBACKS | 69.56 | |
| 101-265-940.000 | | ARBOR SPRINGS WATER CO I | OFFICE 4 - 5 GAL ARTESIAN WATER AND S | 14.00 | |
| 101-265-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | SMALL COPIER LEASE | 65.23 | |
| | | Total For Dept 265 HALL AND GROUNDS | | 335.54 | |
| Dept 270 LEGAL/PROFESSIONAL | | | | | |
| 101-270-803.000 | LEGAL | MCGRAW MORRIS P.C. | LEGAL SERVICES AUGUST & SEPTEMBER 201 | 137.50 | |
| 101-270-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES AUGUST 2019 | 7,040.00 | |
| 101-270-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES SEPT 2019 | 7,265.00 | |
| 101-270-927.000 | ALLOCATE TO DEPARTMENTS | PAUL E BURNS | LEGAL SERVICES AUGUST 2019 | (3,800.00) | |
| 101-270-927.000 | ALLOCATE TO DEPARTMENTS | PAUL E BURNS | LEGAL SERVICES SEPT 2019 | (3,800.00) | |
| | | Total For Dept 270 LEGAL/PROFESSIONAL | | 6,842.50 | |
| Dept 412 PLANNING/ZONING DEPT | | | | | |
| 101-412-723.000 | RECORD SEC | LISA LEMBLE | RECORDING SECRETARY SERVICES JULY-SEP | 975.00 | |
| | | Total For Dept 412 PLANNING/ZONING DEPT | | 975.00 | |
| Dept 666 COMMUNITY CENTER | | | | | |
| 101-666-920.000 | UTILITIES | CONSUMERS ENERGY | 9101 MAIN ST 8/21/19-9/18/19 | 16.77 | |
| 101-666-920.000 | UTILITIES | DTE ENERGY | 9101 MAIN ST 8/24/19-9/24/19 | 154.69 | |
| 101-666-930.000 | REPAIRS & MAINTENANCE | RADON MAN LLC | RADON WATER TESTING AT COM CTR | 240.00 | |
| 101-666-936.000 | SOFTWARE | MICRO TECH SERVICES INC | COM CTR ANTIVIRUS & MANAGED SERVICES, | 25.35 | |
| 101-666-936.000 | SOFTWARE | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MANAGED SERVICE, O | 7.79 | |
| | | Total For Dept 666 COMMUNITY CENTER | | 444.60 | |
| Dept 753 RECREATION BOARD | | | | | |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

EXP CHECK RUN DATES 10/09/2019 - 10/09/2019

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: MIF

Page: 2/5

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--------------------------------|-------------------------------|--|--|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 753 RECREATION BOARD | | | | | |
| 101-753-931.000 | PARK MAINTENANCE | WASTE MANAGEMENT OF MI | DOG PARK WASTE REMOVAL 10/1/19-10/31/ | 18.11 | |
| | | Total For Dept 753 RECREATION BOARD | | 18.11 | |
| | | Total For Fund 101 GENERAL FUND | | 20,173.64 | |
| Fund 207 LAW ENFORCEMENT FUND | | | | | |
| Dept 000 | | | | | |
| 207-000-214.000 | DUE TO OTHERS | STATE OF MICHIGAN | LIVE SCAN AUGUST 2019 | 216.25 | |
| | | Total For Dept 000 | | 216.25 | |
| Dept 270 LEGAL/PROFESSIONAL | | | | | |
| 207-270-803.000 | LEGAL | MCGRAW MORRIS P.C. | LEGAL SERVICES AUGUST & SEPTEMBER 201 | 312.50 | |
| 207-270-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES AUGUST 2019 | 3,300.00 | |
| 207-270-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES SEPT 2019 | 3,300.00 | |
| | | Total For Dept 270 LEGAL/PROFESSIONAL | | 6,912.50 | |
| Dept 301 OPERATING COSTS | | | | | |
| 207-301-727.000 | | ARBOR SPRINGS WATER CO I | PD 4 - 5 GAL ARTESIAN WATER, RENTAL & | 46.00 | |
| 207-301-727.000 | SUPPLIES | AUDIO-VIDEO DISTRIBUTORS | DVD-R/100 PK | 69.66 | |
| 207-301-820.000 | DISPATCH SERVICES | WASHTENAW COUNTY TREASUR | DISPATCH SERVICES FOR OCTOBER 2019 | 5,437.25 | |
| 207-301-820.000 | DISPATCH SERVICES | WASHTENAW COUNTY TREASUR | DISPATCH SERVICES SEPT 2019 | 5,437.25 | |
| 207-301-850.000 | COMMUNICATION | NEXTIVA INC. | PD & FD PHONES 11/1/19-11/30/19 | 755.15 | |
| 207-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | WASHTENAW COUNTY TREASUR | 08/19 MTT/STC INVOICE - CHARGEBACKS | 238.89 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | 19" MONITOR | 40.00 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | PD ANIT-VIRUS & MANAGED SERVICES, OFF | 255.07 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MANAGED SERVICE, O | 74.09 | |
| | | Total For Dept 301 OPERATING COSTS | | 12,353.36 | |
| Dept 333 TRANSPORTATION | | | | | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | INSTALL NEW CONTROL ARM BUSHING & STE | 941.85 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | 2014 EXPLORER OIL CHANGE, NEW CLOCK S | 1,593.33 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | VAL'S SERVICE STATION | TIRE REPAIR | 25.00 | |
| | | Total For Dept 333 TRANSPORTATION | | 2,560.18 | |
| | | Total For Fund 207 LAW ENFORCEMENT FUND | | 22,042.29 | |
| Fund 211 Fire Station # 2 Fund | | | | | |
| Dept 900 CAPITAL OUTLAY | | | | | |
| 211-900-975.000 | CONSTRUCTION | A.M. CONSTRUCTION, INC. | STATION 2 RE-ROOF | 20,700.00 | |
| 211-900-975.000 | CONSTRUCTION | A.M. CONSTRUCTION, INC. | STATION 2 - ADDITIONAL FEES TO REBUIL | 840.00 | |
| | | Total For Dept 900 CAPITAL OUTLAY | | 21,540.00 | |
| | | Total For Fund 211 Fire Station # 2 Fund | | 21,540.00 | |
| Fund 216 MEDICAL RESCUE FUND | | | | | |
| Dept 226 PERSONNEL | | | | | |
| 216-226-730.000 | MEDICAL TESTING | OCCUPATIONAL HEALTH CENT | PRE-HIRE FIREFIGHTER PHYSICAL: JOHN SO | 193.50 | |
| | | Total For Dept 226 PERSONNEL | | 193.50 | |
| Dept 270 LEGAL/PROFESSIONAL | | | | | |
| 216-270-827.000 | COMMISSION ON SALE OF ASSETS | FIRETEC USED APPARATUS S | SALE OF 1993 FORD/ 4 GUYS. | 1,500.00 | |
| | | Total For Dept 270 LEGAL/PROFESSIONAL | | 1,500.00 | |
| Dept 301 OPERATING COSTS | | | | | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|-------------------------------|--------------------------|---------------------------------------|----------|---------|
| Fund 216 MEDICAL RESCUE FUND | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 216-301-727.000 | SUPPLIES | ARBOR SPRINGS WATER CO I | FD 1 - 5 GAL ARTESIAN WATER & SERVICE | 12.50 | |
| 216-301-820.000 | DISPATCH SERVICES | EMERGENT HEALTH PARTNERS | FIRE DISPATCH SERVICES SEPT 2019 | 918.82 | |
| 216-301-850.000 | COMMUNICATION | NEXTIVA INC. | PD & FD PHONES 11/1/19-11/30/19 | 290.00 | |
| 216-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | WASHTENAW COUNTY TREASUR | 08/19 MTT/STC INVOICE - CHARGEBACKS | 107.65 | |
| 216-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | FD ANTI-VIRUS & MANAGED SERVICES | 43.20 | |
| 216-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MANAGED SERVICE, O | 97.49 | |
| Total For Dept 301 OPERATING COSTS | | | | 1,469.66 | |
| Dept 333 TRANSPORTATION | | | | | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - FD | RUBBERIZED UNDERCOAT, SEALANT SILICON | 16.43 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - FD | TIRE SHINE EXTREME | 12.86 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - FD | DIESEL EXHAUST FLUID | 41.37 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - PD | SWITCH | 73.79 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | BOULLION SALES, INC. | CHAIN SAW SPARK PLUG, AIR FILTER, SHA | 101.77 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | 2006 FIRE TRUCK - FREON ADDED | 90.50 | |
| Total For Dept 333 TRANSPORTATION | | | | 336.72 | |
| Total For Fund 216 MEDICAL RESCUE FUND | | | | 3,499.88 | |
| Fund 217 PSB - RENTAL PROPERTY FUND | | | | | |
| Dept 000 | | | | | |
| 217-000-908.000 | RENTAL REIMBURSEMENT | LAWNET | CONSTRUCTION REFUND #15 - SEPTEMBER 2 | 810.84 | |
| 217-000-908.000 | RENTAL REIMBURSEMENT | LAWNET | CONSTRUCTION REFUND #16 OCTOBER 2019 | 810.84 | |
| 217-000-920.000 | UTILITIES | CONSUMERS ENERGY | 8350 MAIN ST 8/22/19-9/18/19 | 7.21 | |
| 217-000-920.000 | UTILITIES | DTE ENERGY | 8350 MAIN ST. 8/24/19-9/24/19 | 413.29 | |
| Total For Dept 000 | | | | 2,042.18 | |
| Total For Fund 217 PSB - RENTAL PROPERTY FUND | | | | 2,042.18 | |
| Fund 287 BUILDING DEPARTMENT FUND | | | | | |
| Dept 000 | | | | | |
| 287-000-488.000 | TRADE PERMIT FEES | SHAWN ALLAN PLUMBING | PLUMBING PERMIT - CONTRACT CANCELLED | 100.00 | |
| Total For Dept 000 | | | | 100.00 | |
| Total For Fund 287 BUILDING DEPARTMENT FUND | | | | 100.00 | |
| Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 370-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | WASHTENAW COUNTY TREASUR | 08/19 MTT/STC INVOICE - CHARGEBACKS | 44.10 | |
| Total For Dept 301 OPERATING COSTS | | | | 44.10 | |
| Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | 44.10 | |
| Fund 571 WASTEWATER TREATMENT FUND | | | | | |
| Dept 228 INFORMATION TECHNOLOGY | | | | | |
| 571-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | WWTP ANTIVIRUS MGMT W/ BACKUP & SECUR | 200.26 | |
| 571-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MANAGED SERVICE, O | 7.79 | |
| Total For Dept 228 INFORMATION TECHNOLOGY | | | | 208.05 | |
| Dept 301 OPERATING COSTS | | | | | |
| 571-301-740.000 | OPERATING SUPPLIES | NCL OF WISCONSIN, INC. | APRONS, ERLNMEYER FLASKS | 184.00 | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | ADVANCE AUTO PARTS - WWT | PRECISION SD SET | 9.01 | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | KENNEDY INDUSTRIES INC | FIELD TECHNICIAN - SERVICE EAGLE GAR | 2,915.00 | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | KENNEDY INDUSTRIES INC | PUMP REPAIR | 8,910.00 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|-----------------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 571 WASTEWATER TREATMENT FUND | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | POWER VAC OF MICHIGAN, I | VACTOR TRUCK ANNUAL CLEANING | 975.00 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 11500 LEMEN RD #A 8/21/19-9/18/19 | 538.67 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 8076 WHITMORE LAKE RD 8/22/19-9/18/19 | 99.51 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 7647 EDMUND ST 8/21/19-9/18/19 | 91.59 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 11500 LEMEN RD #C 8/21/19-9/18/19 | 93.58 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 11615 E SHORE DR 8/21/19-9/18/19 | 20.10 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 11500 LEMEN RD #B 8/21/19-9/18/19 | 90.60 | |
| 571-301-920.000 | | CONSUMERS ENERGY | 601 RAYMOND DR GEN 8/21/19-9/18/19 | 91.59 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 925 8 MILE RD 8/24/19-9/24/19 | 1,169.33 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 11615 E SHORE DR 8/23/19-9/23/19 | 280.58 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 10597 9 MILE RD 7/25/19-9/23/19 | 41.90 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 11591 N SHORE DR 8/24/19-9/24/19 | 65.97 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 11800 N MAIN ST 8/24/19-9/24/19 | 138.09 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 7941 TURNBERRY 8/24/19-9/24/19 | 40.40 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 7647 EDMUND ST 8/24/19-9/24/19 | 62.41 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 10201 ELMCREST RD 8/24/19-9/24/19 | 41.27 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 8076 MAIN ST 8/24/19-9/24/19 | 104.22 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 601 RAYMOND ST. 08/24/19-9/24/19 | 47.54 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 11380 N SHORE DR 8/24/19-9/24/19 | 87.07 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | 9457 LAKEPOINTE DR 7/26/19-9/24/19 | 30.59 | |
| 571-301-920.000 | UTILITIES | DTE ENERGY | WWTP PRIMARY SUPPLY 8/22/19-9/19/19 | 5,337.44 | |
| 571-301-929.000 | GRANT EXPENSE | MICRO TECH SERVICES INC | CABLING FOR LUCIDITY PROJECT | 482.40 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | ARBOR SPRINGS WATER CO I | WWTP 12 - 5 GAL ARTESIAN WATER & SERV | 81.00 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | SPEARS FIRE & SAFETY SRV | EXCHANGE EXTINGUISHER HYDRO TESTED | 98.00 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | STATE OF MICHIGAN | BOILER INSPECTIONS 9/4/19 | 180.00 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | UIS SCADA | UNHOOK WIRING FOR CONTRACTOR ACCESS T | 286.00 | |
| Total For Dept 301 OPERATING COSTS | | | | 22,592.86 | |
| Dept 528 O & M - BOND & INTEREST | | | | | |
| 571-528-989.000 | INTEREST 1992 BOND | US BANK, N.A. | 2004B LGLP-SRS-NORTHFIELD TWP #5 BOND | 3,262.50 | |
| Total For Dept 528 O & M - BOND & INTEREST | | | | 3,262.50 | |
| Total For Fund 571 WASTEWATER TREATMENT FUND | | | | 26,063.41 | |
| Fund 631 BUILDING AND GROUNDS MAINTENANCE FUND | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 631-301-727.000 | SUPPLIES | CGC WATER TREATMENT | WATER SOFTENER SALT DELIVERY | 512.50 | |
| 631-301-818.000 | CONTRACTUAL SERVICES | MICHIGAN GENERATOR SERVI | PSB GENERATOR PREVENTIVE MAINTENANCE | 100.50 | |
| 631-301-818.000 | CONTRACTUAL SERVICES | MICHIGAN GENERATOR SERVI | MAINTENANCE AGREEMENT ANNUAL FEE | 575.00 | |
| 631-301-920.000 | UTILITIES | CONSUMERS ENERGY | 8350 MAIN ST 8/22/19-9/18/19 | 72.94 | |
| 631-301-920.000 | UTILITIES | DTE ENERGY | 8350 MAIN ST. 8/24/19-9/24/19 | 5,465.55 | |
| 631-301-930.000 | REPAIRS & MAINTENANCE | OVERHEAD DOOR CO. OF WHI | REPAIR TO DOOR | 201.20 | |
| Total For Dept 301 OPERATING COSTS | | | | 6,927.69 | |
| Total For Fund 631 BUILDING AND GROUNDS MAINTENANCE F | | | | 6,927.69 | |

10/03/2019 03:34 PM

User: JEN

DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP

EXP CHECK RUN DATES 10/09/2019 - 10/09/2019

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: MIF

Page: 5/5

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|------------------------|-----------|
| Fund 101 GENERAL FUND | 20,173.64 |
| Fund 207 LAW ENFORCEME | 22,042.29 |
| Fund 211 Fire Station | 21,540.00 |
| Fund 216 MEDICAL RESCU | 3,499.88 |
| Fund 217 PSB - RENTAL | 2,042.18 |
| Fund 287 BUILDING DEPA | 100.00 |
| Fund 370 PUBLIC SAFETY | 44.10 |
| Fund 571 WASTEWATER TR | 26,063.41 |
| Fund 631 BUILDING AND | 6,927.69 |

| | |
|----------------------|------------|
| Total For All Funds: | 102,433.19 |
|----------------------|------------|

RESOLUTION OF ADOPTION

Northfield Township Master Plan

Resolution# 19-612

WHEREAS, the Northfield Township Planning Commission has the responsibility and is empowered by Public Act 33 of 2008, as amended, to make and adopt a Master Plan for the physical development of the Township and to amend the Plan as needed, and

WHEREAS, the Northfield Township Board of Trustees created the Planning Commission for the proposes stated in Public Act 33 of 2008, as amended, and

WHEREAS, The Northfield Township Board of Trustees has retained professional planning consultants to assist the Planning Commission with the technical studies necessary to make a new Master Plan for Northfield Township, and

WHEREAS, the Northfield Township Planning Commission held a public hearing on the proposed new Master Plan for the Township on **June 19, 2019** at the Northfield Township Hall, and

WHEREAS, the Northfield Township Planning Commission vote 6-1 to recommend to the Board of Trustees the adoption of the Master Plan as revised at their **August 21, 2019** meeting, and

WHEREAS, the Northfield Township Board of Trustees finds the new Master Plan necessary for the continued development and the appropriate redevelopment of the physical areas of the Township,

NOW THEREFORE BE IT RESOLVED, the Northfield Township Board of Trustees hereby adopts this Master Plan for Northfield Township, along with the text, maps, figures, charts, graphs and other descriptive materials contained in the Plan, and

BE IT FURTHER ORDERED, copies of the Master Plan shall be certified to the Northfield Township DDA, SEMCOG, Washtenaw County, adjacent communities and registered public utility and railroad companies.

Motion by: _____

Supported by: _____

AYES: _____

NAYS: _____

ABSENT: _____

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

MCKENNA



September 3, 2019

Township Board
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Northfield Master Plan

Honorable Trustees,

Planning Commission voted to recommend that the Township Board approved the 2019 Master Plan. The vote took place at the Planning Commission meeting on August 21. Planning Commission, diligently reviewed the public comments received during the 63-day review period and worked to provide a draft to the Board with a Recommendation to approve.

The Township Supervisor notified the planning team on 9/3/2017 that the Whitmore Lake / North Territorial Road Sewer Service District was not on Map 14. We updated the map and have included it in the packet. We also reviewed the data set for all the maps and have used the best available data sets for the plan.

At this time, we recommend the Township Board move to adopt the 2019 Master Plan with the North Village and Downtown subarea plans. And direct the Planner to replace Map 14 with the revised version prior to publishing.

Respectfully submitted,

MCKENNA ASSOCIATES

Paul Lippens, AICP
Director of Transportation and Urban Design

Irvin Wyche,
Assistant Planner

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



NORTHFIELD TOWNSHIP MASTER PLAN

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

prepared by McKenna

August 15, 2019 DRAFT



ACKNOWLEDGMENTS

BOARD OF TRUSTEES 2019

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

PLANNING COMMISSION 2019

Larry Roman, Chairperson
Janet Chick, Vice-Chairperson, Township Board Representative
John Zarzecki, Secretary
Brad Cousino
Sam Iaquinto
Eamonn Dwyer
Cecilia Infante

TABLE OF CONTENTS

| | |
|---------------------------|---|
| Acknowledgments | b |
|---------------------------|---|

01. INTRODUCTION 1

| | |
|-----------------------------------|---|
| How to use this plan | 2 |
| What This Plan Contains | 3 |

02. REGIONAL CONTEXT 5

| | |
|----------------------------|---|
| Regional Setting | 7 |
|----------------------------|---|

03. NORTHFIELD TOWNSHIP GUIDING PRINCIPLES 11

| | |
|--|----|
| Vision Statement | 11 |
| Statement of Mission and Purpose | 11 |
| Statement of Values | 11 |

04. EXISTING LAND USE AND COMMUNITY PLANS..... 13

| | |
|---|----|
| Past Plan Initiatives | 14 |
| Existing Land Use. | 15 |
| Neighboring Communities | 17 |
| Growth Management Initiatives | 19 |

05. COMMUNITY GOALS AND POLICIES..... 23

| | |
|---|----|
| 2018 and 2019Public Participation | 24 |
| 2010 – Previous Public Participation incorporated | 25 |
| Northfield Township Goals | 27 |

06. TOWNSHIP SUB-AREA PLANS 37

| | |
|---|----|
| Land Preservation sub-area | 39 |
| Central US-23 Interchanges sub-area | 41 |
| Lakes Sub-area. | 44 |

07.

FUTURE LAND USE PLAN49

| | |
|--|----|
| Future Land Use Categories | 51 |
| Agricultural Land Use | 53 |
| Residential Land Uses | 54 |
| Village Center Land Use | 56 |
| Mixed Use Land Use | 56 |
| Mixed Use - North (MU-N) | 57 |
| Mixed Use - South (MU-S) | 58 |
| Commercial Land Use | 59 |
| Industrial Land Use | 59 |
| Recreation/Conservation Land Use | 60 |

08.

TRANSPORTATION PLAN63

| | |
|--------------------------|----|
| Roadway Network | 64 |
| Access Management | 67 |
| Non-Motorized Plan | 68 |

09.

IMPLEMENTATION71

| | |
|-----------------------------------|----|
| Zoning Requirements | 72 |
| Zoning Adjustments | 72 |
| Agricultural Tourism | 73 |
| Capital Improvement Plan | 74 |
| Municipal Service Expansion | 74 |
| Plan Education | 75 |
| Plan Updates | 75 |

10.

BACKGROUND SUMMARY77

| | |
|------------------------------------|----|
| Population Trends and Growth | 78 |
| Households | 80 |

11.

SOCIO-ECONOMIC CHARACTERISTICS85

| | |
|-------------------------------|----|
| Educational Achievement | 86 |
| Income | 86 |
| Employment Industries | 87 |

12.

PHYSICAL CHARACTERISTICS89

| | |
|---|----|
| Geology, Topography, and Soils | 90 |
| Water Resources | 90 |
| Community Facilities and Services | 96 |

ATTACHED MEMORANDUMS.....101

LIST OF TABLES

| | |
|---|----|
| Table 1: Milestones and Input Participation | 3 |
| Table 2: Land Use/Land Cover | 15 |
| Table 3: Master Plan Land Use Classifications / Zoning District Comparison | 60 |
| Table 4: City, Village and Township Population in Washtenaw County, 1990-2045 | 79 |
| Table 5: Population and Household, 1990-2045 | 80 |
| Table 6: Housing Units by Type, 2010-2015. | 81 |
| Table 7: Housing Tenure, 2010-2015. | 81 |
| Table 8: Residential Building Permits, 2008-2018 | 82 |
| Table 9: Age, 2010-2045 | 82 |
| Table 10: Race and Hispanic Origin, 2016 | 83 |
| Table 11: Employment by Industrial Sector, 2015 | 87 |

LIST OF FIGURES

| | |
|---|----|
| Figure 1: 2010 Comprehensive Economic Development Strategy Economic Development Incentive Zones | 20 |
|---|----|

LIST OF MAPS

| | |
|--|-----|
| Map 1: Regional Context | 6 |
| Map 2: Adjacent Municipalities | 8 |
| Map 3: Existing Land Use | 16 |
| Map 4: Surrounding Future Land Use..... | 18 |
| Map 5: Sub-Area Map | 38 |
| Map 6: Future Land Use | 52 |
| Map 8: Functional Road Classification | 65 |
| Map 9: Washtenaw County Planned Right-of-Way Width | 66 |
| Map 10: Non-Motorized Pathways..... | 69 |
| Map 11: Natural Features | 92 |
| Map 12: Farmland Classification | 94 |
| Map 13: School Districts | 99 |
| Map 14: Community Facilities..... | 100 |



01.

INTRODUCTION

The Northfield Township Master Plan articulates a vision for future growth and preservation of character, farmland, open space and natural features. This plan brings together several planning efforts that the Planning Commission has undertaken to guide future decision making processes. This Master Plan has been developed considering input from a variety of sources, including, but not limited to, two 2018 public open houses, and past events, including: a public opinion survey, two (2) planning fairs, the 2017 Downtown Strategic Action Plan and Design Framework, the 2015 Parks and Recreation Plan, and the 2016 North Village Master Plan.

Once adopted, the Master Plan becomes the official policy document for the Northfield Township Board of Trustees and the Planning Commission to guide land use decisions. This Master Plan is not only a vision statement towards future development of growth areas and preservation of farmland, open space and natural features in agricultural areas, but also a document that allows continuity in development policies as Planning Commissioners and Township Board Trustees change over the years.

HOW TO USE THIS PLAN



The Northfield Township Master Plan and Sub-Area Plans for Downtown and North Village are the only officially adopted documents which sets forth an agenda for the achievement of land use goals and policies. The Master Plan is a long-range statement of general goals and policies aimed to unify land preservation and coordinate development of the Township. More specifically, the Master Plan is to be used in the following ways:

1. This Master Plan is a general statement of the Township's goals and policies. It provides a single, comprehensive view of the community's desire for the future.
2. It serves as an aid in daily decision-making with regard to development. The goals and policies outlined in this Plan guide Planning Commissioners and Township Board of Trustees in their deliberations on zoning, subdivisions, capital improvements, and other land use and development matters.
3. State law requires that communities have a Master Plan as the foundation for the zoning ordinance and other regulations that shape the physical and social development of the community. However, the Master Land Use Plan and the zoning ordinance and map are two separate documents. The Zoning Ordinance is one of the many legal tools used to implement the Master Land Use Plan.
4. It attempts to synchronize public improvements and private development by coordinating development areas that best utilize existing infrastructure within the Township, aligning future land uses and future infrastructure investments, and working collaboratively with external funding sources with respect to county, state, and federal roadways that are within the Township's boundaries.
5. Finally, this Master Plan serves as an educational tool and gives residents, property owners, developers, and adjacent communities a clear indication of the Township's direction for the future.

WHAT THIS PLAN CONTAINS

The Northfield Township Master Plan begins with a brief overview of the plan, as well as a description of the planning process which was used to develop the plan. The plan outlines the planning priorities for Northfield Township and covers:

- **Regional Context** – Chapters One and Two provide information related to the general location of the Township.
- **Community Goals** – Chapters Three, Four, and Five present the basis for this Master Plan. The goals herein were developed from received from Township officials, staff and residents.
- **Future Land Use Plan** – Chapters Six and Seven provide specific visions for the future of each of the Township's sub-areas and outlines Township-wide policies for future development.
- **Transportation Plan** – Chapter Eight outlines current and future transportation enhancement and improvement related to the US-23 corridor, including non-motorized transportation, streets designed for all users (known as Complete Streets), and other opportunities.
- **Implementation** – Chapter Nine provides ways in which the goals and objectives of this Master Plan can be achieved.
- **Community Description** – Chapters Ten, Eleven, and Twelve provide information on the social, economic, and physical characteristics of the community.

In addition, memorandums have been prepared to provide a summary of the feedback received at the 2018 public open house events.

Planning Process

This Master Plan was developed using input from Township officials, staff, and residents. Two (2) public open houses were held where participants were encouraged to suggest improvements to the existing draft, and to guide plan authors about how to shape the future of the Township. The first open house was held on October 17, 2018 at the Township Hall and the second was held on October 25, 2018 at Whitmore Lake High School. Additionally, the Township asked for big ideas from residents on a comment board in Township Hall between November 2018 and February 2019. The input from Township officials and the members of the Planning Commission were considered in the process. All meetings of the Planning Commission were open to the public. This Master Plan also followed the requirements of the Michigan Planning Enabling Act and included a 63-day public review period and a public hearing as required by State law.

Table 1: Milestones and Input Participation

| | Community Description | Public Input | Goal Verification | Master Plan | Public Hearing | Plan Adoption |
|------------------------------|-----------------------|--------------|-------------------|-------------|----------------|---------------|
| Board of Trustees | | ● | | | | ● |
| Planning Commission | ● | ● | ● | ● | ● | ● |
| Staff | ● | ● | ● | ● | ● | ● |
| Residents | | ● | ● | | ● | |
| Adjacent Community Officials | | | ● | ● | | |



02.

REGIONAL CONTEXT

In planning for the future of any community, it is essential to understand both the community of people who live there, and the physical resources which the community has to offer.

Identifying the needs of Northfield Township residents, property owners, and businesses will help define an appropriate action plan. Existing resources will help shape where and how the plan is implemented. The purpose of the following section of the Master Plan is to provide an overview of the human and physical resources within Northfield Township with the goal of understanding the unique features and opportunities the community has to offer.






MAP 1 Regional Context

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

-  City and Township boundaries
-  Rivers, streams, and lakes
-  Parks

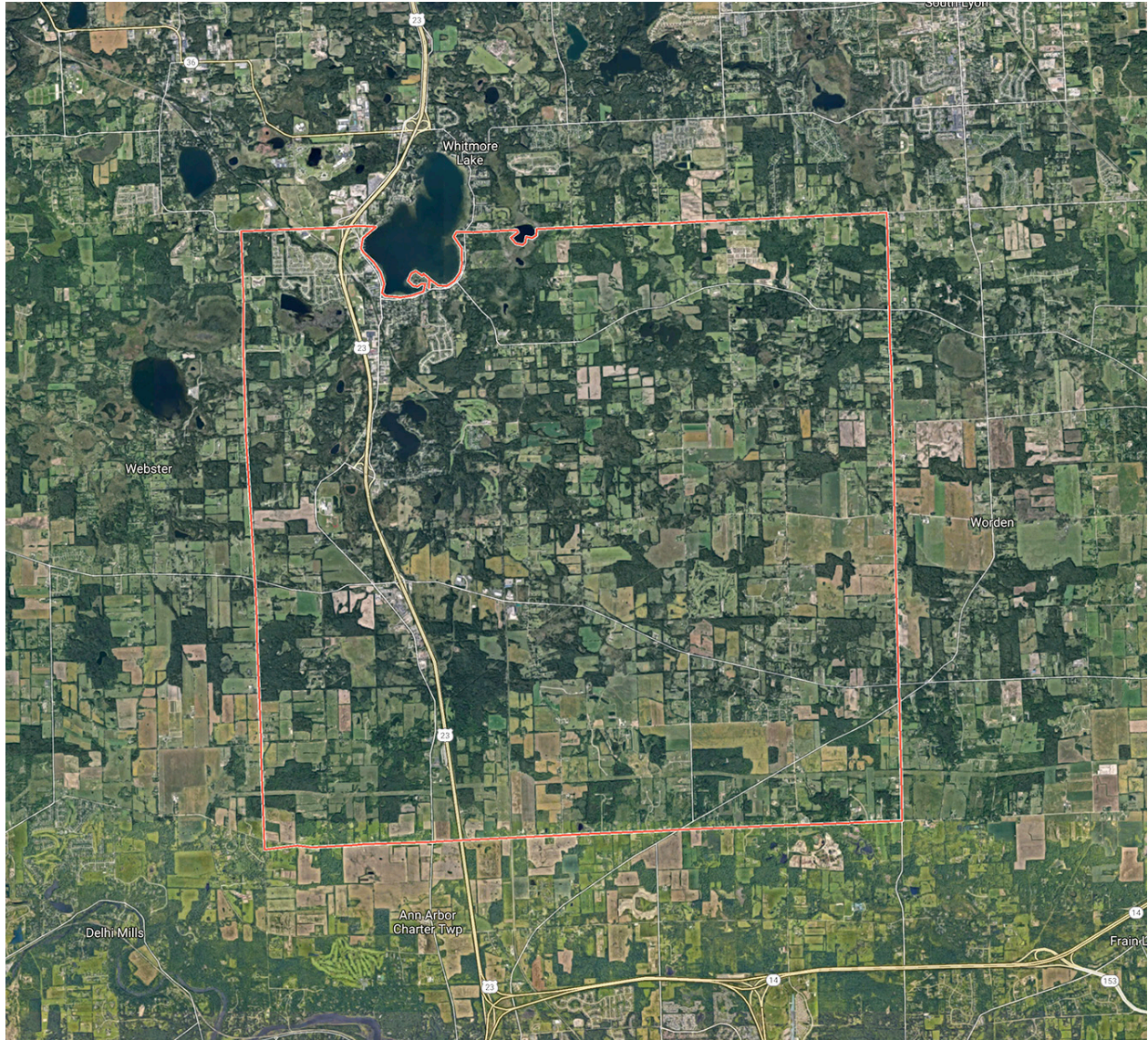


0 2.5 5 10
Miles

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019

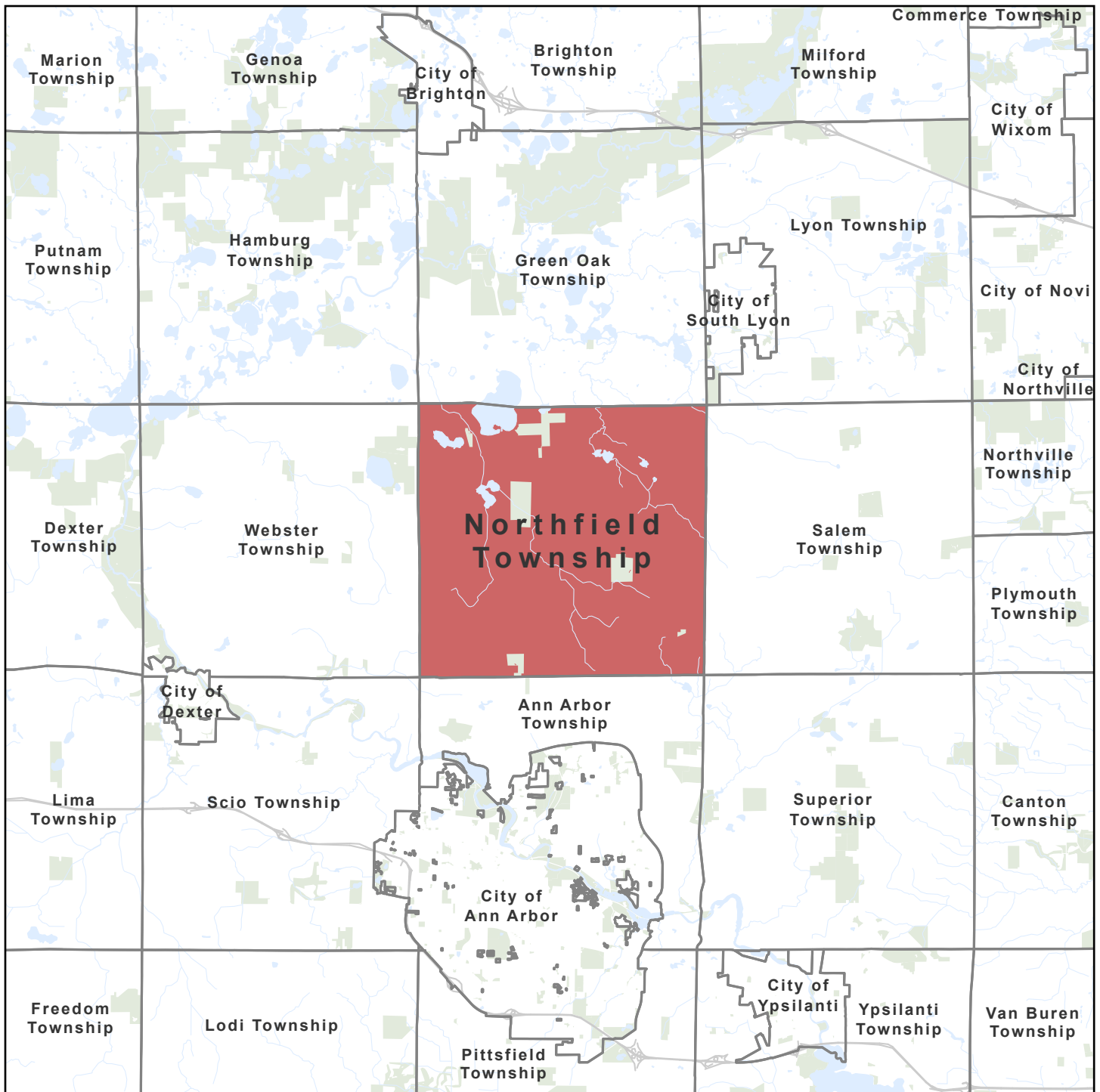


REGIONAL SETTING



Northfield Township is located in northeastern Washtenaw County, approximately one (1) mile north of the City of Ann Arbor and 47 miles west of Detroit. It covers about 36 square miles in area. Northfield Township is bordered by Salem Township to the east, Ann Arbor Township to the south, Webster Township to the west, and Green Oak Township in Livingston County to the north.

Washtenaw County is the sixth most populous county in Michigan. It is located in the west area of the Southeast Michigan Council of Governments (SEMCOG) region. SEMCOG is the regional planning agency that conducts planning studies and maintains a comprehensive database of information about the following seven counties: St. Clair, Macomb, Oakland, Livingston, Washtenaw, Wayne, and Monroe.







MAP 2

Adjacent Municipalities

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

-  City and Township boundaries
-  Roads
-  Rivers, streams, and lakes
-  Parks



0 0.5 1 2
Miles

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019



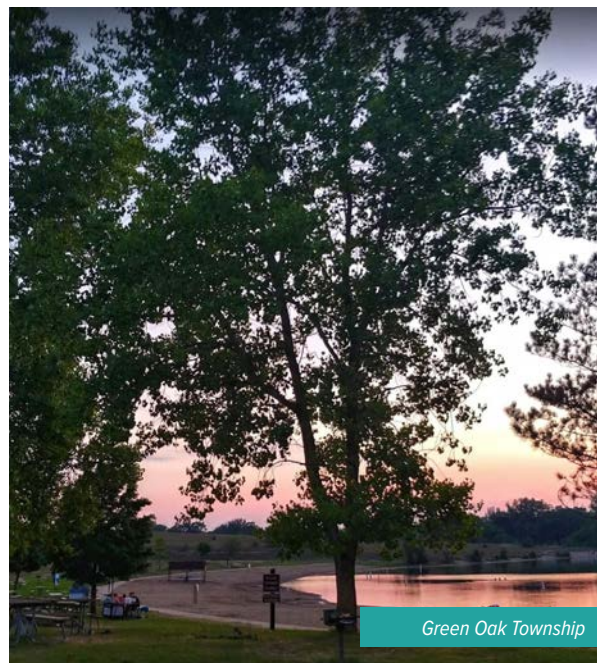
South Lyon



Webster Township



Ann Arbor Township



Green Oak Township



2 HR
PARKING
8:00 AM
TO 6:00 PM
←

ups

Custom's
Interior Design

03.

NORTHFIELD TOWNSHIP GUIDING PRINCIPLES

In addition to the goals, objectives, and policies discussed in this Master Plan document, the Northfield Township Board has adopted the following guiding principles:

VISION STATEMENT

Northfield Township aspires to be a welcoming and pleasant community that nurtures its diverse natural, historical, cultural, and social assets to foster a safe, clean, prosperous, and attractive place in which to live, work, shop, grow, and play.

STATEMENT OF MISSION AND PURPOSE

To provide efficient and effective Township services, through comprehensive planning based on long-term systematic principles that foster an open, honest, responsive government. To do this in an environment that provides for maximum services provided in a fiscally responsible manner.

STATEMENT OF VALUES

- Active citizen involvement in determining the direction of the Township government and the public services it provides.
- Respect for the individual, the individual voice, and service for the common good.
- Responsive and responsible public service delivery system.
- Positive change, innovation, and creativity.
- Well-trained employees committed to excellent customer service.
- Respect for our heritage and cultural achievements.
- Value for the enterprise of local merchants and support their efforts.



04.

EXISTING LAND USE AND COMMUNITY PLANS

The pattern of development for Northfield Township reflects the transition of the Ann Arbor and Brighton regional areas. US-23 is the major roadway that links Northfield Township to both Ann Arbor and Brighton.

PAST PLAN INITIATIVES

A number of existing and anticipated circumstances will affect the future of Northfield Township. These include decentralized places of employment and increased commuting distances. Conversely, an increase in those working at home. These factors gathered from past experiences, SEMCOG studies and Census information and the attraction of the Ann Arbor area as a place to live and work, will provide development opportunities and pressure on Northfield Township for many years to come.

The Township has responded to these challenges in a variety of ways including a continued commitment to community planning goals and policies geared to preserving important natural features, while planning for growth in those areas most suitable for development.

The following plans, policies, and initiatives highlight Northfield Township's commitment to careful preservation and land use planning:

NORTH VILLAGE MASTER PLAN (2017)

The Township engaged residents and stakeholders to create a plan for a piece of Township-owned property located west of Whitmore Lake between Main Street and US-23. The North Village Plan identifies uses for this site based on community goals and input received from residents. The plan, once realized, will create additional housing, open space, community gathering spaces, and recreation opportunities.

- The 2019 Northfield Township Master Plan includes and adopts the policies and recommendations of the North Village Master Plan.

DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK (2017)

The purpose for the Downtown Strategic Action Plan and Design Framework was to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. A combined analysis of other thriving downtowns and the input gathered from the community was the foundation for the plan which outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake.

- The 2019 Northfield Township Master Plan includes and adopts the policies and recommendations of the Downtown Strategic Action Plan and Design Framework.

FAÇADE IMPROVEMENT PROGRAM

In an effort to reverse the physical deterioration that has occurred in some of the buildings and shops in the Downtown Whitmore Lake area, the Northfield Township Downtown Development Authority (DDA) established the Grant Façade Improvement Program. The program recognized the importance of the unique architectural quality of Downtown Whitmore Lake by providing funding for exterior building improvements that encourage good design, properly renovate or restore existing structures, and preserve the area's unique traditional and historical character. The program has since become inactive, but could be re-established should funding become available.

PARKS AND RECREATION PLAN (2015)

The purpose of a Parks and Recreation plan is to guide recreation planning and management efforts within the Township over a five (5) year period. Parks and Recreation plans are intended to meet state standards for community recreation planning that are necessary to gain eligibility for grant programs. To maintain eligibility for Michigan Department of Natural Resources grant assistance programs, a parks and recreation plan should be updated and adopted every five (5) years.

EXISTING LAND USE

Table 2 and the Existing Land Use Map illustrate the existing land uses or land cover in the Township.

Between 2000 and 2008, the land-use categories Agriculture and Single-Family Residential experienced the largest decreases and increases, respectively, in acreage. Agriculture saw a 17% decrease in the overall amount of acreage, while Single-Family Residential experienced a 47% increase in overall acreage. However, the large increase in Single-Family acreage is likely due to the removal of the “Under Development,” “Grassland and Shrub,” and “Woodland and Wetland categories.”

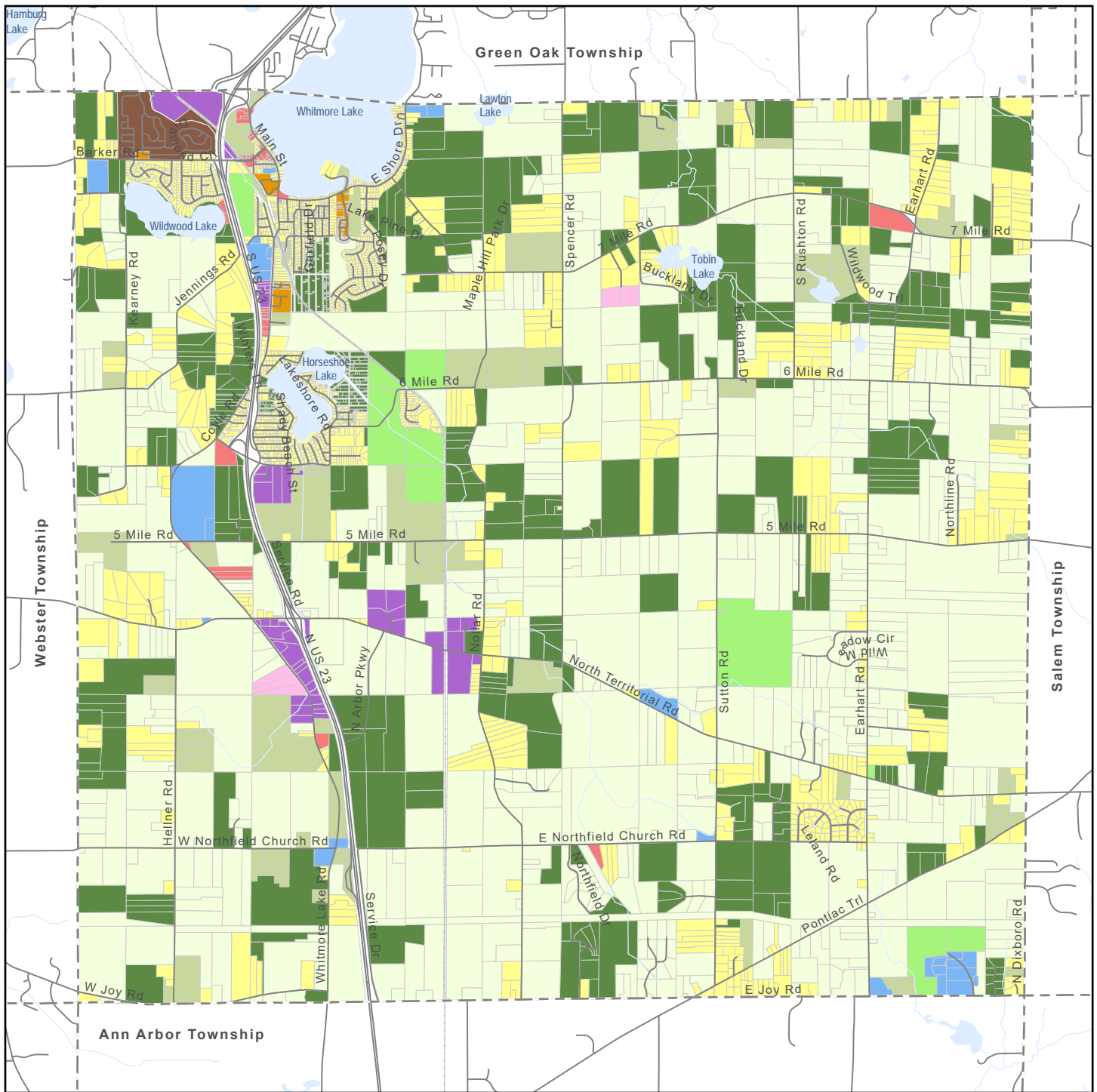
Table 2: Land Use/Land Cover

| SEMCOG 2008 Land Use | 2000 (acres) | 2008 (acres) |
|--|-----------------|----------------|
| Agriculture | 10,771 (46%) | 6,885 (29%) |
| Single-Family Residential | 2,643 (11%) | 13,498 (58%) |
| Multiple-Family Residential | 45 (0%) | 30 (0%) |
| Commercial | 48 (0%) | 558 (2%) |
| Industrial | 206 (1%) | 393 (2%) |
| Governmental/Institutional | 85 (0%) | 326 (1%) |
| Park, recreation, and open space | 365 (2%) | 420 (2%) |
| Airport | — | — |
| Transportation, Communication, and Utility | 206 (1%) | 706 (3%) |
| Water | 624 (3%) | 642 (3%) |
| Under Development* | 121 (1%) | — |
| Grassland and Shrub* | 2,104 (9%) | — |
| Woodland and Wetland* | 6,236 (27%) | — |
| TOTAL | 23,454** | 23,456* |

Source: SEMCOG

* These classifications are not represented in the SEMCOG 2008 Land Use analysis. 2008 is the most recent available land use data. Accessed February, 11, 2018.

** The difference in acreage is due to newly created water bodies and differences in interpretation between wetland and water coverage.



MAP 3 Existing Land Use

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- | | |
|----------------------|------------------------------|
| Agricultural | Single Family Housing |
| Commercial | Under Development |
| Grassland and Shrubs | Woodlands |
| Industrial | City and Township boundaries |
| Institution | Roads |
| Manufactured Housing | Railroads |
| Multifamily Housing | Rivers, streams, and lakes |
| Recreational | |



0 2,500 5,000
Feet

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019

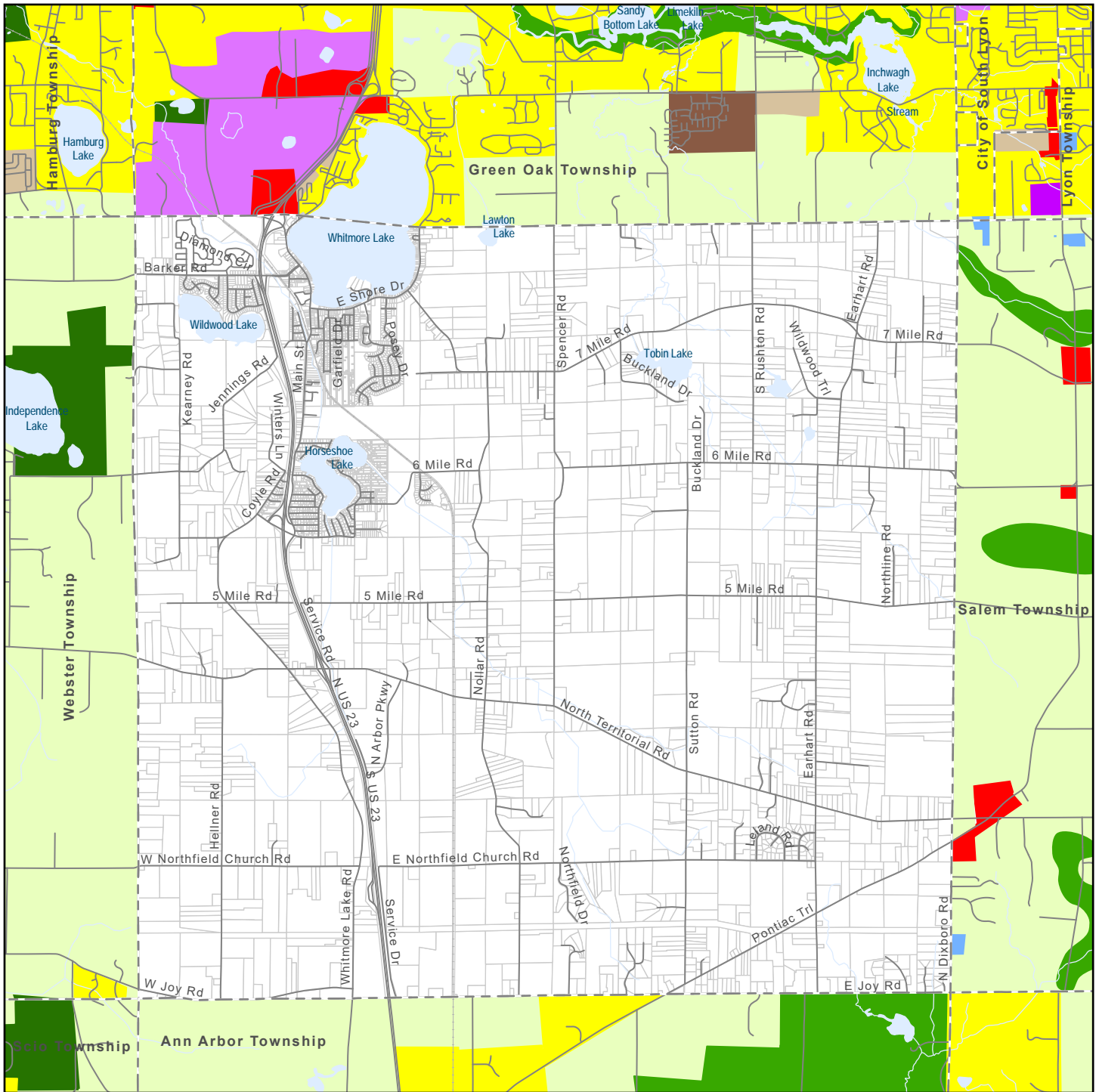


NEIGHBORING COMMUNITIES

Northfield Township borders eight (8) townships, including: Ann Arbor Township, Salem Township, Scio Township, Superior Township, Webster Township, Green Oak Township (Livingston County), Hamburg Township (Livingston County), and Lyon Township (Oakland County). While the townships generally share similar goals, such as maintaining rural character and preserving farmland, the development activities and planning policies in these communities can influence Northfield Township's future character. The surrounding Future Land Use Map illustrates the different planned land uses for the areas adjacent to Northfield Township.

The areas surrounding Northfield Township to the east, west and south are planned to remain as agricultural and/or rural residential uses. Adjacent to the north, Green Oak Charter Township (Livingston County) has planned for industrial, commercial and residential uses around and to the east of Whitmore Lake that directly abut the northwest corner of Northfield Township. Similarly, to the northeast, both the City of South Lyon and Lyon Township (Oakland County) have a mixture of uses adjacent to Northfield Township including an open space conservation area and planned residential uses.





MAP 4 Surrounding Future Land Use

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- | | |
|---|---|
| Agriculture | Single-Family |
| Commercial | City and Township boundaries |
| Industrial | Roads |
| Institutional | Railroads |
| Multifamily | Rivers, streams, and lakes |
| Manufactured Housing | Parcels |
| Mixed Use | |
| Open Space | |
| Recreation | |



SOURCES
Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019
Data Source: McKenna 2019



GROWTH MANAGEMENT INITIATIVES

Northfield Township is committed to managing that growth to enhance economic benefit, recreational activities, and overall quality of life for all residents while maintaining a rural character. A number of planning initiatives have recently taken place in both Washtenaw County and Northfield Township which have influenced the current Plan. Elements of these various plans and initiatives are incorporated throughout this document, and are considered adopted by reference herein.

Washtenaw County Initiatives

2004 WASHTENAW COUNTY COMPREHENSIVE PLAN

The 2004 Comprehensive Plan for Washtenaw County recommends a development pattern for Northfield Township as described and illustrated below:

- Sustaining small city and village development encouraging social interaction and environmental health;
- Maintaining a sense of place by preserving open spaces around activity centers;
- Encourage ne activity centers which promote mixed-use, pedestrian friendly development, and homes in close proximity to work and densities that support transit; and
- Maintaining agriculture and low density rural residential uses outside the urban patterns to maintain rural character.

WASHTENAW AREA TRANSPORTATION STUDY (WATS)

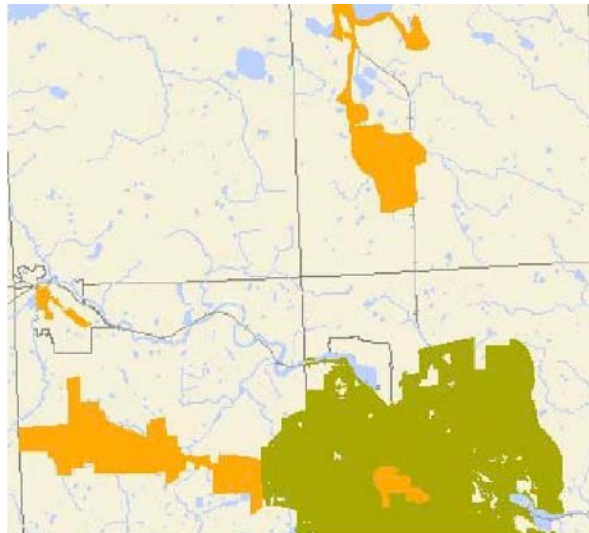
The Washtenaw Area Transportation Study has provided a 2045 Long Range Transportation Plan for the County. The plan includes goals and capital and operating improvement projects which involve reconstruction or resurfacing, transit improvements, intersection and widening projects, as well as future non-motorized projects.



2010 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

Washtenaw County's Comprehensive Economic Development Strategy was adopted in June 2010. Sustained economic growth has created a need to bring the public, private, education and not-for-profit sectors together to create an economic roadmap for a diverse and strong local economy. This strategy provides the flexibility to adapt to global economic conditions, fully utilize the community's unique advantages to attract private investment and maximize economic opportunity for the area.

Figure 1: 2010 Comprehensive Economic Development Strategy Economic Development Incentive Zones



- Local Government Downtown Development Authorities
- Core Communities

2007 TRANSIT PLAN FOR WASHTENAW COUNTY

In an effort to move towards a comprehensive transit service in Washtenaw County, WATS initiated this effort to analyze data and to support a county wide service plan that could be developed by the Ann Arbor Area Transportation Authority (AAATA) and the other transit providers. The Transit Plan for Washtenaw County identifies current providers of transit service within Washtenaw County, deficiencies, and needs including destinations that lack adequate transit facilities.

2018 WASHTENAW COUNTY NON-MOTORIZED PLAN

In 2018 WATS updated the Washtenaw County Non-Motorized Plan which inventoried existing County-wide non-motorized transportation facilities, identified missing links, and provided implementation recommendations for communities. The plan identifies Whitmore Lake Road / Main Street / 8 Mile, 7 Mile / Barker Road, North Territorial Road, and Pontiac Trail as primary links for rural bike accommodations.



Focusing Growth on Northfield Township's Downtown

2002 DOWNTOWN DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

The Northfield Township Downtown Development and Tax Increment Financing Plan was adopted in 2003. The 2002 plan focused DDA efforts upon undertaking public improvement activities that have the greatest impact on strengthening the business district and attracting new private investments within the downtown development district, which is the Main Street corridor. The 2002 plan should be updated to ensure that the DDA boundaries, capture potential, and public improvement priorities remain up to date.

2017 NORTH VILLAGE MASTER PLAN

As mentioned, prior, the North Village Master Plan outlines goals and design objectives for the development of a 23-acre lakefront parcel acquired by the Township. The plan is an adopted sub-area plan of this Master Plan.

2017 DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

Previously, the *Downtown Strategic Action Plan and Design Framework* outlines goals and design objectives for the development and investment in downtown Whitmore Lake and the rest of Northfield Township. The plan is an adopted sub-area plan of this Master Plan.





05.

COMMUNITY GOALS AND POLICIES

Northfield Township is a growing community that faces the difficult challenge of accommodating increasing development while preserving its rural character. A key component of the Northfield Township Master Land Use Plan is articulating a vision for the Township's future growth, and the formulation of goals which reflect the community's desires regarding how to respond to future development.

The goals of the community attempt to balance the various interests and ensure that each development decision is consistent with the overall vision for the Township. They help articulate preferred development patterns and outline development strategies for the Township.

The community goals have been developed with input from residents, property and business owners, the Planning Commission, the Township Board of Trustees, and other Township officials, and then reaffirmed by the public for the 2019 plan update.

Public Participation efforts are described in greater detail in the following sections. Summaries of findings for the public participation events are found in memorandums and attachments to this plan.

2018 AND 2019 PUBLIC PARTICIPATION



Public participation for the update to the Master Plan included two evening open house events. The first event was held on October 17, 2018 in Public Safety Building. The meeting was held following a regularly scheduled Planning Commission meeting and was well attended by members of the Township Board of Trustees, Planning Commission, and the public. The second event was held on October 24, 2018 at Whitmore Lake High School. This was an informal, “pop-up” event that allowed visitors to stop in and ask questions or make comments. Between the two events, a variety of groups were encouraged to participate in the planning process.

During each event, the planning team set up boards for members of the public to view and provide feedback. In particular, the goals board provided a list of the goals

developed during the 2010 Master Planning process and were later adopted into the final version of the Plan. Members of the public were asked to comment on the presented goals and their continued importance for the community. Several of the boards presented the Master Plan’s future land use goals and members of the public provided ample feedback related to land uses in various parts of the Township.

Based on the feedback received during these two events as well through discussions with members of the Township Board of Trustees and the Planning Commission, the planning team is able to provide an informed update to the Master Plan.

2010 – PREVIOUS PUBLIC PARTICIPATION INCORPORATED

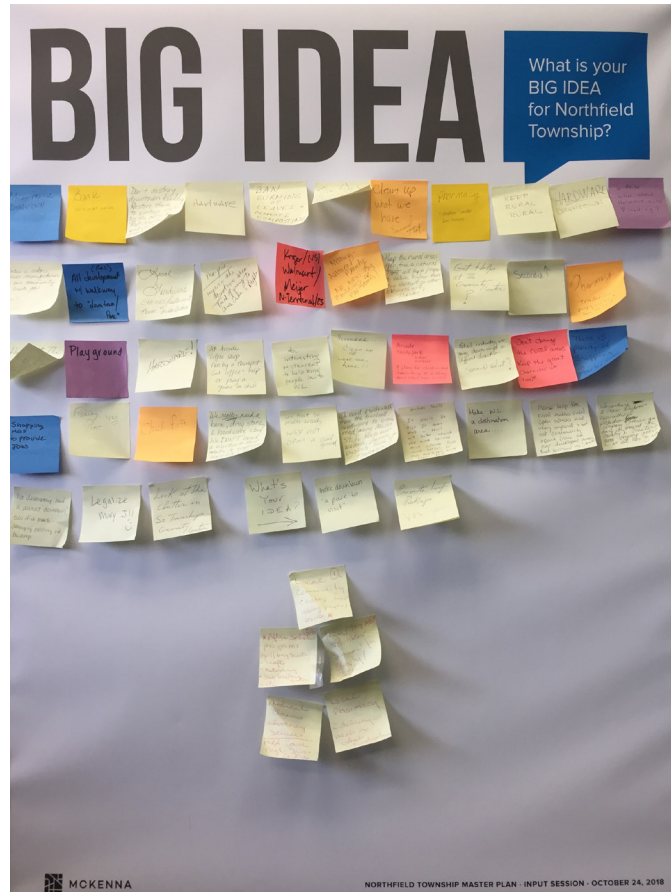
Public events in 2010 helped formulate goals and objectives that were validated in the Charrette held eight years later. In 2010, public participation was sought through a mailed survey of residents, two (2) planning fairs conducted in the summer of 2010, and a public hearing conducted by the Planning Commission on May 2, 2012.

On June 16, 2010 and July 14, 2010, the Northfield Township Planning Commission conducted Planning Fairs to encourage resident involvement in the Master Planning process. The first Planning Fair was held at Fire Station #2, and the second in the upper floor of the Public Safety Building. Both workshops were open to the public.

A compilation of all comments received was formulated and organized by both topic and sub-area. Generally, the topics which prompted the most discussion among participants included:

- Agriculture
- Residential Development
- Commercial Development
- Development (General)
- Natural Features / Open Space Preservation / Recreation
- Utilities / Road Development

Preservation of the Township's rural atmosphere and the continued redevelopment of the Downtown area represented a clear majority of participants' comments from both Planning Fair sessions, in 2010.









At the 2018 public outreach events residents were asked to provide their big ideas for improving Northfield Township. This exhibit was also placed in the lobby of the Township Office from November 2018 to February 2019.

Master Plan Survey

In Summer 2010, Northfield Township began a comprehensive community survey. The survey is one important tool in obtaining the input of residents on many important issues facing the community. This input assisted the Township's elected and appointed officials in the process of preparing a Master Plan. The responses provided will help guide the Township in the planning of land use and transportation, arts and culture, recreation and leisure activities, economic development, capital improvement projects, open space preservation, and other Township policies.

A community survey was mailed to all Township taxpayers in the summer of 2010. Respondents had the option of returning the completed survey form to the Township Hall or completing the survey online. A total of 368 people participated in the survey which concluded in the fall of 2010.

The survey included six (6) sub-topics of questions:

-  **1 Demographics** – *Inquired about age, gender, educational attainment, household income, employment status, residency, etc.*
-  **2 Strengths and Weaknesses** – *Asked respondents what they like best / least about Northfield Township, what the most / least important issues are facing Northfield Township, and what types of development they would like to see in the Township.*
-  **3 Funding Options** – *Discussed possible millage options to gauge the community's support if pursued.*
-  **4 Areas of Concern** – *These open-ended questions were asked for respondents to list specific concerns that they felt should be addressed.*
-  **5 Non-Resident Questions** – *These questions were intended to get specific feedback from those respondents not currently residing in the Township about their perceptions of Northfield Township.*
-  **6 Contact Information** – *Respondents were asked to provide their contact information.*

From the Planning Fair comments and survey results, the Northfield Township Planning Commission has formulated the following community goals and objectives to serve as the basis for future development.

Goals are general statements that guide the direction and character of future development. Policies set forth a framework for action and form the basis upon which more detailed development decisions may be made. Adoption of policies does not legally commit Northfield Township to any particular recommendation, but rather provides guidance as how to take action in the future.

NORTHFIELD TOWNSHIP GOALS

The following statements reflect the primary goals of Northfield Township:

- *To maintain the rural character and preserve, the local characteristics of Northfield Township as a viable, stable agricultural industry by encouraging the retention and preservation of farmland and agricultural production, as well as the preservation of general open space in the undeveloped areas of the Township.*
- *To systematically preserve open spaces and greenways to maintain the quality of life in Northfield Township, to preserve critical environmental areas, and to maintain rural character.*
- *To guide residential development in a manner which will create, preserve and enhance a quality living environment for existing and future Township residents and workers.*
- *To preserve and strengthen the existing character of the downtown area as a historic, pedestrian-oriented community, with traditional site and architectural design, creating an aesthetically memorable place with vibrant streetscapes and community spaces that engage the waterfront.*
- *To encourage development of a mix of commercial, office, service and multiple-family residential uses in three (3) specific locations best situated for this use.*
- *To promote quality, job producing economic development within the Township that serves the needs of the Township residents.*
- *To provide a variety of safe, efficient modes of transportation to meet the needs of Township residents and visitors.*
- *To provide timely, efficient, and quality governmental services to Township residents.*

GOAL:

AGRICULTURAL / OPEN SPACE

To maintain the rural character and preserve, the local characteristics of Northfield Township as a viable, stable agricultural industry by encouraging the retention and preservation of farmland and agricultural production, as well as the preservation of general open space in the undeveloped areas of the Township.

POLICIES:

- Develop and support incubators for local farming activities, retain the agricultural use of prime agricultural soils, and promote soil conservation.
- Guide development to foster the responsible use of land, preserve farmland and natural features, and make the best use of existing public services, utilities, and infrastructure.
- Maintain a pattern of development with clear edges and transitional areas preserved as open space buffers delineating village, rural, and suburban landscapes.
- Direct non-agricultural uses away from areas of the Township ideally situated and conditioned for agriculture.
- Encourage and support open space and agricultural operations through preservation programs, such as P.A. 116 (Michigan Farmland and Open Space Preservation Act), Purchase of Development Rights, Conservation Easements, or other means to maintain the viability of agriculture and open space in the community.
- Maintain and promote active farmland by supporting and developing new markets for agricultural products.
- Protect existing farmland, open space, and natural features views along public roads.
- Encourage new growth within the existing public sewer service areas of the Township instead of areas ideally situated for open space, natural features preservation and agriculture.
- Consider new growth outside of the existing public sewer service areas with a property owner sewer assesment district for contiguous land or a private wastewater system for non-contiguous land.
- Encourage residential development to take a form where residential lots can be clustered to allow continued agriculture and open space on the remainder of the acreage.
- Encourage protection of the Township's rural character by promoting the preservation and restoration of historic structures, including historic farm houses, barns and other farm buildings.



GOAL:

NATURAL RESOURCES

To systematically preserve open spaces and greenways to maintain the quality of life in Northfield Township, to preserve critical environmental areas, and to maintain rural character.

POLICIES:

- Guide development to foster responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities, and infrastructure.
- Maintain a pattern of development with clear edges and preserved open space buffers delineating village, rural, and suburban landscapes.
- Preserve an interconnected system of riparian corridors, woodlands, tree rows, and open spaces.
- Protect the water quality of the Township's lakes and water systems, particularly Whitmore, Horseshoe, and Wildwood Lakes.
- Consider the impact of all proposed developments on waterways, wetlands, woodlands, other natural resource areas, and groundwater recharge areas.



GOAL:

RESIDENTIAL DEVELOPMENT

To guide residential development in a manner which will create, preserve and enhance a quality living environment for existing and future Township residents and workers.

POLICIES:

- Foster the responsible use of land, preserve farmland and natural features, and to make best use of existing public services, utilities and infrastructure.
- Maintain a pattern of development with clear edges and preserve open space buffers delineating village, rural and suburban landscapes.
- Provide diversity in housing stock while retaining an attractive rural character.
- Strongly encourage clustered development to preserve open space and retain the Township's rural character.
- Encourage well-planned, safe and walkable residential neighborhoods.
- Limit residential development in areas where conditions are least capable of supporting development. Evaluate each development based upon the suitability of soils, impact on woodlands, wetlands, floodplains, water bodies, and infrastructure capacity, such as roads and utilities.
- Higher density residential development should be limited to areas serviced by municipal utilities within or adjacent to the village area.



GOAL:

VILLAGE CENTER

To preserve and strengthen the existing character of the downtown area as a historic, pedestrian-oriented community, with traditional site and architectural design, creating an aesthetically memorable place with vibrant streetscapes and community spaces that engage the waterfront.

POLICIES:

- Foster the responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities and infrastructure.
- Maintain a pattern of development with clear edges and preserve open space buffers delineating village, rural and suburban landscapes.
- Encourage mixed-uses within the Village that preserve character.
- Encourage an increased building height in keeping with the character of the area with residential and office uses on the upper floors and retail on the ground floor.
- Encourage buildings to be built closer to the road right-of-way with reduced front setback.
- Establish a zoning district to accommodate a compatible and complimentary mix of uses within the downtown area. Utilize form-based codes for spatial relation and dimensional requirements.
 - » Encourage infill development in a traditional neighborhood pattern with interconnected streets and walking and bicycle access to Main Street and Whitmore Lake Road.
 - » Develop well-planned, safe, and walkable residential neighborhoods.
 - » Actively promote the development of community public spaces, such as a beach, pavilion / event area, Township park, or other similar uses.
 - » Integrate public gathering areas within a pedestrian or non-motorized circulation system.
 - » Preserve waterfront views by carefully considering new development proposals in the area



GOAL:

MIXED USE DEVELOPMENT

To encourage development of a mix of commercial, office, service and multiple-family residential uses in three (3) specific locations best situated for this use.

POLICIES:

- Guide development to foster the responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities and infrastructure.
- Accommodate a variety of land uses consistent with community goals, surrounding land uses, and the environment.
- Maintain a pattern of development with clear edges, and preserve open space buffers delineating village, rural, and suburban landscapes.
- Organize commercial development into compact, unified centers that complement the scale and character of existing development, or that promote the desired character for areas wherever new development is planned.
- Large-scale retail buildings should be designed for potential reuse if vacated by the original user.
- Avoid piecemeal, scattered development and discourage uncoordinated commercial strip development. Where individual parcels of land are to be developed for commercial uses, coordination with adjacent properties, including common parking and driveways, shall be encouraged to reduce the number of access points onto public roads.
- Encourage residential or mixed use development (including residential uses) as a buffer between adjacent residential areas and other uses within this planned area. Such uses shall not create adverse impacts on existing or proposed residential or agricultural uses and shall be scaled, designed and landscaped so as to complement and enhance the adjacent properties.
- Encourage high quality site and building designs that include the latest “green” technology and contribute to community sustainability, strong neighborhoods, vital shopping districts, and desirable employment centers.

GOAL:

COMMERCIAL / INDUSTRIAL DEVELOPMENT

To promote quality, job producing, economic development within the Township that serves the needs of the Township residents and workers.

POLICIES:

- Guide development to foster the responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities, and infrastructure.
- Maintain a pattern of development with clear edges and preserved open space buffers delineating village, rural and suburban landscapes.
- Organize commercial development into compact, unified commercial centers that complement the scale and character of existing development or that promote the desired character for areas where new development is planned.
- Discourage piecemeal, scattered development and uncoordinated commercial strip development. Where individual parcels of land are to be developed for commercial uses, coordination with adjacent properties, including common parking and driveways, shall be encouraged in order to reduce the number of access points onto public roads.
- Encourage high quality site and building designs that include the latest “green” technology and contribute to strong neighborhoods, vital shopping districts, and desirable employment centers.
- Limit commercial development areas to those properties directly adjacent to US-23 interchanges.
- Encourage a combination of mixed-use, campus-type settings for new industrial areas, with appropriate infrastructure and landscaping provided for each development.
- Where industrial sites abut US-23, extensive buffers shall be provided to provide a more natural appearance along the freeway for passing motorists.



GOAL:

TRANSPORTATION

Provide a variety of safe, efficient modes of transportation to meet the needs of Township residents and visitors.

POLICIES:

- Maintain a transportation network that maximizes the capacity of existing roads while maintaining rural roadways, and facilitating the safe and efficient movement of vehicles and pedestrians throughout the Township.
- Evaluate the impact of traffic generated by existing development, and work toward improvements concurrent with new development.
- Establish access management standards for new development.
- Township policy outlining infrastructure improvements that could be funded by a developer.
- Coordinate transportation improvements with the Washtenaw County Road Commission and state agencies (MDOT).
- Consider a variety of additional transportation choices, including public transit and non-motorized transportation.
- Create a Township-wide non-motorized network (Complete Streets) to provide opportunities for pedestrian activity such as walking, jogging, and bicycling. Complete Streets is defined by Michigan legislation as “roadways planned, designed and constructed to provide appropriate access to all legal users...whether by car, truck, transit, assistive device, foot or bicycle”.



Municipal Service Expansion Policies

The Township has made a significant investment in building the capacity, quality and reliability of the existing sewer system. In 2015, the Township commissioned the Wastewater Treatment Plant (WWTP) Capacity Evaluation Report to study the status of the existing sanitary collection system and identify improvements necessary at the WWTP to meet expected growth. The report recommends the construction of an equalization basin to store and equalize peak wastewater flows. In the interim, the Township has increased the sewer tap fees for new businesses. For future municipal service expansion, the Township should carefully consider the following general guidelines:

1. In order to promote orderly growth within the Township, only areas adjacent to and contiguous to the current service boundary should be considered as the preferred area for expansion of municipal services. The “leapfrogging” of Township areas to provide municipal services which create an island of services within the Township should be strongly discouraged. The idea of contiguous development requires that municipal services expand from one fully-developed area to the next area.
2. The Township may implement the resulting policy of the 2015 capacity study. Any expansion shall be bound by capital improvements needs identified in that study.
3. Where expansion of facilities is proposed, the Township should follow the recent practice of passing the costs of expansion on to those reaping the benefits of that expansion through special assessment districts, Residential Equivalent Units (REU) charges, and other similar mechanisms, or as required by law.
4. As a part of this policy, the Township should adopt a formal municipal service expansion procedure. In addition to the general policies, municipal sewer service should not be extended beyond those areas planned for medium density residential.



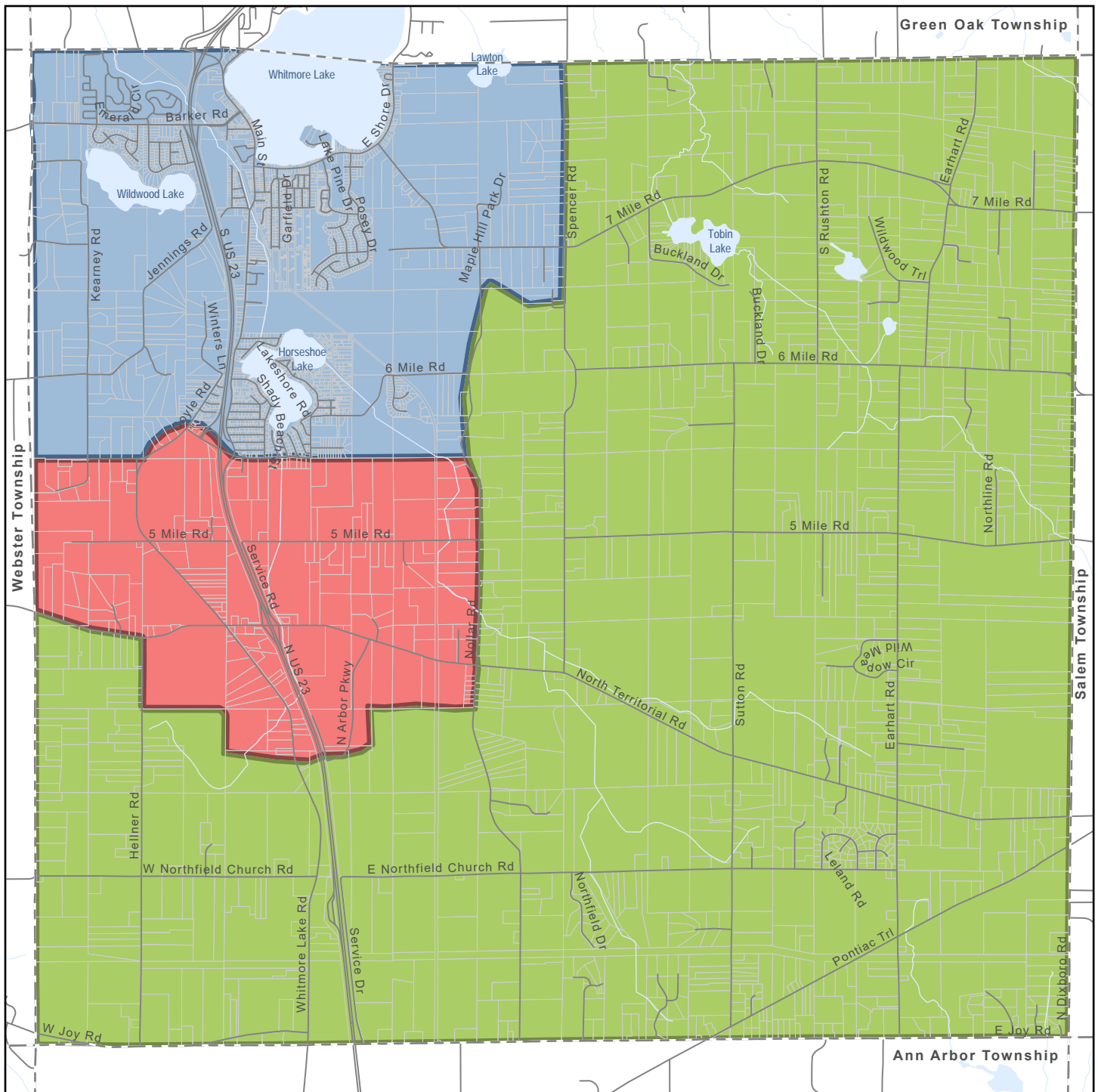
06.

TOWNSHIP SUB-AREA PLANS

In addition to the overall land use plan, the Township was divided into the following three (3) sub-areas: Land Preservation sub-area, Central US-23 Interchanges sub-area, and Lakes sub-area. The division of the Township into sub-areas was based primarily on each area's physical characteristics. The original sub-areas were evaluated independently during the two (2) planning fairs held to receive public input and in consideration of the future land use for the Township during the last plan update.

After review and careful consideration, the sub-area plans were modified based on each sub-area's physical characteristics, development strategies, and design guidelines.

The following pages address issues related to land use, land preservation, transportation, and community facilities and services for each sub-area. The preferred land use arrangement, specific development strategies, and site design guidelines for each sub-area are also discussed.



Map 5 Sub-Area Map

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- Lake Sub-Area
- Central US-23 Interchanges
- Land Preservation Sub-Area
- City and Township boundaries
- Roads
- Rivers, streams, and lakes
- Parcels



0 1,250 2,500 5,000
Feet

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019

LAND PRESERVATION SUB-AREA

The Land Preservation sub-area is characterized both by its agricultural and open spaces and residential development. Large tracts of vacant land remain intact throughout this area presenting opportunities for open space preservation. Development Strategies and Design Guidelines for this sub-area are focused on preservation of open spaces and agricultural operations, as well as maintaining scenic views and wildlife corridors. When residential development is permitted, clustered developments are strongly suggested.

Characteristics

- Existing land uses include primarily active agriculture, farmstead, and single-family residential.
- Large tracts of vacant land are intact throughout this sub-area presenting opportunities for open space preservation.
- North Territorial Road, Pontiac Trail, US-23 and Whitmore Lake Road are the paved primary roads in this sub-area.
- Major natural features within this sub-area include:
 - » Tobin Lake
 - » Maurer, O’Conner, and Willow Marsh Drains
 - » McCarty Drain #2, Groves Drain and Horseshoe Lake Drain; and
 - » Large contiguous areas of woodlands and wetlands.



Development Strategies

1. Preserve open space, woodlots and natural features with conservation easements throughout the Land Preservation sub-area.
2. Preserve farmlands as active farms or open space.
3. Continue to plan for future residential growth by strongly encouraging clustered development, and by implementing policies regarding tree mitigation and management, subdivision open space requirements, parkland, and trail requirements.
4. Direct non-agricultural uses away from areas of the Township ideally situated and conditioned for agriculture, such as soils and drainage.
5. Encourage new growth within the existing public sewer service areas of the Township instead of areas ideally situated for open space, natural features preservation and agriculture.
6. Establish programs that maintain the viability of agricultural products through new and expanding markets for locally grown products such as community supported agriculture, organic food, agritourism, and non-traditional uses that preserve the character of the area.
7. Preserve open space and natural features with a priority on environmentally sensitive areas and open view-sheds from roadways.
8. Ensure that new residential development is compatible in density and character to existing uses, residences and neighborhoods in the immediate area.
9. Encourage non-motorized paths to connect parks, Township facilities, and adjacent communities through an interconnected system of trails along major roads.
10. Coordinate with federal programs, and Washtenaw County agencies for farmland preservation.
11. Coordinate with Washtenaw County for parkland and open space acquisition and development.

Design Guidelines

1. Maintain and develop greenways and wildlife corridors such as wildlife passages, creek beds, and woodlands to and from natural areas.
2. Encourage all new residential development to be clustered to allow continued recreational and agricultural use and open space preservation of the remainder of the acreage.
3. Promote Low Impact Development (LID) techniques for storm-water management such as bio-swales or other best management practices.
4. Promote Leadership in Energy and Environment Design (LEED) techniques for architecture and site design.
5. Maintain open views along roadways and enhance with additional plantings of native trees, shrubs, grasses, and perennials.
6. Preserve key open vistas along rural roads when feasible.
7. Carefully site entrance drives and subdivision entrances.
8. Separate cars from pedestrians and provide pathways connecting subdivisions.



CENTRAL US-23 INTERCHANGES SUB-AREA

The central feature of this sub-area is the US-23 freeway with exits at Six Mile and North Territorial Road. This is where office, industrial, and commercial growth is expected and planned for. The western edge of this sub-area is best suited for low density residential and agricultural land uses, and can be considered a transitional area to the agricultural open spaces to the west.

Characteristics

- Existing land uses include active agriculture and farmstead, single-family residential; commercial and office, industrial; cultural, outdoor recreation and cemetery, grassland and shrub, and woodland and wetland.
- Large tracts of vacant land are intact throughout this sub-area presenting opportunities for residential, commercial and industrial development in the portion of this sub area where sanitary sewer service is available.
- Large tracts of vacant land are intact throughout this sub-area present opportunities for open space preservation in the portions of this sub area where sanitary sewer service is unavailable.
- Whitmore Lake High School is located within this sub-area.
- Two (2) freeway interchanges are within/border this sub-area (US-23 / North Territorial and US-23 / Six Mile).
- US-23, Whitmore Lake Road and North Territorial Road are the primary paved roads in this sub- area.



Development Strategies

1. Maintain rural character by channeling future residential, commercial, office, and industrial uses in the portion of this sub-area nearest the US-23 and North Territorial interchange where sanitary sewer service is available.
2. Allow for a mix of service, office and residential uses as it relates to the US-23 and North Territorial Road interchange and along the Whitmore Lake Road corridor.
3. Consider design guidelines that promote attractive and planned commercial and industrial facilities along the Whitmore Lake corridor where sanitary sewer service is available.
4. Continue to plan for future residential growth by requiring clustered development by implementing policies regarding tree preservation and management, subdivision open space requirements, parkland, and trail requirements.
5. Direct non-agricultural uses away from areas of the Township ideally situated and conditioned for agriculture.
6. Encourage new growth within the existing public sewer service areas of the Township instead of areas ideally situated for open space, natural features preservation and agriculture.
7. Establish programs that maintain the viability of agricultural products through new and expanding markets for locally grown products such as community supported agriculture, organic food and agritourism and non-traditional uses that preserve the character of the area.
8. Encourage open space and natural features with a priority on environmentally sensitive areas to preserve view-sheds along roadways.
9. Encourage new residential development when it is compatible in density and character to existing residences and neighborhoods in the immediate area.
10. Maintain the suburban and transitional character of the Central US-23 Interchanges sub-area by encouraging an open space greenbelt separating urban and rural landscapes.
11. Allow for appropriate commercial and industrial uses adjacent to US-23 and along North Territorial Road between Whitmore Lake and Nollar Roads.
12. Emphasize development of office, research and industrial uses to generate a corporate, high tech “jobs node”.
13. Encourage the development of business campuses.
14. Actively promote business growth, job creation and tax base expansion by targeting knowledge industries and other growth industries such as health care and “green” technologies. These uses should be close to the US-23 and North Territorial interchange.
15. Develop non-motorized transportation to connect parks, Township facilities, and adjacent communities through an interconnected system of trails along major roads.
16. Establish parks in proximity to higher density population areas to meet the needs of the residents and include passive uses such as a dog park or playgrounds.
17. Coordinate with Washtenaw County for parkland and open space acquisition and development.
18. Consider vehicular and pedestrian improvements to existing intersections as new developments are proposed.
19. Encourage open space, woodlands and natural features with conservation easements throughout the sub-area.
20. Encourage remaining farmland as active farms or as open space.

Design Guidelines

1. Maintain and develop greenways and wildlife corridors to and from nature preserves.
2. Encourage all new residential development to be clustered to allow continued recreational and agricultural uses and open space preservation.
3. Promote Low Impact Development (LID) techniques for storm-water management such as bioswales or other best management practices.
4. Require attractive landscape screening for industrial and commercial use along the US-23 corridor and along all public rights-of-way.
5. Promote Leadership in Energy and Environment Design (LEED) techniques for architecture and site design.
6. Carefully site entrance drives and subdivision entrances.
7. Promote shared drives and parking areas.
8. Screen parking with knee walls, decorative fences, and landscaping.
9. Encourage the provision of community design features with pedestrian amenities such as plazas or community gathering places.
10. Separate cars from pedestrians and provide non-motorized pathways connecting subdivisions.



LAKES SUB-AREA

The Lakes sub-area is the focal point of Northfield Township. This sub-area is both the most densely developed and populated one in the Township. The Lakes sub-area also serves as the visual identity of the Township. Local business growth and both residential and mixed use development should be encouraged within this sub-area.

The Lakes sub-area contains part of the Northfield Township's Downtown Development Authority (DDA) boundary. The general purpose of the DDA is to promote the economic growth of the district. The Northfield Township DDA and the Downtown Strategic Action Plan and Design Framework has identified the following strategies:

- Establish an identity for the hamlet of Whitmore Lake.
- Improve traffic patterns throughout the District including access to and from US-23.
- Support public improvements necessary to ensure the success of businesses in the District.
- Support business attraction efforts, as appropriate, to help ensure a healthy and successful business community.
- Encourage beautification of Downtown Whitmore Lake through the use of high-quality aesthetics, local identity, and architectural elements.
- Encourage uses in Downtown Whitmore Lake that identify the area as a regional entertainment destination.
- Encourage opportunities in Downtown Whitmore Lake for recreation as well celebration to promote quality of life for residents.

In addition to the DDA's identified strategies which are specific to the downtown area, the following development and economic strategies can be undertaken throughout the Lakes sub-area. They include:

- Improve the safety and attractiveness of Main Street and other roads to support new and existing private developments.
- Initiate efforts to encourage renovation and expansion of retail businesses.
- Participate in efforts to encourage new private developments in conjunction with public improvements.
- Encourage energy efficient development and redevelopment proposals.
- Encourage pedestrian, non-motorized and public transportation improvements in conjunction with private development projects.
- Encourage public/private partnerships to address infrastructure limitations.
- Encourage the provision of parks and open space in all new private developments.
- Continue to control and plan for future residential growth by requiring clustered development and by implementing policies regarding tree preservation and management, subdivision open space requirements, parkland, sidewalk and trail requirements.

It is recognized that there are differences in terms of both land use and potential for future growth within the downtown and surrounding residential areas. To build on these differences and help guide future development that ensures the future success of the Lakes sub-area. The Township's Planned Unit Development (PUD) zoning district should be utilized to attain the Lake sub-area objectives described on the following pages.

Characteristics

- Existing land uses include active agriculture and farmstead; single-family residential; multi-family residential; manufactured home; commercial and office; institutional; industrial; cultural, outdoor recreation; grassland and shrub; and woodland and wetland.
- Large tracts of vacant land are intact throughout this sub-area presenting opportunities for mixed use residential, commercial.
- Sanitary sewer service is available within this sub-area.
- Three (3) freeway interchanges are within/border this sub-area (US-23 and Six Mile, US-23 and Barker Road, and US-23 and Eight Mile).
- US-23, Main Street, East Shore Road, and 7 Mile are the primary paved roads in this sub-area.
- Whitmore, Horseshoe, Wildwood and Lawton Lakes are the major natural features in this sub-area.



Development Strategies

VILLAGE CENTER

1. Plan for future commercial and residential growth by implementing policies to encourage mixed retail and residential uses within and adjacent to Downtown Whitmore Lake.
2. Allow commercial and residential uses as part of an overall mixed use project to the extent that they serve the primary uses and contribute to the development of community public spaces. Large scale retail establishments, as defined by the Township Zoning Ordinance, are not compatible in this sub-area.
3. Encourage infill development in a traditional neighborhood pattern with interconnected streets and walking and bicycle access to Main Street and Barker Roads.
4. Establish a form-based code to provide flexibility in uses, but meet specific form and design guidelines for the Village Center district.
5. Promote high-density residential use as part of an overall mixed use development.
6. Promote a variety of housing types, sizes, and price ranges.
7. Provide preservation and renovation of historic structures.
8. Actively promote the development of community public spaces such as a beach, pavilion, event area, Township park, farmer's market, community center, or other, similar uses.

MIXED USE

1. Allow for a mix of service, office and residential uses.
2. Consider high-density residential use as part of an overall mixed use development project as a PUD and only if it supports office and service uses.

COMMERCIAL

1. Regional-scale retail service uses may be permitted only where adjacent to the US-23 at Eight Mile Road interchange.
2. Emphasize regional-scale commercial uses especially service uses supporting future commercial and industrial development within the Central US-23 Interchanges sub-area.

GENERAL

1. Develop non-motorized transportation to connect parks, Township facilities, and adjacent communities through an interconnected system of trails along major roads.
2. Establish parks in proximity to higher density population areas to meet the needs of the residents and include passive uses, such as a dog park, playgrounds, etc.
3. Coordinate with Washtenaw County for parkland and open space acquisition and development.
4. Consider vehicular and pedestrian improvements to existing intersections as new developments are proposed.

Design Guidelines

VILLAGE CENTER

1. Encourage increased building height with residential and office uses on the upper floors and retail on the ground floor along Barker Road and Main Street.
2. Encourage buildings to be built closer to the right-of-way with reduced front setback.
3. Encourage a variety of housing types including townhomes, duplexes, triplexes, and loft apartments.
4. Implement the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework.
5. Continue to implement the requirements of the Whitmore Lake Downtown (WLD) zoning districts and update the Districts based on the recommendations of the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework.



GENERAL

1. Promote greenways and wildlife corridors to and from natural areas.
2. Promote Low Impact Development (LID) techniques for storm-water management such as bioswales or other best management practices.
3. Promote Leadership in Energy and Environment Design (LEED) techniques for architecture and site design.
4. Carefully site entrance drives and subdivision entrances.
5. Promote shared drives and parking areas.
6. Screen parking with knee wall, decorative fence, and landscaping.
7. Encourage the provision of community design features with pedestrian amenities such as plazas or community gathering places.
8. Separate cars from pedestrians and provide pathways connecting subdivisions.



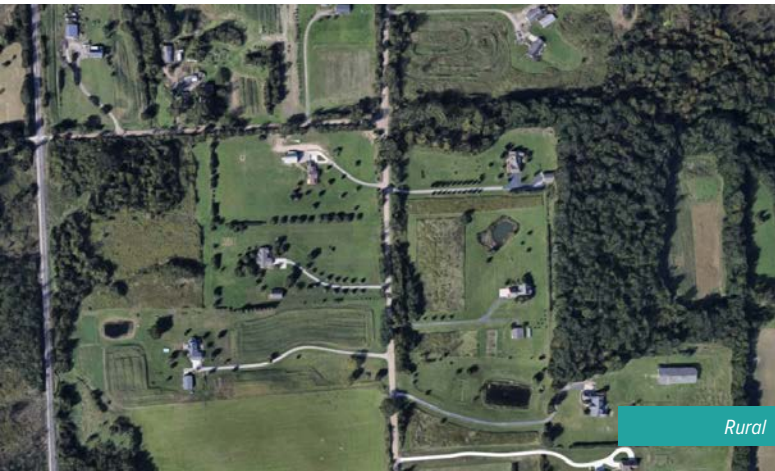


07.

FUTURE LAND USE PLAN

The Future Land Use Plan defines the framework for the future land preservation and growth of Northfield Township. It begins with a general description of the desired pattern of development for the community, and follows with a description of the future land use categories as illustrated on the future land use map.

In addition to the future land use categories, specific development strategies are formulated to achieve community goals for each of the Township's three sub-areas. The sub-areas include: Land Preservation sub-area, Central US-23 Interchanges sub-area, and Lakes sub-area.

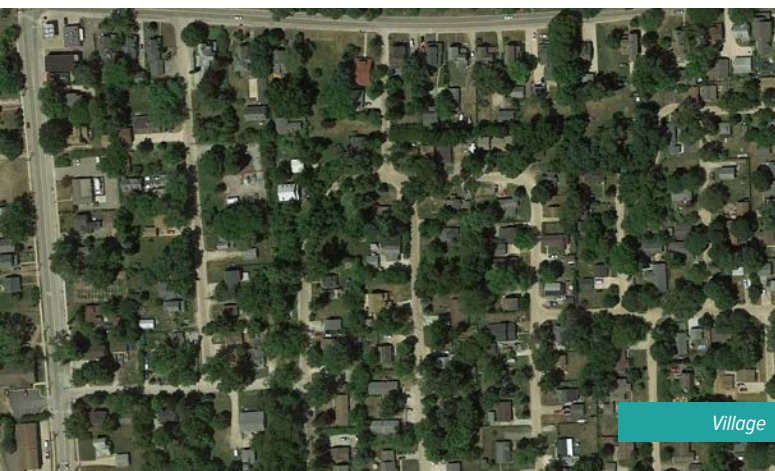


In general, the Township's master plan includes a gradation of development densities across the rural-urban spectrum, which considers the agricultural and sensitive natural resources of the Township. The Master Land Use Plan for Northfield Township identifies three patterns of development: rural, suburban, and village.

The rural pattern is comprised of low density residential uses, agricultural uses and operations, protected conservation districts, as well as wetlands and other sensitive environmental areas. New residential development should be minimized in order to maintain viable units of agricultural production, rural character, and open spaces. These areas are located primarily in the Land Preservation sub-areas. Where residential development would occur, the preferred form of development is an open space or cluster residential development. An example of this pattern is found at Sutton Road and Northfield Church.



The suburban pattern includes areas where low to medium density residential development currently exist without access to water and sewer infrastructure systems. These areas are where future residential development may be attracted due to the proximity of nearby urban centers and access to open spaces and natural resources. They are, for the most part, located in portions of the Lands Preservation, Lakes and Central Whitmore Lake Road Interchange sub-areas. New development should be sensitive to open space preservation and to the sensitive land and water resources. The preferred form of residential development is open space or cluster residential development. An example of this pattern is found at the Links of Whitmore Lake.

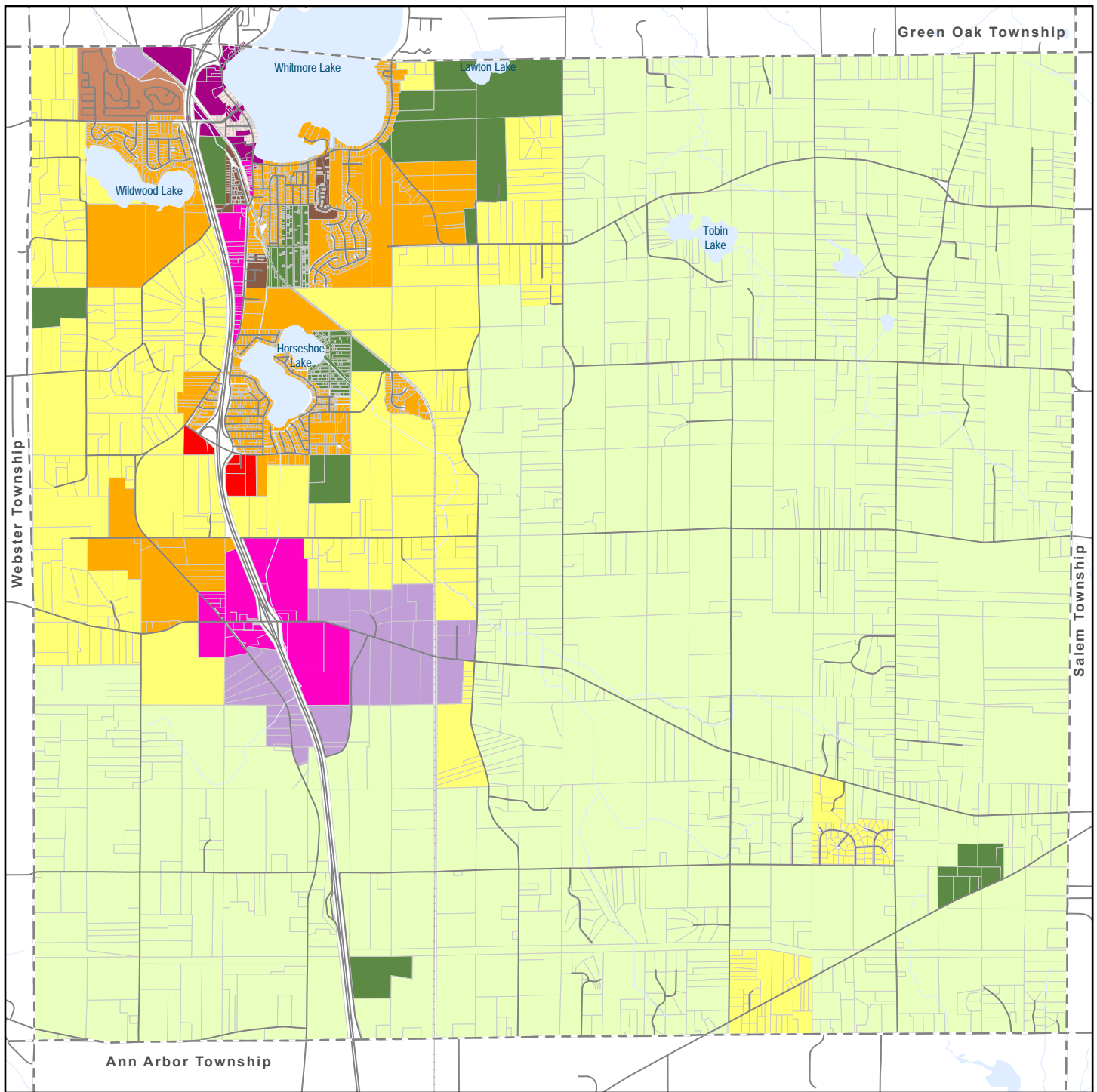


The village pattern includes areas of the Township that are contiguous to the Whitmore and Horseshoe Lakes. They encompass higher density developments, which are located near Downtown Whitmore Lake. Sewer infrastructure systems are available in this area and could potentially be expanded in the future. An example of this pattern is found at Downtown Whitmore Lake.

FUTURE LAND USE CATEGORIES

Specific land use categories are identified and illustrated on the future land use map on the following page. This map identifies the intent of each category, describes the desirable land uses and elements highlights, the land use relationship with physical and natural features, and lists the corresponding zoning districts.





MAP 6 Future Land Use

Northfield Township,
Washtenaw County, MI

June 9, 2019

Legend

- | | |
|----------------------------|------------------------------|
| Agricultural | Mixed Use |
| Commercial | VC-Mixed Use |
| High Density Residential | VC-Cottage Retail |
| Industrial | City and Township boundaries |
| Recreation/Conservation | Roads |
| Low Density Residential | Railroads |
| Medium Density Residential | Rivers, streams, and lakes |
| Manufactured Home | |



0 1,250 2,500 5,000
Feet

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019



AGRICULTURAL LAND USE



Intent: The intent of this category is to protect existing agricultural land uses, maintain rural character of the area, minimize population density, and preserve open spaces. Accordingly, the Agricultural land use designation is intended to allow low density residential development only when it promotes open space preservation and is compatible with maintaining existing agricultural operations.

Description: Agricultural areas are those lands characterized as primary crop and/or livestock production lands. These lands should not be considered land banks for future development, but for open space preservation. Future residential development shall cluster residential units on the most suitable portions of a site, with remaining areas permanently dedicated as open space. The clusters of residences are intended to be small and integrated into significant amounts (at least 50 percent of the site) of open space.

Relationship to Physical and Natural Features:

The Agricultural land use category is located in areas where public utilities are not present and soil suitability for septic systems may be poor. Thus, these factors put limitations on the potential density of development. Wetlands, woodlots, and environmentally sensitive areas are intended to be preserved. The agricultural designation will help preserve woodlands, wooded road fronts, wetlands, large and small scale agricultural operations, and wildlife habitat. To insure appropriate use of these areas, it is recommended that an Environmental Impact Assessment (or similar environmental land use analysis) be completed to minimize negative development impacts.

Most Compatible Uses: Desirable land uses and elements of the Agricultural designation include:

- Farming operations, and similar uses of land;
- Low density clustered single-family residential development where a minimum of fifty percent (50%) of buildable area is permanently preserved as dedicated open space;
- Single-family dwellings on parcels 5 acres in size or greater;
- Scenic road corridors, defined by tree-lined borders and narrow road widths;
- Landscape features such as orchards, outbuildings such as silos and barns, fences, and sound farm structures; and
- Scenic views consisting of natural and cultural features.

Most Compatible Zoning Districts: Based on the above criteria the zoning district most appropriate for the Agriculture category is the AR, Agricultural District.

RESIDENTIAL LAND USES

Low Density Residential Land Use

Intent: The intent of this designation is to accommodate low density single-family residential housing in areas not intended to be serviced with sanitary sewer and water services. This category is designed to preserve a predominately rural character, including agricultural operations.

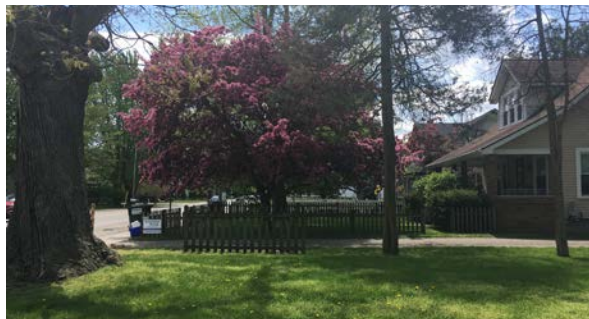
Description: Land designated as Low Density Residential (LDR) include areas where soils are generally suitable for septic field and building construction. Maximum density shall be one (1) dwelling unit per two (2) acres.

Relationship to Physical and Natural Features: Significant natural features may still be present within this category. Residential developments shall cluster residential units on the most suitable portions of a site with the remaining area permanently dedicated as open space.

Most Compatible Uses: Desirable land uses and elements of the Low Density Residential designation are:

- Agricultural productions;
- Single-family residences in either clustered or conventional subdivision/site condominium development; and
- Parks, open spaces, and conservation areas.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning district most appropriate for the LDR category is the LR, Low Density Residential District.



Medium Density Residential Land Use

Intent: The intent of this designation is to promote a moderate density single-family category with a predominately suburban character. This is achieved by accommodating medium density single-family residential housing in areas of the Township that may be served with municipal sanitary sewer services or are in close proximity to such services.

Description: Land designated as Medium Density Residential Land Use (MDR) include residential densities ranging from one (1) to four (4) dwelling units per acre, depending on the availability of municipal sewer services. Where municipal sewer facilities are not available, a maximum of one (1) unit per acre shall be permitted.

Where sewer service is not currently available, expansion shall only occur in accordance with the Township's Municipal Service Expansion Policy as described in this Master Plan. Further, it is the policy of this plan that no areas of the Township be brought into the sewer service area prior to a formal sewer expansion procedure being developed by the Township Board.

In order to utilize existing capacity of the municipal sewer system and to limit the possibility of higher density residential developments leapfrogging the current sewer service boundary. It is the intention to limit residential density to four (4) dwelling units per acre only in those areas served by municipal sewer service. Parcels to be served by privately owned community sewage systems shall be limited to one (1) dwelling unit per acre in the MDR category.

Relationship to Physical and Natural Features: Significant natural features may still be present within this category but to a lesser degree than the Agriculture or LDR categories. Land designated as MDR has access to collector roads and internal subdivision paved roads.

Desirable land uses and elements of the Medium Density Residential designation are:

- Single-family residences in either clustered or conventional subdivision/site condominium development;
- Two-family dwellings; and
- Parks, open spaces, and conservation areas.

Most Compatible Zoning Districts: The MDR land use category coincides with the following residential zoning designation: SR-1, Single-Family Residential District.

High Density Residential Land Use

Intent: The intent of this category is to create areas for higher density residential development in those areas fully serviced by public sanitary sewer facilities.

Description: Planned High Density Residential (HDR) land uses are found in the Lakes sub-area. The Township encourages and supports innovative housing such as attached and cluster developments that preserve open space and protect natural features. Density may range between six (6) to 14 dwelling units per acre. However, greater densities may be allowed in cases showing exceptional design and conservation.

Relationship to Physical and Natural Features: As mentioned above, this area is entirely served by utilities and constitutes the most urbanized portion of the Township.

Most Compatible Uses: Desirable land uses and elements of the HDR designation include:

- Single-family residences, attached and detached;
- Two-family dwellings;
- Apartments;
- Innovative housing projects, including senior and assisted living options;
- Parks, open spaces, and conservation areas; and
- Community support facilities such as churches, schools, and public buildings.

Most Compatible Zoning Districts: The HDR land use category would coincide with all other residential zoning designations that have access to and are serviced by municipal sewer and water services including SR-2, Single Family Residential Two and MR, Multiple-Family Residential.



Mobile Home Park Land Use

Intent: The intent of the MHP category is to allow mobile home park development in suitable areas of the Township adequately serviced by essential public services, such as: public sanitary sewer facilities and police and fire protection.

Description: The Mobile Home Park designation is focused on the Lakes sub-area where essential services are provided, and the densest residential development currently exists.

Relationship to Physical and Natural Features: As mentioned above, this area is entirely served by utilities and constitutes the most urbanized portion of the Township.

Most Compatible Uses: Desirable land uses and elements of the MHP designation include:

- Mobile home dwellings

Most Compatible Zoning Districts: The MHP land use category would coincide with the following zoning classification: MHP, Mobile Home Park.



VILLAGE CENTER LAND USE

Intent: The intent of the Village Center designation is to encourage and permit mixed uses with a village scale and character within the Whitmore Lake community. Future land-use growth within the area planned for the Village Center land use area is intended to be flexible in land uses, but meet specific form and design guidelines that will be required through modifications to the Township Zoning Ordinance.

The Village Center Land Use designation has additional design recommendations in the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework; and it includes two sub-categories: Village Center Mixed Use and Village Center Cottage Retail.:

Description: The Village Center designation is focused on the hamlet of Whitmore Lake.

Relationship to Physical and Natural Features:

This area is the most urbanized within the Township; however, it is also environmentally sensitive due to the location of the Township's lakes and the desire of people to reside near bodies of water.

Most Compatible Uses: Desirable land uses and elements of the Village Center district are:

- Mixed-use development;
- Neighborhood commercial uses;
- Single-family residences;
- Two-family dwellings;
- Multiple-family dwellings;
- Innovative housing projects;
- A farm and artisan market and community center;
- Parks, open spaces and conservation areas; and
- Community support facilities such as churches, schools, and public buildings.

Most Compatible Zoning Districts: The Village Center Land Use designation is most compatible with the WLD-D, Whitmore Lake-Downtown, WLD-NV, Whitmore Lake-North Village, and WLD-W, Whitmore Lake-Waterfront zoning districts.

MIXED USE LAND USE

Intent: The intent of the Mixed Use designation is to provide areas where local commercial, service, office and residential activities can all take place. This designation is intended to allow a flexible approach to development at specific nodes along the US-23 corridor within the Central US-23 Interchanges and Lakes sub-areas. Uses envisioned are of a general retail or service nature to serve the residents of Northfield Township. The Mixed Use category is intended to provide transitional service area between the US-23 corridor and Whitmore Lake Road.

Description: The Mixed Use designation is focused on the Lakes and Central Whitmore Lake Road Interchange sub-areas.

Relationship to Physical and Natural Features: Areas planned for the Mixed Use designation shall have direct or indirect (access roads) access to the US-23 and Eight Mile interchange, the North Territorial and US-23 interchange, and the Main Street Area north of Horseshoe Lake.

Most Compatible Uses: Desirable land uses and elements of the Mixed Use designation are:

- Neighborhood commercial;
- Service;
- Office; and
- Multiple-Family Residential.

Any use which requires the need for outdoor storage is not compatible with the Mixed Use designation as described.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning districts with uses most appropriate for the Mixed Use category are the LC, Local Commercial, GC, General Commercial, RO, Residential-Office, and Multiple-Family Districts. Mixed use developments in these Zoning Districts can be accommodated through the Township's Planned Unit Development (PUD) process.

MIXED USE - NORTH (MU-N)

Intent: The intent of the Mixed Use - North designation is to provide areas where local commercial, service, office and residential activities can all take place. This designation is intended allow a flexible approach to development to the west side of Main street, south of the hamlet of Whitmore Lake within the Lakes sub-areas. Uses envisioned are of a general retail, office, and service nature to serve the residents of Northfield Township. The Mixed Use category is intended to provide a transitional area between the US-23 corridor and Main Street.

Description: The Mixed Use - North designation is focused on the Lakes sub-area.

Relationship to Physical and Natural Features: Areas planned for the Mixed Use designation shall have direct access to the Main Street Area North of Horseshoe Lake.

Most Compatible Uses: Desirable land uses and elements of the Mixed Use designation are:

- Neighborhood commercial;
- Service;
- Office; and
- Multiple-family residential.

Any use which requires the need for outdoor storage shall not be compatible with the Mixed Use - North.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning districts most appropriate for the Mixed Use category are the LC, Local Commercial, GC, General Commercial, RO, Residential-Office, and Multiple-Family Districts. Mixed use developments in these Zoning Districts can be accommodated through the Township's Planned Unit Development (PUD) process.



MIXED USE - SOUTH (MU-S)

Intent: The intent of the Mixed Use - South designation is to provide areas where commercial, service, office, research technology, and related residential activities can all take place. This designation is intended to allow a flexible approach to development along the US-23 corridor within the Central US-23 Interchanges Sub-Area.

The Mixed Use - South designation is where more intensive office, research, and commercial growth is planned for and expected. Higher density residential growth is also permitted within the sub area when developed as a part of an overall development scheme. Stand-alone high density residential is not compatible with the MU-S designation.

Description: The Mixed Use designation is found exclusively within the Central US-23 Interchange Sub-Area of the Master Plan and generally centered at the intersection of US-23 and Whitmore Lake Road.

Relationship to Physical and Natural Features: Areas planned for the MU-S designation shall have the following characteristics:

- Planned development within the MU-S designation shall have direct or indirect access (via an access road) to either North Territorial Road or onto Whitmore Lake Road.

- Planned development within the MU-S designation shall be within or adjacent to the Northfield Township sewer service district.
- Planned development within the MU-S designation shall take into consideration traffic capacity and impacts to the area and specifically to the US-23 and North Territorial interchange. It is intended that new development will occur concurrently with needed improvements to the adjacent road system based on applicable traffic impact studies.

Most Compatible Uses: Desirable land uses and elements of the Mixed Use designation will:

- Emphasize office research and retail land uses in keeping with the “jobs node” concept of the Central US-23 Interchanges sub-area.
- As appropriate consider a limited amount of industrial uses.
- As appropriate promote high density residential uses as part of an overall mixed-use development project and only as a part of an overall PUD.
- Encourage buildings to be built closer to the road right-of-way with reduced front yard setback when developed as a mixed-use PUD.
- Encourage an increased building height with residential and/or office uses on the upper floors.

Any use which requires the need for outdoor storage is not compatible with the Mixed Use designation as described and as noted above, stand-alone high density residential is also not compatible in this area.

Most Compatible Zoning Districts: There is no compatible zoning district to accommodate the intent and description provided above. The Township should consider the development of a new mixed-use zoning district to address this Master Plan designation. This could be developed either as a stand-alone district or as an existing overlay district. Prior to the development of new zoning language, mixed use developments in these Zoning Districts can be accommodated through the Township’s Planned Unit Development (PUD) process.

Development within the MU-S designation is intended to be completed in a comprehensive approach.

Single site uses may be considered by the Township, but their overall compatibility with the adjacent properties shall be considered by the Township in determining compliance with the Township Master Plan.



COMMERCIAL LAND USE

Intent: The intent of the Commercial designation is to provide locations for specialized commercial uses directly related to the US-23 corridor. Uses envisioned are related to automobile travel for both Township residents and those traveling through the Township.

Description: Commercial uses are planned in the area centered on the US-23 and 6 Mile interchange. Proximity to this interchange is a necessary prerequisite for a parcel to be included in this district.

Relationship to Physical and Natural Features: As noted, this category will have a direct relationship to the freeway interchange. Areas outside this interchange shall not be considered. This category shall not be considered within known groundwater recharge areas or within any designated wellhead protection areas.

Most Compatible Uses: Desirable land uses and elements of the Commercial category area are:

- Gasoline, diesel, and fuel stations,
- Lodging, and
- Restaurants.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning district most appropriate for the Commercial category is the LC, Commercial District.



INDUSTRIAL LAND USE

Intent: The intent of the Industrial designation is to provide locations for industrial operations that may have moderate effects on adjacent properties because of noise, odor, traffic, and storage of materials. Uses are categorized as needing larger tracts of land and outdoor storage of materials and equipment.

Description: Due to potentially negative external impacts, the Industrial designation is limited in scope. Any areas planned for this designation that are contiguous with residential uses are encouraged to be planned with less intensive uses and/or buffering bordering such residential uses. Industrial designations are not compatible with, and shall not be planned for, areas of known groundwater recharge and near Township wellhead protection zones.

The 2019 update of the Master Plan recognizes an increased demand in the region for light industrial and research and development. To accommodate these changes to the economy, an area south of the MU-S land use area is now designated as industrial.

Relationship to Physical and Natural Features: Municipal sewer and water service shall be available in the Industrial area. Areas planned for this designation encompass both existing and future industrial uses and vacant land in proximity to US-23. Where parcels about US-23, extensive buffers shall be provided to help provide a more natural appearance along the freeway for passing motorists.

Most Compatible Uses: Desirable land uses and elements of the Industrial category include:

- Manufacturing, processing, packaging or assembling uses; and
- Trucking and cartage facilities.

Most Compatible Zoning Districts: The appropriate zoning classifications for this designation are the LI, Limited Industrial, GI, General Industrial and RTM, Research, Technology, Manufacturing Districts.

RECREATION/CONSERVATION LAND USE

Intent: Land designated as Recreation/Conservation is intended to provide areas for an open space system that preserves and enhances significant natural features including floodplains, woodlands, and wetland areas as well as providing recreational opportunities for Township residents. It is not the intention to prohibit development within areas identified as Recreation/Conservation, but rather to raise awareness of existing natural features that should be considered in any development proposal.

Description: This category is intended to protect and preserve the unique Township natural resources while broadening recreational opportunities and an appropriate use of the land. Residential land use may be permitted within the Recreation/Conservation designated areas as a conditional use at a density of ten (10) acres or greater per single-family dwelling unit.

Relationship to Physical and Natural Features: Land in this use category generally includes environmentally sensitive areas where natural features must be protected and other areas that present opportunities for the development of recreation facilities. To ensure appropriate use of these areas, it is recommended that an Environmental Impact Assessment (or similar environmental land use analysis) be completed to minimize negative development impacts.

Most Compatible Uses: Desirable land uses and elements of the Recreation/Conservation category are:

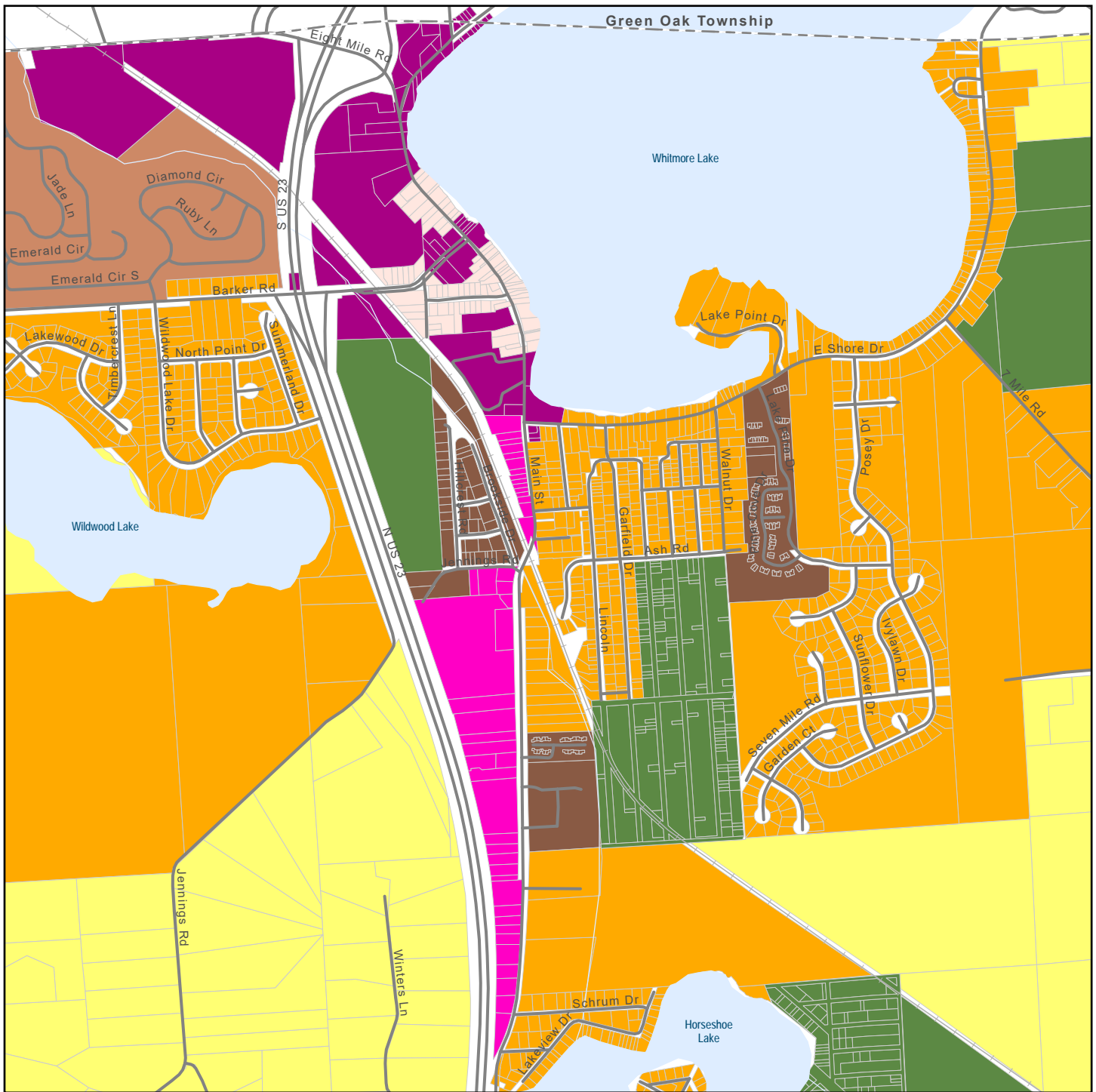
- Public or private conservation area;
- Active and passive recreational facilities; and
- Low density single-family residential land use.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning district most appropriate for the Recreation/Conservation is the RC, Recreation Conservation District.

The table below demonstrates the zoning district classifications that coincide with each of the Master Plan Future Land Use designations.

Table 3: Master Plan Land Use Classifications / Zoning District Comparison

| Master Plan Land Use Designations | | Zoning District Classifications | |
|-----------------------------------|----------------------------|---------------------------------|---|
| RC | Recreation Conservation | RC | Recreation Conservation |
| AR | Agriculture | AR | Agriculture |
| LDR | Low Density Residential | LR | Low Density Residential |
| MDR | Medium Density Residential | SR-1 | Single-Family Residential |
| HDR | High Density Residential | SR-2 MR | Single-Family Residential Two Multiple Family Residential |
| MHP | Mobile Home Park | MHP | Mobile Home Park |
| VC | Village Center | WLD-D, WLD-NV, WLD-W | |
| MU | Mixed Use | LC ES RO MR | Local Commercial Enterprise Service Residential-Office Multiple-Family Residential Districts |
| C | Commercial | LC GC | Local Commercial General Commercial |
| I | Industrial | LI GI RTM | Limited Industrial General Industrial Research, Technology, Manufacturing |



MAP 7 Downtown Future Land Use

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- | | |
|----------------------------|------------------------------|
| Agricultural | Mixed Use |
| Commercial | VC-Mixed Use |
| High Density Residential | VC-Cottage Retail |
| Industrial | City and Township boundaries |
| Recreation/Conservation | Roads |
| Low Density Residential | Railroads |
| Medium Density Residential | Rivers, streams, and lakes |
| Manufactured Home | |

0 250 500 1,000
Feet

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019



08.

TRANSPORTATION PLAN

Northfield Township is linked to the region by highway US-23, which runs north-south with exits at North Territorial, 6 Mile, 8 Mile, and Barker Roads. Within Northfield Township, the most important roads include 7 Mile, Whitmore Lake, North Territorial, Sutton, Rushton, Dixboro Roads and Pontiac Trail. These roads provide access to the adjacent communities and the surrounding region. The remainder of the road system is composed of county primary roads and local residential roads.

ROADWAY NETWORK

Adequate roads are essential to the conduct of commerce and daily activities. The automobile will continue to be the dominant mode of transportation due to scattered land use patterns, population densities and personal preferences. However, energy availability and cost will make non-motorized transportation more attractive, which must be considered in planning for future transportation.

There exists a strong inter-relationship between the existing road system and land use patterns. The type of pattern of land use will strongly influence traffic volumes along any given road. Likewise, adequacy of a road may determine the type of adjacent land development that occurs. Therefore, the benefit of the Transportation Plan is to assist in establishing priorities for future road improvements based on the function of roadway services.

Roads are classified as follows:

- **Interstate.** Provides major “through traffic” between municipalities and states.
- **Principal Arterial Roads.** Primary function is to carry relatively long distance through travel movements and/or to service important traffic generators, such as airports or regional shopping centers.
- **Minor Arterial Roads.** Similar to Principal Arterial Roads with trips carried being shorter distances to lesser traffic generators.
- **Collector Roads.** Funnel traffic from residential or rural areas to arterials. Collector Roads also provide some access to property.
- **Local Roads.** Primary function is to provide access to property, i.e., residential neighborhoods or rural areas.

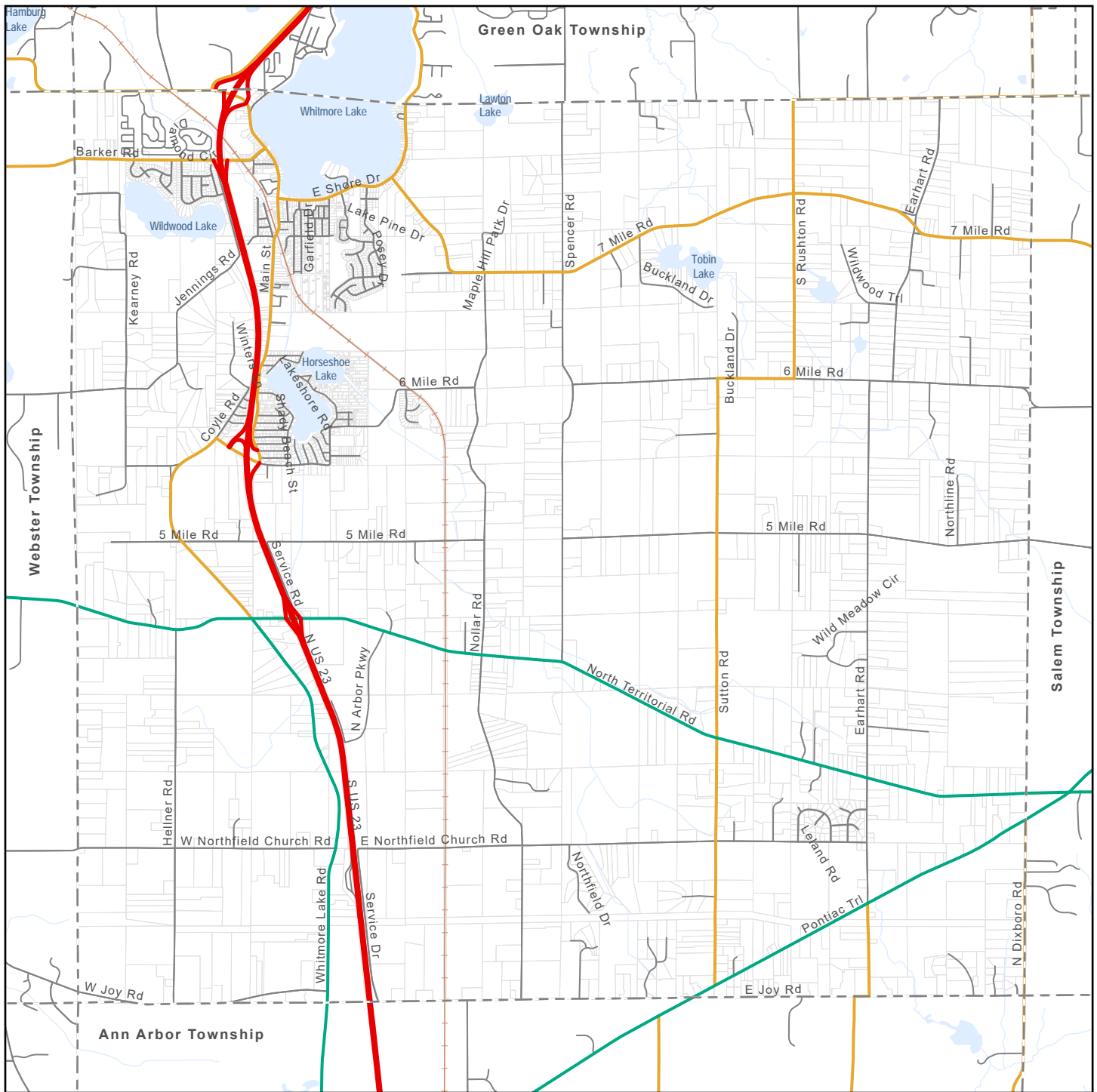
The classifications listed in the Functional Road Classification Map (Map 8) correspond to the National Functional Classification Map for Washtenaw County used by the Michigan Department of Transportation (MDOT). The road classification determines whether the road is eligible for federal aid. “Federal aid” roads include all principal arterials, all minor arterials, all urban collectors, and all rural major collectors.

The following describes all primary roads within Northfield Township along with their designations:

- **Interstate**
 - » US-23
- **Minor Arterial Roads**
 - » North Territorial Road
 - » Whitmore Lake Road (Township border north to North Territorial Road)
 - » Pontiac Trail
- **Collector Roads**
 - » Barker Road
 - » Main Street
 - » East Shore Drive
 - » 7 Mile Road
 - » South Rushton Road
 - » Sutton Road
 - » Whitmore Lake Road (remainder)
 - » 8 Mile Road (South Rushton to North Dixboro)
 - » Earhart Road (south boundary to Pontiac Trail)

Northfield Township provides direct access to US-23 via North Territorial, Six Mile, Barker and 8 Mile Roads. The development of these interchanges has the potential to alter the composition of the Township if not carefully considered and planned for.

The Right-of-Way Width map (Map 9) depicts the Washtenaw County Road Commission’s Future Right-of-Way Plan for those County initiated improvements within Northfield Township. Coordination and cooperation of the Township and County agencies regarding transportation improvements can prove beneficial both strategically and financially.



MAP 8 Functional Road Classification

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

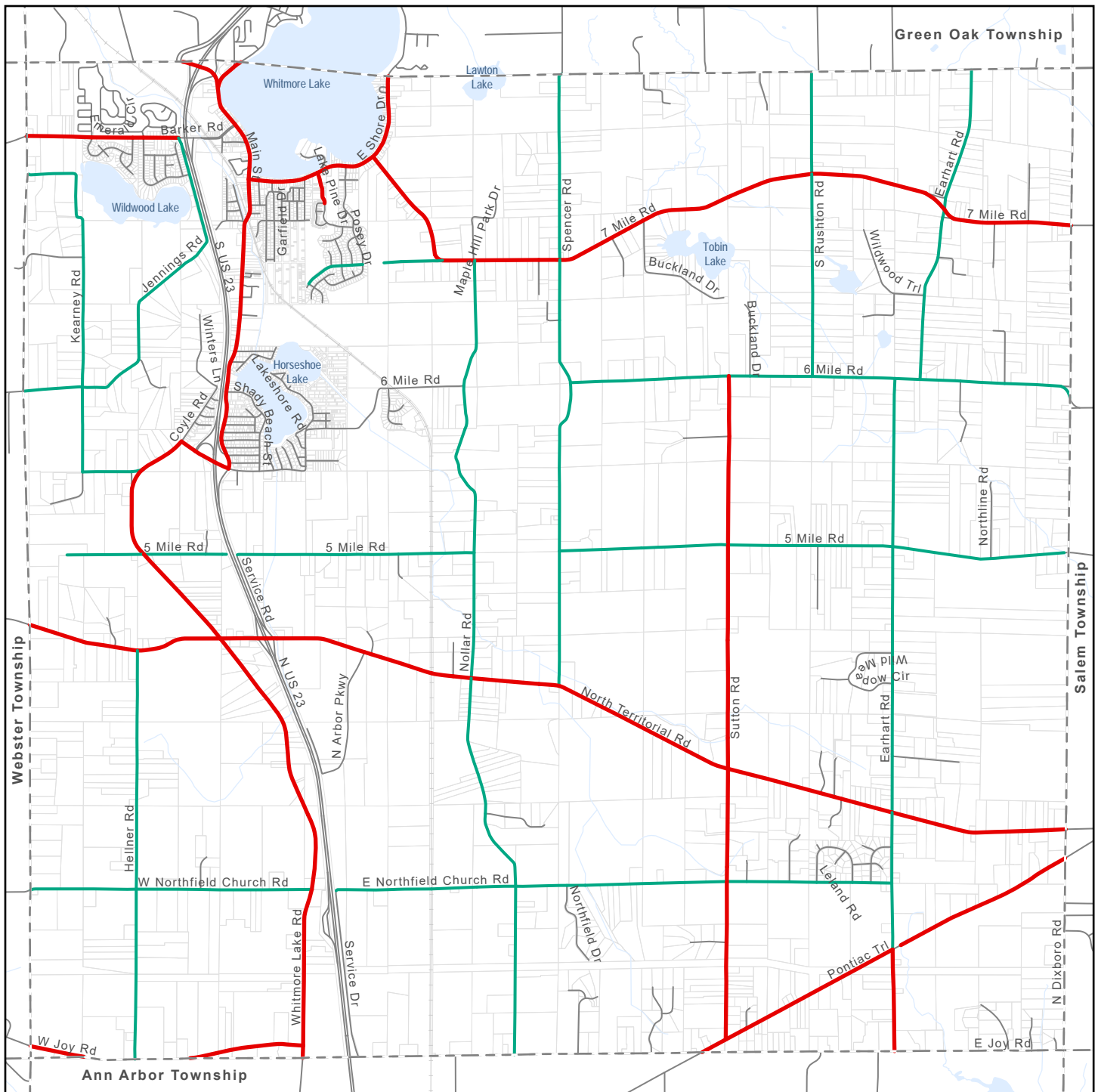
Legend

- Principal Arterials
- Minor Arterials
- Major and Minor Collectors
- Local
- - - Railroads
- City and Township boundaries
- Rivers, streams, and lakes
- Parcels



0 2,500 5,000
Feet

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019



MAP 9

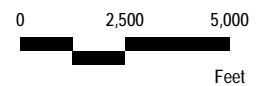
Washtenaw County Future Right-Of-Way

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- 120-Foot Right-of-way
- 86-Foot Right-of-way
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



SOURCES
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019
 Data Source: Washtenaw County Road Commission 2006

ACCESS MANAGEMENT

Although the roads in Northfield Township are within the jurisdiction of either the Washtenaw County Road Commission or MDOT, Northfield Township has a strong interest in an effective road system. To ensure safe management of traffic, several elements should be considered for future development, such as:

1. Limiting the number of driveways and encourage alternative means of access.
2. Permitting only one access or shared access per site for smaller residential developments (less than 50 units).
3. Installing medians at appropriate location to reduce conflicting movements and direct traffic and improving safety for pedestrians.
4. Spacing of access points is important as it is related to both signalized and un-signalized locations.
5. Locating shared driveways on the property line.
6. Providing service drives at the rear of sites unless prevented by a shallow lot.
7. Considering new traffic signals or roundabouts for higher traffic generating uses.
8. Design driveways to support efficient and safe traffic operations.

Northfield Township hopes to make it safer and easier for residents to bicycle and walk throughout the Township by establishing non-motorized transportation facilities.



NON-MOTORIZED PLAN



The purpose of a Non-Motorized Plan is to articulate a vision for non-motorized transportation in Northfield Township. The plan would provide a vision for a township-wide non-motorized network, a plan for non-motorized facility development, and a clear direction for the implementation of non-motorized facilities throughout the Township.

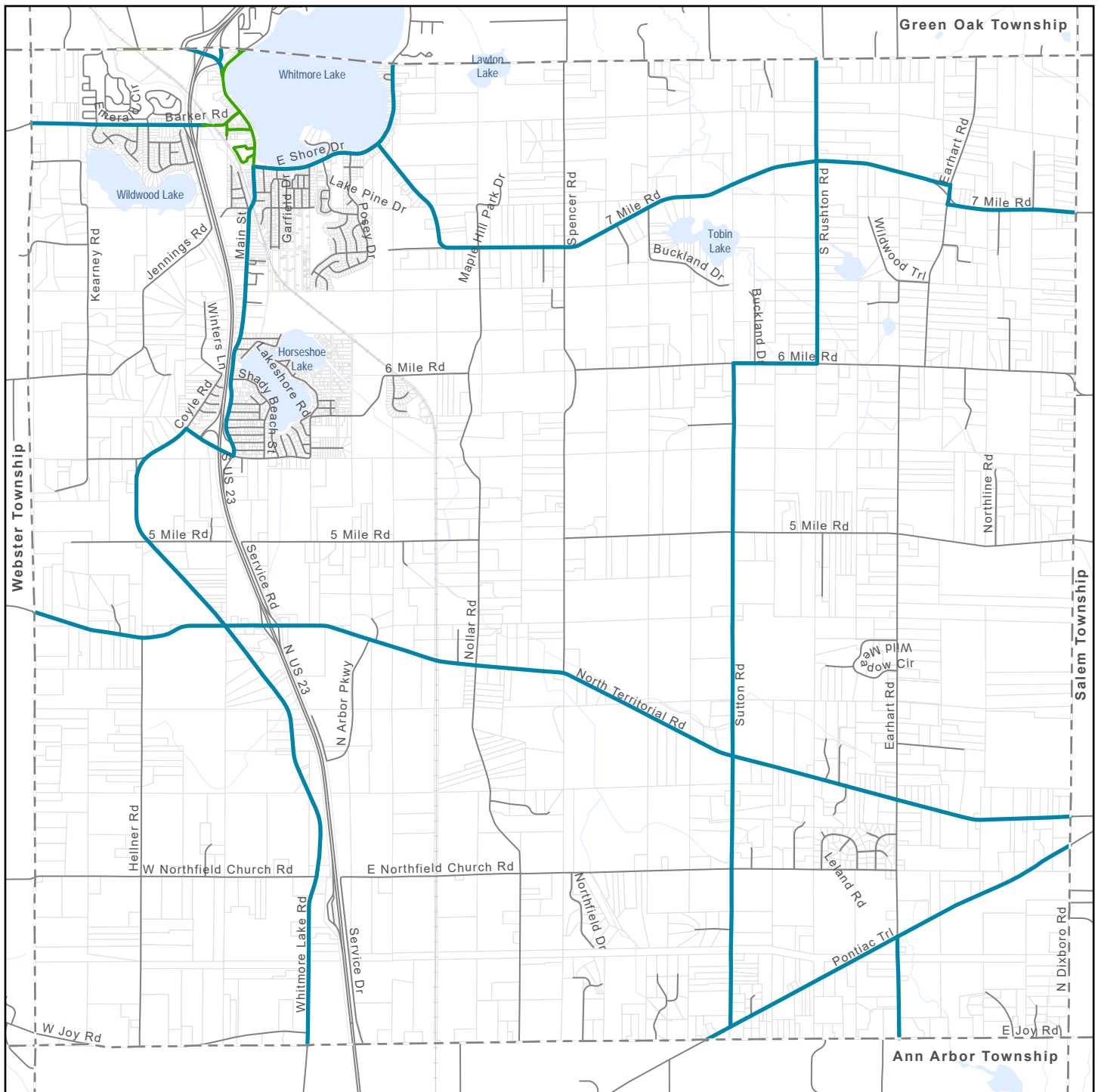
The Non-Motorized Plan is intended to guide non-motorized facility planning, design, and construction for Northfield Township. The plan is implementation oriented and utilizes community and stakeholder involvement and input. This type of plan is also intended to serve as a foundation for future grant applications and funding requests.

As Northfield Township has become increasingly active in the construction of pedestrian pathways, a Township Non-Motorized Plan becomes more important to ensure coordinated development of non-motorized facilities.

Northfield, along with several other Washtenaw County communities, belongs to, and supports the efforts of, the Washtenaw Area Transportation Study (WATS), an organization coordinating regional transportation planning. WATS is responsible for monitoring the conditions of county roads, bicycle and pedestrian paths, airports, and public transit systems. WATS has been instrumental in complete streets programming and non-motorized plans throughout all of Washtenaw County.

The 2018 Non-Motorized Plan for Washtenaw County was developed by WATS for future county-wide non-motorized bike and pedestrian improvements. The Non-Motorize Pathways Map depicts the future improvements outlined by WATS as they relate directly and adjacent to Northfield Township. The blue represents areas where there is a lack of non-motorized transportation methods in rural areas. These areas are where potential pedestrian facilities could be located.

Additional local non-motorized pathway improvements are also highlighted on the map. They address non-motorized improvements recommended in the downtown plan for Northfield Township. The non-motorized improvements for Northfield are different from other improvements because they were identified by the Township and not the county. The improvements are also more pedestrian friendly and consider the proximity of the park, downtown, and the waterfront. The Township priority improvements are highlighted on the map in green.



MAP 10

Non-Motorized Pathways

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- Local Non-Motorized Pathways
- Potential Non-Motorized Improvements
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



0 500 1,000
Feet

SOURCES
Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019
Data Source: Washtenaw County Non-Motorized Plan 2018



NORTHFIELD TOWNSHIP

POLICE
DEPARTMENT
TOWNSHIP

FIRE
DEPARTMENT
OFFICES

8350

IMPLEMENTATION

The Master Plan is a statement of goals and objectives designed to accommodate future growth and preservation of character, farmland, open space, and natural features within Northfield Township.. As stated in the introduction of this document, the Master Plan is the only officially adopted document that sets forth an agenda for the achievement of these goals and policies. It helps develop a balance of orderly change in a deliberate and controlled manner that permits controlled growth. As such, it provides the basis upon which zoning and land use decisions are made.

This Plan forms the philosophical basis for the more technical and specific implementation measures. It must be recognized that development and change will occur either with or without planning, and that the Plan will have little effect upon future development unless adequate implementation programs are established. This section identifies actions and programs that will be useful if the Plan is to be followed.

A variety of programs or administrative tools are available to allow the Plan to succeed.

ZONING REQUIREMENTS

Zoning is the development control that has been most closely associated with planning. Originally, zoning was intended to inhibit nuisances and protect property values. However, zoning should also serve additional purposes, which include:

- To promote orderly growth in a manner consistent with land use policies and the Master Plan;
- To promote attractiveness in the Township's built environment by providing variation in lot sizes, architectural features and appropriate land uses;
- To accommodate special, complex or unique uses through mechanisms such as Planned Unit Developments, overlay districts, or special land use permits specifically within the Lakes sub-area and industrial districts in order to allow complimentary uses;
- To guide development away from conflicting land uses, such as industrial uses adjacent to residential areas; and
- To preserve and protect existing land uses and significant natural features in accordance with the Master Plan.

The Zoning Ordinance and Future Land Use map are an essential element of the long-range planning policy of the Township. However; the entire Master Plan is a statement of planning policy, and zoning is a primary tool to implement and enforce the policy.

ZONING ADJUSTMENTS

Zoning Adjustments for Master Plan Implementation:

- Review existing zoning and subdivision ordinances to determine whether districts, permitted uses, and regulatory standards implement the policies of the Master Plan.
- Consider revising the WLD form-based code districts allowing for increased density within the downtown area by allowing residential units and encouraging development of compatible residential and commercial uses in the downtown area.
- Review the Agricultural Zoning Districts in relation to permitted, special, and accessory uses that promote the continued use of the land in an agricultural manner. This may allow accessory commercial land uses within the Agricultural District including tours, bed and breakfasts, and seasonal family events. The sale of locally grown products should be encouraged both on and off-site.
- Regularly review open space zoning regulations and revise to reflect the goals and policies of open space preservation within the Township.
- Address the goals and recommendations of the 2015 Parks and Recreation Plan.
- Continue to review Township environmental regulations and ordinances to address the goals.
- Remain current on the use of "green" building and development techniques.

POLICY INITIATIVES FOR MASTER PLAN IMPLEMENTATION:

- Continue to work with property owners to preserve farmland, open space and significant natural features in order to maintain the Township's rural character.
- Continue to work with WATS on development of a County-wide, non-motorized network to provide opportunities for pedestrian activity such as walking, jogging, bicycling and horseback riding with the Township.
- Continue to work with residents and business owners to implement the recommendations of the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework.
- Develop local historic preservation policies that are compatible with community values.

AGRICULTURAL TOURISM



In an effort to expand agricultural tourism opportunities to help sustain the profitability of farm operations, and preserve farmland and open space within the Township, local zoning ordinances will be modified. Specifically, including the intent, goals and purposes of these provisions are:

Intent: To promote and maintain local farming. The following activities have become necessary for the sustainability of farms: storage, retail or wholesale marketing, processing of agricultural products, cider mills, wineries, on-farm market or roadside stand; seasonal u-pick fruit and vegetable operations; seasonal outdoor mazes, food sales and processing; bakeries, playgrounds, petting farms, hayrides, nature trails, bed and breakfasts, and restaurants.

Goals: The goal of the agricultural tourism provisions of the Zoning Ordinance should be:

- To maintain and promote agriculture and its related activities, such as agricultural tourism.
- To preserve open space and farmland.
- To maintain both an agricultural heritage and rural character.
- To increase community benefits by having fresh, local produce for sale and working classrooms for schoolchildren, residents, and visitors.

- To increase growing businesses that contribute to the general economic conditions and cycle of the region and State.

Purposes:

- To provide standard definitions related to agricultural tourism operations.
- To provide a list of permitted activities under an agricultural tourism operation.
- To provide a list of activities that need a special land use permit to guide and regulate agricultural tourism businesses on agriculturally zoned land.
- To provide for a clear understanding of the expectations for agricultural tourism businesses for operators, local residents, other businesses and local officials.

In addition to the intent, goals, and purposes, regulations related to parking and signage should also be updated for agricultural tourism.

CAPITAL IMPROVEMENT PLAN



The Michigan Planning Act (PA 465 of 2006, as amended) authorizes master plans and the creation of a planning commission. Once a planning commission has drafted and adopted a Master Plan, in whole or in part, the act requires that all public works occurring within the municipality be submitted to the Township Planning Commission for approval of the project. This would include items such as sanitary sewers, water lines, road improvements, and bridge improvements. These public works and capital improvement projects must be coordinated and reviewed for consistency with the Master Plan. Currently, the Capital Improvement Plan is for 2013-2018. Thus, the plan should be revised and updated to reflect the capital improvement priorities moving forward.

MUNICIPAL SERVICE EXPANSION



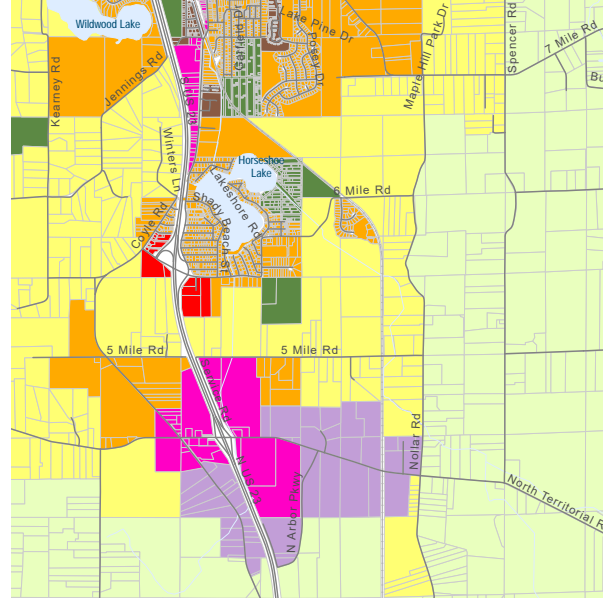
The Township should develop a municipal service expansion policy based in part on the goals of this Plan and the report given by the engineering consultant, Tetra Tech, regarding the cost of sewer expansions. The development of this policy should occur prior to the rezoning of property requiring sewer service.

PLAN EDUCATION



Citizen involvement and support will be necessary as the Master Plan is implemented. Local officials should constantly strive to develop procedures that make citizens more aware of the planning and zoning process and the day-to-day decision making which affects implementation of the Plan. A continuous program of discussion, education, and participation will be extremely important as the Township moves toward realization of the goals and objectives contained within the Master Plan.

PLAN UPDATES



The Plan should not become a static document. The Township Planning Commission should attempt to re-evaluate and update portions of it on a periodic basis. In accordance with the State law the Township is required to review the Plan every five years to determine whether to commence the procedure to amend or adopt a new Plan. However, the Planning Commission should set goals for the review of various sections of this Plan on a yearly basis. The Master Plan should also be coordinated with the Township Parks and Recreation Department to provide proper long-range planning for parks and recreation improvements. When large shifts in demographic, housing and market forces occur, it is necessary to conduct analysis to update policy and plan recommendations



10.

BACKGROUND SUMMARY

POPULATION TRENDS AND GROWTH

Population

Northfield Township is the eighth most populated community in Washtenaw County. It includes two percent of the total population living in Washtenaw County.

| Community | Rank |
|---------------------|------|
| City of Ann Arbor | 1 |
| Ypsilanti Township | 2 |
| Pittsfield Township | 3 |
| Scio Township | 4 |
| Ypsilanti City | 5 |
| Superior Township | 6 |
| York Township | 7 |
| Northfield Township | 8 |
| Augusta Township | 9 |
| City of Saline | 10 |

Population Growth and Density

Northfield Township experienced most of its growth between 1980 and 2000. The population declined slightly between 2000 and 2010, but shows steady growth since then and is predicted to increase substantially through 2045. Table 5 presents the population growth since 1990 in Washtenaw County.

Per U.S. Census data, the population of Northfield Township was:

- 3,975 people in 1970,
- 4,672 people in 1980,
- 6,732 people in 1990,
- 8,252 people in 2000,
- 8,245 people in 2010, and
- 8,483 people in 2016.

The 2016 American Community Survey reported the population to be 8,483 people currently living in Northfield, and SEMCOG projects that 12,388 people will live in the Township in 2045 (August 2018). This data indicates a 46% population growth for the Township over the 29-year time period.

Table 4: City, Village and Township Population in Washtenaw County, 1990-2045

| Community | 1990 | 2000 | 2010 | 2016 | 2045 Forecast | Change 2010-2045 | Percent Change 2010-2045 |
|----------------------|---------|---------|---------|---------|---------------|------------------|--------------------------|
| Ann Arbor City | 111,801 | 114,740 | 113,934 | 118,087 | 132,325 | 14,238 | 12% |
| Ann Arbor Township | 3,473 | 4,385 | 4,361 | 4,473 | 8,625 | 4,152 | 93% |
| Augusta Township | 4,415 | 4,813 | 6,745 | 6,939 | 12,207 | 5,268 | 76% |
| Barton Hills Village | 320 | 335 | 294 | 293 | 385 | 92 | 31% |
| Bridgewater Township | 1,304 | 1,646 | 1,674 | 1,544 | 1,652 | 108 | 7% |
| Chelsea City | 3,772 | 4,398 | 4,944 | 5,140 | 6,913 | 1,773 | 34% |
| Dexter City | 1,497 | 2,338 | 4,067 | 4,319 | 4,641 | 322 | 7% |
| Dexter Township | 4,407 | 5,248 | 6,042 | 6,286 | 7,326 | 1,040 | 17% |
| Freedom Township | 1,486 | 1,562 | 1,428 | 1,460 | 1,220 | -240 | -16% |
| Lima Township | 2,132 | 2,517 | 3,307 | 3,580 | 4,869 | 1,289 | 36% |
| Lodi Township | 3,902 | 5,710 | 6,058 | 6,320 | 7,138 | 818 | 13% |
| Lyndon Township | 2,228 | 2,728 | 2,720 | 2,744 | 3,067 | 323 | 12% |
| Manchester Township | 1,739 | 1,942 | 4,569 | 4,672 | 4,721 | 49 | 1% |
| Manchester Village | 1,753 | 2,160 | 2,091 | 2,258 | 3,253 | 995 | 44% |
| Milan City Part | 3,060 | 3,065 | 3,770 | 3,893 | 3,397 | -496 | -13% |
| Northfield Township | 6,732 | 8,252 | 8,245 | 8,483 | 12,388 | 3,905 | 46% |
| Pittsfield Township | 17,668 | 30,167 | 34,663 | 37,225 | 55,486 | 18,261 | 49% |
| Salem Township | 3,734 | 5,562 | 5,627 | 5,867 | 8,034 | 2,167 | 37% |
| Saline City | 6,660 | 8,034 | 8,810 | 9,082 | 8,711 | -371 | -4% |
| Saline Township | 1,276 | 1,302 | 1,896 | 1,954 | 4,377 | 2,423 | 124% |
| Scio Township | 9,580 | 13,421 | 20,081 | 17,041 | 26,281 | 9,240 | 54% |
| Sharon Township | 1,366 | 1,678 | 1,737 | 2,049 | 1,713 | -336 | -16% |
| Superior Township | 8,720 | 10,740 | 13,058 | 13,483 | 19,330 | 5,847 | 43% |
| Sylvan Township | 2,508 | 2,734 | 2,833 | 2,907 | 4,693 | 1,786 | 61% |
| Webster Township | 3,235 | 5,198 | 6,784 | 6,561 | 7,104 | 543 | 8% |
| York Township | 6,225 | 7,392 | 8,708 | 8,921 | 17,334 | 8,413 | 94% |
| Ypsilanti City | 24,846 | 22,237 | 19,435 | 20,577 | 24,480 | 3,903 | 19% |
| Ypsilanti Township | 45,307 | 49,182 | 53,362 | 54,475 | 61,121 | 6,646 | 12% |
| Washtenaw County | 282,937 | 322,770 | 344,791 | 358,082 | 452,791 | 94,709 | 26% |

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate, and SEMCOG.

HOUSEHOLDS

Per U.S. Census data, Northfield Township had:

- 2,449 households in 1990,
- 3,154 households in 2000,
- 3,303 households in 2010, and
- 3,337 households in 2016.

The 2016 American Community Survey reported Northfield Township currently has 3,337 households, and SEMCOG projects the Township will have 5,283 households by 2045 (August 2018). Population growth and the number of households is projected to rise by substantially by 46% and 58% respectively.

Through 2045, SEMCOG also projects that:

- The number of households with children will increase from 912 to 1,489, and
- The number of households without children will increase from 2,425 to 3,794.

In summary, there has been a steady increase in households in the Township between 1990 and 2016. Future projections show that an increase will continue for both households and population, but will take place over the 29-year timeframe. Meanwhile household size dipped below 2.50 in 2010, but picked back up to 2.53 in 2016. However, by 2045 household size is expected to decrease. Decreasing household size reflects many factors including families with fewer children, aging population, and changes in the mix of households.

Table 5: Population and Household, 1990-2045

| | 1990 | 2000 | 2010 | 2016 | 2045 Forecast |
|-----------------------------|-------------|-------------|-------------|-------------|---------------|
| Population | 6,732 | 8,252 | 8,245 | 8,483 | 12,388 |
| Households | 2,449 | 3,154 | 3,303 | 3,337 | 5,283 |
| Household Size | 2.77 | 2.57 | 2.49 | 2.53 | 2.32 |
| Household Types | | | | | |
| Households with Children | 925 (38%) | 1,159 (37%) | 959 (29%) | 912 (27%) | 1,489 (28%) |
| Households without Children | 1,524 (62%) | 1,995 (63%) | 2,344 (71%) | 2,425 (73%) | 3,794 (72%) |

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate, and SEMCOG.

Housing Characteristics and Development Trends

Single-family homes remain the predominant housing type, however, mobile homes and multi-family housing account for 22 percent and 34 percent of the housing stock. However, in Northfield Township, these two were the only categories to decrease in number of units. Overall, there was a 6 percent and 1 percent increase respectively in the number of housing units.

Table 6: Housing Units by Type, 2010-2015

| | Northfield Township | | Washtenaw County | |
|----------------------------|---------------------|--------------|------------------|----------------|
| | 2010 | 2015 | 2010 | 2015 |
| One-Family Detached | 2,002 (58%) | 2,557 (69%) | 83,255 (57%) | 84,994 (56%) |
| One-Family Attached | 117 (3%) | 170 (5%) | 8,337 (6%) | 9,645 (6%) |
| Two-Family / Duplex | 111 (3%) | 151 (4%) | 4,304 (3%) | 4,086 (3%) |
| Multi-Family | 359 (10%) | 322 (9%) | 45,265 (31%) | 45,046 (30%) |
| Mobile Homes | 891 (26%) | 486 (13%) | 6,108 (4%) | 5,271 (4%) |
| Other Units | — | — | — | — |
| Total Housing Units | 3,480 | 3,686 | 147,269 | 149,098 |

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate, and SEMCOG.

Northfield Township owner occupied units increased 5 percent between 2010 and 2015, while renter occupied units decreased by 17 percent over the same time period.

Table 7: Housing Tenure, 2010-2015

| | Northfield Township | | Washtenaw County | |
|-------------------------------------|---------------------|--------------|------------------|----------------|
| | 2010 | 2015 | 2010 | 2015 |
| Owner Occupied Units | 2,599 (72%) | 2,721 (74%) | 83,483 (57%) | 82,525 (55%) |
| Median Housing Value | \$183,728 | \$162,700 | \$237,998 | \$208,200 |
| Renter Occupied Units | 704 (20%) | 582 (16%) | 53,710 (36%) | 55,542 (37%) |
| Median Gross Rent (In 2015 dollars) | \$1,057 | \$863 | \$953 | \$953 |
| Vacant Units | 298 (8%) | 383 (10%) | 10,380 (7%) | 11,031 (7%) |
| Total Housing Units | 3,601 | 3,686 | 147,573 | 149,098 |

Source: U.S. Census Bureau, 2010 Census, ACS 2016 5-Year Estimate, and SEMCOG.

The housing stock is relatively new in Northfield Township, with over half of the housing stock constructed since 1970, and a very small percentage constructed prior to 1939.

In addition to the general increase in population, households, and housing units, the Southeast Michigan region has recently experienced a reemergence in residential construction. As shown in Table 8, there has been a general increase in new single-family construction since the Great Recession. The peak in single-family construction occurred in 2013 with 16 new constructed units. There has been no change in the number of new attached and multi-family housing units constructed.

Table 8: Residential Building Permits, 2008-2018

| | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | Annual Average |
|-------------------------------|----------|----------|-----------|----------|----------|-----------|-----------|-----------|-----------|-----------|----------|----------------|
| Single-Family Units | 7 | 3 | 3 | 6 | 8 | 16 | 12 | 11 | 12 | 15 | 9 | 9.27 |
| Two-Family/ Duplex Units | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Townhouse/ Attached Condo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Multi-Family/ Apartment Units | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Total New Units | 7 | 3 | 3 | 6 | 8 | 16 | 12 | 11 | 12 | 15 | 9 | 9.27 |
| Total Units Demolished | 3 | 2 | 4 | 0 | 3 | 3 | 1 | 0 | 6 | 3 | 2 | 2.45 |
| Net Total | 4 | 1 | -1 | 6 | 5 | 13 | 11 | 11 | 6 | 12 | 7 | 6.82 |

Source: SEMCOG, Northfield Township Building Records.

Age Profile

As noted in Table 9, children (under age 19) make up 23 percent of the total population in Northfield Township, while people 65 years and over represent 14 percent of the population. SEMCOG projections indicate that the number of children will increase from 1,973 to 2,551 by 2045, and the number of people 65 years and older will nearly triple (an increase of 1,951) affecting the proportion of children and seniors in the Township.

Table 9: Age, 2010-2045

| | 2010 | | 2016 | | 2045 Forecast | |
|--------------|--------------|-----|--------------|-----|---------------|-----|
| 0-4 | 508 | 6% | 631 | 7% | 732 | 6% |
| 5-19 | 1,576 | 19% | 1,342 | 16% | 1,819* | 15% |
| 20-24 | 455 | 6% | 776 | 9% | 492** | 4% |
| 25-54 | 3,834 | 47% | 3,226 | 38% | 4,787 | 39% |
| 55-64 | 1,064 | 13% | 1,367 | 16% | 1,466 | 12% |
| 65-84 | 731 | 9% | 1,086 | 13% | 2,234 | 18% |
| 85+ | 77 | 1% | 55 | 1% | 858 | 7% |
| TOTAL | 8,245 | | 8,483 | | 12,388 | |

* Age group 5-17

** Age group 18-24

Source: U.S. Census Bureau, 2010 Census, ACS 2016 5-Year Estimate, and SEMCOG.

Racial Profile

Northfield Township is predominantly White (92%), while Black, Native American, Asian, and Other races make up the balance of the population.

Table 10: Race and Hispanic Origin, 2016

| | 2016 | |
|----------------------------|--------------|-----|
| White | 7,839 | 92% |
| Black | 6 | 0% |
| American Indian | 27 | 0% |
| Asian | 75 | 1% |
| Pacific Islander | 0 | 0% |
| Other Race | 107 | 1% |
| Multi-Racial | 429 | 5% |
| Persons of Hispanic Origin | 263 | 3% |
| TOTAL | 8,483 | |

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate



11.

SOCIO-ECONOMIC CHARACTERISTICS

EDUCATIONAL ACHIEVEMENT

Northfield Township's educated population is lower than Washtenaw County and overall state populations. In 2016, 14.9 percent of the population above age 25 held a bachelor's degree or higher. By contrast, the State of Michigan average is 16.7 percent, and Washtenaw County's average is 25.3 percent.

INCOME

According to the American Community Survey (ACS) 2016, the median income for a household in Northfield Township was \$56,898. This figure is between the median household income of the state (\$50,803) and the county (\$62,484). The median income for a family in the Township was \$72,788.

Men had a median earning of \$51,469 while women earned \$41,884. The per capita income for the Township was \$33,514. About 5.5 percent of families, and 8.2 percent of the population, were below the poverty line, including 8.4 percent of those under age 18 and 2.1 percent of those ages 65 or over.



EMPLOYMENT INDUSTRIES

Table 11 provides the employment industries in Northfield Township and projects changes in these sectors over the next 30 years. The largest employment sectors in the Township with the largest growth are expected to be professional, administrative support, and leisure and hospitality.

Table 11: Employment by Industrial Sector, 2015

| Industry Sector | 2015 | 2045 | Change | Percent Change |
|--|--------------|--------------|------------|----------------|
| Natural Resources and Mining | 380 | 299 | -81 | -21% |
| Manufacturing | 216 | 127 | -89 | -41% |
| Wholesale Trade | 95 | 50 | -45 | -47% |
| Retail Trade | 275 | 229 | -46 | -17% |
| Transportation, Warehousing, and Utilities | 84 | 55 | -29 | -35% |
| Information and Financial Activities | 256 | 228 | -28 | -11% |
| Professional, Technical Services, and Corporate HQ | 337 | 564 | 227 | 67% |
| Administrative Support and Waste Services | 249 | 481 | 232 | 93% |
| Education Services | 214 | 250 | 36 | 17% |
| Health Care Services | 236 | 286 | 50 | 21% |
| Leisure and Hospitality | 283 | 349 | 66 | 23% |
| Other Services | 146 | 100 | -46 | -32% |
| Public Administration | 78 | 88 | 10 | 13% |
| Total Employment | 2,849 | 3,106 | 257 | 9% |

Source: SEMCOG.



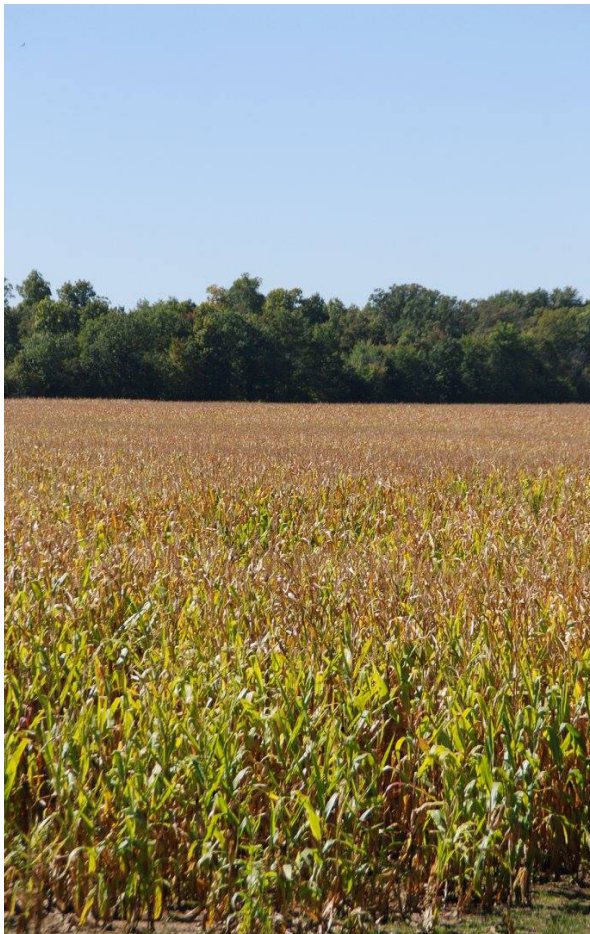


12.

PHYSICAL CHARACTERISTICS

The natural features of Northfield Township have played a major role in influencing growth and development of the area. Like much of Michigan's southern Lower Peninsula, the Township's landscape was formed through glacial action. The glacier's movement shaped the topography and created many different types of soils. Plant communities, in turn, developed in response to soil conditions.

GEOLOGY, TOPOGRAPHY, AND SOILS



Northfield Township is characterized by glacial geology typical of much of Southern Michigan, consisting of glacial outwash plains, till plains, and moraines. Given the permeability associated with these geological features, many areas of the Township serve as valuable groundwater recharge functions. Groundwater recharge areas can be found in several locations throughout the Township including the wetland and floodplain areas associated with the Lakes sub-area and the various creeks and drains.

The glacial geology of the area has resulted in topography that ranges from nearly level to gently rolling. Fertile agricultural soils are found across much of the Township.

WATER RESOURCES

Whitmore, Horseshoe, Wildwood and Tobin Lakes are the key water features of Northfield Township. In addition to the lakes, both natural waterways and County drains under the jurisdiction of the Washtenaw County Water Resource Commission (WCWRC) flow through the Township to the Huron River. All of Northfield Township is found within the Huron River Watershed.

Of particular importance are drainage issues reported by the residents of Horseshoe Lake for a number of years. In 2001, the firm Orchard, Hiltz & McClimment, Inc. was retained to conduct a Horseshoe Lake Drainage Study. The study found that Horseshoe Lake has only one outlet, located at the north end of the lake. The outlet does not have sufficient capacity to discharge incoming water during a storm event. The study goes on to conclude that “as long as future developments restrict the stormwater runoff such that the capacity is not exceeded, the current flooding problem should not worsen and actually should gradually improve as development occurs based on assumptions found within the report along with enforcement of WCWRC or stricter requirements”.

In addition to restricting water runoff, the study also evaluated stormwater detention and the possibility of lowering the lake level. Alternatives included:

- Adopt and improve stormwater ordinance and strictly enforce WCWRC criteria;
- Adopt and improve stormwater ordinance and enforce more restrictive runoff rates than WCWRC criteria;
- Evaluate existing wetlands for the feasibility for stormwater storage and cost of storage;
- Conduct periodic inspection of Horseshoe Lake outlet drain;
- Modify or eliminate the existing outlet control structure; and
- Evaluate detention options and costs based on subdistricts.

The protection of Northfield Township’s water bodies and waterways is of high importance to the overall environmental quality of the Township. Much of the Township’s woodlands and wetlands are associated with these water bodies and waterways.

Flood plains

Generally, floodplains are low lands along river banks, lakes and coastlines subjected to periodic inundation. Floodplain areas within Northfield Township are associated with the Whitmore and Horseshoe Lake areas. They are designated by the Federal Emergency Management Agency (FEMA) with the 100-year floodplain generally recognized as unsuitable for development and fill activities.

Wetlands

Three (3) types of wetlands are found throughout Northfield Township: Emergent, Scrub-Shrub, and Forested.

The Emergent wetland class is characterized by erect, rooted, herbaceous hydrophytes, excluding moss and lichens. This vegetation is present for most of the growing season in most years. These wetlands are usually dominated by perennial plants. Emergent wetlands are known by many names including marsh, meadow, fen prairie pothole, and slough.

Scrub-Shrub Wetland includes areas dominated by woody vegetation less than twenty (20) feet tall. The species include true shrubs, young trees, and trees or shrubs that are small or stunted because of environmental conditions. Scrub-Shrub wetlands may represent a successional stage leading to Forested wetland or they may be relatively stable communities. They occur only in the estuarine and palustrine systems, but are one of the most widespread classes in the United States.

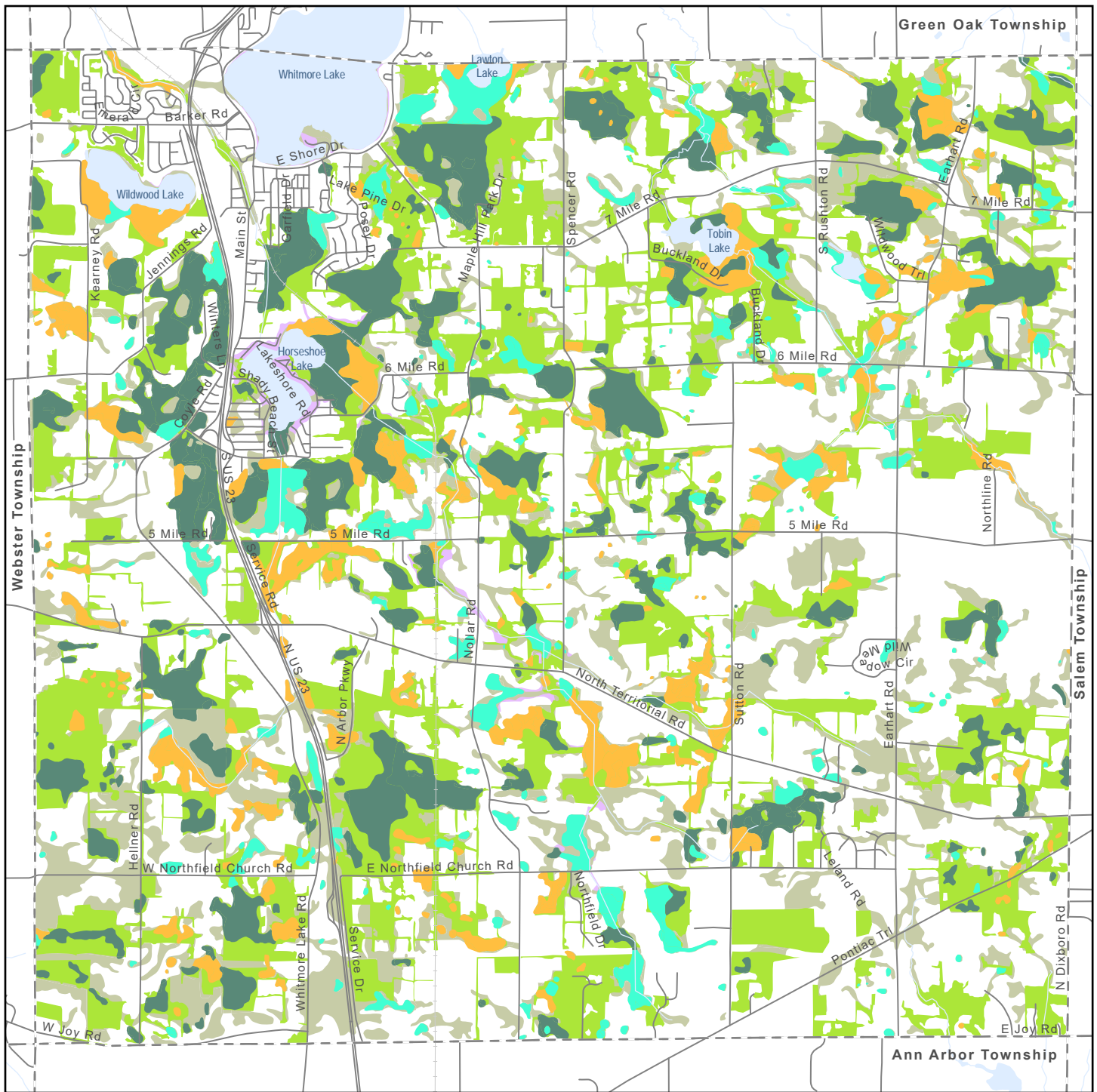
The Forested wetland class is characterized by woody vegetation that is twenty (20) feet or taller. Forested wetlands are most common in the Eastern United States and in those sections of the West where moisture is relatively abundant particularly along rivers and in the mountains. They occur only in estuarine and palustrine systems and normally possess an overstory of trees, an understory of young trees or shrubs, and an herbaceous layer.

Woodlands

Woodlands are defined as low-density forest with an open canopy allowing plenty of sunlight and limited shade. Woodlands may support an understory of shrubs and herbaceous plants, including grasses. Woodlands are found scattered throughout the Township. Many of these existing wooded areas exist in association with wetlands that remained intact because those land areas held little agricultural value.

Small networks of interconnected tree rows and woodlots exist in a number of places throughout the Township, and provide habitat, habitat linkages, and scenic features. These linkages (or greenways) should be protected from development, as they provide wildlife corridors within the Township.





MAP 11

Natural Features

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- Wetland - Other
- Wetland - Emergent
- Wetland - Forested
- Scrub-Shrub
- Woodlands
- Flood Hazard
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes



0 500 1,000
Feet

SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: Washtenaw County 2016

Farmland

There are significant concentrations of active farmland throughout the Township. Northfield Township's farmland can be described in one of three ways: prime farmland, prime farmland if drained, and farmland of local importance.

Prime Farmland—as defined by the U.S. Department of Agriculture —is land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops and is also available for these uses. It has the soil quality, growing season, and moisture supply needed to produce economically sustained high yields of crops when treated and managed according to acceptable farming methods, including water management. In general, prime farmlands have an adequate and dependable water supply from precipitation or irrigation, a favorable temperature and growing season, acceptable acidity or alkalinity, acceptable salt and sodium content, and few or no rocks. They are permeable to water and air. Prime farmlands are not excessively erodible or saturated with water for a long period of time and they either do not flood frequently or are protected from flooding.

Areas considered prime farmland if drained would be considered Prime Farmland if adequate soil drainage were provided.

Farmland of Local Importance is land important to the local economy as defined by each county. Farmland of local importance is either currently producing, or has the capability of production, but does not meet the criteria of Prime Farmland, Farmland of Statewide Importance, or Unique Farmland.

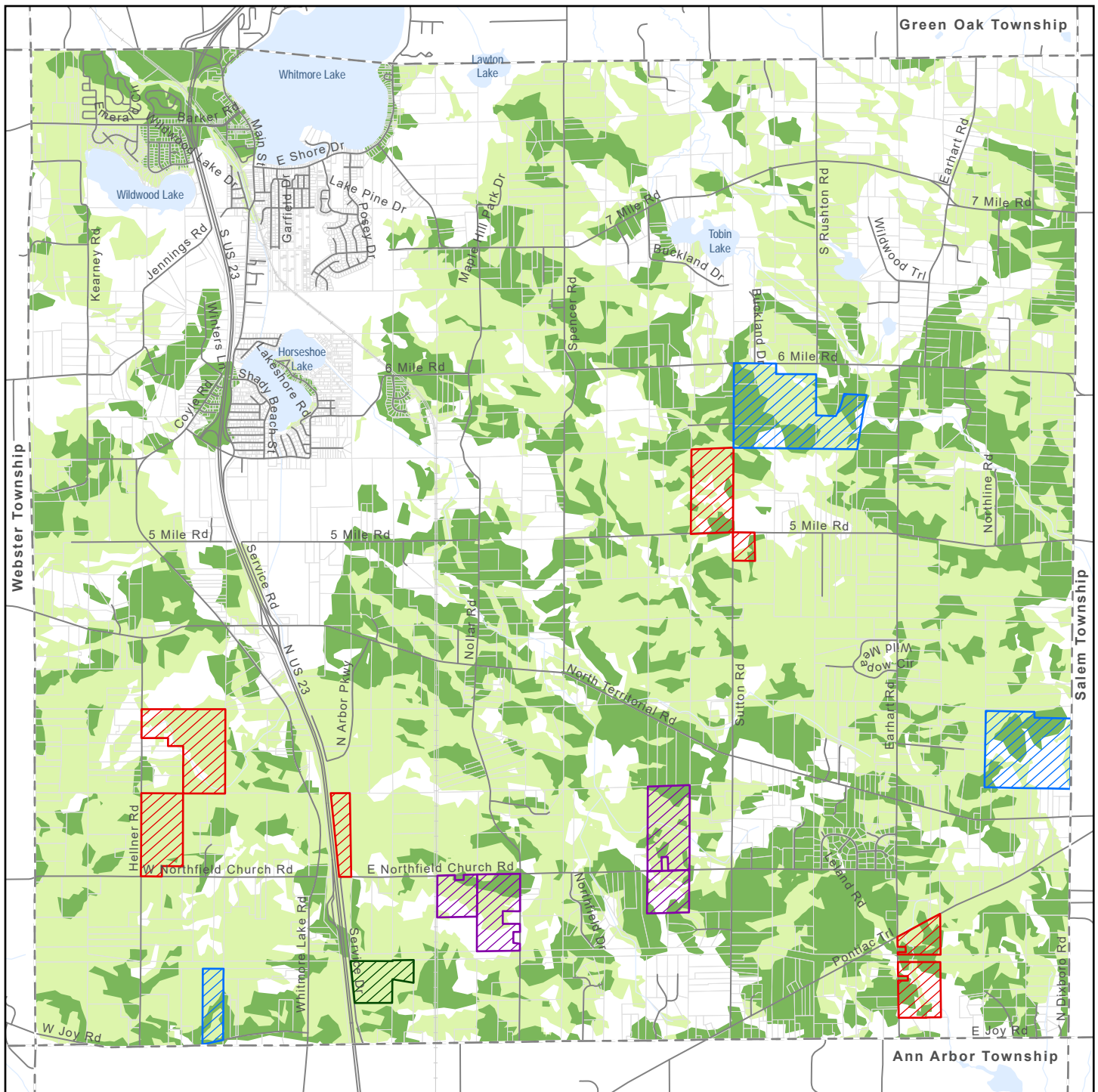
(P.A. 116) Michigan Farmland and Open Space Preservation Act properties are designed to preserve farmland and open space through agreements that restrict development, and provide tax incentives for program participation. The Act enables a farm owner to enter into a Development Rights Agreement with the State of Michigan. The agreement ensures that the land remains in agricultural use for a minimum of ten (10) years, and is not developed for any non-agricultural use. In return for maintaining the land in agricultural use, the landowner may be entitled to certain income tax benefits, and the land is not subject to special assessments for sanitary sewer, water, lights, or non-farm drain projects.

In addition to the P.A. 116 program, Northfield Township has participated in the Legacy Land Conservancy's Purchase of Development Rights Program (PDR). The PDR program offers several advantages to participating Townships, such as:

- Eligibility points from the Michigan Agricultural Preservation Fund program – specifically intergovernmental cooperation points, which comprises 10% of the total state's points. These points are limited for single township programs.
- Conservancy staffing of the program, including required administrative costs associated with both the application process and the acquisition process.
- Allows land owners who have land that is adjacent to, but located in, separate Townships to apply for their entire property, provided both townships are members of the Conservancy program.

Over the years, some of the farmland has been converted to residential and other uses. The remaining active farmland is located in the eastern and southwestern portions of the Township. The Farmland Classification Map illustrates the farmland classifications throughout the Township in addition to the properties enrolled in the P.A. 116 Farmland Preservation Program.
















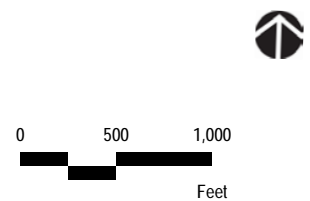
MAP 12 Farmland Classification

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- | | | | |
|---|---|--|------------------------------|
|  | Legacy Land Conservation Easement |  | Prime farmland if drained |
|  | P.A. 116 Properties |  | City and Township boundaries |
|  | Ann Arbor Greenbelt Conservation Easement |  | Roads |
|  | Natural Area Preservation Program |  | Railroads |
|  | Prime farmland |  | Rivers, streams, and lakes |
| | |  | Parcels |



SOURCES
Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019
Data Source: McKenna 2019, Northfield Township 2019, ESRI 2017



Historic and Scenic Resources

Northfield Township was formed in 1832. It is believed its name was derived from either its location in the northern part of the County or after the hometown of the first settlers, Northfield Township, Massachusetts.

In 1822, the Michigan Territorial Legislature formed Washtenaw County out of the western portions of Wayne and Oakland Counties. It would be more than one year later before the first small wave of settlers would trickle into Washtenaw.

In the nineteenth century, almost all of Northfield Township's residents lived on family farms and depended on farming for their living, but the size of the first family farms were quite small, about 20 to 40 acres per owner. By 1874, much larger farms – 80, 120, 160 acres and more were formed.

Historic properties located in Northfield Township are listed on the Washtenaw County historic resources database known as HistWeb (<https://www.washtenaw.org/650/HistWeb-Story>). The Township also has an active Historical Society.

Scenic vistas are prevalent throughout Northfield Township along many of the local roads. Views of special significance include the vistas along North Territorial Road, Sutton Road, Northfield Church, and others.

COMMUNITY FACILITIES AND SERVICES



Government Facilities

Northfield Township residents are represented by an elected seven-member board consisting of three officers and four trustees – all of which are elected every four years. Limited by law in the amount of taxes that can be levied without voter approval, Township officials must be creative in delivering quality services with the least possible cost to taxpayers. The Northfield Township administrative offices are located in the Public Safety Building located at 8350 Main Street, north of Six Mile Road. The Public Safety Building houses the Township's Administrative offices, Police Department and Fire Station #1.

Police and Fire Services

Northfield Township maintains two (2) fire stations. Headquarters are located in the first floor of the Public Safety Building, and Fire Station #2 is located at 2727 E. North Territorial Road. The Fire Department is staffed with a Fire Chief, a Deputy Fire Chief, four (4) Lieutenants, and an administrative assistant.

The Northfield Township Police Department is staffed with a Director of Public Safety, one (1) Lieutenant, two (2) Sergeants, seven (7) full-time officers, four (4) part-time officers, five (5) reserve officers, and two (2) civilian administrative personnel. The Township has a paid on-call fire department

Wastewater, Utilities, and Solid Waste

The majority of the Township land area relies on individual on-site wastewater disposal systems. Northfield Township provides public wastewater disposal within designated service area, there are no plans for expansion of the service area in the future. The areas currently served by sanitary sewers include the majority of the Whitmore, Wildwood, and Horseshoe Lakes residential areas, and the area surrounding the N. Territorial Road / US-23 interchange. The Township may consider system upgrades and capacity improvements according to the Capital Improvement Plan and as outlined in the 2015 *Northfield Township WWTP Capacity Evaluation Report*.

The Township's Wastewater Treatment Facility is located at 11500 Lemen Road and is a tertiary treatment facility. Flow is pumped to the plant via fifteen (15) pumping stations.



Public Transportation

Northfield Township participates in an on-demand door-to-door transportation service for income qualified people through People's Express, which is operated by Northfield Human Services. People's Express provides specialized transportation services to the U.S.-23 corridor and greater Ann Arbor and Ypsilanti area from the bordering townships of Oakland and Livingston Counties.

People's Express is currently working on new site near downtown Whitmore Lake.



Downtown Development Authority

Northfield Township established a Downtown Development Authority (DDA) in 2002 that generates revenue through tax increment financing (TIF). The DDA includes the Main Street corridor area from the northern Township border to the area immediately north of Northfield Church Road. The DDA has focused their efforts upon undertaking public improvement activities that have the greatest impact on strengthening the business district and attracting new private investments.

To implement the recommendations of the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework, the DDA should consider an update to the TIF plan and contributing property boundaries to include a current of priority projects and strategies for improving the downtown area.



Schools

The Township is currently served by four (4) public school districts: Whitmore Lake Schools, Ann Arbor Public Schools, Dexter Community Schools, and South Lyon Community Schools.

Library

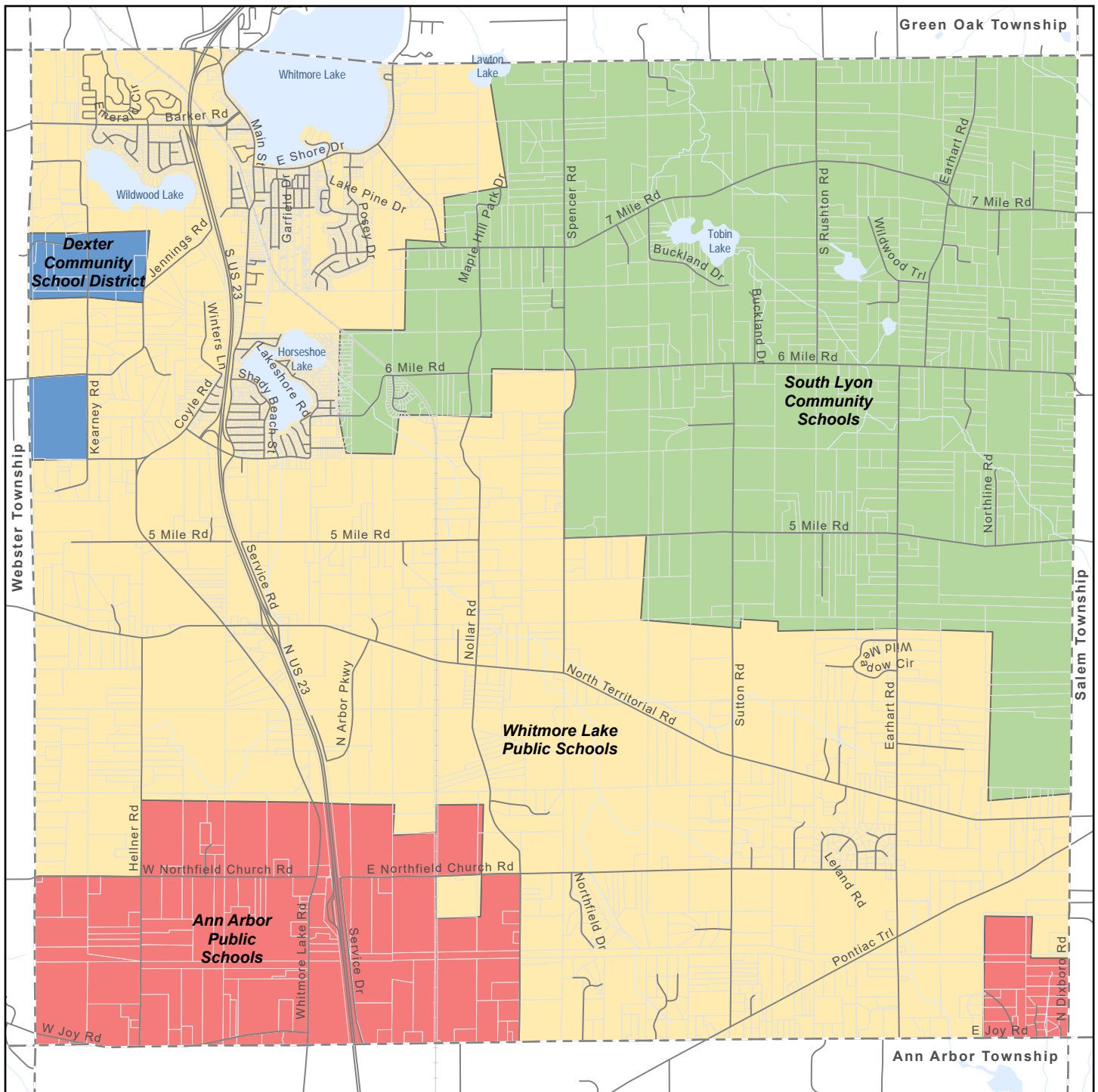
The Northfield Township Area Library is located at 125 Barker Road. The library provides many community oriented programs and events for residents of all ages. Their website allows residents to access research, genealogy, card catalog, and renewal information from home as well.

In 2018, the library built a gazebo space for community gatherings and public enjoyment.



Parks, Open Spaces, and Recreation

Northfield Township has two (2) publicly-owned preserves and open spaces, and private recreational facilities as depicted on the Community Facilities Map. Additionally, the Township invested in the creation of a multi-modal trail on Barker Road as well as the purchase of the North Village Area, a vacant property, that will, when fully developed, serve as a Township gathering space and recreation amenity. The Township has a Parks and Recreation Board and also a Land Preservation Committee.



MAP 13

School Districts

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

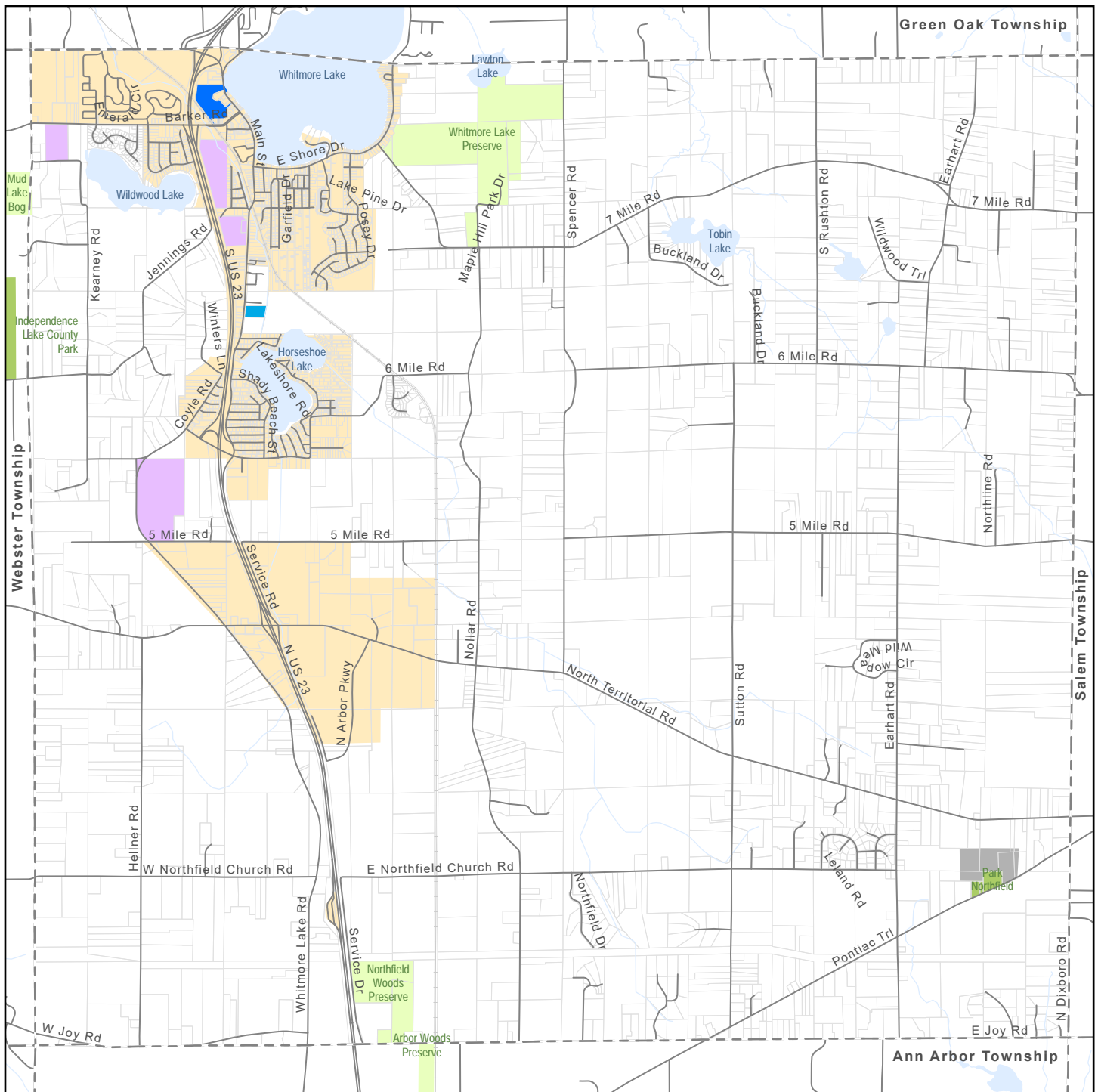
Legend

- | | |
|---|---|
| Ann Arbor Public Schools | Roads |
| Dexter Community School District | Railroads |
| South Lyon Community Schools | Rivers, streams, and lakes |
| Whitmore Lake Public Schools | Parcels |
| City and Township boundaries | |



0 500 1,000
Feet

SOURCES
Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019
Data Source: Northfield 2017















MAP 14

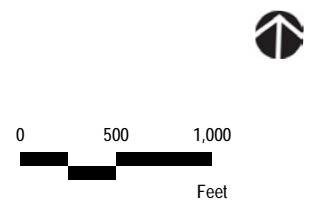
Community Facilities

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

- | | |
|---|--|
|  Northfield Sewer Service Area |  Protected Land |
|  Park |  City and Township boundaries |
|  Preserve |  Roads |
|  Township Office |  Railroads |
|  North Village |  Rivers, streams, and lakes |
|  School Properties |  Parcels |



SOURCES
Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019
Data Source: McKenna 2019, Northfield Township 2017

MEMORANDUMS



235 East Main Street, Suite 105
Northville, Michigan 48167
T: 248-596-0920
F: 248-596-0930
www.mcka.com

John Jackson, AICP President
Paul Lippens, AICP Project Manager
Jennifer Neal Project Planner
Alex Novak Project Planner
Irvin Wyche Project Planner
Brian Keesey, AICP GIS Manager
Carrie Leitner Art Director

DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

WHITMORE LAKE, NORTHFIELD TOWNSHIP
WASHTENAW COUNTY, MI

prepared by McKenna Associates
September 25, 2017

ACKNOWLEDGMENTS

Township Board of Trustees

Marlene Chockley — Supervisor
Kathy Manley — Clerk
Lenore Zelenock — Treasurer
Tawn Beliger
Janet Chick
Wayne Dockett
Jacki Otto

Downtown Planning Group

Barb Griffith — Chair, DDA Chair
Suzanne Bellore
Tom Dekeyser
Denise Kabisch
Linda Lupi
Tamren Menzel
Jeni Olney
Tim Saville
Cyndi Secrist
Jack Secrist
Doug Wilbur

Downtown Development Authority:

Barbara Griffith — Chair
Marlene Chockley — Northfield Township Supervisor
David Ely
Dave Horton
Anne Iaquinto
Soamer Jamil
Denise Kabicch
Jack Secrist
Doug Wilbur

Consultants – McKenna Associates

Paul Lippens, AICP — Project Manager
Patrick Sloan, AICP — Township Planner
John Jackson, AICP — President
Steve Hannon, AICP — Project Planner
Michael Campbell, AIA — Urban Design
Carrie Leitner — Graphic Design

TABLE OF CONTENTS

| | |
|---|-----------|
| Acknowledgments | i |
| STRATEGIC ACTION PLAN | 1 |
| Introduction | 1 |
| Purpose Statement | 2 |
| Goals and Objectives | 3 |
| Strategic Action Plan | 17 |
| DEVELOPMENT FRAMEWORK | 23 |
| Priority Sites | 23 |
| OPTION A: The Infill Approach | 24 |
| OPTION B: The Infill with Infrastructure Approach | 25 |
| OPTION C: The Redevelopment Approach | 26 |
| Synthesis Plan | 27 |
| Façade / Building Guidelines | 31 |
| Future Land Use | 34 |
| CONNECTIVITY FRAMEWORK | 39 |
| Transition Elements | 40 |
| Grid Retrofits | 41 |
| Mode Accommodation | 42 |
| DESIGN PALETTES | 45 |
| Furnishing Palette | 45 |
| Streetscape Furniture | 45 |
| Hardscape Materials | 46 |
| Identity Palette | 46 |
| Public Art | 48 |
| LIST OF FIGURES | |
| Figure 1: Aerial of Downtown at Barker Road and Main Street | 1 |
| Figure 2: Retail Market Trade Area - Downtown Whitmore Lake | 13 |
| Figure 3: Birdseye view of downtown facing northeast from 75 Barker | 28 |
| Figure 4: Birdseye view of downtown facing west from the Lake | 28 |
| Figure 5: Village Center – Mixed Use Design Standards | 32 |
| Figure 6: Village Center – Cottage Retail Storefront Design Standards | 33 |
| LIST OF TABLES | |
| Table 1: What Events Do You Want to See Downtown? | 7 |
| Table 2: What Stores Do You Want to See Downtown? | 7 |
| Table 3: Summary of Comment Cards for Design Alternatives | 11 |
| Table 4: Percentage of Unmet Retail Demand | 14 |
| Table 5: Demand for New Stores in Downtown Whitmore Lake Trade Area | 15 |

STRATEGIC ACTION PLAN



Figure 1: Aerial of Downtown at Barker Road and Main Street

INTRODUCTION

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. To lead the effort, the Board authorized the creation of the Downtown Planning Group (DPG) on October 13, 2015 by a unanimous vote. Barb Griffith was named as DPG chairperson. Community volunteers representing many different interests and skills were recruited to serve on the DPG. They spent several months exploring what makes for thriving downtowns and researching the unique opportunities presented by Whitmore Lake's proximity to the water. They hope to bring together the community's ideas and take advantage of the many exciting opportunities to revitalize Whitmore Lake's downtown.

The first plan developed for the downtown area was for the North Village site, also known as the "Van Curler" property after the Township purchased this 23-acre property in September 2016. Planning for the North Village began in October 2016 and the resulting plan was presented to the Township Board and Planning Commission at the joint meeting on March 28, 2017.

The North Village Plan proposes a central lawn enhanced by a new community garden, band shell, and non-motorized paths. Residential owner-occupied Townhomes and loft buildings are proposed along the edges of the site and next to US 23. On the west side of Main Street, a community green would be surrounded by a modest number of residential units atop small retail shops or eateries. Across Main Street, a lakefront public access area with a small marina, fishing pier, and sand beach play area is envisioned.

This plan, the Northfield Downtown Plan, which started in April 2017 after completion of the North Village Plan, focuses on the entire Downtown Whitmore Lake area, especially the blocks surrounding the intersection of Main Street and Barker Road. The Plan outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake.

PURPOSE STATEMENT

The project purpose statement for the Downtown Plan outlines the major themes throughout the plan and how they all relate to a common vision for the community. For example, the North Village Plan included a project purpose statement, which was as follows:

“The North Village development shall complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown Whitmore Lake. Development shall be phased to address public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

Uses shall be complementary to Downtown Whitmore Lake and mixed use buildings with restaurants, retail, and second floor residential along Main Street are desirable. The site shall be developed to minimize the fiscal impact on taxpayers and new private development, include housing and mixed use buildings, shall be considered if the development will subsidize public amenities.”

Using input from Township staff, the Downtown Planning Group, and residents, the major themes for the Downtown Plan were identified and the following purpose statement was developed:

“Downtown Whitmore Lake is recognized as a major community hub that will be enhanced by targeted investments and improvements in order to better serve residents and visitors. The Downtown Plan shall guide the development of the downtown area and encourage attractive architecture and design elements. The downtown area shall highlight promote the high quality of life and a positive image of the community, and new projects shall be pursued with the broad support of the community. New projects and developments shall be attainable and focused on existing assets in Downtown Whitmore Lake. The Downtown Plan shall be implemented in phases, starting with short-term “quick wins” before moving on to larger and more complicated projects.

The downtown area shall be included in the assets that reflect general positive image of the community and shall support other community assets such as Whitmore Lake schools. New projects shall provide opportunities for community discussion, recognizing that different people in the community will bring a wide variety of perspectives and that not every development or project will appeal to everyone.”



Ice Cream Social
July 8, 2017

GOALS AND OBJECTIVES

A key element of a successful downtown revitalization plan is the identification of themes or niches. For downtown Whitmore Lake to thrive, the district needs to become a destination that capitalizes on its proximity to the lake and attracts a critical mass of visitors. The creation of niche markets is a key component of the national main street model for revitalizing downtowns. The Urban Land Institute and many other organizations that promote downtown redevelopment strategies have a similar focus.

The improvement and success of Downtown Whitmore Lake is dependent on the quality and aesthetics of the streetscape, buildings, and landscaping. The Downtown experience should relate to and enhance the waterfront. Local identity and design enhancements should be established to attract visitors from around the region. With the lake as a backdrop, Whitmore Lake is a great location for entertainment, recreation, eateries and businesses focused on an entertainment market.

This Plan has organized strategies for Downtown Whitmore Lake around six goal areas:

Beautification

Downtown Whitmore Lake shall encourage high-quality aesthetics, local identity, and architectural elements that evoke an attractive image of the community.

- Enhance the visual appeal of downtown with a strong focus on a well-kept and inviting appearance..
- Create architectural guidelines or a pattern book for new development and redevelopment.
- Install streetscape elements that complement the architecture and character of downtown.
- Include well-designed landscaping and street trees along Main Street and Barker Road.
- Encourage off-street parking lots to be located behind buildings with access through alleys.

Recreation

Downtown Whitmore Lake shall promote active lifestyles and be developed to support access to the North Village area and the Lake.

- Support businesses and entertainment options that enhance the waterfront and draw visitors to the waterfront.
- Implement the North Village Master Plan to develop the park component as a community focal point.
- Capitalize on the lake as a key asset and potential catalyst for downtown activities.
- Strive to enhance community health by promoting recreation assets during all seasons.
- Attract retail and service businesses that cater to recreation on the lake and in the rural areas.

Businesses and Entertainment

Downtown Whitmore Lake shall be an entertainment destination for activities and businesses that serve the residents of the community and visitors from around the region.

- Encourage new community-focused retail uses, including shops and restaurants.
- Promote cultural activities and venues that draw individuals from outside the community.
- Focus on promoting existing businesses and take an active role in supporting their successes.
- Engage local entrepreneurs and support opportunities for entrepreneurship downtown.
- Review and remove or alter existing regulations that are burdensome and create regulations that are conducive to small business development.
- Seek development ideas that are implementable and align with realistic conditions.

Celebration

Downtown Whitmore Lake shall promote the positive self-image and quality of life for the residents of the entire community.

- Support existing downtown celebrations and events.
- Enhance community involvement and encourage as many citizens to get involved as possible.
- Create opportunities for networking and conversation throughout the community.
- Boost the uniqueness and positive perception of “Whitmore Lake.”
- Highlight the quality of education in Whitmore Lake Public Schools.
- Promote sustainability in the development and maintenance of the downtown area.

Connectivity

Downtown Whitmore Lake shall encourage the safe and effective use of its transportation network by all modes including motorists, bicyclists, and pedestrians.

- Design Main Street and Barker Road to calm traffic and effectively reduce speeding traffic.
- Connect surrounding neighborhoods to downtown by expanding the sidewalk network.
- Install bicycle infrastructure, including bicycle parking, to encourage biking to downtown.
- Improve wayfinding signage and the streetscape to make a more user friendly space.
- Encourage off-street parking lots to be located behind buildings with access through alleys.



PUBLIC ENGAGEMENT RESULTS

Public Open House
June 20, 2017

Northfield Downtown Plan Focus Groups Summary

As part of the public engagement process for the plan, three focus groups were conducted early in the planning process to gather ideas from specific groups of people with unique perspectives. These three groups were seniors, residents of surrounding neighborhoods, and business owners. The senior focus group had 21 attendees, the resident group had 12 attendees, and the business group had nine attendees. Attendees at all focus groups were asked what small city or town they would like for Whitmore Lake to emulate, and what their “big idea” was for the downtown area. This kicked off a discussion regarding several topics. Key themes throughout the discussion included the following:

- People wanted to see Whitmore Lake emulate several different small towns including Dexter, South Lyon, Pinckney, Plymouth, Saline, Dundee, Chelsea, Charlevoix, and Milford.
- People generated a wide variety of big ideas including affordable senior housing, programming for youth, renovation ideas for 75 Barker Road, and having a nautical “theme” for downtown.
- People most often go to Polly’s, the Library, the Post Office, the Community Center, and to the various restaurants along Main Street and Barker Road.
- Downtown needs more consistently available parking to be more accessible, although several people thought there was enough parking available already.
- More people would bike downtown if it were safer and more convenient to do so.
- For lake access, people mostly wanted to see a contained public beach or a pier/dock.
- People had a variety of ideas for specific changes they wanted to see in downtown including a consistent landscaping design with flowers, a museum, establishing a historic preservation commission, cleaning up blight and unkept buildings, and getting students involved in the community.
- The whole downtown was deemed a priority for reinvestment, but especially Driftwood Marina and 75 Barker Road, along with the yard across the railroad tracks from the library.
- People wanted to see a variety of different events take place including concerts in the park and other music events, pond hockey, craft fair, and events for kids.



Public Open House
June 20, 2017

Northfield Downtown Plan Public Engagement Open Houses

Northfield Township held two open houses to gather input and ideas from the public on the Downtown Plan. The first open house was held at the Township offices in the evening on Tuesday June 20, 2017. The second was held on Saturday July 8, 2017 in the old Township Fire Station, as part of a combined open house and ice cream social. About 10 people attended the first open house and about 40 people attended the open house and ice cream social.

At each event, McKenna Associates gave an overview and provided background information about the project, and described the four types of feedback that participants could give:

- **Events and Stores.** This activity provided background information regarding the retail market gap analysis for Downtown Whitmore Lake showing what retail use types may be successful in the downtown area. People were shown a list of retail types and a list of potential downtown events and were asked to place one dot each next to the retail use and downtown event they most wanted to see.
- **Visual Preference Survey.** This activity presented a series of images in different categories and asked people to place a dot on their top choice in each category for images that depicted their preferred design elements and styles for Downtown Whitmore Lake. Categories included bike and pedestrian amenities, architectural styles, streetscape elements, and public art.
- **Design Alternatives.** This activity showed three design alternatives for the downtown area and asked people to choose a preferred alternative, indicating their choice on a comment card with any comments they had. People were encouraged to describe the reasons behind their choice and to comment on which elements they would combine from different designs, if any.
- **Big Idea.** This activity simply asked people to write down any “big idea” they had for improving Downtown Whitmore Lake, which created a space for any ideas to be contributed.

Events and Stores

This exercise included a display board presenting the retail market gap analysis research for Downtown Whitmore Lake, as described in the next section. Using some of these retail categories along with additional retail uses and potential downtown events, people were asked to place a dot next to one event and one store they wanted to see in the downtown area. People were also invited to add their own ideas.

Table 1: What Events Do You Want to See Downtown?

| Event | Open House (June 20) | Ice Cream Social (July 8) | Total |
|--|-------------------------|------------------------------|-------|
| Concerts / Music in the Park | 5 | 24 | 29 |
| Weekly Events (Farmers Markets, Movies in the Park) | 0.5 | 11 | 11.5 |
| More Seasonal Events (Fireworks, Pond Hockey, Trunk or Treat) | 0.5 | 10 | 10.5 |
| Craft / Art Fair | 5 | 5 | 10 |
| Kid / Youth Events | 0 | 10 | 10 |
| Boat Parade | 0 | 2 | 2 |

Table 2: What Stores Do You Want to See Downtown?

| Store | Open House (June 20) | Ice Cream Social (July 8) | Total |
|---|-------------------------|------------------------------|-------|
| Grocer / Specialty Food Services | 1 | 16 | 17 |
| Hardware / Building Materials / Supplies Stores | 1 | 14 | 15 |
| Bars / Breweries / Entertainment | 1 | 12 | 13 |
| Boutique Retail / Specialty Shops | 3 | 9 | 12 |
| Café / Bakery | 3 | 8 | 11 |
| Other - Bank or Credit Union | 0 | 11 | 11 |
| Full Service Restaurants | 0 | 6 | 6 |
| Clothing / Shoe / Apparel Stores | 0 | 5 | 5 |
| Other - White Castle | 0 | 0 | 0 |
| Other - Music Shop | 0 | 0 | 0 |

The most popular event that people wanted to see was concerts or music in the park. This finding was consistent with the public engagement for the North Village Community Park. There was also a strong level of support for weekly events, seasonal events, craft or art fairs, and events for kids. The new park will create additional formalized space to hold events, allowing the possibility for many of these events to take place. In any case, there seems to be strong support for more downtown events overall.

There was strong support for several new types of stores such as grocery stores, hardware stores, bars, boutique shops, and cafés or bakeries. One of the resident-submitted choices was bank or credit union, which also got a high level of support indicating a strong preference among participants to have a bank in Whitmore Lake. Clothing or shoe stores and full-service restaurants also received some support.

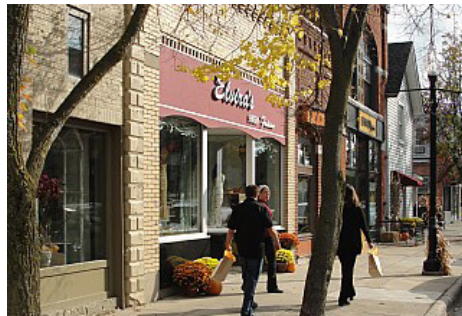
Visual Preference Survey

The visual preference survey asked people to identify a preferred image in several categories depicting the design elements and styles they wanted to see in Downtown Whitmore Lake.



TRANSPORTATION

RESULTS: The preferred images show a bike lane and a marked crosswalk with median. Bike lanes were preferred to shared lane markings, or sharrows, which indicate shared bicycle and vehicle lanes. Most people wanted to see the downtown area become more bicycle friendly. The marked crosswalk highlighted pedestrian safety concerns, and the median with warning/safety signs were preferred to a light-activated crosswalk.



MAIN STREET BUILDINGS

RESULTS: The two main street building types with the most votes keep building facades at the sidewalk edge. This establishes the building line of a typical downtown. Both buildings also have a classic / traditional architecture type and avoid modern architecture styles.



INFILL HOUSING

RESULTS: There were three housing types with a high level of support, and they all have several common characteristics. All these buildings have classic or traditional architecture styles, with pitched roofs and porches. Each of the buildings also has enough room on its site to accommodate landscaping and street trees. The only building type that did not get any votes had a modern architecture style and most likely would not fit in to the character desired for downtown Whitmore Lake.



SEATING

RESULTS: The most well-liked bench type was the solid black bench. Many people expressed a desire for streetscape elements that were easy to maintain. Many people liked the anchor benches, but as an artistic element instead of an everyday bench.



WASTE RECEPTACLE

RESULTS: The most well-liked trash can type was the solid black trash can. Many people wanted streetscape elements that were easy to maintain.



BICYCLE RACK

RESULTS: The most well-liked bike rack type was the solid black bike rack. Many people wanted streetscape elements that were easy to maintain.



HARDSCAPE

RESULTS: The most popular hardscape element was the public square image from Northville. This is consistent with the development of North Village Community Park, where some of the space may be designed as a small community green with outdoor seating.





IDENTITY ELEMENTS

RESULTS: The two most well-liked identity elements were the entry archway and the clock. Both elements evoked a classic look but also had practical uses, making for a strong gateway feature for the downtown area. While an entry archway is not practical, given downtown's proximity to US-23, this choice does indicate a strong desire to have a prominent gateway or urban design feature.



VEGETATION

RESULTS: Both images for potential vegetation in the downtown received strong support. This supports adding landscaping along with the streetscape elements as part of downtown revitalization.



LIGHTING

RESULTS: The light fixture among landscaping was the only one to receive votes, indicating that the residents of the Township want a modern lighting fixture with classic appeal.

Design Alternatives

Three design alternatives were generated for this exercise, and people were asked for their feedback on which alternative was their favorite, and what elements of each alternative they liked.

- **Alternative A.** In this scenario, new buildings were added to downtown without removing any existing buildings. These buildings would be built up to the street. Common parking lots were proposed behind the buildings. A restaurant with a deck on the lakeside was included.
- **Alternative B.** In this scenario, several new buildings would be built but were proposed to keep the existing building line intact. The Barker Road right-of-way would be widened to take up the space between buildings and a new center median would be installed with landscaping. Barker Road would have on-street parking on both sides and parking lots would be located behind the buildings. A new building would be built at the site of the existing marina with a parking lot on the lakefront side.
- **Alternative C.** This scenario is similar to Alternative A in that buildings are built up to the road, which would keep its existing configuration. However, this scenario includes the demolition of existing buildings on some sites and promotes total redevelopment. Parking is still proposed to be located behind the buildings and accessed by alleys off of Barker and Main.

People were asked to indicate which alternative they liked the best on a comment card, and also leave comments as to why they liked that alternative or which elements of each alternative they liked.

Table 3: Summary of Comment Cards for Design Alternatives

| Design Alternative | Votes | Most Common Comments |
|--------------------|-------|---|
| A | 10 | <ul style="list-style-type: none"> • Restaurant on the lake (several concurring comments) • Best long-term approach • Room for more dining options • Being able to bike and walk from end to end |
| B | 13 | <ul style="list-style-type: none"> • Pedestrian access • Boulevard on Barker Street (several concurring comments) • Parking improvements, although lakefront parking was negative • Many people wanted to add lakefront restaurant to this design • Bringing a more modern touch without losing hometown feel • Leaves the most flexibility to change as we grow • Pedestrian friendly and welcoming |
| C | 0 | <ul style="list-style-type: none"> • No comments from open house attendees |

Big Idea

Several ideas were generated from the “Big Idea” board, as listed in the following table

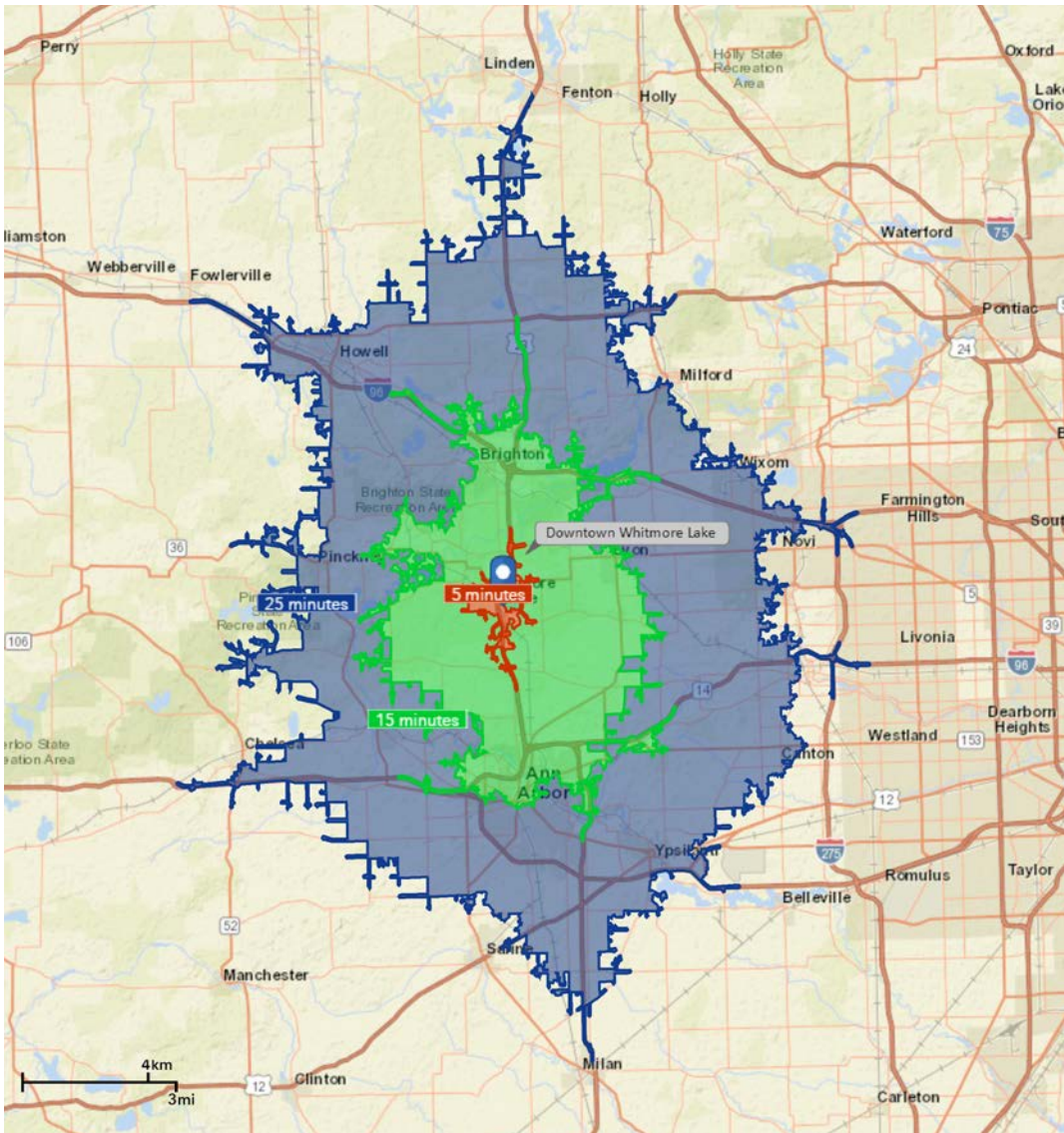
| Big Ideas from Both Open Houses |
|---|
| Pocket park! |
| New grocer |
| Allow housing developments - new residents to support our schools & the downtown |
| Brewery |
| Waterway into old Van Curler property |
| Housing developments - need more quality homes to draw in people to our great town! |
| Live music venue |
| Bar |
| Café |
| Record store |
| Restaurant on the lake for boats too |
| Bakery |
| Used book and record store |
| Antique store |
| Candle shop |
| Organic groceries |
| Public beach |
| New grocery store |
| More restaurants |
| Beach |
| Athletic fields |
| Bike and walk from end to end |
| More restaurants (other than typical American food :) |
| Small stores |
| Public beach! |
| UM Credit Union |
| Stakeholders |
| Restaurant or bar with outdoor seating with view of lake and access for boats |
| Office building / small tech company / other offices who will employ people. Incentive for people to move here. |
| A boat dock at Van Curler property so people can walk downtown from the lake |
| Form based codes much like the look of Downtown Chelsea and Northville |
| Shops |
| Restaurants |
| Community activities |
| Being able to walk or bike from end to end |
| Storefronts filled with boutique shops |
| Bank |
| Unique shops - walking distance from each other like Dixboro General Store |
| A theme for downtown (i.e. nautical) |
| Facade improvements and permanent landscaping; mixed use (first floor commercial, second floor residential) |
| Move the post office to the old bank |
| Pave and combine Polly's and Barker Road parking lots |

RETAIL MARKET GAP ANALYSIS

This chapter analyzes market potential of different retail uses for their viability in Downtown Whitmore Lake by conducting a gap analysis. A gap analysis is performed by defining a specific “trade area” for a community and identifying supply and demand for different types of retail uses. The supply consists of the total amount of a good or service of a particular type sold by businesses within that trade area. The demand consists of the total amount of a particular type good or service purchased by residents of the trade area. If supply exceeds demand, then people are entering the trade area to purchase a particular good or service, but it could also indicate an oversupply. If the demand exceeds supply, then people are leaving the trade area or shopping online for that good or service, but it could also indicate the potential for a new retail location within the trade area.

Demand is subtracted from supply to calculate a market gap for each retail type. Using an estimate of average sales per square foot, and an estimate of average square feet per store, the market gap is then converted to an estimated number of new stores demanded in the trade area. The following section is the retail market gap analysis for the trade area as defined by the map below:

Figure 2: Retail Market Trade Area - Downtown Whitmore Lake



Source: 2015 ESRI

The trade area is defined by the drive time from Downtown Whitmore Lake at regular intervals of 5, 15, and 25 minutes. The 5-minute drive time represents people living generally within the immediate area around downtown and the lake, or anybody who lives close enough that Downtown Whitmore Lake is a regular shopping destination. The 15-minute drive time represents people who live in the surrounding communities that may conduct shopping in Whitmore Lake but who also may primarily choose to go to other places to shop. This area includes commuters to Ann Arbor from Brighton. The 25-minute drive time represents a large area of people within reach of Whitmore Lake, but who may choose to shop in other regional retail centers such as Ann Arbor, Howell, and Novi. This trade area includes commuters to Ann Arbor from Howell and from US 23 north of I-96. The following charts show the retail gap, as a percentage, and the number of new stores demanded in the Downtown Whitmore Lake 5 minute, 15-minute, and 25-minute trade areas based on the buying power and square footage requirements for each store-type.

Table 4: Percentage of Unmet Retail Demand

| Category | 5-Minute Drive | 15-Minute Drive | 25-Minute Drive |
|---|----------------|-----------------|-----------------|
| Furniture Stores | 100.0% | -17.1% | -27.8% |
| Home Furnishings Stores | 100.0% | 14.5% | -12.2% |
| Electronics and Appliance Stores | 95.1% | -40.2% | -51.6% |
| Building Materials and Supplies Dealers | 49.0% | 42.8% | 21.0% |
| Lawn and Garden Equipment Stores | -10.9% | -14.2% | 23.6% |
| Grocery Stores | 91.5% | 15.3% | 12.1% |
| Specialty Food Stores | 100.0% | 49.5% | 49.0% |
| Beer, Wine, and Liquor Stores | -409.8% | 0.5% | 29.1% |
| Health and Personal Care Stores | 37.6% | 5.6% | -8.5% |
| Clothing Stores | 100.0% | 6.4% | -39.4% |
| Shoe Stores | 100.0% | 36.8% | 17.4% |
| Jewelry or Luggage Stores | 100.0% | -17.9% | 18.0% |
| Sporting Goods, Hobby, and Music Stores | 35.1% | -65.7% | -46.7% |
| Book Stores | 100.0% | -21.3% | 5.8% |
| Department Stores | 100.0% | 75.5% | 4.9% |
| General Merchandise Stores | 100.0% | -88.6% | -65.6% |
| Florists | 100.0% | 14.2% | 39.0% |
| Office Supplies Stores | -108.3% | 13.4% | -19.0% |
| Used Merchandise Stores | -3.5% | -3.2% | -4.1% |
| Special Food Services | 100.0% | -11.3% | 14.6% |
| Bars | 100.0% | -21.3% | 39.6% |
| Restaurants / Other Eating Places | 27.7% | -38.3% | -9.3% |

Source: ESRI Business Analyst 2017

NOTE: A 100% gap in the 5-minute area does not mean there is enough buying power to support a new store. A 100% gap means there is demand but there is no existing store to meet the demand.

Table 5: Demand for New Stores in Downtown Whitmore Lake Trade Area

| Category | 5-Minute Drive | 15-Minute Drive | 25-Minute Drive |
|---|----------------|-----------------|-----------------|
| Furniture Stores | 0 | 0 | 0 |
| Home Furnishings Stores | 0 | 0-1 | 0 |
| Electronics and Appliance Stores | 0-1 | 0 | 0 |
| Building Materials and Supplies Dealers | 0 | 2-3 | 7-8 |
| Lawn and Garden Equipment Stores | 0 | 0 | 0-1 |
| Grocery Stores | 0-1 | 2-3 | 10-11 |
| Specialty Food Stores | 0-1 | 5-6 | 27-28 |
| Beer, Wine, and Liquor Stores | 0 | 0 | 6-7 |
| Health and Personal Care Stores | 0 | 0-1 | 0 |
| Clothing Stores | 0-1 | 0-1 | 0 |
| Shoe Stores | 0 | 0-1 | 2-3 |
| Jewelry or Luggage Stores | 0 | 0 | 1-2 |
| Sporting Goods, Hobby, and Music Stores | 0 | 0 | 0 |
| Book Stores | 0 | 0 | 0-1 |
| Department Stores | 0-1 | 17-18 | 4-5 |
| General Merchandise Stores | 0-1 | 0 | 0 |
| Florists | 0 | 0 | 4-5 |
| Office Supplies Stores | 0 | 0-1 | 0 |
| Used Merchandise Stores | 0 | 0 | 0 |
| Special Food Services | 0 | 0 | 0-1 |
| Bars | 0 | 0 | 4-5 |
| Restaurants / Other Eating Places | 0-1 | 0 | 0 |

Source: ESRI Business Analyst 2017

NOTE: A gap within one trade area may be met in another trade area. For instance, looking at department stores, within a 15-minute radius there is buying power to support 17-18 additional department stores. However, the 25-minute radius picks up Briarwood Mall in Ann Arbor and Twelve Oaks Mall in Novi. While the buying power of the larger trade area is significantly higher, much of the supply is met and only 4-5 additional department stores would be supported. The success of downtown Whitmore Lake to meet regional and local needs depends on pulling successfully from multiple trade areas and creating a local retail niche.



Main Street

The data for the 5-minute drive time shows several categories with unmet demand, and a few of these categories have enough unmet demand that a new store could be viable. This implies that the market power of the people living close to the downtown area will support new retail uses. New local businesses should consider the unique location of downtown and access to Whitmore Lake as a strength to develop a local niche and a destination based entertainment experience for customers.

The data for the 15-minute drive time area shows several retail categories that are saturated, but there are several others with a significant amount of unmet demand. In particular, shoe stores and clothing stores, building materials (hardware), grocers, and specialty food stores have enough demand to support nine to 14 new stores. The scale and size of these types of businesses are appropriate for the downtown area and could be accommodated in existing or new buildings. Since the 15-minute area includes the north side of Ann Arbor and all of Brighton, which generate a large amount of demand, a niche market or destination based strategy will help to attract these customers into downtown. The Township would likely benefit from businesses that have a unique character and may be successful marketing to commuters traveling between Ann Arbor and Brighton. Department stores show a gap of 17 to 18 stores. Department stores are probably not appropriate for downtown but the high unmet demand for department stores further supports creating a destination-based market strategy within this trade area.

The data for the 25-minute drive time area reveals a potential unmet need for several retail categories across the region. This area includes a larger population by adding Ann Arbor, Ypsilanti, Howell, South Lyon, and other heavily populated areas, and these areas generate additional demand. However, this area includes major regional retail centers including Briarwood Mall, the outlet mall in Howell, and the downtowns of other cities. Businesses with a unique character or identity would likely succeed and be competitive in the area. In particular, grocery stores, specialty food stores, and building materials and supplies dealers show a strong demand in the 15-minute and 25-minute areas, meaning that there is a need not currently being met across the entire region.

It is important to understand that the above data describe existing conditions. Additional demand can be created using aggressive marketing, community events, attracting new residents or other strategies. Any strategies should build on the strengths of the community and may come from the existing events and resources in the Township. The development of the North Village Community Park allows for new possibilities for events and has generated excitement around the Township. If the Township wanted to attract new residents, it benefits substantially from an ideal location. Another potential strategy is the concept of “economic gardening,” which focuses on fostering the long-term and sustainable growth of small businesses and entrepreneurs in the Township.

STRATEGIC ACTION PLAN

The Action Plan outlines the goals, objectives, and actions for the Township and others to pursue in order to implement this Plan. Each goal and subsequent set of objectives and actions corresponds with a chapter of this Plan. The abbreviations in the following goals charts for the Action Plan are identified below:

| ABBREV | PARTNERS |
|--------|--------------------------------------|
| TWP | Northfield Township |
| DDA | Downtown Development Authority |
| BO | Business Owners |
| WCRC | Washtenaw County Road Commission |
| WATS | Washtenaw Area Transportation Study |
| CM | Community Members |
| PC | Planning Commission |
| PR | Parks and Recreation Board |
| UC | Utility Companies |
| NTCC | Northfield Township Community Center |
| WLPS | Whitmore Lake Public Schools |

| ABBREV | PRIORITY |
|--------|--------------------|
| A | Top Priority |
| B | Near-Term Priority |
| C | Long-Term Priority |

Driftwood Marina



Goal #1: Beautification

Downtown Whitmore Lake shall encourage high-quality aesthetics, local identity, and architectural elements that evoke an attractive image of the community.

| | | | | |
|--|-----------------|------------------|-----------------------|----------------------------------|
| OBJECTIVE 1.1: Enhance the visual appeal of downtown with a strong focus a well-kept and inviting appearance | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Continue the high frequency of code enforcement activities to address any blight issues such as yards, vehicles, buildings, and junk | Ongoing | Ongoing | TWP | TWP |
| Encourage blight complaint forms to be submitted by residents and quickly addressed by code enforcement officers | Ongoing | Ongoing | TWP | TWP |
| OBJECTIVE 1.2: Create architectural guidelines or a pattern book for new development and redevelopment. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Enforce the downtown architecture / building design guidelines by amending the Township Zoning Ordinance | A | 1-2 years | TWP, PC, DDA | N/A |
| OBJECTIVE 1.3: Install streetscape elements that complement the architecture and character of downtown. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Install benches, lighting, and waste receptacles elements according to the furnishing palette | B | 3-5 years | TWP, DDA, BO | TWP, DDA, BO |
| Create opportunities for public art to enhance other streetscape elements | C | 5+ years | TWP, DDA, BO, DPG, CM | TWP, DDA, BO, state / fed grants |
| OBJECTIVE 1.4: Include well-designed landscaping and street trees along Main Street and Barker Road. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Install landscaping, shrubbery, and new street trees in the streetscape and tree lawn areas according to the furnishing palette | B | 3-5 years | TWP, DDA, BO, | TWP, DDA, BO |
| OBJECTIVE 1.5: Encourage off-street parking lots to be located behind buildings with access through alleys. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Amend Zoning Ordinance to update parking and design standards Downtown Whitmore Lake area | A | 1-2 years | TWP, PC, DDA | N/A |
| Develop alleys to Main Street and Barker Road to serve as access between the downtown and North Village to access rear parking lots | B | 3-5 years | TWP, DDA, BO, | TWP, DDA, BO |

Goal #2: Recreation

Downtown Whitmore Lake shall promote active lifestyles and be developed to support access to the North Village area and the Lake.

OBJECTIVE 2.1:

Support businesses and entertainment options that enhance the waterfront and draw visitors to the waterfront.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|-----------------------|--------------|
| Develop Driftwood Marina site at intersection of Main Street and Barker Road and seek developers who will invest in the site | A | 1-2 years | TWP, PC, DDA, DPG, BO | TWP, DDA, BO |

OBJECTIVE 2.2:

Implement the North Village Master Plan to develop the park component as a community focal point.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|------------------|--------------|
| Use the Value and Phasing section of the North Village Master Plan to guide improvements on the North Village site | A | 1-2 years | TWP, PC, DDA, BO | TWP, DDA, BO |

OBJECTIVE 2.3:

Capitalize on the lake as a key asset and potential catalyst for downtown activities.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|--------------|----------------------|
| Install a fishing pier and/or public beach access point to draw additional people downtown | B | 3-5 years | TWP, DDA, BO | TWP, DDA, BO, grants |

OBJECTIVE 2.4:

Strive to enhance community health by promoting recreation assets during all seasons.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|--------------|---------|
| Partner with the Northfield Township Community Center on any recreational programming or promotional opportunities as needed | Ongoing | Ongoing | DDA, NTCC | NTCC |
| Partner with Whitmore Lake Public Schools on any recreational programming or promotional opportunities as needed | Ongoing | Ongoing | DDA, WLPS | WLPS |

OBJECTIVE 2.5:

Attract retail and service businesses that cater to recreation on the lake and in the rural areas.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|--------------|---------|
| Market the downtown as an outdoor recreation hub and recruit potential new businesses such as bike shops or outdoor retailers or equipment rentals | A | 1-2 years | TWP, DDA, BO | BO |

Goal #3: Business and Entertainment

Downtown Whitmore Lake shall be an entertainment destination for activities and businesses that serve the residents of the community and visitors from around the region.

| OBJECTIVE 3.1: Encourage new community-focused retail uses, shops, restaurants, and event spaces. | | | | |
|---|----------|-----------|-------------------|---------|
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Target marketing efforts based on needs among community focused retail uses | A | 1-2 years | TWP, DDA, BO | DDA, BO |
| Encourage the conversions of available spaces to recreational venues, such as whirlyball, art studios, a concert hall or civic theater, etc | A | 1-2 years | TWP, DDA, BO | DDA, BO |
| Enlist local groups and businesses to champion events at the North Village Park and downtown | A | 1-2 years | TWP, DDA, BO | DDA, BO |
| OBJECTIVE 3.2: Promote cultural activities and venues that draw individuals from outside the community. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Target marketing efforts based on potential niche as discovered through target market analysis and research | A | 1-2 years | TWP, DDA, BO, DPG | DDA, BO |
| OBJECTIVE 3.3: Focus on promoting existing businesses and take an active role in supporting their successes. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Create a downtown branding and marketing initiative and use to publicize and promote downtown businesses | A | 1-2 years | TWP, DDA, BO | DDA, BO |
| OBJECTIVE 3.4: Engage local entrepreneurs and support opportunities for entrepreneurship downtown. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Seek space for a business incubator / maker space in downtown, potentially at the old firehouse (75 Barker) | A | 1-2 years | TWP, PC, DDA, BO | BO |
| Develop incentives for business attraction and retention in the downtown | A | 1-2 years | TWP, PC, DDA, BO | BO |
| OBJECTIVE 3.5: Review and remove or alter existing regulations that are burdensome and create regulations that are conducive to small business development. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Review current Zoning Ordinance standards on a regular basis and revise as needed | Ongoing | Ongoing | TWP, PC | N/A |
| Adopt lean zoning practices that remove barriers to investment as the Ordinance is continually reviewed and updated | Ongoing | Ongoing | TWP, PC | N/A |
| Consider expedited site plan review processes for new business development downtown, especially in vacant buildings | Ongoing | Ongoing | TWP, PC | N/A |
| OBJECTIVE 3.6 Seek development ideas that are implementable and align with realistic conditions. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Target marketing efforts to support a lake front and boutique retail niche for the Downtown Whitmore Lake area | A | 1-2 years | TWP, DDA, BO, DPG | DDA, BO |

Goal #4: Celebration

Downtown Whitmore Lake shall promote the positive self-image and quality of life for the residents of the entire community.

OBJECTIVE 4.1:

Support existing downtown celebrations and events and encourage new events.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|------------------|-------------|
| Include calendar of existing celebrations and events in any new marketing materials for Downtown Whitmore Lake | Ongoing | Ongoing | TWP, DDA, BO | DDA, BO |
| Support ideas for new community events such as concerts, music, and movies in the park, farmers markets, pond hockey, fireworks, trunk or treat, craft/air fairs, events for kids/youth, or other creative ideas | Ongoing | Ongoing | TWP, DDA, BO, CM | DDA, BO, CM |

OBJECTIVE 4.2:

Enhance community involvement and encourage as many citizens to get involved as possible.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|---|----------|-----------|-------------------|---------|
| Gather public feedback at the existing celebrations and events to take advantage of a captive audience | Ongoing | Ongoing | TWP, PC, DDA, DPG | DDA |
| Ensure that information and news about downtown is updated and distributed widely, include through online and print resources | Ongoing | Ongoing | TWP, PC, DDA, DPG | DDA |
| Encourage and facilitate community donations and commissions to help implement design improvements in downtown | Ongoing | Ongoing | TWP, PC, DDA, CM | DDA |

OBJECTIVE 4.3:

Create opportunities for networking and conversation throughout the community.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|--|----------|-----------|------------------|---------|
| Invite key community groups to spread the word about news and information about downtown, especially public meetings | Ongoing | Ongoing | TWP, DDA, BO, CM | CM |
| Utilize existing popular social media platforms to allow for the community to network, form new relationships, and have dialogue | Ongoing | Ongoing | TWP, DDA, BO, CM | CM |

OBJECTIVE 4.4:

Boost the uniqueness and positive perception of “Whitmore Lake.”

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|---|----------|-----------|------------------|---------|
| Develop positive marketing campaign highlighting the positive aspects of Downtown Whitmore Lake and the overall community | A | 1-2 years | TWP, DDA, BO, CM | DDA, BO |

OBJECTIVE 4.5:

Strengthen the reputation and quality of education in Whitmore Lake Public Schools.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|---|----------|-----------|--------------|---------|
| Provide promotional and partnership opportunities with the Whitmore Lake Public Schools as needed | Ongoing | Ongoing | DDA, WLPS | WLPS |

OBJECTIVE 4.6:

Highlight the quality of education in Whitmore Lake Public Schools.

| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
|---|----------|-----------|--------------|--------------|
| Promote bicycling and walking in the downtown area by adding bicycle racks and completing sidewalks, among other improvements | B | 3-5 years | TWP, DDA, BO | TWP, DDA, BO |
| Use low impact design practices in landscaping materials and other features of the downtown streetscape | B | 3-5 years | TWP, DDA, BO | TWP, DDA, BO |

Goal #5: Connectivity

Downtown Whitmore Lake shall encourage the safe and effective use of its transportation network by all modes including motorists, bicyclists, and pedestrians.

| OBJECTIVE 5.1: Design Main Street and Barker Road to calm traffic and effectively reduce speeding traffic. | | | | |
|--|----------|-----------|---------------------|--------------|
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Work with the Washtenaw County Road Commission on design solutions for each street improvement included in the synthesis plan for downtown | A | 1-2 years | TWP, DDA, WCRC | TWP, WCRC |
| Apply for TAP grant to assist in development of pedestrian and bicycle improvements in the Downtown and North Village areas | A | 1-2 years | TWP, DDA, WCRC, DPG | TWP, WCRC |
| OBJECTIVE 5.2: Connect surrounding neighborhoods to downtown by expanding the sidewalk network and pedestrian crossings. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Incorporate sidewalks into the Capital Improvements Program of the Township to ensure completion | B | 3-5 years | TWP, DDA | TWP, DDA |
| OBJECTIVE 5.3: Install bicycle infrastructure, including bicycle parking, to encourage biking to downtown. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Work with business owners to determine potential locations for bike racks along Main Street and Barker Road | B | 3-5 years | TWP, DDA, BO, CM | TWP, DDA, BO |
| Work with the Washtenaw County Road Commission on new biking and walking infrastructure on Main Street | B | 3-5 years | TWP, DDA, WCRC | TWP, WCRC |
| Pursue a connection to the Lakeland Trail and create a bike route trailhead downtown. | B | 3-5 years | TWP, DDA, WCRC | TWP, WCRC |
| OBJECTIVE 5.4: Improve wayfinding signage and the streetscape to make a more user friendly space. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Install business oriented identity and wayfinding ground signs at major activity nodes and near key intersections | B | 3-5 years | TWP, DDA, BO | TWP, DDA, BO |
| Install gateway entrance signs at the entrances to downtown | B | 3-5 years | TWP, DDA, BO, V | TWP, DDA, BO |
| Use other identity elements including banners according to the identity palette | C | 5+ years | TWP, DDA, BO, CM | TWP, DDA, BO |
| OBJECTIVE 5.5: Encourage off-street parking lots to be located behind buildings with access through alleys. | | | | |
| ACTIONS | PRIORITY | TIMEFRAME | PARTNERSHIPS | FUNDING |
| Amend Zoning Ordinance to require parking behind buildings in the Downtown Whitmore Lake area | A | 1-2 years | TWP, PC, DDA | N/A |
| Develop alley parallel to Main Street to serve as access between the downtown and North Village, with access to rear parking lots | B | 3-5 years | TWP, DDA, BO | TWP, DDA, BO |

DEVELOPMENT FRAMEWORK

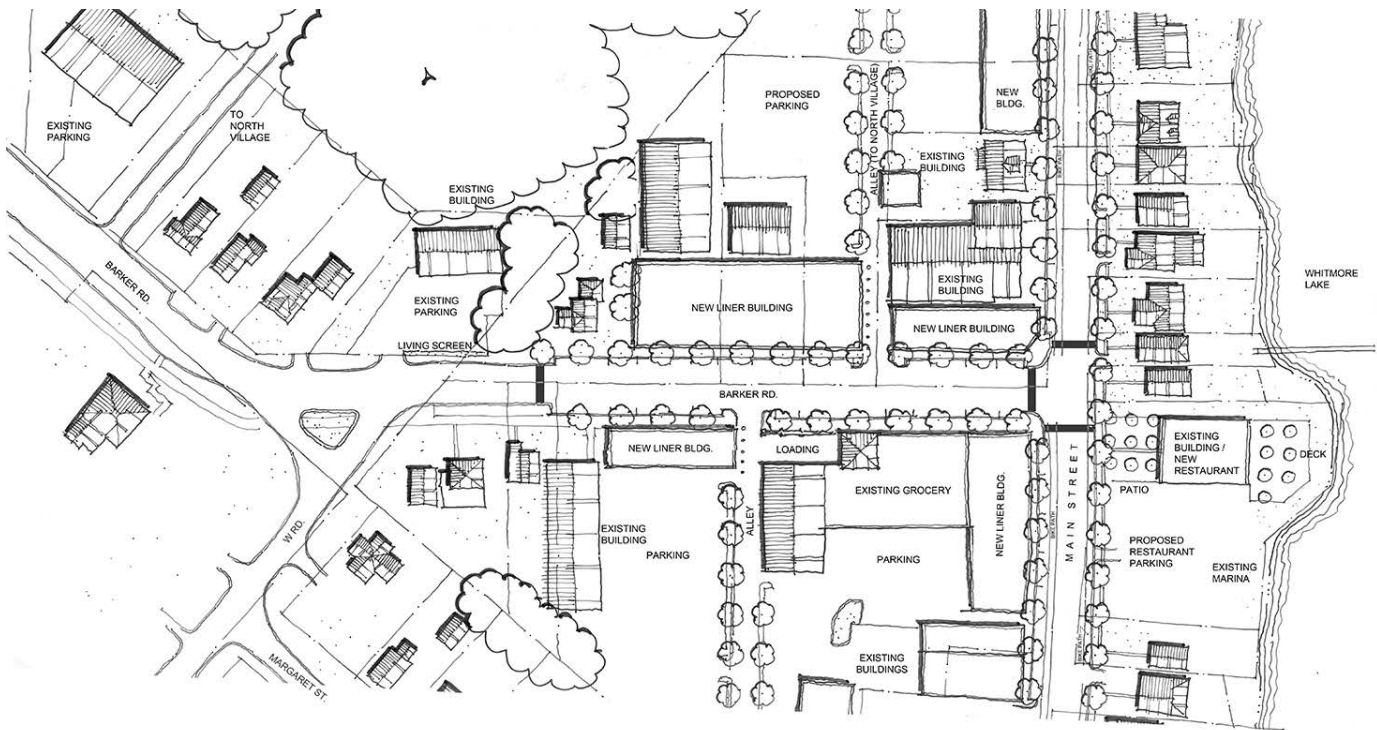
PRIORITY SITES

The public engagement process was used to identify the key development outcomes desired through the implementation of this Plan. This includes the identification of priority development sites. These are sites that are currently vacant or underutilized but may be a catalyst for reinvestment downtown. There are four total priority sites, which are described as follows:

- **75 Barker / Old Firehouse** – This building once housed the main fire station for the Northfield Township Fire Department. The building has large garage doors that open up to an undivided main floor, which has been suggested for a farmers market or similar community event space. The second floor has been suggested to be rented out as private event space.
- **Driftwood Marina / Barker and Main** – This site is located at the intersection of Barker Road and Main Street in one of the most highly visible places downtown. The other side of the site offers excellent views of the lake. The site has been suggested for a restaurant with lakeside patio seating or another similar use taking advantage of the lakefront space.
- **North Village** – The Township recently purchased the North Village site and adopted a North Village Master Plan specifically for guiding the development of this land. Key ideas for the site include a large open space in the center, an amphitheater, housing units along the west edge near US 23, and a smaller green space surrounded by buildings as a public square.
- **Township Library: Adjacent Yard** – This property is immediately west of the Township Library building on Barker Road. Of all the priority sites, this parcel is located closest to the US 23 exit and would act as a gateway to the downtown area. The site is also next to the railroad tracks. Several different redevelopment options are potentially feasible at this location.

Old Firehouse





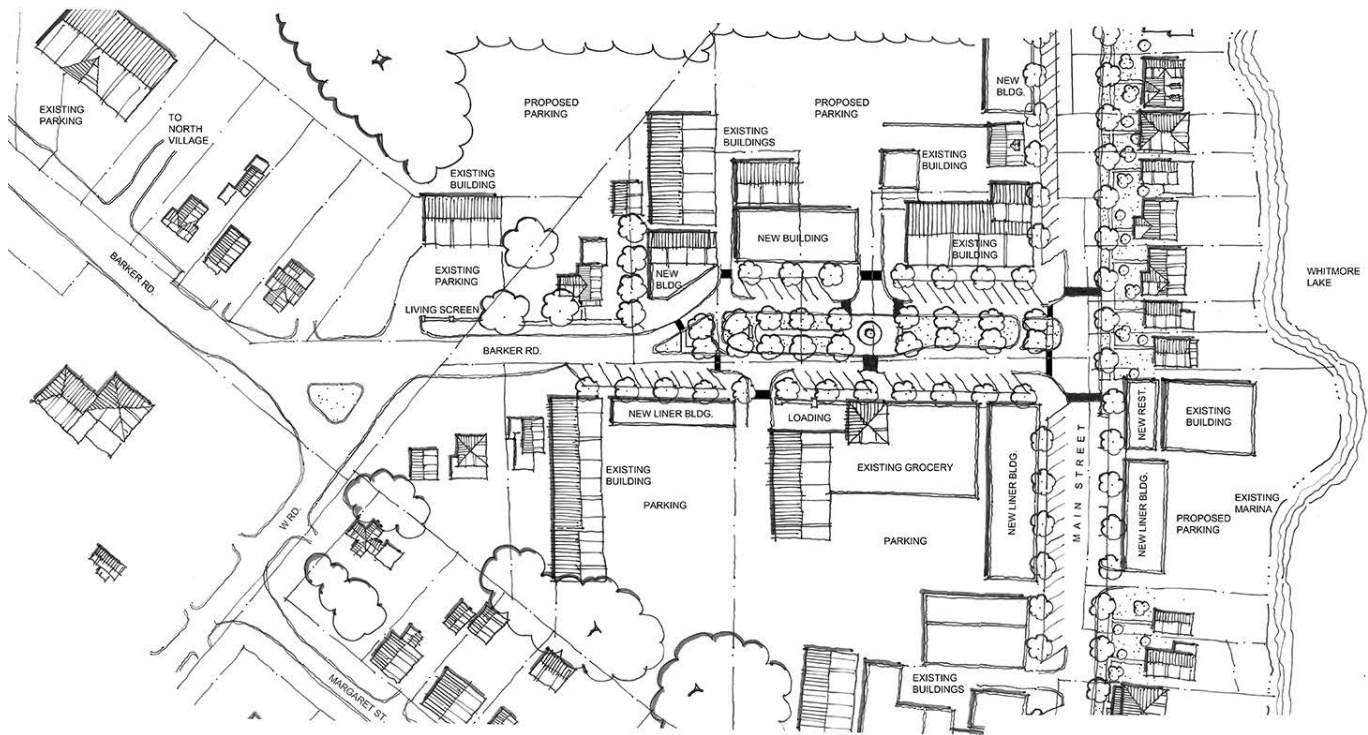
OPTION A: THE INFILL APPROACH:

Downtown has great “bones.” A few strategic buildings with managed public and private parking areas are all that’s needed.

Option A builds upon the existing fabric of Downtown Whitmore Lake. Existing buildings have been maintained for future use but the plan includes a substantial amount of new buildings to fill in gaps along existing frontages. The plan proposes no changes to existing road rights-of-way or streetscape. The construction of new buildings at the existing right-of-way lines has been further emphasized.

In the interest of creating a vibrant pedestrian environment, most of the required parking has been concealed behind buildings and within blocks. Some on-street parking has also been provided, however, to ensure the viability of the retail, which is so important to the success of any pedestrian-oriented downtown district.

Rear alleys have been delineated behind the buildings along Main Street in order to improve circulation within blocks and provide for general deliveries (and for the storage and removal of trash). Additionally, a direct pedestrian and vehicular connection to North Village has been accommodated by one of the new alleys.



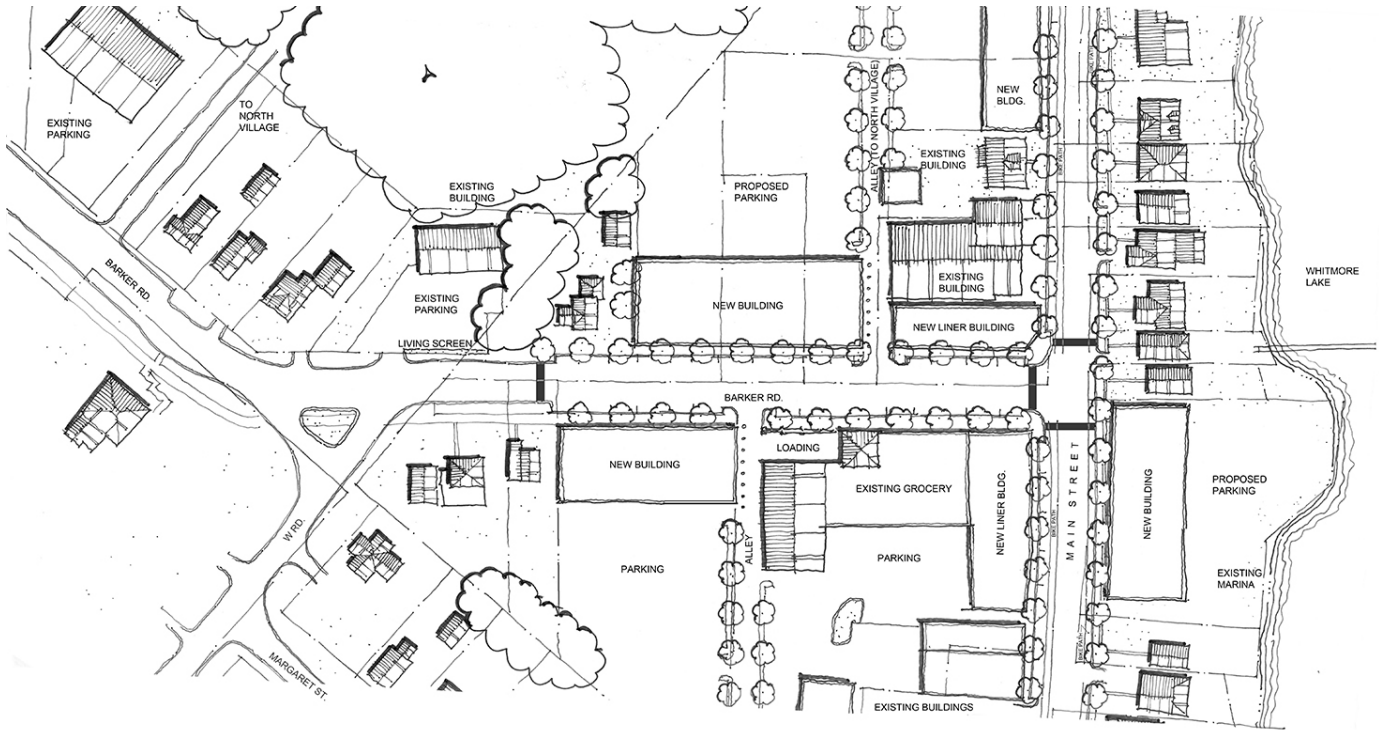
OPTION B: THE INFILL WITH INFRASTRUCTURE APPROACH:

A few strategic buildings with managed public & private parking areas are necessary. Downtown also needs to improved circulation, pedestrian access, and identity features to truly realize its potential.

Of the three alternative plans considered, Option B presents the most significant public investment in transportation, public spaces, and streetscape. This approach encourages private investment through a directed effort to improve public amenities in the Downtown area. It is an attempt to build existing structures, while making better use of the spaces in-between.

Additionally, a build-to line has been established along the northwestern side of Barker Road, corresponding to the existing facade of Family Video (which is the closest to the street along this edge). Maintenance of a disciplined build-to line along this trajectory will support pedestrian activity at building frontages.

Some new buildings have been indicated where needed to further define and shape the public spaces, as they have been envisioned, and on-street angle parking has been provided throughout the downtown to support retail activity. Most of the anticipated public and shared retail parking areas have been concealed behind existing buildings.



OPTION C: THE REDEVELOPMENT APPROACH:

Downtown has a few opportunity sites that would benefit from complete redevelopment. Supporting mixed uses on these sites could bring new people to downtown and help support other businesses.

Option C explores full urbanization of Whitmore Lake's downtown area. All of the retail buildings that are not currently positioned up to their respective right-of-way lines are shown to have been replaced by relatively large-scale retail buildings that are so located and, with the demolition of the corresponding existing buildings on their respective sites, the maximum quantity of parking behind buildings is also achieved.

This plan could otherwise be considered full build-out, or what the town could look like 20 to 40 years from now with planned densification and favorable market conditions. While a somewhat quaint, small town character could be maintained with this level of development intensity (if developed in conjunction with strict development and architectural codes), Whitmore Lake's existing character as a village or hamlet would most surely be compromised.

However, as in Plan B, rear alleys have been delineated behind the Main Street buildings and a connection to North Village has been similarly accommodated.

As in both of the other alternatives, on-street parking has been included throughout to support retail activity.



SYNTHESIS PLAN

Ice Cream Social
July 8, 2017

The Downtown Synthesis plan was created based on the feedback received from participants on three design scenarios presented at the public workshop on June 20, 2017 and the ice cream social on July 8, 2017. The feedback and results were further considered by the DDA and DPG at the regular meeting on July 24, 2017.

The consensus expressed by the DDA and DPG in considering the public feedback received was to encourage redevelopment at a higher intensity, most similar to Option C - the Redevelopment Approach, with a focus on infrastructure investment through streetscape, median, and identity enhancements, and public parking most similar to Option B - The Infill with Infrastructure Approach. These two options accounted for 70% of online respondents feedback and 57% of ice cream social feedback, which combined account for 68% of all responses.

Consistent with these preferences, the synthesis plan emphasizes increasing prominence of the lake front in downtown with visual and physical access, as well as protecting the character and form of lake fronting structures. Enhancements to pedestrian crossings, lighting, furnishings, and landscaping are also incorporated into the design concept.

The overarching goal of the synthesis plan for Downtown Whitmore Lake promotes pedestrian safety, accessibility and a unified design treatment. The design treatments include modified widths of vehicular travel lanes to provide room for on-street parking, which may require right-of-way acquisition and reconfiguring the available right-of-way. The design also features a median on Barker that will include public art, people spaces, and identity features to enhance downtown. Finally, marked-shared lanes to reinforce the Township's commitment to introducing traffic calming in downtown and safe biking to the lake.

The streetscape enhancements will be focused around the core intersection of Main and Barker. The development of the streetscape in this area will be an opportunity to implement the design palette for furnishings and identity elements.



Figure 3: Birdseye view of downtown facing northeast from 75 Barker..



Figure 4: Birdseye view of downtown facing west from the Lake.



**DOWNTOWN WHITMORE LAKE
SYNTHESIS PLAN KEY**

- 1 Barker Road
- 2 Main Street
- 3 Margaret Street
- 4 Infill Building, typical
- 5 Existing Building, typical
- 6 Existing Trees
- 7 Connection to North Village
- 8 Whitmore Lake
- 9 Parking Lot
- 10 Existing Ped. / Bike Trail
- 11 Trail Connection
- 12 Proposed On-Street Parking (w/ new sidewalk)
- 13 New Boulevard Median with Public Art
- 14 New Restaurant
- 15 Existing Marina
- 16 Proposed Alley Easement



FAÇADE / BUILDING GUIDELINES

The singular outstanding feature of traditional downtown buildings and facades, including the best of those in Downtown Whitmore Lake, is their tendency to position immediately against the sidewalk along primary and secondary frontages and to present a shaded and transparent glass storefront along the right-of-way in such locations. This allows these types of buildings to define the public realm by creating an effective street wall and lets them serve to accommodate a welcoming, convenient, and pedestrian-oriented shopping experience by displaying merchandise within view of passersby. These guidelines, in part, are intended to regulate the construction and renovation of commercial buildings within Downtown Whitmore Lake to achieve this particular character.

A less common but equally attractive condition, sometimes referred to as “cottage retail”, comes about as retail uses migrate into areas already occupied by houses and other residential building types. Here, robust and vibrant retail frontages can develop while leaving a record of their residential past. This record lives on in the form of residential roofs still visible behind full commercial facades, houses physically modified for retail use, houses remaining largely intact but behind and attached to newer storefronts located at the sidewalk, and houses accommodating a retail or office use with little or no change in building form or character. In downtown Whitmore Lake, several houses exist currently in the downtown along the lake side of Main Street and retail uses are already in existence immediately across Main Street from those residential properties. Therefore, this plan supports permitting a transition of residential parcels to retail and similar uses without degrading the residential and “cottage” character of Whitmore Lake. In part, these guidelines are intended to regulate the corresponding physical transformation of the existing buildings on those parcels.

The collection of mixed-use guidelines provided have been designed to accommodate future development of a variety of uses within all areas of Downtown Whitmore Lake while protecting and enhancing the existing downtown character.

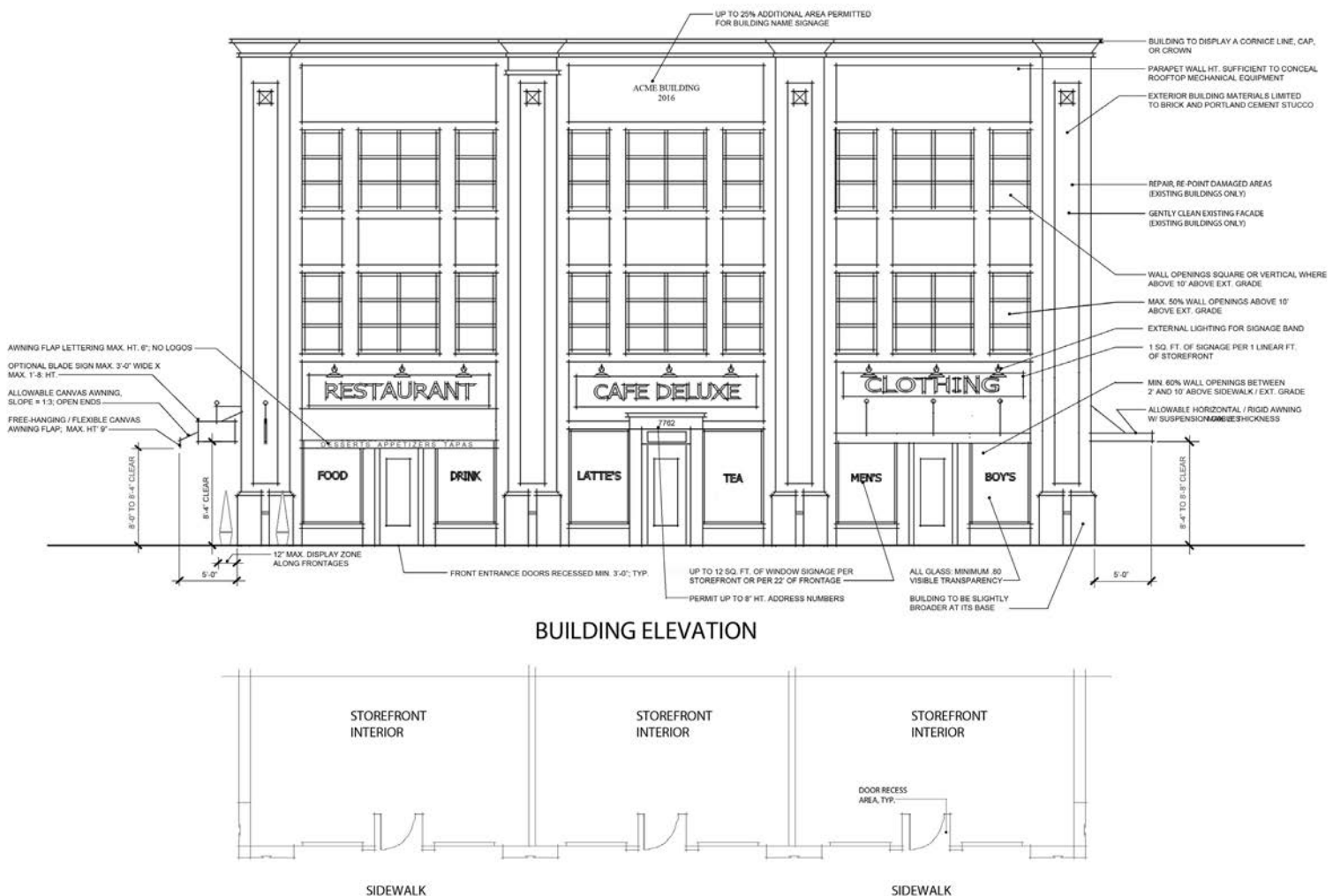
Village Center – Mixed-Use Design Guidelines

The commercial portion of Downtown Whitmore Lake is charming and consistent with that of well-defined hamlets in the center or rural areas. Many areas with buildings constructed in similar historic time periods, like Ann Arbor and Adrian, were developed into larger cities. Others like Dixboro and Dexter, for example, did not grow dramatically but have examples of historic architecture and quality of place.

Whitmore Lake's beginnings were not humble. Its early retail buildings were constructed of solid brick and according to the highest of design standards and they were placed at the right-of-way line, just as they were in downtown Ann Arbor and Adrian. This quality of design provides an opportunity for future growth within Downtown Whitmore Lake that sustains a similar brand of ambition. Further, by emphasizing the importance of design in downtown, the Township's rural character is also preserved. The best examples of Michigan rural hamlets are seldom muddled with suburban development patterns.

Accordingly, the design guidelines for new construction and renovation along both sides of Barker Road and for the side opposite the lake along Main Street in Downtown Whitmore Lake are intended to be developed at the right-of-way. They will occupy their rightful place along the public sidewalk the way they always have in this and similar downtowns across the state. Quality downtown development will help preserve rural character (see figure below).

Figure 5: Village Center – Mixed Use Design Standards



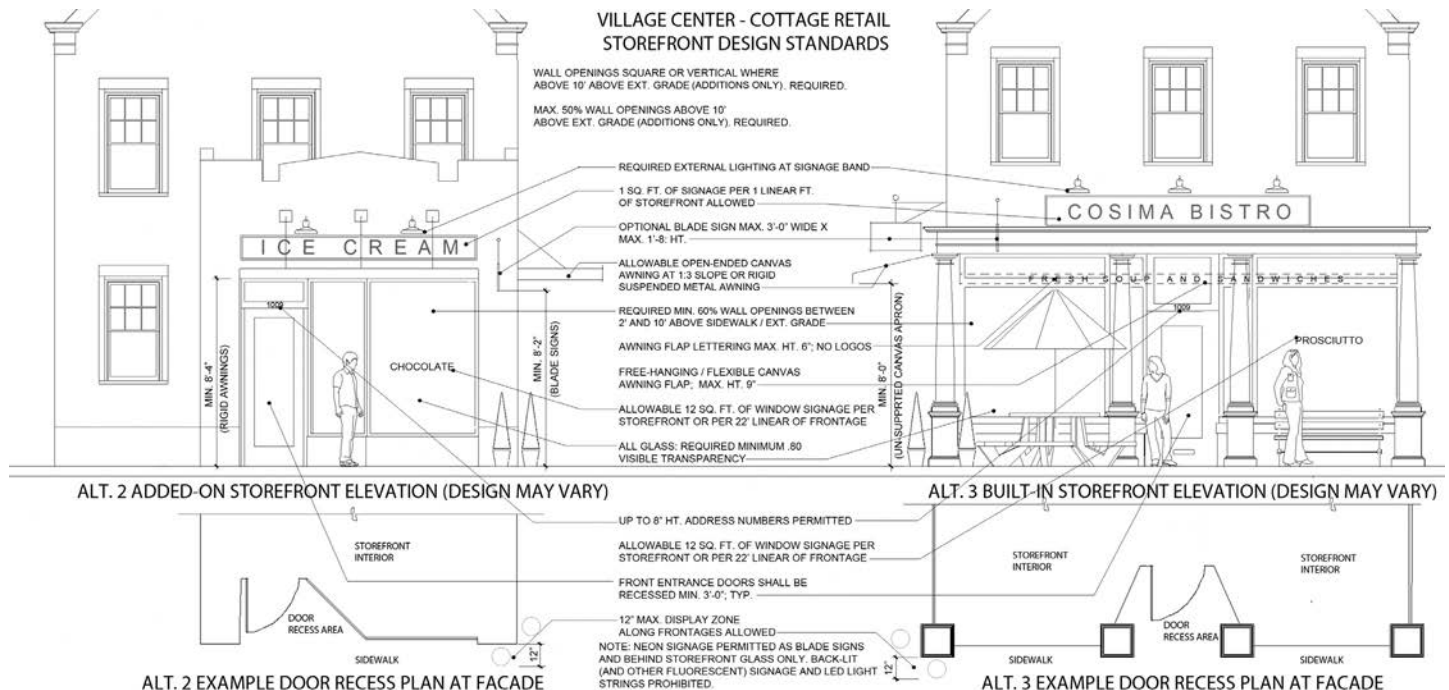
Village Center - Cottage Retail Design Guidelines

Regarding the currently residential parcels along the lake side of Main Street, an alternative but complementary vision is appropriate. Therefore, the corresponding guidelines for the development of these properties seek to achieve a “cottage retail” interface, whereby the existing residential scale and configuration of building form is preserved while retail uses may be accommodated in a variety of ways (see figure below). These alternative approaches to fitting retail uses into a residential character streetscape are anticipated to be employed in combination with one another and are so intended to achieve a more relaxed, informal result:

1. **Alternative 1.** The existing house is simply re-purposed for retail use in its existing form. This may be accomplished by placing a small, attractive, painted, wooden sign on the lawn that identifies the business within and by displaying merchandise or announcing services (with additional signage) through existing windows.
2. **Alternative 2.** An addition is constructed to the house. A new storefront is added-on to the street side of the existing building, extending the building out to the sidewalk.
3. **Alternative 3.** The house is modified. A new storefront is inserted into the existing building and the sidewalk is extended back to the building line.

The specific design guidelines for Cottage Retail are outlined in the figure below.

Figure 6: Village Center – Cottage Retail Storefront Design Standards



FUTURE LAND USE



Village Center – Mixed Use

Intent: The intent of the Village Center – Mixed Use designation is to encourage and permit mixed uses in and around the Downtown Whitmore Lake area. This designation is intended to allow for buildings to be slightly taller than those in the surrounding districts, up to three or four stories. The design pattern of the Village Center – Mixed Use area should promote walking and foster community interaction. The future land uses within the Village Center – Mixed Use area are intended to be flexible, but shall meet specific form and mixed-use design guidelines.

Description: The Village Center – Mixed Use designation is focused on the core of the downtown area near Main and Barker, the North Village area, and potential development areas bordering US 23.

Relationship to Physical and Natural Features: This area is the most urbanized within the Township; however, it is also environmentally sensitive due to the location of the Township's water bodies and the desire of people to reside near bodies of water.

Most Compatible Uses:

- Mixed-use development / 3-4 story buildings
- Upper-floor dwelling units
- Townhomes
- Senior housing
- Neighborhood commercial uses
- Restaurants / Bakeries / Cafés
- Food production / Breweries
- Marinas / Lake-oriented businesses
- Personal service establishments
- Hardware stores
- Banks / Credit unions
- Offices
- Farm and artisan markets / Specialty grocers
- Community Center
- Recreational services / Gyms / Sporting goods
- Entertainment and event spaces
- Public square
- Community support facilities such as churches, schools, and public buildings



Village Center – Cottage Retail

Intent: The intent of the Village Center – Cottage Retail designation is to connect the downtown to the rest of the Township by acting as a kind of transition between different intensities of uses. Buildings in this district will not be as tall as those in the Village Center – Mixed Use area, but may be at a relatively high density to signify a transition from surrounding neighborhoods to downtown. The design pattern of the downtown area should promote walking and foster community interaction. Future land uses in the Village Center – Cottage Retail area are intended to be flexible and shall promote adaptive reuse of existing buildings. Projects shall follow Cottage Retail design guidelines.

Description: The Village Center – Cottage Retail designation is focused on the edges of the downtown area along Barker and Main from all three directions leading into the core.

Relationship to Physical and Natural Features: This area is not as densely developed as the designated Village Center – Mixed Use areas, so there are generally greater opportunities for yard space or other pervious surfaces. However, the area is more urbanized than the other parts of the Township. It is also environmentally sensitive due to the location of the Township’s water bodies and the desire of people to reside near bodies of water.

Most Compatible Uses:

- Adaptive mixed-use development
- Boutique and specialty retail uses
- Single-family residences
- Two-family residences
- Multiple-family residences
- Innovative housing projects
- Personal service establishments
- Offices
- Parks, open spaces, and conservation areas
- Community support facilities such as churches, schools, and public buildings



DRAFT

Future Land Use Map

Downtown Whitmore Lake,
Northfield Township,
Washtenaw County, Michigan

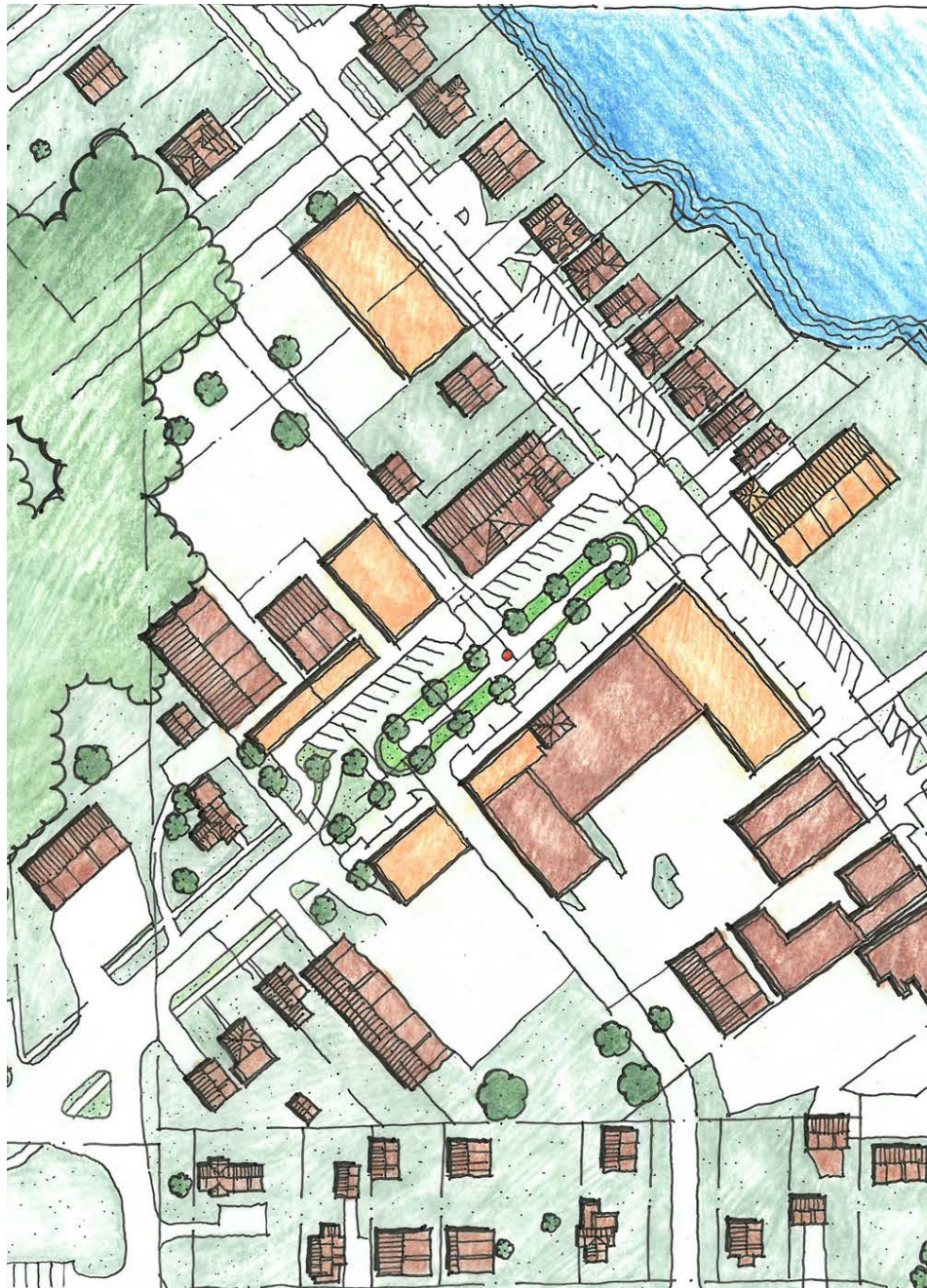
August 23, 2017

-  Village Center Boundary
-  Village Buildings
-  Cottage Retail
-  Mixed Use

CONNECTIVITY FRAMEWORK

The Connectivity Framework provides recommendations for the development of the public right-of-way in Downtown Whitmore Lake a manner consistent with and supportive of recommendations for Future Land Use. The Future Transportation Map shows the detailed physical recommendations contained in the following narrative.

The Future Transportation recommendations focus on pathways, crossing improvements, gateway creation, and creating complete streets with pedestrian crossings, streetscape enhancements, and bicycle facilities. The network is designed to establish easy to navigate connections for people to walk, bike, and drive from their neighborhoods around the Township to Downtown Whitmore Lake.





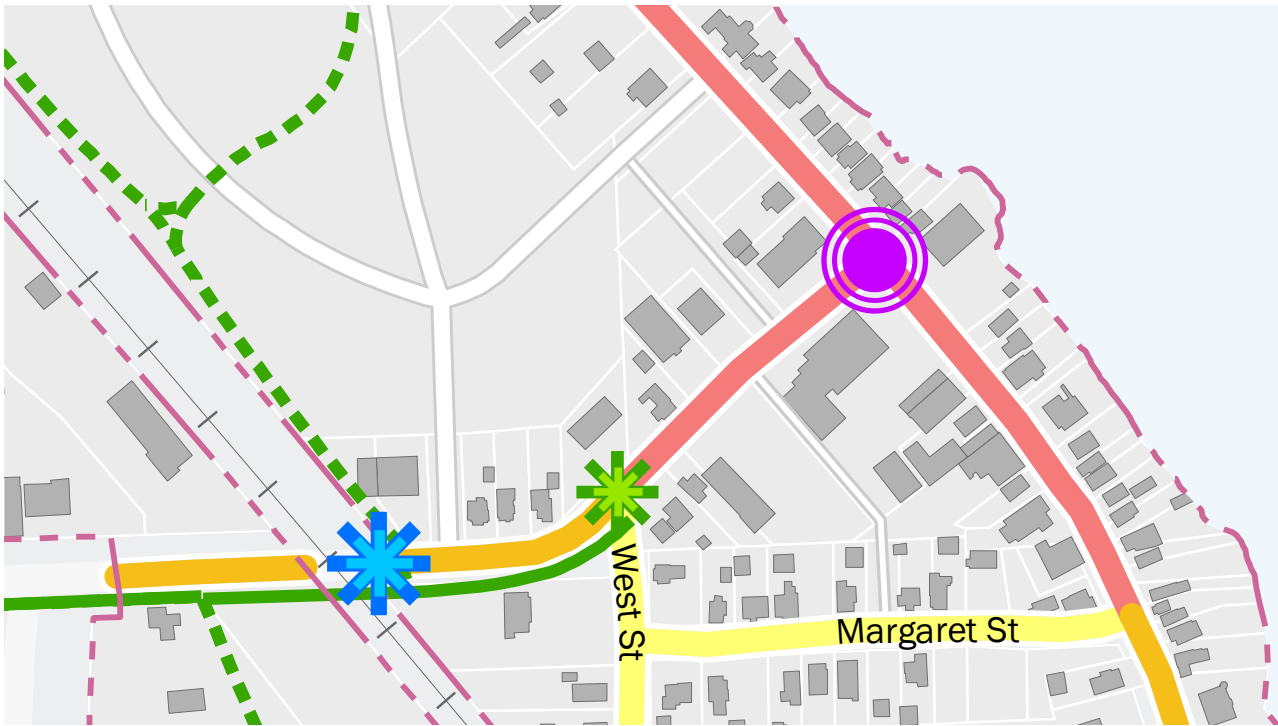
Example of a
pedestrian crossing

TRANSITION ELEMENTS

Transition elements are recommended to be installed at changes in the street typologies. These locations are important places to provide visual cues to denote the change in roadway context. These locations are noted on the Street Typology Map as Nodes, Gateways and Transitions.

- **Core Intersection:** Barker and Main Street is the heart of Downtown. Improvements of the identity and public system are recommended to be centered on this focal point. Pedestrian priority at this intersection should be established through traffic calming and crossing improvements. A prominent boulevard with a sculpture, public art, or clock is recommended to be included in the median.
- **Gateways:** Located at the entrances to downtown Whitmore Lake from the south, north and west. Prominent gateway features include gateway signs, public art, lane narrowing and wayfinding signs.
- **Transitions:** Located at the where bike facilities are recommended to transition to an on-street marked shared lane. Landscaping, signs, identity features and public art are appropriate design treatments.

The design palettes contain guidelines for installing traffic calming, landscaping, street furnishing, wayfinding, and identity features in these locations to enhance the user experience and operations in downtown.



GRID RETROFITS

Future Transportation Plan calls for new streets, alleys, and trails.

Currently, there are some limitations in the intersection density of the street grid in Downtown Whitmore Lake that can be improved by new alleys, pathways, and streets in the North Village Area. A desirable standard block length for walkability and vehicle circulation in a downtown area is 300 feet to 600 feet.

With new development, it may be possible to retrofit the street grid to create more pedestrian scale block lengths and improve network connections. The Future Transportation Map shows a few key retrofits to the network to eliminate the mega-blocks and create walkable urban centers.

- **North Village Area:**
 - » New public street system to link the Central Lawn and Green planned for the North Village into the downtown Whitmore Lake Street system.
- **Downtown Area:**
 - » New public alleys to link Barker Road north into the North Village site and new proposed public parking and south to Margaret Street.
- **Trails:**
 - » New trail connection from the bicycle path into the North Village area that currently passes by the Library to Main Street with a preferred connection along the railroad corridor under US-23.

New street connections in the North Village should be two-way shared streets with bicycles, pedestrians, and vehicles sharing the roadway. The new streets should have target vehicle speeds of 15 mph to 20 mph and 16 to 22 feet total travel way. On-street parking, shared biking and pedestrian access should be required. Curbs are not required as the systems should maintain a rural character consistent with Township neighborhoods. Alleys should be 16 to 20 feet with shared bike and pedestrian access as well.

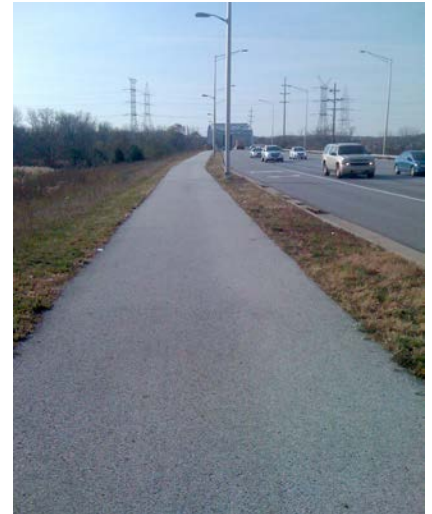
Currently, every site in downtown manages their own parking, with limited on-street parking, shared parking, or cross site access. Adding new streets will provide circulation and access to new on-street parking, shared private parking, and new public parking areas so customers can park once and walk to multiple destinations in downtown

MODE ACCOMMODATION

Improvements to the bicycle network in Downtown Whitmore Lake are desirable to increase access to downtown and support the Township's desire to improve recreation opportunities and lake access. Connections to the Downtown shopping destinations and Lake access will support residents' health and wellness. With bicycle network improvements more Township residents will be able to make safe, short trips to parks, schools, and even downtown entertainment and shopping, all without getting in the car. Bicycle network improvements are recommended based on the need for separation from vehicle traffic, existing signal locations to cross major roadways, and alignment with desirable community destinations like schools, parks, public facilities, and commercial areas.

Shared Use Paths and Trails

Shared use paths and trails are paved concrete or asphalt paths wide enough to accommodate both pedestrians and bicyclists. They are typically a minimum of 10 feet wide with 2 feet of clearance on either side of the path. Shared use paths offer cyclists a safe place to bike off-street when there is no space for a bike lane, or it is unsafe to bike on the street.



Conventional Bike Lanes and Paved Shoulders

Bike lanes create a dedicated space for cyclists on a roadway. They are appropriate on streets with moderate to heavy traffic. Bike lanes are indicated by on-street markings, which can be supplemented with signage. Bike lanes reinforce proper roadway etiquette, raise the visibility of bicyclists, and help both bicyclists and drivers behave predictably when sharing road space. For safe cycling, bike lanes should be 4 feet to 6 feet wide.



Marked Shared Lanes or Sharrows

Marked shared lanes use a double chevron and bicycle marking, or "sharrow," in a lane intended for the joint use of motorized and bicycle traffic. Chevron symbols direct bicyclists to ride in the safest location within the lane, outside of the door zone of parked cars and areas where debris is likely to collect. Generally, marked shared lanes are a low-cost treatment suitable for lightly traveled collector and arterial roads.



Improved Pedestrian Crossings

Improved and frequent pedestrian crossings are recommended to support safety, comfort, speed, and convenience of walking trips. Pedestrian crossings also serve bicyclists.



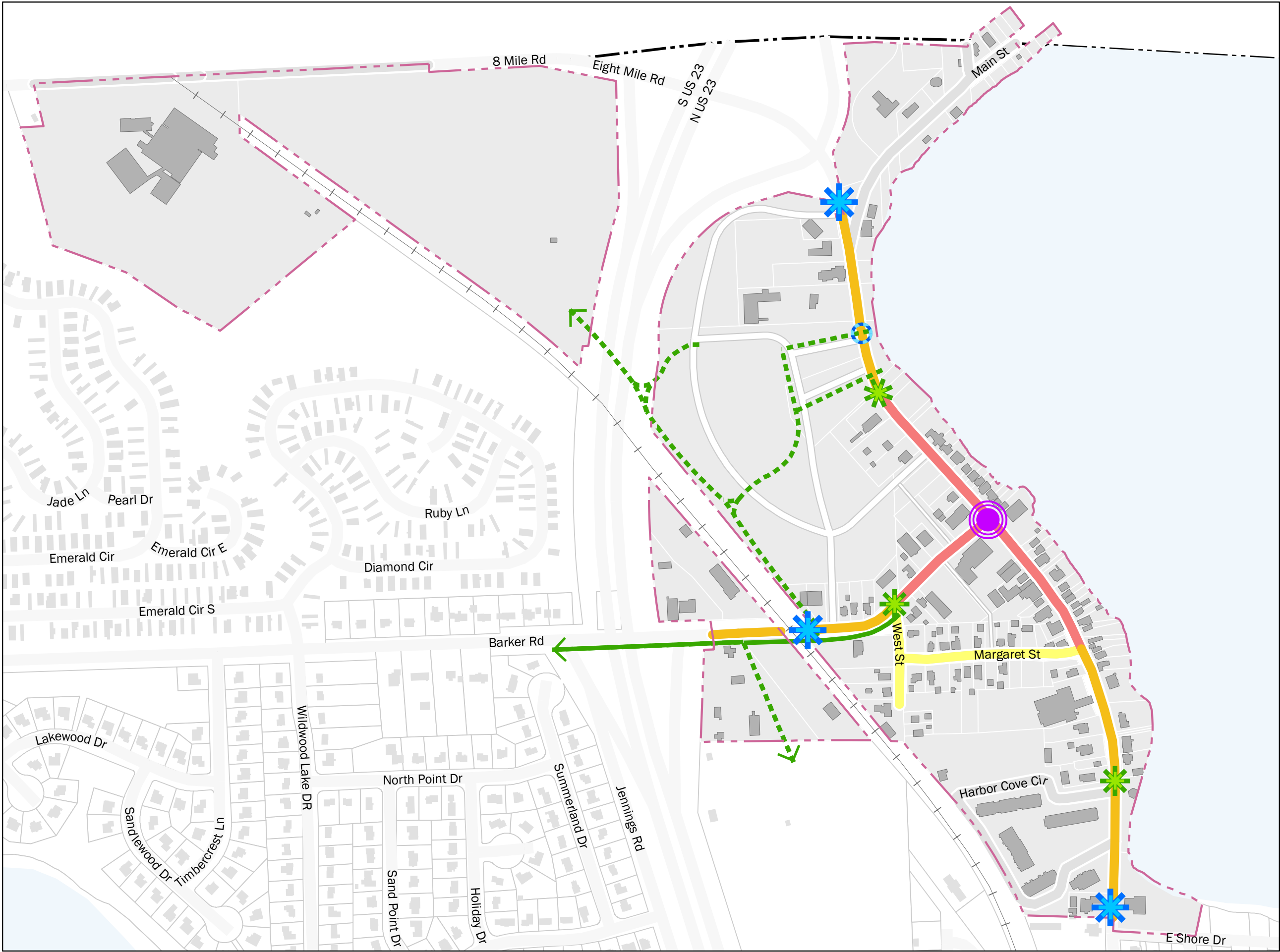
DRAFT

Future Transportation Map

Downtown Whitmore Lake,
Northfield Township,
Washtenaw County, Michigan

September 20, 2017

- Village Center Boundary
- Village Buildings
- Proposed Road
- Proposed Alley
- Paved Shoulder / Bike Lane
- Marked Shared Lane
- Bike Route
- Existing Pathway
- Proposed Pathway
- Core Intersection
- Gateway
- Transition
- Pedestrian Crossing



DESIGN PALETTES

An improved identity for Downtown Whitmore Lake will be created by enhancing the qualities of the streetscape through a high-quality built environment boasting safe accessible pedestrian circulation, traffic calming measures, marked shared bike lanes, on street parking, streetscape furniture, and plantings. The rhythmic placement of the streetscape elements establishes a cohesive streetscape setting.

The overarching goal of the proposed *Design Palette* for downtown promotes pedestrian safety, accessibility and a unified design treatment.

The streetscape enhancements will be focused in the downtown area, predominantly between the noted transitions into the urbanized downtown. The enhancement of the streetscape environment in downtown using the following finishing and identity palettes, as well as public art, will support the Township's objectives to give downtown a new life and identity to residents and people in the region.

FURNISHING PALETTE

Streetscape Furniture

Site furnishings provide important amenities for pedestrians by adding functionality and vitality to the pedestrian realm. Site furnishings include the images to the right.

These streetscape palette elements will complement the existing elements and can be implemented in the near-term, potentially with the help of donations or commissioning. These furnishings are available for purchase from Michigan based *Landscape Forms, Inc.*

Landscape Forms Inc.

Contact Information:
431 Lawndale Ave.
Kalamazoo, MI 49048
Tel: 800.430.6209
www.landscapeforms.com



HARDSCAPE MATERIALS

Exposed Aggregate and Concrete Paving

The mixture of exposed aggregate and concrete paving reinforces the area as the downtown and central hub of activity, distinguishing it from other areas.

Detectable Warning Strips

Detectable warning surfaces are applied to ramps to indicate interference with the street.



- f Exposed Aggregate
- g Concrete Paving
- h Detectable Warning Strip

IDENTITY PALETTE

Identity elements are recommended for Downtown Whitmore Lake to enhance identity and promote interaction and engagement between people and the streetscape environment. Interpretive signs can identify a district's name and entrances, announce important events, or display environmental information. Some identity features include gateways, signs, historical markers, installations, and banners.

Gateways

The Whitmore Lake gateway sign will identify entrances to the downtown district and mark the beginning of the area recommended for downtown identity features. The gateway design is a simple stone masonry base, the logo is designed to highlight the “more lake” slogan that reinforces residents' desires to enhance Lake access and market the Lake as the significant defining element of downtown. The sign is intended to be cut from 3/8 inch steel panel with the “more lake” section powder coated in a branded Whitmore Lake red. The lettering should be placed to be prominently viewed from the direction entering downtown. Landscape screens or buildings can be used as a back drop. The lettering can also be back-lit for night visibility.

- Kiosks and informational signs can be used proximate to gateway signs, can be attractive, useful street features. Kiosks can be used to display maps, bulletin boards, community announcements, and other important information.
- Installations of public art can be considered to enhance the gateway elements or placed at transition elements or near the core intersection of Barker and Main.

The Townships existing “Northfield Township” gateway signs should remain in place. The Whitmore Lake signs will signify the entrance to downtown and complement rather than replace them.

Signs

Signs are an effective way to welcome, alert, inform and direct users, especially at transition points. The Michigan Manual of Uniform Traffic Control Devices (MUTCD) contains guidelines for sign use in the transportation network, including pedestrian and bicycle signs.

Sign branding for downtown Whitmore Lake should be used to enhance the character of the downtown and its regional recognition. Distinctive directional signs, monument signs and banners will provide user information and convey a sense of local identity.

- Sign stands can be used for temporary purposes or in permanent installations, such as district maps and informative displays.
- Whitmore Lake Banners can be displayed on new poles or hang from existing lighting and utilities. Banners can be permanent district markers or rotated to note seasons or significant events.

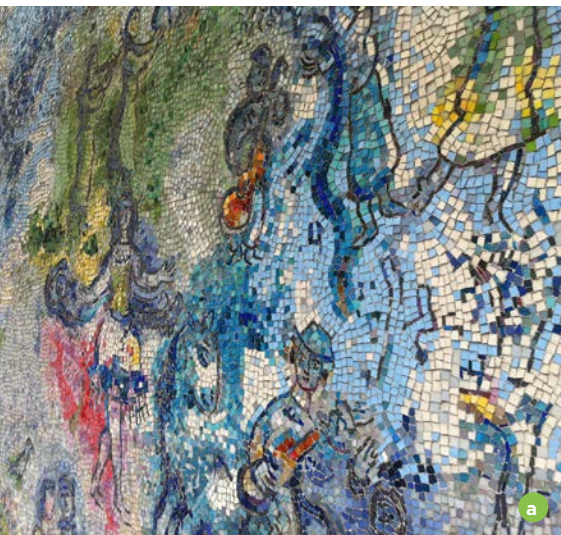
Downtown Whitmore Lake Logo/Brand

The Whitmore Lake logo is recommended to be an established brand for the downtown. The use of this logo by local organizations, businesses, and residents is encouraged.



PUBLIC ART

Art installations in downtown Whitmore Lake are encouraged. Sculptures and murals, can greatly accentuate the transportation network and improve the value of a place. Art can be effective traffic calming and can be substituted for gateway signs and wayfinding signs to reduce sign clutter. These features should be carefully placed so that they improve the walkability and bikability of the roadway without creating hazardous obstacles or distracting drivers.



a Wall Mosaic
Chicago, IL

b Wall Art
Chicago, IL

c Sculpture
Evanston, IL

d Median Sculpture
Detroit, MI



NORTH VILLAGE MASTER PLAN

NORTHFIELD TOWNSHIP
WASHTENAW COUNTY, MI

prepared by McKenna Associates
March 23, 2017

ACKNOWLEDGMENTS

Township Board of Trustees

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

Downtown Planning Group

Barb Griffith, Chair, DDA Chair
Jeni Olney,
Suzanne Bellore
Tom DeKeyser
Denise Kabisch
Linda Lupi
Tamren Menzel
Tim Saville
Cyndi Secrist
Jack Secrist
Doug Wilbur

Consultants – McKenna Associates

Paul Lippens, AICP — Project Manager
Patrick Sloan, AICP — Township Planner
John Jackson, AICP — President
Steve Hannon — Project Planner
Michael Campbell, AIA — Urban Design
Carrie Leitner — Graphic Design

TABLE OF CONTENTS

| | |
|-------------------------|-----|
| Acknowledgments | i |
| Table of Contents | iii |

INTRODUCTION..... 1

| | |
|-------------------------|---|
| Purpose Statement | 2 |
| Design Objectives..... | 2 |

DESIGN WORKSHOP..... 3

| | |
|---|---|
| Activity #1: Connectivity with Other Community Sites..... | 4 |
| Activity #2: Tradeoff Discussion | 5 |
| Activity #3: Site Design and Character | 6 |

OUTREACH 7

| | |
|--------------------------------------|---|
| Trunk or Treat Event and Survey..... | 7 |
| Business Interviews | 8 |
| Township Tax Mailing Survey | 9 |

CONCEPT PLANS..... 10

| | |
|-----------------------------------|----|
| Design Scenario 1: Park Only..... | 10 |
| Design Scenario 2..... | 12 |
| Design Scenario 3..... | 14 |
| Synthesis Plan | 16 |

COST AND PHASING..... 20

APPENDIX: PUBLIC SURVEY RESULTS 23

LIST OF FIGURES

| | |
|--|----|
| Figure 1: Site Location..... | 1 |
| Figure 2: Connectivity Diagrams | 4 |
| Figure 3: Design Scenario 1a | 10 |
| Figure 4: Design Scenario 1b | 11 |
| Figure 5: Design Scenario 2a | 12 |
| Figure 6: Design Scenario 2b | 13 |
| Figure 7: Design Scenario 3a | 14 |
| Figure 8: Design Scenario 3b | 15 |
| Figure 9: Synthesis Plan | 18 |
| Figure 10: Central Lawn Rendering with Pavilion..... | 19 |
| Figure 11: Town Green Rendering with Lake View..... | 19 |
| Figure 12: Phasing Plan | 22 |

LIST OF TABLES

| | |
|---|----|
| Table 1: Public and Private Construction Estimate | 21 |
| Table 2: Building and Unit Calculations..... | 21 |

INTRODUCTION

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. To lead the effort, the Board authorized the creation of the Downtown Planning Group on October 13, 2015 by unanimous vote. Barb Griffith was named chair person for the Downtown Planning Group. The Downtown Planning Group (DPG) members are all community volunteers. The DPG hopes to bring together ideas and help give Whitmore Lake's downtown a much needed boost.

In September of 2016, Northfield Township realized a dream of the community for many years; a public park and access to Whitmore Lake. The Northfield Township Board of Trustees purchased 23 acres formerly referred to as the "Van Curler Property" - the vacant land next to the Whitmore Lake Post Office. The Board of Trustees authorized the DPG to create a Master Plan for the North Village area. This Plan will be used as an informational tool to seek potential developers for the site. The DPG will work with the Township Board to incorporate this vision into a Strategic Plan for Downtown Whitmore Lake.



Figure 1: Site Location

PURPOSE STATEMENT

The North Village development shall complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown Whitmore Lake. Development shall be phased to address public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

Uses shall be complementary to Downtown Whitmore Lake and mixed use buildings with restaurants, retail, and second floor residential along Main Street are desirable. The site shall be developed to minimize the fiscal impact on taxpayers and new private development, include housing and mixed use buildings, shall be considered if the development will subsidize public amenities.

DESIGN OBJECTIVES

Required Design Objectives:

- A small public space / town green (10,000 s. f. or less) fronting the lake and Main Street and framed by retail or mixed use buildings.
- A two to three story mixed use building (foot print of 10,000 to 15, 000 s. f.) fronting on Main Street with site access to a public parking area on the southeast access point north of the Barker Road intersection.
- A public stage / amphitheater on the north end of the site facing US 23 and sited to complement views of the lake.
- A central passive recreation area / field, corresponding to the existing glen with a pavilion structure and restroom.
- The circulation system should be restricted to the perimeters of the central open space and provide site access to Barker Road on the south, Main Street in two locations on the east and Main Street on the north through the existing US 23 exit ramp.
- The four established woodland clusters shall be substantially preserved in the locating of site features and amenities.
- A multimodal path on the western edge of the site tying into a circulation system that accesses the town green and central passive recreation area.
- The multimodal path should connect to the planned path on the south side of Barker, the athletic fields, and potentially follow the rail right-of-way under US 23.
- The passive recreation area should be usable for special event parking.

Encouraged Design Objectives:

- Housing, of up to four stories, is encouraged to fill gaps between woodlands on the west edge of the site adjacent to US 23 to help create a sound barrier.
- If additional housing is incorporated it should be of a character compatible with nearby single family homes with front porches, pitched roofs, and limited to 2.5 stories in height.
- A new sand beach stabilized by design with dock, fishing, and swimming area to accommodate public access to the waterfront.
- A community garden and farmers market event spaces should be integrated into the site design.

DESIGN WORKSHOP



Northfield Township held a public visioning workshop on Tuesday January 17, 2017 to gather ideas for the Community Park site. The workshop was attended by approximately 50 people including residents as well as elected and appointed officials. The Downtown Planning Group provided an overview and background information about the project, and described each of the three activities taking place at the workshop. One activity asked people to describe how they wanted to connect the site to the rest of the Township and what opportunities there are to tie the site into the entire community. Another activity asked for ideas on what uses people wanted to see on the site including recreation, housing, and retail. People were also asked to choose among three different intensities of development on the site, with the high intensity options having several different uses and the low intensity uses having fewer total uses. The final activity asked people for site design ideas, with each group providing ideas for a different level of development intensity. Many people went into the activities thinking that they wanted only recreational elements; however, opinions tended to evolve as people discussed issues, opportunities and site configuration. Opportunities for non-recreational features were especially popular located at site edges.

At the workshop, residents discussed the relationship of the North Village site to the surrounding neighborhoods, businesses, and Downtown.



Figure 2: Connectivity Diagrams

1 **ACTIVITY #1: CONNECTIVITY WITH OTHER COMMUNITY SITES**

This activity focused on how the North Village site relates to other areas in the Township and what people see as opportunities for connecting this site to the entire community. The site is next to the downtown area of Whitmore Lake, and many participants want the park to help bring in more people and more activity downtown. The site also includes some portions with waterfront on Whitmore Lake and the attendees thought this was a great opportunity to provide public access to the lake. Having several different types of activities near each other was seen as a great way to make the area a destination and draw more people to the downtown area.

The site may potentially be a focal point of activity with several major destinations nearby. To the west is Whitmore Lake Elementary School and to the south is the school district's Jennings Athletic Complex and Early Childhood Center. If the North Village site includes passive recreation and trail uses, school properties would be very desirable to connect to a trail network. There is a large site next to the freeway interchange on the opposite side of US 23 that is prime for redevelopment, as is another site to the north on 8 Mile Road in Green Oak Township. Both of these sites could be connected to the North Village site in some capacity. People also described the importance of connecting to the existing commercial and residential development along Main Street to the south and East Shore Drive and 7 Mile Road to the east of the North Village site.



ACTIVITY #2: TRADE-OFF DISCUSSION

2

This activity asked people to choose from the different potential uses for the site including recreational uses, housing, and retail. The activity presented three scenarios for the intensity of development on the site: park only, park with housing, and park with retail and housing. The participants were then asked to choose one use they wanted to see in the park only scenario, two uses they wanted to see in the park with housing scenario, and three uses they wanted to see in the park with retail and housing scenario. The exercise was intended to show the trade-off between leaving parts of the site as undeveloped park space and the revenue generating potential of developing parts of the site. Each use was also shown with its potential to generate long-term revenues or costs. Participants were asked to reach a consensus within their group on a preferred design scenario and priority uses. Based on the short amount of time available for the exercise, the conversations tended to focus more on priority uses for the site and the trade-off discussions did not result in consensus recommendations. People recognized that there were many potential ways to arrange uses on the site.

The discussion among participants within the first group seemingly led to a preferred scenario of a park with retail only and a band shell as the most important use. The second group voted on their preferences which included: a picnic pavilion with restrooms, passive recreation, and restrooms in the park only scenario; beach access, canoe launch, and playground in the park with housing scenario; and restaurants, a town green, band shell, farmers market, and fishing pier in the park with retail and housing scenario. The third group also voted on preferences which included: a picnic pavilion in the park only scenario; beach access with swimming area, canoe launch, mixed use condos and townhouses, and a public dock or marina in the park with housing scenario; and a band shell, fishing pier, town green, and farmers market in the park with retail and housing scenario.



3

ACTIVITY #3: SITE DESIGN AND CHARACTER

This activity asked people to envision potential design options for the site, with each group producing a sketch of the site. One group sketched the park only option, one group sketched the park with housing option, and one group sketched the park with retail and housing option. The activity was structured in this way to allow for a complete sketch of one scenario in the time limits. The scenario depicted in the site sketch did not necessarily correlate with the group's preferred scenario.

The sketch of the park only scenario included several different recreational elements. The frontage on Main Street would have a dock and waterfront access on the lake side, and a community ice rink on the west side. Most of the site would be a large open space behind the buildings on Barker and Main, with only a few structures around its perimeter. A skate park would be included at the south end of the site, and a community garden at the north end. The site would also preserve most of the existing groups of trees. A common parking lot for downtown businesses is included in the southeast corner of the site.

In the sketch of the park with housing scenario, the waterfront access includes a public beach. On the west side of Main Street there is a large open space with a stage near the back facing towards the lake. Their idea is to keep the site open towards the lake and use the stage as part of a buffer from highway noise. Behind the stage is a road going through the entire site from Barker to 8 Mile, using part of the freeway ramp that may be removed with the reconfiguration of this interchange. Other internal roads provide two connections to Main Street. Housing units are located along the roads, including between the highway and the site to act as a further buffer from highway noise.

The park with retail and housing drawing showed the most amount of development on the site. There are more than 20 structures with housing units, mostly located on the southern half of the site. These structures face a network of internal roads with parking located behind the buildings. There are three main recreational components: a public waterfront access with dock, a "town green" with public picnic area, and a large open space at the center of the site with band shell facing the lake. This scenario includes four loft buildings along the freeway side, to act as both a buffer from freeway noise and as landmarks for people traveling on the highway. The scenario also preserves trees along the edge of the site to provide a landscape buffer, but the trees on the southern part of the site would be removed. On the northeast corner of the site along Main Street, a restaurant would be included as the primary retail use, which would take advantage of the picnic area in the park right next to it.

OUTREACH

TRUNK OR TREAT EVENT AND SURVEY

The Downtown Planning Group promoted the plan for North Village at the Trunk or Treat event on Sunday October 23, 2016 from 2-5 PM. This was a community Halloween celebration for the kids with activities and other entertainment including the Whitmore Lake High School band. Anybody interested in learning more was encouraged to come to our table for an overview of the project and the planning process. People were also invited to give feedback either by taking the Downtown Planning Group survey or by submitting an idea through the “Big Idea” brainstorming activity.

Survey

There were a total of 92 responses to the survey from attendees to the event. About 61% of the people surveyed said this property should be used for a community park or recreational purposes only, 28% said it should be used for a combination of recreation, retail and/or housing, and 11% of respondents wrote another response along these lines. Nobody preferred retail purposes only or housing only for the use of this property.

For the recreational features that people would like to see (people could choose their top 3), the top choices were sandy beach/swim area (58%), children’s play area with playground equipment (55%), pavilion/picnic area (54%), and pathways and trails (44%). A band shell (34%), fishing pier (30%), and canoe/kayak launch (24%) also received several votes. For potential business uses on this site, a bakery/deli (42%), restaurant/bar (35%), food market (31%), and a brewery (30%) were the most preferred. Several people in the comments to this question reiterated that they did not want any business uses on this site.

Big Idea Board

The big idea board gave people an opportunity to brainstorm and write down any idea they had to use the site. Some people also wrote smiley faces to support ideas already on the board. The ideas are listed on the following page.

- Splash pad (3 support)
- Just some tables
- Good, gentle lighting
- 24-hour video surveillance
- Community events (3 support)
- Connect community with paths (1 support)
- Music
- Gym
- Park
- Swim at your own risk (child/toddler proof gate to beach)
- Playground by Great Lakes Recreation Company
- Band shell, open mic nights (1 support)
- Picnic pavilion for rent (1 support)
- Food trucks
- Stand up paddle boards
- Public beach
- Farmer’s market area
- Walking trails with restroom and drinking fountain



BUSINESS INTERVIEWS

The Downtown Planning Group conducted interviews with six business owners in the downtown area and two from other communities in the surrounding metro area. The interviews were conducted to get local entrepreneur input on the assets, opportunities, and deficiencies for the future development of downtown Whitmore Lake.

Business owners from Whitmore Lake generally said that it is a great community with great people, but the downtown has a lot of potential that has yet to be realized. More commercial or service activity is needed, and there needs to be a draw to get people downtown. Suggestions for potential businesses downtown include a credit union, hardware store, restaurant on the lake, and other small retail shops. Business owners from outside the Whitmore Lake area said restaurants, coffeehouses, a community theatre or similar use, and an active/outdoor sports retail store would do well there. The Township should work to incubate new businesses in the downtown area.

Whitmore Lake business owners said there is generally not an overabundance of one business type besides pizza places. Most were not interested in opening a branch of their business in another community, but all would like to increase business at their current location by drawing more people downtown and expanding their offerings. The business owners from other communities were not interested in opening a new branch in Whitmore Lake, but this was mostly based on their own business models.

People in Whitmore Lake have several different ideas on what would make it more attractive. Some people mentioned the need to improve the business climate, saying that property taxes are too high and there are too many hurdles in the regulatory process. For people who thought housing would be a good addition, the most common suggestions were medium-to-high income subdivisions and homes throughout the Township, as well as condos with a view of the lake for downtown housing. One of the outside business owners stated that a positive business ecosystem, where businesses and public officials support each other, was crucial to the success of their business.

Park and recreational amenities that people want to see include a family picnic area, amphitheater or band shell, fishing pier, place to swim, outdoor grills, and many other ideas. A common parking lot for the entire downtown area was also cited as a need. People from outside the community described the importance of having unique events to bring people and families to the community, and said the lake is a major asset that the community can better leverage with the park.

For advertising, one person stated how social media has been beneficial for them. Another suggested that advertising near the freeway exits would be helpful.

Overall, there are a lot of strengths for Whitmore Lake to build upon. The lake being next to downtown is a tremendous asset that is currently underused. Residents support the existing events that occur downtown. Marketing ideas included doing a Groupon-style deal for downtown businesses and similar campaigns, and focus the marketing efforts on trying to attract more businesses to the area as a first step before marketing to attract more customers.

TOWNSHIP TAX MAILING SURVEY

A total of 390 responses were obtained from the survey mailed out with property taxes and from surveys returned to the Township offices. About 64% of people surveyed said this property should be used for a community park or recreational purposes only, 26% said it should be used for a combination of recreation, retail, and/or housing, 5% preferred retail purposes only, and 6% respondents gave their own response. Nobody preferred housing only for the use of this property.

For recreational features people want to see (people could choose their top 3), the top choices were a sandy beach/swim area (63%), pathways and trails (46%), a pavilion/picnic area (46%), and a children's play area with playground equipment (38%). A canoe/kayak launch (34%), fishing pier (30%), and band shell/amphitheater (19%) also received several votes. For potential businesses on the site, a restaurant or bar (44%), bakery/deli (41%), food truck (25%), and food market (23%) were the most popular of the given options. Several people in the comments reiterated that they did not want any business uses on the site.

CONCEPT PLANS

The Downtown Planning Group worked with residents and business owners at the design workshop held on January 17, 2017 to develop schematic design for site development. Three scenarios, representing a low, medium, and high development intensity, were explored in the process of developing a synthesis plan. The synthesis plan attempts to achieve the best of all three scenarios and limit perceived impacts to park development.

DESIGN SCENARIO 1: PARK ONLY

The first design scenario explored was a low-intensity development scenario that focused on maintaining natural features, providing some desirable public amenities, and limiting housing, commercial, or mixed use development. This design scenario was perceived as potentially resulting in a maintenance burden and a high public development cost for the desired amenities. Many Township residents prefer a park only option.



Figure 3: Design Scenario 1a:
Park Only – Low Development Intensity - Pre-Charrette Schematic



Figure 4: Design Scenario 1b:
Park Only – Low Development Intensity Design Workshop Sketch

DESIGN SCENARIO 2

The second design scenario explored was a middle-intensity development scenario that focused on maintaining most of the site's natural features and a minimum of 50% of land for public uses. Design workshop participants were not attracted to the traditional grid pattern presented in the pre-development charrette schematic. Instead, a curvilinear pattern that accentuated the park as the prominent site feature was suggested, which led to the structures being moved to the site edges. This design provides many desirable public amenities, while including some private development to potentially offset public construction costs and contribute to Township tax revenues. Design workshop participants expressed some concerns with providing housing, but most were supportive of some mixed use along the front of the site. Based on the outreach conducted, a middle-intensity scenario may fit with the preferences of Township residents if impacts are minimal and development helps to finance public amenities on the site.

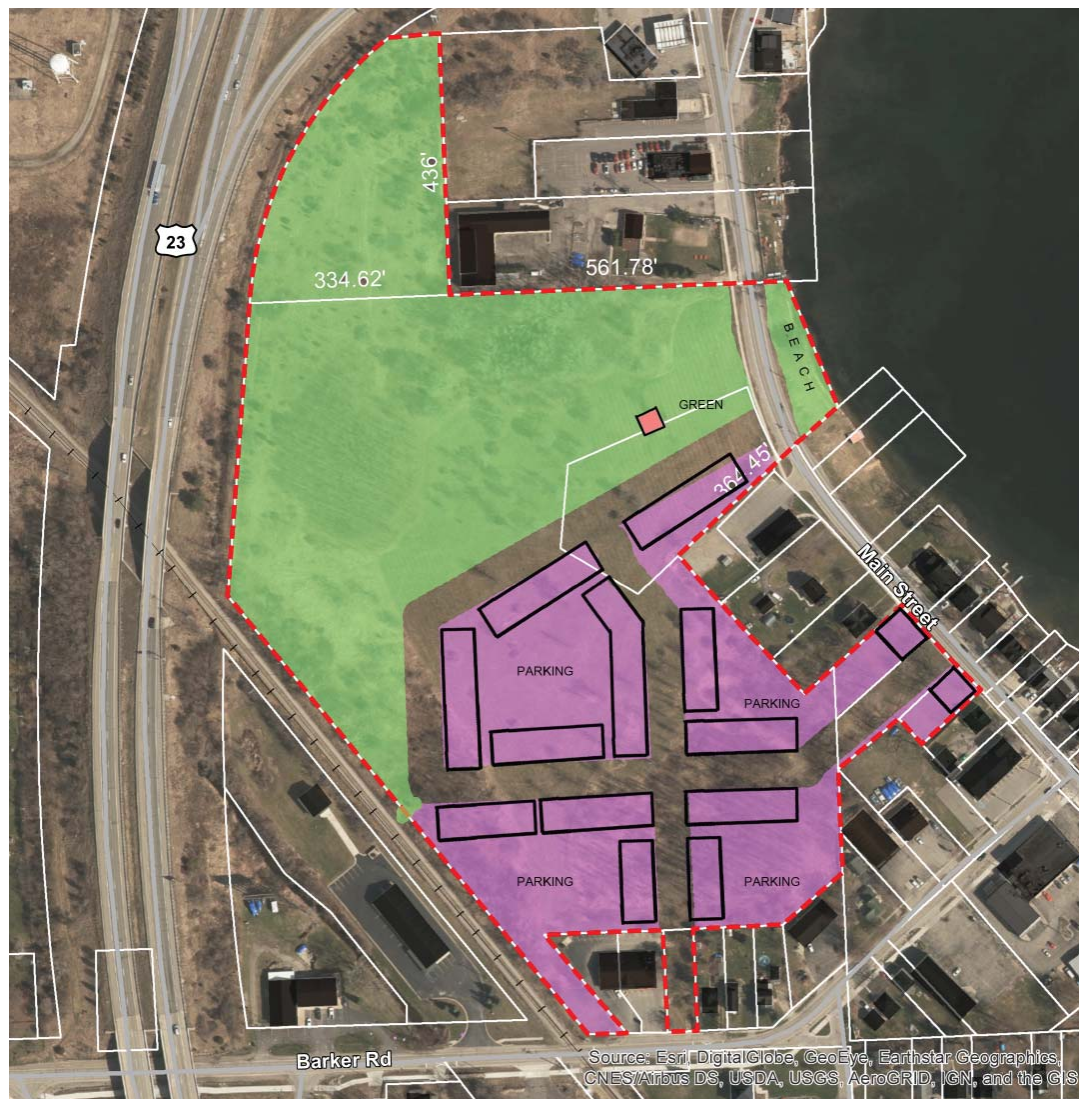


Figure 5: Design Scenario 2a:
Park with Housing – Medium Development Intensity - Pre-Charrette Schematic



Figure 6: Design Scenario 2b:
Park with Housing – Medium Development Intensity - Charrette Sketch

DESIGN SCENARIO 3

The third design scenario explored was a high-intensity development scenario that gave priority to using the site for private development and provided more limited public amenities like lake access, public parking, and a town green. Design workshop participants again were not attracted to the traditional grid pattern presented in the pre-development charrette schematic and were critical of the development density shown. Instead, the sketch design again features a curvilinear pattern. The sketch shows that the important public amenities can be provided and private development can be considered at a high building density, if desired. However, based on the outreach conducted, the high-intensity scenario would not fit with the preferences of many Township residents.

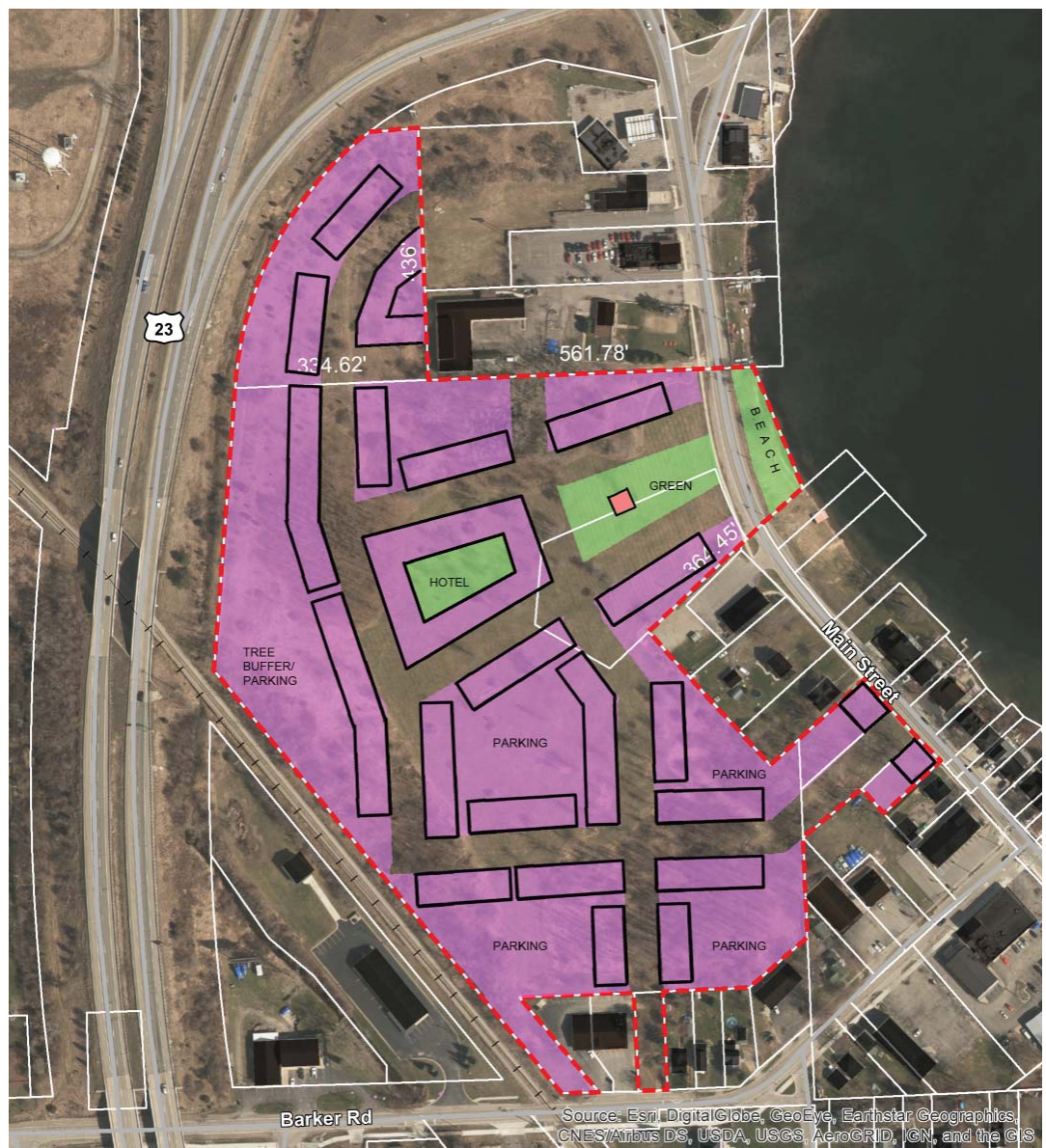


Figure 7: Design Scenario 3a:
Park With Mixed Use – High Development Intensity - Pre-Charrette Schematic



Figure 8: Design Scenario 3b:
Park With Mixed Use – High Development Intensity -Charrette Sketch



SYNTHESIS PLAN

The synthesis plan is based on the ideas from the Downtown Planning Group, Township officials, business owners, and community members. The synthesis plan meets the design objectives for the site while minimizing the perceived negative impacts of private development. The plan enhances some of the neighborhood and downtown connections that were articulated during the outreach process. The plan includes:

- Walking and biking enhancements that make neighborhood connections, improve Main Street access, and link school facilities and regional bike routes via a potential rail trail
- New parking areas for downtown and special events
- Waterfront access and site design for visual and acoustic considerations
- Preservation of natural features and existing tree stands
- Vehicle access to and through the site to Downtown and special event parking provide additional travel routes in the Downtown area

The synthesis plan is first and foremost a park. The plan includes mixed use and moderate development intensity around the site edges and with complementary form to the adjacent land uses. The plan includes the most commonly desired features and recreational amenities. New residential lofts, row houses, and mixed used buildings can be incorporated into the design to help supplement the cost of public features and provide tax revenues to assist with future maintenance.

There are several recreational opportunities included in the synthesis plan. Public access to the lake was a major priority of residents. The plan incorporates a fishing pier, beach, and marina. The town green, located across Main Street from the public lake access, is the most visible park feature on the site. A central lawn is located behind the town green providing people with opportunities for passive recreation, viewing entertainment at the band shell, or



special events. A community garden area is provided on the south end of the lawn by the pavilion and restroom structure. The band shell is sited so that people can simultaneously enjoy the lake and the performances, with the sound directed toward the highway so that it does not carry across the water. A new trail system is proposed with links to major off-site destinations. The existing stands of trees on the site are proposed to be preserved in site design. There is a possibility to integrate Downtown parking into the tree stands on the south end of the site. A tree survey will be required to evaluate these features and create a parking area that limits impacts.

Mixed-use buildings with retail are proposed at key points on Main Street, which would be designed to create a more walkable area. Smaller liner buildings are proposed to frame the edges around the town green space, with parking lots located behind these buildings. There are two sets of row houses on the site: one facing the central lawn on the east side with parking behind the buildings, and another on the northern part of the site. Finally, residential lofts are proposed along the western portion of the site to provide a buffer between the site and the highway. Parking for the lofts is located on the highway side.

Vehicular circulation is designed to access the site at four locations. The northernmost entry point would connect to the intersection of North Main at Main (8 Mile), creating a new four-way intersection. This new road would continue along the west side of the central lawn, and curve around, eventually heading south to link to Barker Road. A driveway access would also be provided to parking areas north of the Main Street and Barker Road intersection. A pair of one way streets border the town green and connect to Main and a drive that follows the east side of the central lawn. In front of the band shell, the drive access could be limited access and primarily used for a farmers market, or similar events.



Figure 9: Synthesis Plan: Park with Mixed Use – Moderate Development Intensity

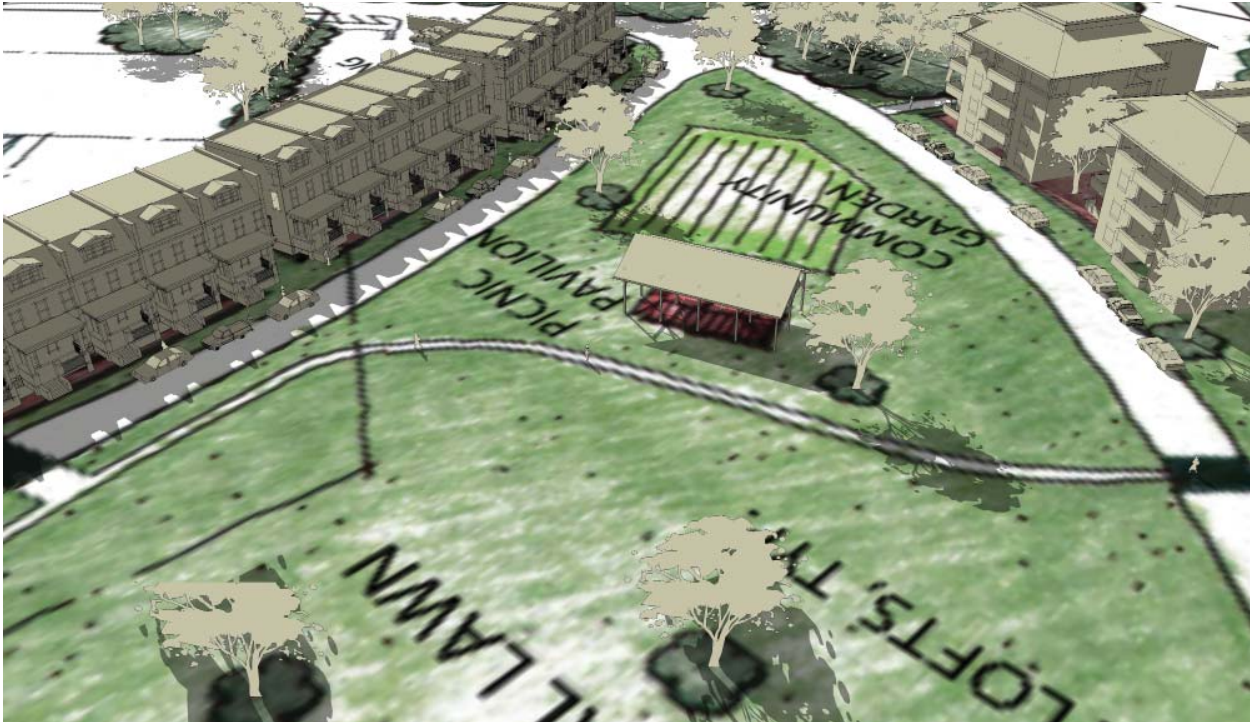


Figure 10: Central Lawn Rendering with Pavilion.



Figure 11: Town Green Rendering with Lake View



VALUE AND PHASING

The value of the proposed improvements for North Village can be estimated at roughly equivalent to the cost of construction. This construction cost estimate provides rough values to build the Synthesis Plan for the North Village. It is presented in three phases, where construction costs are projected at \$9,032,671 for Phase I, \$10,802,200 for Phase II, and \$27,354,560 for Phase III, with Phase III delivering the vast majority of leasable floor area (see Table 1). The total increased value for the site is estimated at \$47,189,431.

The vast majority of the value will be taxable, estimated at \$44,180,000 for buildings. Based on the 2016 Township Millage rate of 40.93, the construction value yields an annual taxable value of \$1,808,287. The average unit cost will be \$279,620 for the 158 proposed units. The construction cost measure of \$250 per sq. ft. for mixed use and loft buildings and \$175 per sq. ft. for row houses is high to accommodate durable and attractive materials and fixtures, as well as unforeseen construction costs, which may include sewer line and lift station improvements.

Included in Phase I are all the public features to create North Village, including the roadways and associated utilities for all three phases. Phase I also includes all work associated with the entirety of the marina, dock, beach, town green, central lawn, band shell, and connecting trail system. The residential units, and their associated parking facilities, are split into Phases I, II, and III:

- Phase I includes the lakefront access and amenities, mixed use and liner buildings, three parking lots, the town green, the amphitheater, the central lawn and community garden, and the trail system. There are 23 combined commercial and residential units, at average unit size of 1,200 square feet each, for a total of 27,600 square feet of leasable floor area. Rowhouse units include indoor parking for vehicles. Phase I also has 27,460 square feet of paved and landscaped parking area, accommodating roughly 78 cars.
- Phase II includes the three southernmost row houses and the southernmost residential lofts. There are 20 rowhouses and 20 residential loft units, each at average size of 1,200 square feet, for a total of 48,000 square feet of leasable floor area. Rowhouse units include indoor parking for vehicles. Phase II also has 46,600 square feet of paved and landscaped parking area, accommodating roughly 133 cars.
- Phase III includes the two remaining row houses and the three remaining residential lofts. There are 15 rowhouses and 80 loft units, at average unit size of 1,200 square feet each, for a total of 113,600 square feet of leasable floor area. Rowhouse units include indoor parking for vehicles. Phase III also has 38,400 square feet of exterior paved and landscaped parking area, accommodating roughly 110 cars.
- North Access Road: Public roadway access from the north end of the site is required. This will require working with MDOT and/or adjacent property owners to negotiate right-of-way access.

Unit estimates and building square footage totals are shown in Table 2.

Table 1: Public and Private Construction Estimate

| Phase 1 | | | | |
|---|----------------|---------|---------------|----------------------|
| Feature | Analysis Units | Measure | Cost Per Unit | Cost Estimate |
| Sewer / Utilities | 3,600 | l. ft. | \$ 136.00 | \$ 489,600 |
| Roads / Circulation / Street Parking | 3,600 | l. ft. | \$ 50.00 | \$ 180,000 |
| Parking Areas with Landscaping | 27,460 | sq. ft. | \$ 7.15 | \$ 196,339 |
| Central Lawn – Grading / Seeding / Planting | 118,800 | sq. ft. | \$ 0.94 | \$ 111,672 |
| Central Lawn – Pathways | 480 | l. ft. | \$ 12.00 | \$ 5,760 |
| Central Lawn – Market Roadway | 6,450 | sq. ft. | \$ 18.00 | \$ 116,100 |
| Central Lawn – Market Roadway Bollards | 6 | per | \$ 600.00 | \$ 3,600 |
| Central Lawn – Band Shell | 1 | per | \$ 375,000.00 | \$ 375,000 |
| Central Lawn – Pavilion / Restrooms | 1 | per | \$ 155,000.00 | \$ 155,000 |
| Green – Grading / Seeding / Planting | 14,000 | sq. ft. | \$ 0.94 | \$ 13,160 |
| Green – Sidewalks | 8,800 | l. ft. | \$ 9.00 | \$ 79,200 |
| Green – Flagpole / Sculpture | 1 | per | \$ 7,000.00 | \$ 7,000 |
| Marina – Docks | 385 | l. ft. | \$ 400.00 | \$ 154,000 |
| Marina – Beach / Sand System | 1 | per | \$ 228,000.00 | \$ 228,000 |
| Mixed Use Buildings – Main Street | 20,400 | sq. ft. | \$ 250.00 | \$ 5,100,000 |
| Mixed Use Buildings – On Green | 7200 | sq. ft. | \$ 250.00 | \$ 1,800,000 |
| Connecting Trail System | 1520 | l. ft. | \$ 12.00 | \$ 18,240 |
| Phase 1 Total | | | | \$ 9,032,671 |
| Phase 2 | | | | |
| Feature | Analysis Units | Measure | Cost Per Unit | Cost Estimate |
| Rowhouses | 24,000 | sq. ft. | \$ 175.00 | \$ 4,200,000 |
| Loft Buildings | 24,000 | sq. ft. | \$ 250.00 | \$ 6,000,000 |
| Parking Areas with Landscaping | 10,000 | sq. ft. | \$ 7.15 | \$ 71,500 |
| Parking Areas with Preserved Trees | 36,600 | sq. ft. | \$ 14.50 | \$ 530,700 |
| Phase 2 Total | | | | \$ 10,802,200 |
| Phase 3 | | | | |
| Feature | Analysis Units | Measure | Cost Per Unit | Cost Estimate |
| Rowhouses | 17,600 | sq. ft. | \$ 175.00 | \$ 3,080,000 |
| Loft Buildings | 96,000 | sq. ft. | \$ 250.00 | \$ 24,000,000 |
| Parking Areas with Landscaping | 38,400 | sq. ft. | \$ 7.15 | \$ 274,560 |
| Phase 3 Total | | | | \$ 27,354,560 |
| Phase 1, 2, 3, Total | | | | \$ 47,189,431 |

Table 2: Building and Unit Calculations

| Building Type | Average Footprint (sf) | Stories (#) | Buildings (#) | Total Square Feet | Average Unit Size | Housing / Retail Units (#) |
|-----------------------------------|------------------------|-------------|---------------|-------------------|-------------------|----------------------------|
| Mixed Use Buildings - Main Street | 3,400 | 2 | 3 | 20,400 | 1,200 | 17 |
| Mixed Use Buildings - On Green | 1,200 | 2 | 3 | 7,200 | 1,200 | 6 |
| Rowhouses - Phase 2 | 4,000 | 2 | 3 | 24,000 | 1,200 | 20 |
| Rowhouses - Phase 3 | 4,400 | 2 | 2 | 17,600 | 1,200 | 15 |
| Loft Buildings - Phase 2 | 6,000 | 4 | 1 | 24,000 | 1,200 | 20 |
| Loft Buildings - Phase 3 | 8,000 | 4 | 3 | 96,000 | 1,200 | 80 |
| Building Totals | | | 15 | 189,200 | | 158 |

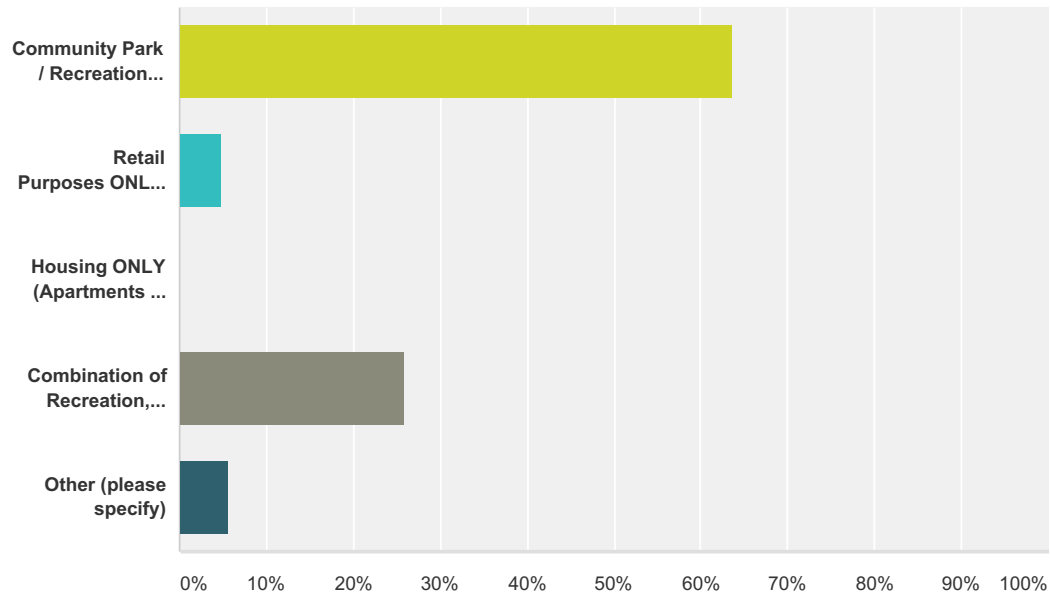


Figure 12: Phasing Plan: Park With Mixed Use – Moderate Development Intensity

APPENDIX: PUBLIC SURVEY RESULTS

Q1 What do you think this property should be used for? (All of the options would include ample parking!)

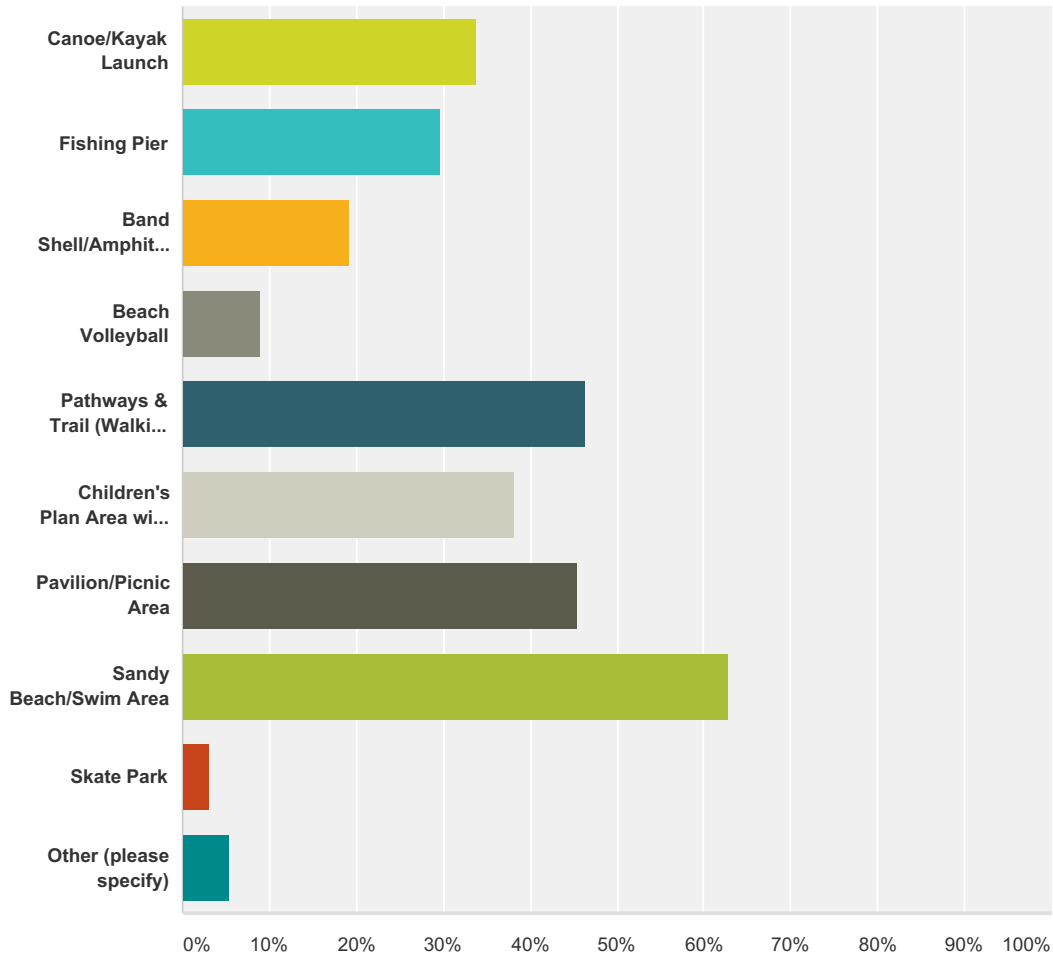
Answered: 390 Skipped: 4



| Answer Choices | Responses | |
|--|-----------|------------|
| Community Park / Recreational Purposes ONLY | 63.59% | 248 |
| Retail Purposes ONLY (small businesses, restaurants, etc.) | 4.87% | 19 |
| Housing ONLY (Apartments or condos) | 0.00% | 0 |
| Combination of Recreation, Retail, and/or Housing | 25.90% | 101 |
| Other (please specify) | 5.64% | 22 |
| Total | | 390 |

Q2 If this area (or part of this area) were to be used as a recreation area, which recreational features you would most like to see? (Please select your top (THREE (3) ONLY

Answered: 387 Skipped: 7



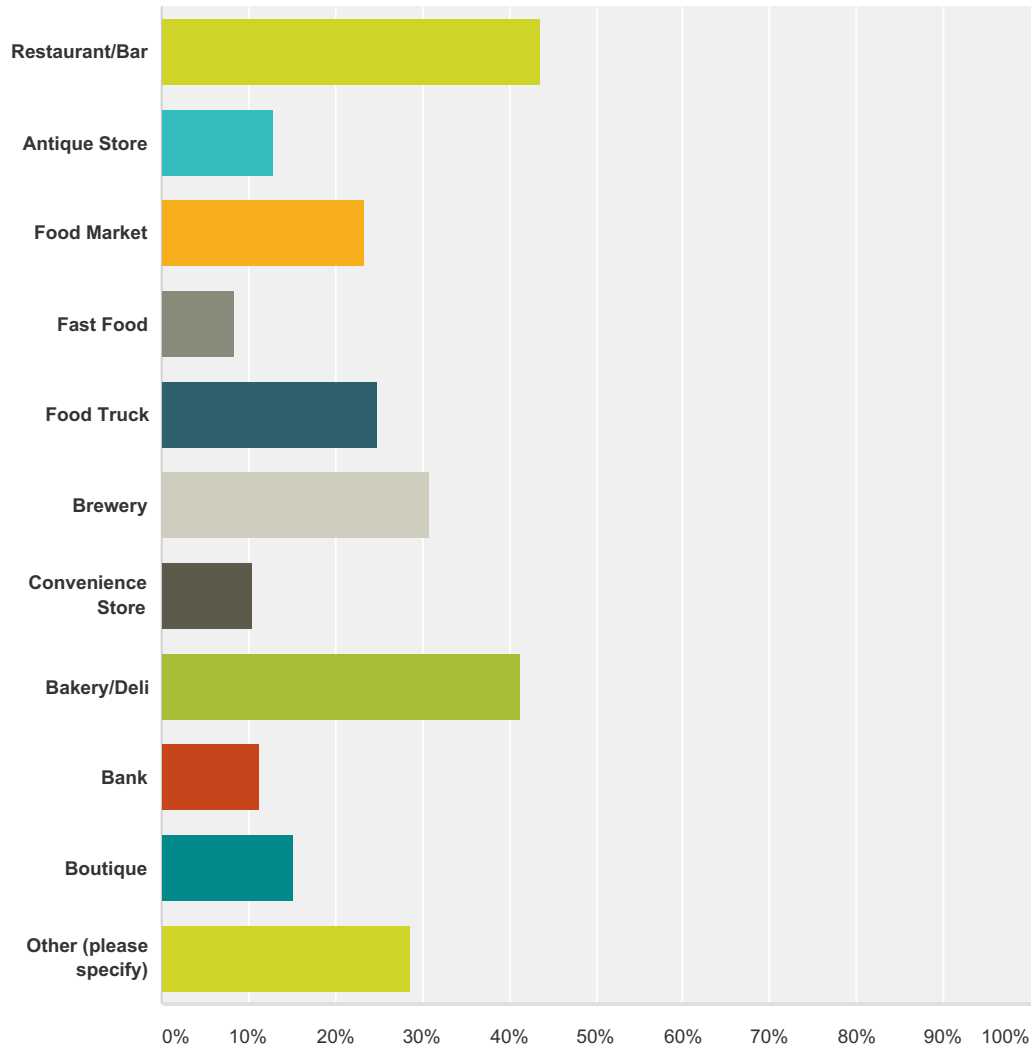
| Answer Choices | Responses | |
|---|-----------|-----|
| Canoe/Kayak Launch | 33.85% | 131 |
| Fishing Pier | 29.72% | 115 |
| Band Shell/Amphitheatre | 19.12% | 74 |
| Beach Volleyball | 9.04% | 35 |
| Pathways & Trail (Walking Paths, Bike Trails, Fitness Trails, etc.) | 46.25% | 179 |
| Children's Plan Area with Playground Equipment | 38.24% | 148 |
| Pavilion/Picnic Area | 45.48% | 176 |
| Sandy Beach/Swim Area | 62.79% | 243 |

Copy of Northfield Community Park Survey

| | | |
|------------------------|-------|----|
| Skate Park | 3.10% | 12 |
| Other (please specify) | 5.43% | 21 |
| Total Respondents: 387 | | |

Q3 If this area (or part of this area) were to be utilized for business use, what types of businesses would you like to see? Please select all that apply

Answered: 326 Skipped: 68



| Answer Choices | Responses | |
|-------------------|-----------|-----|
| Restaurant/Bar | 43.56% | 142 |
| Antique Store | 12.88% | 42 |
| Food Market | 23.31% | 76 |
| Fast Food | 8.28% | 27 |
| Food Truck | 24.85% | 81 |
| Brewery | 30.98% | 101 |
| Convenience Store | 10.43% | 34 |

Copy of Northfield Community Park Survey

| | | |
|------------------------|--------|-----|
| Bakery/Deli | 41.41% | 135 |
| Bank | 11.35% | 37 |
| Boutique | 15.34% | 50 |
| Other (please specify) | 28.53% | 93 |
| Total Respondents: 326 | | |

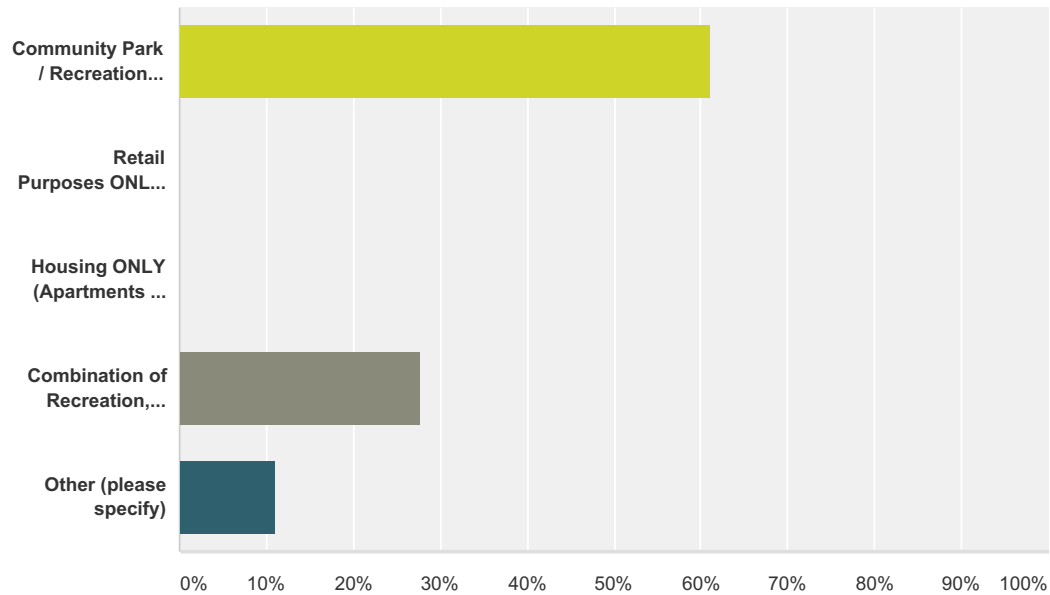
Q4 Please list your age and the ages of your children, if applicable. (for demographic purposes ONLY)

Answered: 370 Skipped: 24

| Answer Choices | Responses | |
|------------------------------------|-----------|-----|
| Your Age | 99.46% | 368 |
| Child(ren)'s Age (please list all) | 46.76% | 173 |

Q1 What do you think this property should be used for? (All of the options would include ample parking!)

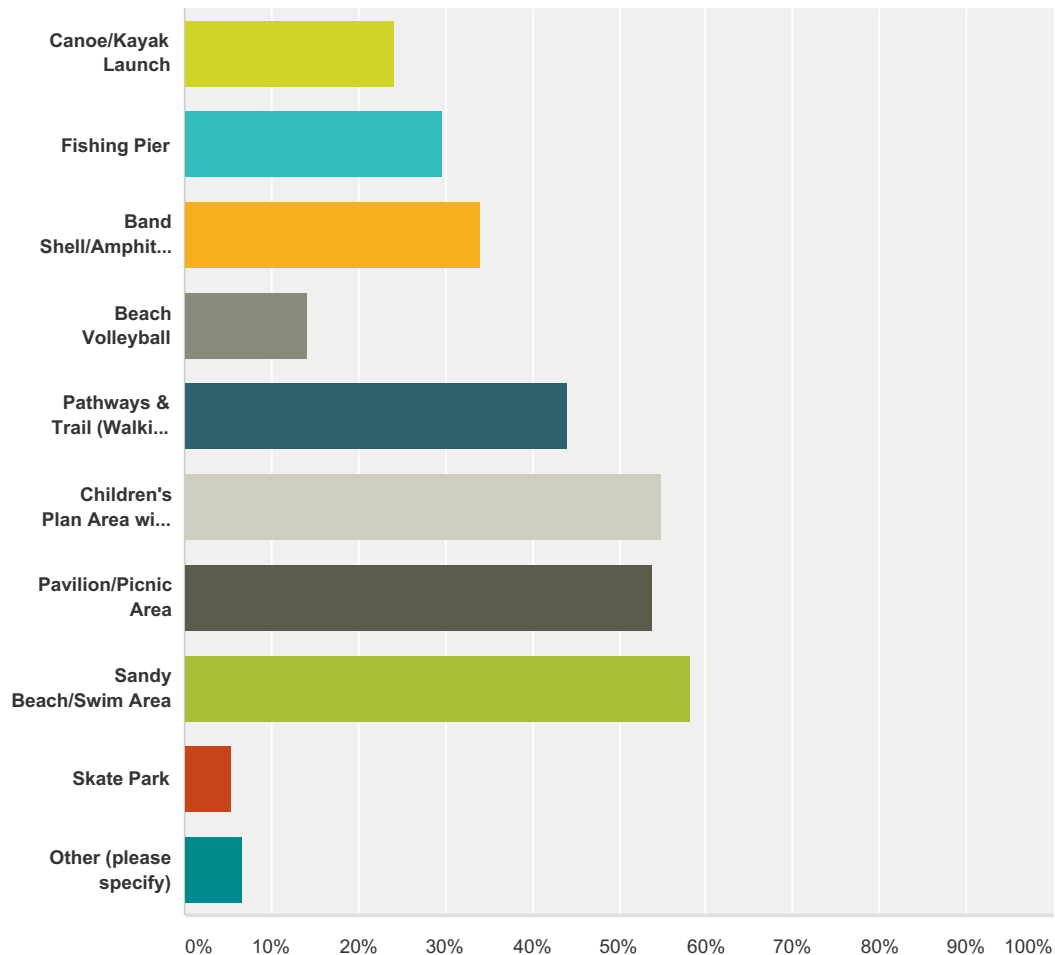
Answered: 90 Skipped: 2



| Answer Choices | Responses | |
|--|-----------|-----------|
| Community Park / Recreational Purposes ONLY | 61.11% | 55 |
| Retail Purposes ONLY (small businesses, restaurants, etc.) | 0.00% | 0 |
| Housing ONLY (Apartments or condos) | 0.00% | 0 |
| Combination of Recreation, Retail, and/or Housing | 27.78% | 25 |
| Other (please specify) | 11.11% | 10 |
| Total | | 90 |

Q2 If this area (or part of this area) were to be used as a recreation area, which recreational features you would most like to see? (Please select your top (THREE (3) ONLY

Answered: 91 Skipped: 1



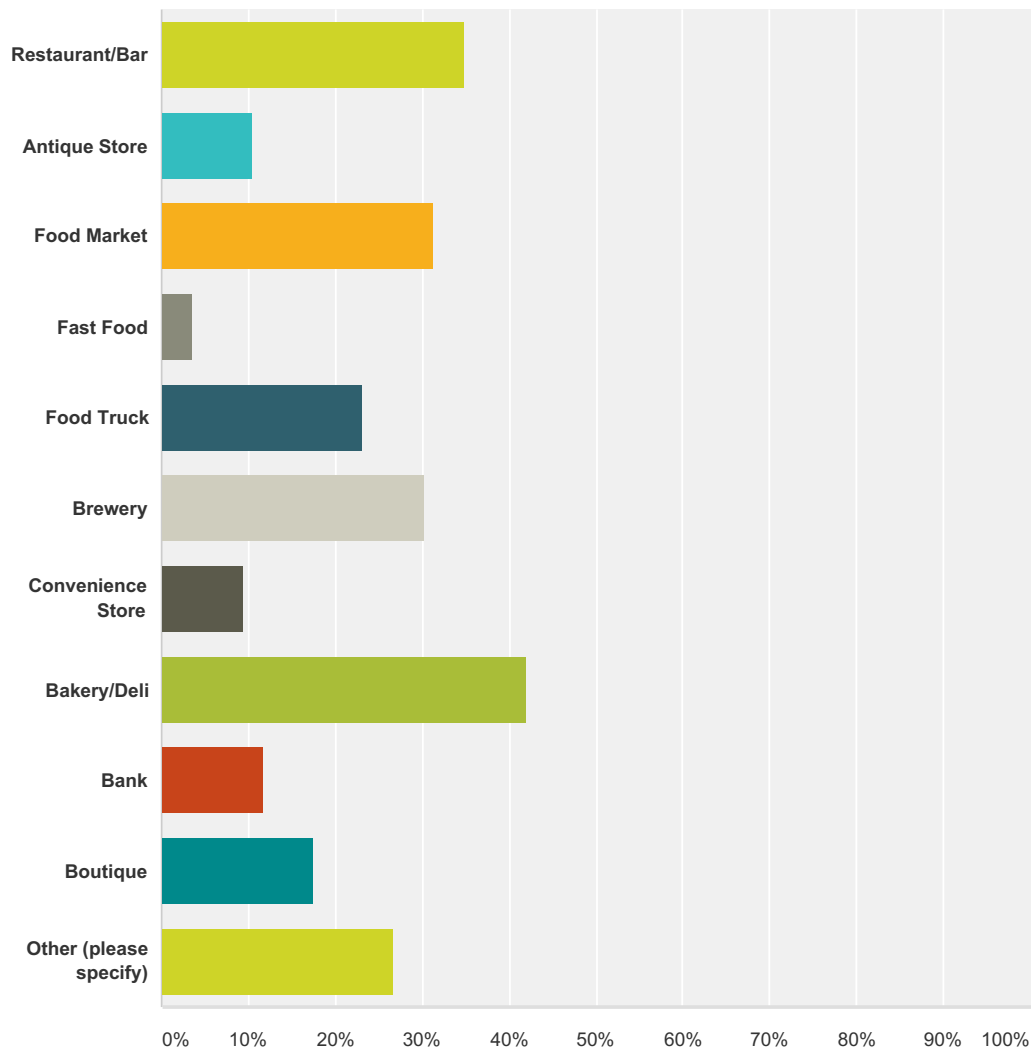
| Answer Choices | Responses |
|---|-----------|
| Canoe/Kayak Launch | 24.18% 22 |
| Fishing Pier | 29.67% 27 |
| Band Shell/Amphitheatre | 34.07% 31 |
| Beach Volleyball | 14.29% 13 |
| Pathways & Trail (Walking Paths, Bike Trails, Fitness Trails, etc.) | 43.96% 40 |
| Children's Plan Area with Playground Equipment | 54.95% 50 |
| Pavilion/Picnic Area | 53.85% 49 |
| Sandy Beach/Swim Area | 58.24% 53 |

Northfield Community Park Survey

| | | |
|------------------------|-------|---|
| Skate Park | 5.49% | 5 |
| Other (please specify) | 6.59% | 6 |
| Total Respondents: 91 | | |

Q3 If this area (or part of this area) were to be utilized for business use, what types of businesses would you like to see? Please select all that apply

Answered: 86 Skipped: 6



| Answer Choices | Responses |
|-------------------|-----------|
| Restaurant/Bar | 34.88% 30 |
| Antique Store | 10.47% 9 |
| Food Market | 31.40% 27 |
| Fast Food | 3.49% 3 |
| Food Truck | 23.26% 20 |
| Brewery | 30.23% 26 |
| Convenience Store | 9.30% 8 |

Northfield Community Park Survey

| | | |
|------------------------|--------|----|
| Bakery/Deli | 41.86% | 36 |
| Bank | 11.63% | 10 |
| Boutique | 17.44% | 15 |
| Other (please specify) | 26.74% | 23 |
| Total Respondents: 86 | | |

Q4 Please list your age and the ages of your children, if applicable. (for demographic purposes ONLY)

Answered: 88 Skipped: 4

| Answer Choices | Responses | |
|------------------------------------|-----------|----|
| Your Age | 97.73% | 86 |
| Child(ren)'s Age (please list all) | 62.50% | 55 |

MEMO

To: Northfield Township Board
From: Lenore Zelenock, Treasurer
Date: 10/01/2019
Re: Requesting Authorization to Sign the Treasury Management Service Master Agreement and the Positive Pay Service Agreement with 1st National Bank in Howell.

I am requesting authorization to sign the Treasury Management Service Master Agreement and the Positive Pay Service Agreement with 1st National Bank in Howell at a cost of \$30 per month for a total of \$360 per year for the Positive Pay Service for the Township's seven bank accounts (as shown on page three of the Positive Pay Service Schedule). Our Township attorney has reviewed these documents.

Positive Pay is a service that provides added protection to Township's bank accounts with 1st National Bank in Howell. A brief overview of the process is when the Township Board approves payment and the checks are processed, a file with the check number and the amount is sent to the bank. When the check is processed for payment, the bank matches the check number and amount to the file sent from the township. If the information matches, the check is processed. If the information does not match the file, the check is not processed until verification is obtained from Ms. Carlisle, the person who issues the checks.

As mentioned, the cost of the Positive Pay service is \$30 per month (\$360 annually) and the service will cover the Township's seven accounts. This fee will be automatically deducted from the MIF account monthly. The interest earned on the MIF account from January 1, 2019 through September 30, 2019 was \$7,944.17 which will more than cover this fee. As you may recall, at the end of September 2019, there was a total of \$8,888,089.37 in the Township's seven bank accounts.



Positive Pay Service Schedule

This is a Service Schedule for Positive Pay and Reverse Positive Pay services to be provided by First National Bank in Howell. This Service Schedule is an addendum to the Treasury Management Services Master Agreement between Bank and Company receiving these services and shall be subject to the terms and conditions of such Master Agreement. Company acknowledges that it is subject to such Master Agreement if it receives services pursuant to this Service Schedule, even if it has not executed the Master Agreement. All capitalized terms used in this Service Schedule without being defined shall have the meanings assigned to them in such Master Agreement.

A. Definitions

1. *Issue File.* With respect to Positive Pay Services (described in Section B. below), an Issue File is an electronic file containing the check number, exact dollar amount, and issue date for checks issued by Company. With respect to Reverse Positive Pay Services (described in Section C. below), an Issue File is an electronic file containing the check number, dollar amount, and issue date for checks presented to Bank and drawn on any Company account with Bank.
2. *Exception Item.* Any paper check presented to Bank that does not match an item listed on the Issue File provided by Company by check number or dollar amount.
3. *Cutoff Times.* The various deadlines for these Services shall be the following times, on Business Days only (all times are Eastern Time):

| | |
|------------------------------|-------------|
| Issue File Delivery Deadline | 4:00 PM ET |
| Notification Deadline | 6:00 AM ET |
| Decision Deadline | 11:00 AM ET |

B. Positive Pay Services

1. *Applicability.* The provisions of this Section B. shall apply if Company elects to receive Positive Pay Services from Bank. The Positive Pay Services described in this Section do not become effective, and Bank's obligations under this Section do not begin, until Bank actually receives the first Issue File from Company.
2. *Company's Delivery of Issue Files.* Company shall deliver an Issue File to Bank for checks issued by Company. Company may deliver more than one Issue File each day. The Issue File(s) must be received by the Issue File Delivery Deadline stated above to be processed on the same Business Day. Company will not distribute checks listed in an Issue File to payees until such Issue File has been delivered to Bank. Bank may rely upon the contents of each Issue File and is not responsible for detecting any Company error contained in any Issue File.
3. *Processing by Bank.* Bank shall compare checks presented for payment at the Bank to items described in the Issue File. Each check presented for payment at the Bank that matches, by check number and amount, an item in an Issue File shall be paid, up to the amount of available funds in Company's account(s). In no event shall the Bank be liable for: (i) any check paid over-the-counter, if at the time the check was reviewed by the teller, it did not appear as an Exception Item; (ii) any check not paid over-the-counter because it appeared to be an Exception Item when the check was reviewed by the teller; (iii) any check paid over-the-counter on any day for which Company requested the Bank to remove the Positive Pay service.
4. *Notification of Exception Items.* Bank will notify Company of all new Exception Items presented to the Bank by the Notification Deadline set forth above on each Business Day that there are new Exception Items. The failure of the Company to receive the notification of exception items for any reason does not affect the Company's responsibility to make the appropriate pay or return decisions by the Decision Deadline.
5. *Review of Exception Items.* Upon being notified of each Exception Item by Bank, Company shall have until the Decision Deadline (noted above) on the same Business Day as being notified by Bank of the Exception Item to review such Exception Items. Company will instruct Bank whether to pay or not pay Exception Items by such Decision Deadline. If Company misses the Decision Deadline but belatedly provides instructions to stop payment on certain Exception Items,

Bank may elect to attempt to return the items unpaid; however, the presenting bank may not be obligated to honor the return.

6. *Default Decision.* If Company does not make a decision regarding an Exception Item prior to the Decision Deadline (pursuant to Section 5 above), Company hereby instructs Bank to (choose one) as the default:

☒ Return all unpaid Exception Items

☐ Pay all Exception Items

7. *Return Items.* Company must immediately reimburse Bank for the amount of any Exception Item returned by Bank pursuant to this Service Schedule if the presenting bank fails to honor the return.

C. General Provisions

1. *Delivery Methods.* Communications between Company and Bank pursuant to this Service Schedule (including all transmissions of Issue Files, notifications of Exception Items, and instructions by Company to Bank) shall take place according to the following delivery method (choose one):

☒ *Internet.* Bank's internet banking product

☐ *Alternative Delivery Method:* _____. Company assumes all risk of lost, stolen or incomplete data by choosing this alternative delivery method. Bank will notify Company of any problems with data delivered in this method, and Bank assumes no responsibility for the data until received and processed.

2. *Emergency Delivery Method.* In case of emergency, Bank may also elect to temporarily accept and/or send electronic files by a different delivery method. If Bank accepts information by such a different delivery method, Bank shall not be obligated to continue accepting information by such delivery method. Company assumes all risk of lost, stolen or incomplete data related to any emergency delivery method. Bank will notify Company of any problems with data delivered in this method, and Bank assumes no responsibility for the data until received and processed.
3. *Excessive Exception Items.* If for any reason Company instructs Bank to temporarily suspend the Positive Pay Services or Reverse Positive Pay Services described in this Service Schedule and pay all items presented to Bank, Company agrees that Bank will have exercised ordinary care in following Company's instructions and paying items without review of Issue Files, and Bank will not be liable to Company for paying any fraudulent item during such suspension period. The beginning and end of any such suspension period shall be delayed as reasonably necessary for Bank to receive notice from Company and implement such instructions.
4. *Indemnity.* Company agrees to indemnify Bank and hold Bank harmless from any costs, suits, expenses, liabilities, damages claims, and attorneys' fees arising out of or related to the return or refusal to pay any Exception Item or any other item presented to Bank and drawn on a Company account with Bank. Unless prohibited by law, we will have no obligation to pay, or for paying, checks Received for Payment except as provided in this agreement, and you will indemnify us and hold us harmless from any further obligation or liability. Except as expressly provided otherwise, herein, if Bank pays/returns an Exception Check in accordance with the Pay/Return Default option selected by the Customer or in accordance with a Pay/Return Request issued by the customer, such payment shall be proper, and customer waives any right customer may have to assert that the exception check was not properly payable.
5. *Miscellaneous.* Company agrees and understands that Positive Pay Services and Reverse Positive Pay Services apply only to paper checks and documents and checks that have been converted to an Automated Clearing House (ACH) transaction. These Services do not apply to any electronic funds transfers or other Automated Clearing House (ACH) transactions.
6. *Fees.* In return for the Services provided under this Service Schedule, Company agrees to pay Bank the following fees (which fees may be deducted from any Company Account or billed to Company): \$30 per month for up to 15 accounts
7. *Accounts.* Listed below are the accounts to be set up on Positive Pay.

| | | | |
|-----------------|-------------------------|-----------|-------|
| Account Title | <u>MIF</u> | Account # | _____ |
| Account Title | <u>TAX</u> | Account # | _____ |
| Account Title | <u>Trust Agency</u> | Account # | _____ |
| Account Title | <u>Police Narcotics</u> | Account # | _____ |
| Account Title | <u>Federal Drug</u> | Account # | _____ |
| Account Title | <u>Payroll</u> | Account # | _____ |
| Account: Health | | | |

BANK:

FIRST NATIONAL BANK IN HOWELL

By: Kim McCullough
 Name: Kim McCullough
 Title: Treasury Management Officer
 Date: 9-25-19

COMPANY:

Northfield Township
 By: _____
 Name: Lenore Zelenock
 Title: Treasurer
 Date: _____

Cash Management Users

Company Name: Northfield Township

NTID:

User Name: Lenore Zelenock / *Kathleen Manley / Emily Hoffers / Christina Wilson*

ACH

History:

User Information

ACH Limit: n/a

Transaction Inquiry: yes

Email:

Work with ACH: n/a

Transaction Range: yes

zelenockl@northfieldmi.gov

Display ACH: n/a

Initiate ACH: n/a

Stop Payment

Accessible Accounts:

Upload ACH: n/a

Stop Payment Inquiry: yes

MIF Account

Full ACH Control: n/a

Stop Payment Add: yes

Tax Account

Work with ACH

Exceptions: n/a

Trust & Agency

Positive Pay

Transfers

Police Narcotics

Upload POS File: yes

Transfers Allowed: yes

Federal Drug Forfeit

Work with POS File: yes

Transfer Limit: yes

Payroll

Download POS Pay File: yes

Health

Miscellaneous:

Wire Information

Downloads Allowed: yes

Work with Wires: n/a

Statement Inquiry: yes

Employee Name: n/a

Administration: yes

Employee ID Number: n/a

Electronic Statement

Enrollment: yes

Bill Pay: no

Account Reconciliation

Passport Card Status: no

Upload Recon File: yes

Allow Check Order: yes

Upload ARP: yes

Work with ARP

Balances:

Exceptions: yes

Current Day: yes

Download APR: yes

Reconciliation

Prior Day: yes

Exceptions: yes

View Account Information

Checking: yes

Savings: yes

Club: yes

Time Deposit: yes

IRA: yes

Loan: yes

Safe Deposit: yes

Non JHA: No

Rates: No

Company Administrator

Print Name

Signature

Date

Cash Management Users

Company Name: Northfield Township
User Name: Jennifer Carlisle

NTID:

ACH

ACH Limit: n/a

Work with ACH: n/a

Display ACH: n/a

Initiate ACH: n/a

Upload ACH: n/a

Full ACH Control: n/a

Work with ACH

Exceptions: n/a

Positive Pay

Upload POS File: yes

Work with POS File: yes

Download POS Pay File: yes

Miscellaneous:

Downloads Allowed: no

Statement Inquiry: no

Administration: no

Electronic Statement

Enrollment: no

Bill Pay: no

Passport Card Status: no

Allow Check Order: no

Balances:

Current Day: no

Prior Day: no

History:

Transaction Inquiry: no

Transaction Range: no

Stop Payment

Stop Payment Inquiry: no

Stop Payment Add: no

Transfers

Transfers Allowed: on

Transfer Limit: n/a

Wire Information

Work with Wires: no

Employee Name: n/a

Employee ID Number: n/a

Account Reconciliation

Upload Recon File: yes

Upload ARP: yes

Work with ARP

Exceptions: yes

Download APR: yes

Reconciliation

Exceptions: yes

View Account Information

Checking: no

Savings: no

Club: no

Time Deposit: no

IRA: no

Loan: no

Safe Deposit: no

Non JHA: no

Rates: no

User Information

Email:

carlislej@northfieldmi.gov**Accessible Accounts:**

MIF Account

Tax Account

Trust & Agency

Police Narcotics

Federal Drug Forfeit

Payroll

Health

Company Administrator

Lenore Zelenock
Print Name

Signature

Date



TREASURY MANAGEMENT SERVICES MASTER AGREEMENT

TABLE OF CONTENTS

| | | |
|-----|---|---|
| I. | Overview..... | 1 |
| | Definitions..... | 1 |
| II. | Generally Applicable Terms and Conditions..... | 2 |
| | 1. Appointment as Agents..... | 2 |
| | 2. Administrators and Other Authorized Persons. | 2 |
| | 3. Service Charges and Taxes. | 2 |
| | 4. Representations and Warranties. | 3 |
| | 5. Non-Assignment. | 3 |
| | 6. Company's Information. | 3 |
| | 7. Confidentiality. | 3 |
| | 8. Security. | 3 |
| | 9. License, Use and Related Provisions..... | 4 |
| | 10. Data Transmission System..... | 4 |
| | 11. Changes to Processing Instructions and Procedures. | 5 |
| | 12. No Commitment to Lend; No Investment Advice..... | 5 |
| | 13. Consent to Recording..... | 5 |
| | 14. Other Rules of the Bank. | 5 |
| | 15. Discrepancies/Errors. | 5 |
| | 16. Performance. | 6 |
| | 17. Uncontrollable Events. | 6 |
| | 18. Default. | 6 |
| | 19. Security Interest..... | 7 |
| | 20. Remedies..... | 7 |
| | 21. Setoff. | 7 |
| | 22. Notices/Electronic Communications..... | 7 |
| | 23. Indemnification; Limitation of Liability. | 8 |
| | 24. Amendment..... | 8 |
| | 25. Binding Agreement; Benefit. | 8 |
| | 26. Termination. | 8 |
| | 27. Third Party Vendors..... | 8 |
| | 28. Governing Law; Venue. | 8 |
| | 29. Right to Audit..... | 9 |
| | 30. Arbitration..... | 9 |
| | 31. Miscellaneous..... | 9 |
| | 32. Entire Agreement. | 9 |

I. Overview

This Master Agreement (the "Agreement") covers the terms and conditions of the treasury management services (the "Services") that First National Bank in Howell provides to you. When we use the term "Company" or "you," we are referring to each of the entities and sole proprietorships you have identified to us while subscribing for the Services or that otherwise obtains or benefits from any of the Services. The words "we," "our," "us" and the "Bank" refer to First National Bank in Howell and our affiliated companies. The specific terms of each Service are set forth in individual Service Schedules. Such Service Schedules constitute a part of this Agreement, as if set forth fully in this document. The deposit account services we provide to you are covered by one or more separate agreements.

You agree to be bound by the terms and conditions of this Agreement and the appropriate Service Schedule(s) if (1) you execute this Agreement or any Service Schedule, or (2) if you use, attempt to use, or benefit from any Service (even if you have not signed this Agreement or the relevant Service Schedule). We may change the terms, conditions, and procedures in this Agreement (including any Service Schedule) by giving you 30 days prior written notice. You are deemed to accept these changes by using the Services after the effective date in the change notice.

Your subscription to one or more Services is only for your use and in certain cases the use of your affiliates. You are not authorized to give anyone else access to the Services or to resell the Services.

You are responsible for selecting the method by which you access the Services. If you choose to use the Internet, you are responsible for selecting a means of accessing the Internet, via an Internet Service Provider (ISP) and communications software, or by other means. You understand that we will not provide any software or recommendation for an ISP. You are fully responsible for any defect, malfunction, or interruption in service or security due to your Internet communications software or ISP.

Definitions

When used in this Agreement, the following terms shall have the following meanings:

1. "Agreement" refers to this Agreement and any Service Schedules to which you are bound (as set forth above) and any related amendments, change notices, addendums, and service forms.
2. The term "account" refers to any account you maintain with us.
3. The term "business day" means every day except Saturdays, Sundays, and any other days on which the Bank is closed for business.

Services

The Services offered by the Bank from time to time may include:

- ACH Services
- Lockbox Services
- Positive Pay Services
- Remote Deposit Capture Services
- Cash Sweep Services

II. Generally Applicable Terms and Conditions

The terms set forth in this Section II apply to all of the Services. The Service Schedules contain provisions applicable to specific services. If a provision in Section II relates to the same subject matter as a provision in the Service Schedule with regard to particular Services and there is a conflict between the two provisions, the terms of the Service Schedule will control to resolve the conflict.

1. *Appointment as Agents*

By receiving Services, you authorize us to take any and all actions necessary to provide the Services, including making transfers to and from accounts. You further authorize us, and appoint us and our officers and employees as your agents, to give such instructions to others, accept instructions from others, and to effect all transactions as necessary to provide the Services.

2. *Administrators and Other Authorized Persons.*

We may accept oral and written instructions (including written instructions sent via facsimile or electronic transmission) from any Authorized Person. "Authorized Persons" include (a) any person who has executed this Agreement, (b) any person designated as an Authorized Person in the applicable Service Schedule, (c) any person authorized to sign on the affected account (i.e., an authorized signer), and (d) any person specifically authorized by any of the foregoing Authorized Person. You agree to inform Bank in writing of the deletion of any person as an Authorized Person (which notification must be signed by at least one other Authorized Person and which notification shall not be effective until the Bank has a reasonable time to act upon it). Bank shall be entitled to rely on any notice or other communication believed by it in good faith to be genuine and to have been signed by or provided by an Authorized Person, even if such person was not, in fact, an Authorized Person.

Unless the applicable Service Schedule specifically limits the authority of particular persons, if two or more Authorized Persons give us conflicting instructions, we may, without liability to you or anyone else, (1) honor one or more of the instructions, (2) refuse to honor any of the instructions until we receive jointly agreed instructions from all persons who issue conflicting instructions, or (3) turn over to a court for disposition any funds subject to conflicting instructions. You agree to hold us harmless from any and all costs, claims, expenses, liabilities, damages and attorney's fees arising from or related to our acting in good faith in accordance with instructions or information provided to us by any Authorized Person or any person purporting to be an Authorized Person.

We may require you to appoint a single employee or other representative of the Company as an "Administrator" for purposes of the Services. If an Administrator is appointed, he or she will be our main contact with respect to the Services and will be responsible for managing all aspects of your use of the Services, including managing security, verifying the initial services set-up, setting up users and assigning user accounts and access privileges, training users, updating us with changes in contact and other relevant information, and requesting any desired changes to the Services. The Administrator will also be responsible for notifying the Bank of the deletion of any person as an Authorized Person. An Administrator can only be appointed (including as a replacement upon the departure of a prior Administrator) by completing a "Company Authorization - List of Authorized Persons of Company" in the form attached to this Agreement as Exhibit A or any successor or replacement form required by the Bank.

3. *Service Charges and Taxes.*

You agree to pay our fees and charges for the Services you use, as reflected on the applicable Service Schedule and any fee schedule or other document provided to you by us. Such charges do not include any sales, use, excise, value added, utility or other taxes relating to the Services or any fees or charges required to be paid by any agreement between Bank and Company with respect to any account. You agree to pay all such taxes or assessments (except for taxes on our income) and to pay any access or transmission charges, transfer commissions, or other direct charges we incur in providing a product or Service to you. We may change our fees and charges by giving you 30 days written notice of the changes. If you object to the changes, you may terminate the Services prior to the effective date of the changes. We may choose to collect any amounts described in this paragraph by debiting any of your accounts with us and/or billing you.

4. *Representations and Warranties.*

In addition to any other representations and warranties set forth in this Agreement, Company makes the following warranties and representations to Bank:

- a. Company is a duly organized, validly existing legal entity in good standing under the laws of the state of its organization, has the power and authority (corporate and otherwise) to enter into and perform this Agreement, is qualified and licensed to do business in each jurisdiction in which such qualification or licensing is required, and has not commenced any dissolution proceedings.
- b. The execution, delivery and performance by Company of this Agreement has been duly authorized by all necessary corporate or other action and will not contravene any law or any governmental rule or order binding on Company, or the formation documents of Company, or any agreement or instrument by which Company is bound. Company has duly executed and delivered this Agreement, which constitutes a valid and binding obligation of Company, enforceable against the Company according to its terms. No notice to, or consent by, any governmental body or other third person is needed in connection with the execution and performance of this Agreement.

5. *Non-Assignment.*

You may not assign this Agreement or any rights or duties under this Agreement to any person without the Bank's written consent, which consent may be granted or withheld in the Bank's sole discretion.

7. *Confidentiality.*

If you use our Services or software products to transmit instructions to us or for other purposes, you recognize that we have a proprietary interest in that intellectual property and software, and you agree to keep confidential all software, systems, records, supporting manuals, procedures, and instructions published or made available to you by us ("Confidential Information"). You agree to disclose the Confidential Information to your employees and agents only on a need-to-know basis, and you agree NOT to disclose or use the Confidential Information to anyone else without our prior written consent, except as required by law or as permitted by this Agreement. When your right to use any Service or software product terminates, you must return all Confidential Information to us, together with any reproductions or extracts of the Confidential Information.

You represent and warrant to us that you have: (a) adopted and maintain safeguarding and security policies and procedures that comply with applicable laws, regulations, and regulatory pronouncements and that are acceptable to Bank; and (b) adopted and maintain appropriate disaster recovery policies and procedures that comply with applicable legal requirements. You agree to provide Bank with copies of such policies and procedures, when requested.

You shall provide Bank with immediate written notice of any breach of its computer or IT systems or of any unauthorized use or disclosure of, or access to, any Confidential Information of which you become aware. In such event, you agree to cooperate with us by providing information and taking other actions reasonably requested by us.

8. *Security.*

Some of the Services we offer to you require you to implement security measures, as set forth in the Service Schedules for those Services. You will be bound by those instructions issued and accepted by us in compliance with the applicable security procedures, whether or not such instructions are actually authorized. You acknowledge that we have offered you a number of different commercially reasonable security procedures and that you have chosen the security procedures indicated in the Service Schedules based on your belief that those procedures are commercially reasonable. You acknowledge that such security procedure(s) are not for the detection of errors.

If your chosen security procedure includes a personal identification number (PIN), user identification (ID) numbers, passwords, test keys, algorithms or other codes (collectively, a "code"), you agree that you and

your Authorized Persons and any other authorized employees who have been given access to any codes will keep all codes confidential. We will cooperate with you in establishing codes and procedures for using the codes, but you have the sole responsibility for establishing and maintaining procedures to adequately safeguard against the unauthorized initiation of transfers using the codes. We may require you to change the codes periodically.

It is your responsibility to maintain the confidentiality of the codes and to maintain and delete codes for each individual user. You agree to accept full responsibility over the control of the codes. You must immediately notify us if you believe or suspect that any security information or instructions are known to or have been accessed by an unauthorized person(s).

Except for a breach of security in our internal systems, and except in a case where you comply with the applicable security procedure and either we do not so comply or we do not act in good faith, we shall have no responsibility for, and you assume full responsibility for, any transfer of funds resulting from a breach of security regardless of the source or cause. Without limiting the generality of the previous sentence, you are responsible for a breach of security occurring on or in connection with a computer or computer network owned, controlled, or used by you or your employees, contractors, service providers or agents, by whatever means. If we do bear responsibility, it will extend only to losses caused solely and directly by us, and our liability will in any event be limited as provided in Section 23 below.

YOU UNDERSTAND THAT STATE AND FEDERAL STATUTES MAKE IT A CRIME TO GAIN UNAUTHORIZED ACCESS INTO OUR COMPUTER NETWORK AND THAT VIOLATORS WILL BE PROSECUTED.

If at any time the Company believes that the security of communications between the Company and the Bank has been compromised or is in any way insecure, the Company shall immediately notify the Bank of the details and shall provide all assistance required by the Bank to investigate and correct the same.

You understand that, while we and our service providers have established certain security procedures, such as firewalls and data encryption, designed to prevent unauthorized access to your accounts or transactions, there can be no assurance that inquiries or transaction activity will be completely secure. You acknowledge that access to the Services will not be free from delays, malfunctions, or other inconveniences, and we are not responsible for the consequences thereof. You assume full responsibility for all transfers of funds made by us in accordance with this Agreement and at the request of an Authorized Person or anyone who purports to be an Authorized Person. Except and only to the extent required by statute in a particular case, we shall have no responsibility for, and you assume full responsibility for, the acts of third parties and any unauthorized transfer regardless of the source or cause.

9. *License, Use and Related Provisions.*

Subject to the terms and conditions of this Agreement, the Bank grants to you a non-exclusive right for the term of this Agreement to use the most current version of the Services software and documentation, if any. You agree to protect the Bank's right, title and interest in and to the Services (including any modifications, improvements, updates and/or enhancements) and any related intellectual property rights. You agree to destroy the documentation (and any copies) upon termination or expiration of this Agreement. Without limiting the generality of the foregoing, you agree not to further resell and/or distribute the Services (or any modified version of the Services) or to market, sell or otherwise convey or assign rights to the Services. All trademarks, trade names, service marks, copyrights, programs, software, specifications, systems design, applications, routines, sub-routines, techniques, enhancements, documentation, manuals, ideas and formulas used, developed or provided by us or otherwise in connection with this Agreement are proprietary property, will remain the sole property of the rightful owner (whether Bank or third party), and you have no ownership interest in them.

10. *Data Transmission Systems.*

If you use one or more of our proprietary computerized data transmission systems or supporting software, you are bound by the terms and conditions relating to those Services in addition to user guides and the terms that relate to the specific Services you access by any of such transmission facilities. If you fail to perform according to those terms, we will not be liable for any loss that could have been avoided if you had performed according to such terms.

11. *Changes to Processing Instructions and Procedures.*

Company may request Bank at any time to change the processing instructions or procedures for a Service. Bank will not be obligated to implement any requested changes until Bank has had a reasonable opportunity to act upon them. For certain changes, Bank may require that Company's requests be in writing, in a form and manner acceptable to Bank, or be from a particular authorized person designated by Company. All requests are subject to Bank's prior approval.

12. *No Commitment to Lend; No Investment Advice.*

You understand and agree that we are under no obligation to extend credit, provisional or otherwise, to you as a result of your use of any of the Services. Any past extension of credit to you, or any series or pattern of such extensions, does not obligate us to make additional credit available to you on any particular occasion. You understand and agree that we do not offer or provide any investment advice in connection with any of the Services. You also understand and agree that interest earned on the deposits in a sweep account may not be the best or optimum investment for your excess cash, and may not be the highest rate of interest available through or offered by us or our affiliates.

13. *Consent to Recording.*

We may mechanically record telephone conversations between you, your employees, and agents (on one hand) and us, our employees, and agents (on the other hand) relating to your accounts and the Services. You understand, however, that we are not obligated to record any conversation or to retain any recordings made for any period of time.

14. *Other Rules of the Bank.*

Our Account Terms and Conditions, schedules of Services and Fees, Funds Availability Policy, Electronic Fund Transfer Agreement and Disclosures, Business Debit Card Agreement, Truth in Savings disclosure, and Privacy Policy (collectively, the "Deposit Rules") apply to each of your accounts and should be considered a part of this Agreement as fully as if the Deposit Rules were set out in this document. To the extent this Agreement conflicts with the Deposit Rules with respect to any aspect of the Services, this Agreement will control.

15. *Discrepancies/Errors.*

You acknowledge that once your funds have been transferred, time is of the essence if they must be recovered. Therefore, you agree to review all notices received from us as quickly as possible and as an activity in your business having an urgent priority, regardless of the form of the notice or the method used to communicate the notice to you, to determine if any payment order or transfer of funds was unauthorized or executed erroneously, such as (by way of example and not limitation) an unauthorized payment order, a payment to a beneficiary not intended by you, a payment in an amount greater than the amount intended by you, or a payment order duplicative of a payment order previously sent by you. You agree to notify us of any payment order or transfer of funds that was unauthorized or executed erroneously, along with all relevant facts, immediately when you discover that the payment order was accepted by us or that an account was debited with respect to such order. We are not responsible for any loss resulting from an error or unauthorized transfer of funds that would otherwise be our responsibility if you do not promptly review the notice of such transfer provided by us or do not immediately notify us upon discovery that an error or unauthorized transfer of funds occurred, and you will be liable to us for any loss we incur as a result, except and only to the extent otherwise mandated by statute in a particular case. These provisions apply equally to amendments to payment orders. You agree that, to the extent applicable law expressly affords you a "reasonable time" to notify us of an unauthorized payment order notwithstanding these provisions, three business days is a reasonable time, and in such a case you must notify us of the unauthorized payment order no later than three business days after notice of the transaction was provided to you. This paragraph does not modify the Deposit Rules notification requirements other than those specifically related to a Service.

16. *Performance.*

We will perform the Services in a commercially reasonable manner, which is similar to the services provided to our other customers, and no other or higher degree of care. Except as otherwise specifically set forth in this Agreement, we are not assuming any other obligation as to performance or authority of the Services provided. You are expressly assuming all other risks of error.

We will process items, transactions and data and perform those Services to which you subscribe on the basis of information furnished by you. We are entitled to rely upon any such data, information, or instructions as provided by you. If any error results from incorrect input supplied by you, you will be responsible for discovering and reporting such error and supplying the data necessary to correct such error to us for processing at the earliest possible time. You will indemnify and hold us harmless from any claim, loss, liability, action, cause of action, cost, expense, including reasonable attorneys' fees and payments pursuant to settlements, arising out of, resulting from, or relating to (i) such data, information or instructions, or any inaccuracy or inadequacy in the data (ii) any breach of this Agreement by you or failure to comply with its terms, and (iii) any act or omission to act by you or any of your employees or agents that results, directly or indirectly, in the payment or distribution of funds to any person, real or fictitious, not entitled to all, or any part of such funds or that result in an inaccurate, incorrect, untimely, improper or failed ACH fund transfer in connection with such funds. You assume all risk of loss, delay, and miscommunication in the transportation or transmission by electronic means of data and information from any terminal or remote unit unless the same is caused by or attributable to any act or omission on our part, which act or omission was not commercially reasonable, or was caused by or attributable to any gross negligence or willful failure on our part to comply with our obligations in providing the Services.

17. *Uncontrollable Events.*

Bank will not be deemed to have breached this Agreement if it fails to perform because of a cause beyond its reasonable control. Examples of causes beyond our reasonable control include, without limitation: any failure or delay or interruption of any electronic communication system; equipment or software failure or malfunction; electrical, computer, Internet, or mechanical failure or malfunctions; action or inaction of government, civil or military authority; fire; strike, lockout or other labor disputes; flood, hurricane, war, riot, theft, earthquake, accident, casualty, natural disaster, default of common carriers or third party vendors; and suspension in payments by another financial institution. We are not responsible for any act or failure to act by any correspondent bank, Federal Reserve Bank, SWIFT, National Automated Clearing House Association, any regional or local automated clearinghouse, or any other third party.

18. *Default.*

Each of the following events shall constitute an event of default under this Agreement (each an "Event of Default").

- a. Company fails to pay when due any amount payable under, fails to satisfy any condition required to be satisfied by the Company under, or fails to observe or perform any agreement, provision, covenant or obligation to be observed or performed by Company under, or in respect of, this Agreement (including any Service Schedule); or
- b. Any representation or warranty made or deemed to be made by the Company in this Agreement (including any Service Schedule), or any certificate or statement of fact made by the Company or any officer or other representative of the Company to the Bank, shall prove to have been incorrect or misleading on or as of the date made, in any respect considered material by the Bank; or
- c. Company is or becomes insolvent or bankrupt or any substantial assets of the Company are seized or otherwise attached pursuant to legal process or other means, or any step or proceeding is taken by or against the Company under or in respect of, or any resolution is passed by the directors, partners or members of the Company in respect of, any bankruptcy, insolvency, moratorium, reorganization or other similar law affecting creditor's rights against the Company or any dissolution, liquidation or winding up of the Company; or
- d. One or more judgments, decrees or orders shall be rendered against the Company for the payment of money and any of such judgments, decrees or orders would, in the opinion of the

Bank, have a material adverse effect and shall continue unsatisfied and in effect for a period of more than 10 business days without being vacated, discharged, satisfied or stayed pending appeal; or

- e. A court enters a decree or order for relief with respect to Company in an involuntary case under any applicable bankruptcy, insolvency, or other similar law then in effect, or appoints a receiver, liquidator, assignee, custodian, trustee, sequestrator (or other similar official) of Company or any substantial part of its property, or orders with wind-up or liquidation of its affairs; or a petition initiating an involuntary case under any such bankruptcy, insolvency or similar law is filed and is pending for 30 days without dismissal; or
- f. Company commences a voluntary case under any applicable bankruptcy, insolvency or other similar law in effect, or makes any general assignment for the benefit of creditors, or fails generally to pay its debts as they debts due, or takes corporate action in furtherance of any of the foregoing; or
- g. Any event occurs which might, in Bank's opinion, have a material adverse effect on Company's financial condition, operations, assets or prospects; or
- h. The dissolution of Company or the death of any individual who has guaranteed any of Company's obligations to Bank; or
- i. The commencement of any foreclosure proceedings, proceedings in aid of execution, attachment actions, levies against, or the filing by any taxing authority of a lien against any account or any of the collateral or any property securing the repayment of any amounts outstanding under this Agreement; or
- j. If any provision of this Agreement (including any Service Schedule) considered material by the Bank is held by a court of competent jurisdiction to be unenforceable or if the Company alleges that any such provision is enforceable.

20. Remedies.

If any Event of Default occurs, Bank may (i) cease providing Services under this Agreement (including any Service Schedule), (ii) exercise any and all rights and remedies provided by applicable law, and/or (iii) proceed to realize upon any applicable collateral securing Company's obligations.

21. Setoff.

If any Event of Default occurs, Bank is authorized, without notice to Company, to offset and apply to all or any part of the obligations owed by Company to Bank all moneys, credits and other property of any nature whatsoever of Company now or at any time hereafter in the possession of, in transit to or from, under the control or custody of, or on deposit with Bank or any affiliate of Bank (whether held by Company individually or jointly with another party), including certificates of deposit.

22. Notices/Electronic Communications.

Notices must be sent to one of the following (unless we specifically instruct you otherwise with respect to particular types of notices to be sent to us): (a) the address(es) listed in the Service Schedule for the Service affected, (b) the address(es) to which account statements are mailed (for notices to be sent to Company), or (c) any other addresses (including without limitation, any electronic address) designated in writing by either you or us to the other. Except as otherwise expressly provided in this Agreement, any written notice required or permitted to be given under this Agreement shall be personally delivered or sent by United States registered or certified mail, postage prepaid, or sent by express carrier. Bank may also in its discretion deliver certain notices via facsimile or electronic mail transmission and/or Bank may request that certain notices be sent via facsimile or electronic mail transmission. Except as otherwise expressly provided in this Agreement, any such notice shall be deemed given when received.

If you provide us with an address that permits electronic communication with you or if you use an electronic means to communicate with us, including, without limitation, through the Internet, we may deliver information and documents of any nature to you and receive information and documents of any nature from you by electronic means. Notwithstanding the above, we may, without liability to you under this Agreement, refuse to act on a value bearing communication that is not authenticated by a commercially reasonable means or to our reasonable satisfaction. You agree that you are responsible for establishing appropriate security procedures to assure that unauthorized persons do not access such information and documents, and you agree that we will not be liable to you if any unauthorized person intercepts electronic communications between us in the absence of our gross negligence. You agree that an electronic notice sent to an address designated by either party under this Agreement that satisfies any commercially reasonable security procedures imposed by the sender constitutes written notice, and that we may, at our sole option, rely on such notice without obtaining a manual signature of one of your Authorized Persons.

24. *Amendment.*

From time to time, Bank may amend or supplement any of the terms and conditions contained in this Agreement, including without limitation, any cutoff hours and any part of any Service Schedule(s), by giving you 30 days written notice of the amendment or supplement. If the change is required by law, regulations or ACH rules, or if we determine in our sole discretion that the change is necessary for the security of your accounts or the security or integrity of the systems used by us in performing Services, we may amend or supplement this Agreement by giving you notice promptly after the change. If the change is unacceptable to you, you may terminate this Agreement by written notice to us prior to the effective date of the change (or within 10 days after receiving notice of any change for which prior notice is not required). You may change this Agreement only by a written agreement signed by us setting forth the changes.

25. *Binding Agreement; Benefit.*

This Agreement shall be binding upon and inure to the benefit of the parties and their respective legal representatives, successors and permitted assigns

26. *Termination.*

Either you or we may terminate this Agreement or the portion relating to any particular product or Service by giving 30 days written notice to the other party. All provisions relating to indemnification, limitation of liability, and Confidential Information will survive termination. We may also terminate all or part of this Agreement immediately and without prior notice if (1) you fail to maintain adequate available balances in your accounts or fail to pay any overdraft of any kind, no matter how the overdraft was created (unless the overdraft was created solely by our error); (2) you violate this Agreement or any loan, credit, letter of credit or other financing agreement under which you are a debtor or account party (whether with us or any other creditor); (3) you fail to provide financial information that we reasonably request; (4) a material adverse change occurs in your financial condition; (5) we determine that it has become impracticable for us to perform under this Agreement because of changes in applicable laws, regulations, or ACH rules; or (6) an Event of Default has occurred.

27. *Third Party Vendors.*

In the normal course of our business, we may engage certain third party vendors to provide or assist in providing all or part of certain Services. We have no obligation to specifically disclose the existence of these arrangements.

28. *Governing Law; Venue.*

This Agreement will be governed by and interpreted by federal law and, if any state law is applicable, by Michigan law. You may be served with process by certified or registered mail, return receipt requested, at your notice address under this Agreement, or in any other manner permitted by law. Any dispute arising under this Agreement shall be subject to the exclusive jurisdiction and venue of courts located in Livingston County, Michigan. To the maximum extent permitted by applicable law, each party to this Agreement expressly and irrevocably consents to the personal jurisdiction and venue of such courts and waives any objections it may have based on improper venue or *forum non conveniens* to the conduct of any such proceeding in any such court.

31. Miscellaneous.

If any provision of this Agreement is illegal or unenforceable under applicable law, that provision should be deemed reformed so as to be enforceable to the extent permitted by applicable law, or if that is not possible, then this Agreement should be read as if that provision was never part of it, and the balance of this Agreement will be enforceable. If we waive your failure to comply with this Agreement in certain circumstances, that waiver will not be deemed a waiver of any other breaches of the same or different provisions of the Agreements between you and us. All waivers by us must be written. All headings in this Agreement (including any Service Schedule) are for convenience only and should not be considered in interpreting the Agreements. All pronouns should be construed to include masculine, feminine and neuter forms. You agree to execute any additional documents and provide any information that we reasonably request with regard to the Services.

32. Entire Agreement.

This Agreement, including the Service Schedules, constitutes the entire Agreement between you and us regarding the described Services; it supersedes all proposals and prior agreements and all oral discussions relating to the subjects covered by this Agreement; and it may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreement of the parties. There are no unwritten oral agreements between you and us. In the event performance of the Services described in this Agreement in accordance with the terms of this Agreement would result in a violation of any present or future statute, regulation or government policy to which Bank is subject, and which governs or affects the transactions contemplated by this Agreement, then this Agreement shall be deemed amended to the extent necessary to comply with such statute, regulation or policy, and Bank shall incur no liability to Company as a result of such violation or amendment.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS TREASURY MANAGEMENT SERVICES MASTER AGREEMENT AS OF THE EFFECTIVE DATE SET FORTH BELOW.

Northfield Township
Legal Name of Company

Effective Date

Authorized Signature

First National Bank in Howell

Lenore Zelenock
Print Authorized Signer's Name

Bank Officer Signature

8350 Main St Ste A
Street Address

Kim McCullough
Print Bank Officer Name

Whitmore Lake, MI 48189
City / State / Zip

Treasury Management Officer
Title

734-449-2880
Company Telephone

zelenockl@northfieldmi.gov
Company email

101 East Grand River
P.O. Box 800
Howell, MI 48844-0800

Company Federal Tax ID

EXHIBIT A

COMPANY AUTHORIZATION LIST OF AUTHORIZED PERSONS OF COMPANY

Date: September 23, 2019

Company Name: Northfield Township

The person(s) listed below are representatives of the Company who the Company agree shall be "Authorized Persons" (as defined in the Master Agreement) for purposes of the Services set forth below. The Company warrants that the signatures below are the signatures of personnel or other representatives of the Company, vested with full authority to sign and transact the following activity(ies) and Service(s) for the Company's account(s).

THIS FORM SUPERSEDES ALL PREVIOUS FORMS.

| Administrator | Signature |
|-----------------|-----------|
| Lenore Zelenock | |

| Authorized Person | Signature | ACH | Lock-box | Pos. Pay | Remote Deposit | Wires |
|-------------------|-----------|-----|----------|----------|----------------|-------|
| Lenore Zelenock | | | | X | | |
| Emily Hofsess | | | | X | | |
| Kathleen Manley | | | | X | | |
| Christina Wilson | | | | X | | |
| Jennifer Carlisle | | | | X | | |

It is the Company's responsibility to keep this form current and promptly notify the Bank of any changes.

EXHIBIT B

USE OF PASSWORD; AUTHORIZATION.

In order to enable customer to access the System, Financial Institution shall issue to System Manager a User ID and Password and/or security token devices (hereafter called "credentials") which shall be confidential. Customer agrees to disclose the credentials only to persons authorized to access the System and further agrees to establish and maintain procedures to safeguard any credentials furnished by Financial Institution. Customer agrees to notify Financial Institution at once if it believes any credentials have been learned by an unauthorized person. If Financial Institution believes that security has been breached, it may change the credentials without prior notice. Customer authorizes Financial Institution to consider any access to the System to be Customer's authorized access.

The User's credentials identify the User as an individual who is authorized to conduct transactions with the account and validates the directions given. The passwords used by each User with the System act as the signature of the owner of the account. By each User's use of the credentials to gain access to the system and directing us in your use of the system, you authorize us to follow those directions. All electronic communications that are authenticated and validated by us will be deemed to be valid and given the same effect as written and signed paper communications.

As an enhanced online security feature, the System utilizes the RSA Authentication Multi-Factor Authentication Solution. RSA Authentication provides you added safety by helping ensure that only you can access your bank account. Your RSA Authentication image is a picture that is a shared secret between you and 1st National Bank in Howell. When you see your RSA Authentication image you can be confident that you are at the legitimate bank web site and not an imposter site. In addition, RSA Authentication remembers which computer(s) you normally use, preventing potential fraudsters from logging in to your account even if they somehow obtain your login credentials. When the computer you are using to access the system is not recognized, you must verify your identity by responding correctly to the Challenge Questions that you established during the user enrollment process before you can proceed to access the System.

The system also utilizes token devices as an added layer of security. You may be issued one or more tokens, depending on the specific functions of the System you will be utilizing. After a one-time registration process, you will log in to the System with your current IDs and passwords and a unique one-time six-digit password generated by the token. You agree to establish and implement physical, technical and administrative measures to prevent unauthorized use of security tokens. Losses that arise from unauthorized access to the System because of improper safekeeping of tokens are the responsibility of the Customer. You agree to notify us immediately if any tokens should be lost or placed in the custody of an unauthorized person. A \$25.00 charge may be imposed for each additional or replacement token device.

| Administrator | Signature |
|-----------------|-----------|
| Lenore Zelenock | |

EXHIBIT C

CORPORATE ACCOUNT TAKEOVER (CATO)

WHAT IS CORPORATE ACCOUNT TAKEOVER?

Corporate Account Takeover, or CATO as it is referred to, is a type of business 'identity theft' in which a criminal entity steals a company's valid online banking credentials. Small to mid-sized businesses remain the primary target of criminals, but any business can fall victim to these crimes. The criminal obtains electronic access by stealing the confidential security credentials of your employees who are authorized to conduct electronic transactions (wire transfers, Automated Clearing House-ACH, and others) on your corporate bank account.

HOW DO CYBERCRIMINALS ACCESS BUSINESS COMPUTERS?

Attacks are typically perpetrated quietly, by the introduction of malware through a simple email or infected website. For businesses that have low resistance to such methods of attack, the malware introduced onto its system may remain undetected for weeks or even months. Malware can be downloaded to a user's workstation or laptop from legitimate websites, especially social networking sites. Clicking on the documents, videos, or photos posted there can activate the download of the malware. The malware installs key-logging software on the computer, which allows the perpetrator to capture the user's ID and password as they are entered at the financial institution's website. Another method being employed to steal confidential security credentials is called Phishing. Phishing mimics the look and feel of a legitimate financial institution's website, e-mail, or other communication. Users provide their credentials without knowing that a perpetrator is stealing their security credentials through a fictitious representation which appears to be their financial institution.

Cyber criminals use various methods to trick employees into opening the attachment or clicking on the link, including:

- Disguising an email to look as though it's from a legitimate business. Often, these criminals will employ some type of scare tactic to entice the employee to open the email and/or provide account information. For example, cyber criminals have sent emails claiming to be from:
 1. *UPS (e.g. There has been a problem with your shipment)*
 2. *Financial institutions (e.g. There is a problem with your account)*
 3. *Better Business Bureaus (e.g. A complaint has been filed against you)*
 4. *Court systems (e.g. You have been served a subpoena)*

WHAT CAN BUSINESS CUSTOMERS DO TO PROTECT THEMSELVES (BEST PRACTICES)?

Each business should evaluate its risk profile with regard to Corporate Account Takeover and develop and implement a security plan, including sound business practices, to prevent and mitigate the risk of Corporate Account Takeover. Such plan should be appropriate to the unique circumstances of the business. However, in developing such a plan, each business should consider the following sound business practices, which are recommended in most cases, and any other sound business practices determined by the company:

- **Train your employees. *First National Bank will NEVER ask for sensitive information, such as Account Numbers, Access IDs, or Passwords via e-mail, text or phone call.***
- **Limit Administrative Rights - Do not allow employees to install any software without receiving prior approval.**
- **Install and Maintain Spam Filters; real-time Anti-Virus & Anti-Spyware; Desktop Firewall & Malware Detection & Removal software. Use these tools regularly to scan your computer. Allow for automatic updates and scheduled scans.**
- **Install routers and firewalls to prevent unauthorized access to your computer or network. Change the default passwords on all network devices.**
- **Install security updates (patches) to operating systems and all applications as they become available.**
- **Block Pop-Ups**

- *Use strong password policies*
- *Do not open attachments from e-mail - Be on the alert for suspicious e-mail*
- *Monitor and Reconcile Bank Accounts Daily - especially near the end of the day*
- *Note any changes in the performance of your computer - dramatic loss of speed, computer lock-ups, unexpected rebooting, unusual pop-ups, etc.*

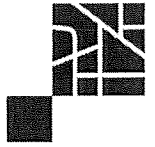
CONTACT FIRST NATIONAL BANK IF YOU:

- *Suspect a Fraudulent Transaction*
- *If you receive an e-mail claiming to be from the Bank and it is requesting personal / Company information*

INCIDENT RESPONSE PLANS

Customers are strongly encouraged write their own Incident Response Plan based on the unique nature of their enterprise. A general template would include:

1. *The direct contact numbers of key bank employees (including after-hours numbers);*
2. *Steps the accountholder should consider to limit further unauthorized transactions, such as:*
 - a. Changing passwords;*
 - b. Immediately ceasing all online activity and removing any computer systems that may be compromised from the network;*
 - c. Requesting a temporary hold on all other transactions until out-of-band confirmations can be made;*
 - d. Maintaining a written chronology of what happened, what was lost, and the steps taken to report the incident to the various agencies, financial institutions, and firms impacted;*
 - e. Working with computer forensic specialists and law enforcement to review appropriate equipment; and*
 - f. Contacting their insurance carrier.*



October 1, 2019

Township Board
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Marihuana Proposed Zoning Regulations and Proposed Permit Regulations

Honorable Trustees,

A: REQUESTED MATERIALS

As requested by the Board, we have provided the following materials to review:

- A revised zoning ordinance (66) and permit ordinance (67) with the changes noted in the draft minutes from 9/24/19, as follows
 - Ordinance 66 - No Class C growers (Med and Rec) and class B medical growers in AR – pg. 3
 - Ordinance 66 - Revise security camera requirements – pg. 10
 - Ordinance 66 - Revise filtration system requirements - pg. 11
 - Ordinance 66 - Change “zoning ordinance” to just “ordinance” – pg. 13
 - Ordinance 67 – change permit numbers to 6 for medical and 6 for recreational – pg. 5
 - Ordinance 67 – add “to meet state requirements” to security cameras – pg. 9
 - Ordinance 67 – add “All site plan approvals and conditional use permit approvals shall be required” to permit location clause – pg. 9
 - Ordinance 67 – Change “zoning ordinance” to just “ordinance” – pg. 13
- Underlines and strike-throughs have been removed
- Grand Rapids Scoring System materials for review
- The application and draft scoring materials submitted for the 9/24/19 meeting, updated per board notes on 9/24/19, as follows
 - Change application contact to Planning Department – pg. 1
 - Modify Preapplication questions and document submittal requirements – pg. 1
 - Update lists of permits – pg. 3
- Maps showing the effects of a 300 ft, 500 ft, and 1000 ft, buffer (from the 9/24/19 meeting)
 - These maps were created with GIS data and locational analysis to determine theoretical site locations that could comply with the requested buffers between locations and from school facilities at 300 ft, 500 ft, and 1000 ft.

B: ZONING REGULATIONS

As requested by the Board, the recommendations of the Board for Zoning Regulations to permit Marihuana Facility Uses have been placed into adoptable ordinance format for the Board to consider. As

discussed at the June 25, Board Meeting, Planning Commission held two public hearings, consistent with State requirements and has referred the item to the Board for consideration.

Tonight, the Board is considering the Zoning regulations, which control the districts where uses can be permitted and the land use standards that shall be applied to uses if approved.

The Board may take any of the following actions:

- 1. Table the discussion to a future date, with a request for additional information***
- 2. Make a motion to approve the ordinance as presented***
- 3. Table the discussion to recommend changes to the ordinance***
- 4. Deny the proposed zoning ordinance***

C: PERMIT REGULATIONS

The Board held a public hearing on July 23, to hear public comment on Permit Regulations. Additionally, as requested, the proposed Permit Regulations have been placed into adoptable Ordinance format for the Board to consider. The permit regulations are a police power ordinance and do not require a Planning Commission recommendation to the Board, which is why the Board held Public Hearing on July 23.

The Board may take any of the following actions:

- 1. Table the discussion to a future date, with a request for additional information***
- 2. Make a motion to approve the permit ordinance as presented***
- 3. Table the discussion to recommend changes to the Ordinance***
- 4. Deny the proposed permit ordinance***

D: State Publishes Emergency Rules on Adult-Use Marihuana Establishments, July 3, 2019

On July 3, 2019, the State enacted Emergency Rules to facilitate the implementation of Adult Use Licenses within the required time frame. After preliminary review of these rules, we find that the ordinances the Board is considering tonight substantively are consistent with the intent of the July 3 rules. As expected, there are specific rules for the operation of each license type.

The one notable addition is that the July 3 rules create four new use categories, as follows:

- Designated consumption establishment license
- Excess marihuana grower license
- Marihuana event organizer license
- Temporary marihuana event license

As proposed, these uses are not defined or authorized within any zoning district within the Township. It is our opinion that if the Township wants to authorize these new uses, they should be incorporated into the Zoning Regulations and the Permitting Regulations.

ORDINANCE NO. 19-66

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN TO AMEND ARTICLE II- DEFINITIONS, SECTION 36-29, ARTICLES III GENERAL PROVISIONS, SECTIONS 36-64. – HOME OCCUPATIONS, ARTICLE VI AR AGRICULTURAL DISTRICT, SECTION 36-157, - CONDITIONAL USES, ARTICLE XIII LC LOCAL COMMERCIAL DISTRICT, SECTION 36-364.- CONDITIONAL USES, ARTICLE XIV GC GENERAL COMMERCIAL DISTRICT, SECTION 36-391 CONDITIONAL USES, ARTICLE XVIII LI LIMITED INDUSTRIAL DISTRICT, SECTION 36-510.- CONDITIONAL USES, ARTICLE XIX.- GI GENERAL INDUSTRIAL DISTRICT, SECTION 36-533.- CONDITIONAL USES, ARTICLE XXII.- RTM RESEARCH/TECHNOLOGY/MANUFACTURING DISTRICT, SECTION 36-638.- CONDITIONAL USES, ARTICLE XXIV SUPPLEMENTARY REGULATIONS AND STANDARDS, SECTION 36-729.- MEDICAL MARIHUANA CAREGIVERS, ARTICLE XXIV SUPPLEMENTARY REGULATIONS AND STANDARDS, SECTION 36-761.- STANDARDS FOR MARIHUANA ESTABLISHMENTS AND FACILITIES

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-29 Definitions and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-64 General Provisions - Home Occupations and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-157- AR Agriculture District- Conditional Uses and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-364- LC Local Commercial District- Conditional Uses and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-391- GC General Commercial District- Conditional Uses and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-533- GI General Industrial District- Conditional Uses and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-638- RTM Research/ Technology/Manufacturing District- Conditional Uses and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-729- Supplementary Regulations and Standards- Medical Marihuana Care Givers and;

Whereas, the Township Board reviewed the Township's zoning districts for consistency with Section 36-761- Supplementary Regulations and Standards- Medical Standards for Marihuana Establishments and Facilities and;

Whereas, the Planning Commission, spent more than six months researching and preparing draft marihuana Zoning Regulations for the Township Board to consider and;

Whereas, the Planning Commission held two public hearings and provided the Board with recommendations for standards to consider for adoption and;

Whereas, the Board considered the recommendations of the Planning Commission and public comments and voted on the modifications included herein;

Now, therefore, be it ordained by the Northfield Township Board of Trustees that the below zoning, text and various articles (A-J) be amended as follows:

A: Article II, Definitions – to amend Section 36-29 Definitions:

Marihuana Establishments and Facilities: The term Marihuana Facilities, shall encompass all use classes specifically defined and authorized by the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq, and all other applicable rules promulgated by the state of Michigan as may be amended. Marihuana establishments and facilities include the following use classes:

- (1) **Marihuana grower** means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments. Growers shall be subdivided into six classes based on State licensing standards.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.
 - c. Medical Class C – 1,500 marihuana plants.
 - d. Recreational Class A – 100 marihuana plants.
 - e. Recreational Class B – 500 marihuana plants
 - f. Recreational Class C – 2,000 marihuana plants
- (2) **Marihuana microbusiness** means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.
- (3) **Marihuana processor** means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.

- (4) **Marihuana retailer** means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (5) **Marihuana secure transporter** means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.
- (6) **Marihuana safety compliance facility** means a person licensed to test marihuana, including certification for potency and the presence of contaminants.
- (7) **Provisioning center** means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.
- (8) **Registered primary caregiver** means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act

B: Article III, General Provisions, to amend Section 36-64 Home Occupations:

- (2) **Medical Licensed Caregivers.** In addition to the general standards as specified in subsection (a) of this section, medical marihuana, cultivation, use and distribution shall meet the following specific standards:
 - a. Conformance with section 36-729.
 - b. In recognition of the confidential nature of this use, a licensed caregiver shall submit a Zoning Compliance Application pursuant to section 36-729(c) to obtain a Zoning Compliance Certificate.

C: Article VI, AR Agriculture District, to amend Section 36-157 Conditional Uses:

- (24) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
 - a. Growers, excluding Medical Class C, Recreational Class C, and Medical Class B.

Section 4: Article XIII, LC Local Commercial District, to amend Section 36-364 Conditional Uses:

- (12) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
 - a. Retail Marihuana and Provisioning Centers

D: Article XIV, GC General Commercial District, to amend Section 36-391 Conditional Uses:

21) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Retail Marihuana and Provisioning Centers
- b. Secure Transporters
- c. Safety Compliance Facilities

E: Article XVIII, LI- Limited Industrial District, to amend Section 36-510 Conditional Uses:

11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Growers, all licenses permitted.
- b. Processors
- c. Secure Transporters
- d. Safety Compliance Facilities
- e. Microbusinesses

F: Article XIX, GI – General Industrial District, to amend Section 36-533 Conditional Uses:

11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Growers, all licenses permitted.
- b. Processors
- c. Secure Transporters
- d. Safety Compliance Facilities
- e. Microbusinesses

G: Article XXII, RTM- Research/Technology/Manufacturing District, to amend Section 36-638 Conditional Uses:

2) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Processors
- b. Safety Compliance Facilities

H: Article XXIV, Supplementary Regulations and Standards, to amend Section 36-729 Medical Marihuana Caregivers:

(a) Intent.

- (1) It is the intent of these regulations to allow medical marihuana ~~cultivation, use~~ caregivers, as defined by the Michigan Marihuana Act, as a home occupation pursuant to section 36-64, and further to protect the health, safety, and welfare of law enforcement officers and other persons in the community. These regulations are designed to allow the creation and maintenance of a private and confidential patient-caregiver relationship to facilitate the statutory authorization for the limited cultivation, distribution, and use of marihuana for medical purposes; and to regulate around this fundamental intent in a manner that does not conflict with the Act so as to address issues that would otherwise expose the community and its residents to significant adverse conditions and the uninspected installation of unlawful structural, electrical, plumbing and mechanical equipment that create dangerous health, safety, and fire conditions.
- (2) These regulations allow for activity based on the Act. Nothing in these regulations shall be construed to undermine or provide immunity from federal law as it may be enforced by the federal or state government relative to the cultivation, distribution, or use of marihuana.
- (b) **Definitions.** The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
- Act** means Initiated Law 1 of 2008 (MCL 333.26421 et seq.), and Michigan Administrative Rules, R 333.101 et seq.
- Department** means the State Department of Community Health.
- Distribution** means the physical transfer of any amount of marihuana in any form by one person to any other persons, whether or not any consideration is paid or received.
- Distributor** means any person, including, but not limited to, a caregiver, patient or any other person, who engages in any one or more acts of distribution.
- Facility or premises** means one premises having a separate or independent postal address.
- Marihuana** means the substance or material defined in section 7106 of the public health code, Public Act No. 368 of 1976 (MCL 333.7106).
- Primary caregiver or caregiver** means a person as defined under MCL 333.26423(g) of the Act, and who has been issued and possesses a registry identification card under the Act.
- Principal residence** means the place where a person resides more than one-half of the calendar year.
- Qualifying patient or patient** means a person as defined under MCL 333.26423(h) of the Act.
- Registry identification card** means the document defined under MCL 333.26423(i) of the Act.
- (c) **Application requirements.**

- (1) In addition to the requirements for home occupation pursuant to section 36-64 - Home Occupation, a medical marihuana caregiver shall submit a zoning compliance application. The requirement of these regulations is to permit a location, and not to regulate persons. An application as supplied by the township shall describe each of the following and shall:
- a. Not require the name, home address, or date of birth of a caregiver.
 - b. Include the address and legal description of the precise premises at which, there shall be possession, cultivation, distribution or other assistance in the use of marihuana. The fact that a caregiver or other person providing assistance to patients also has an ID card as a patient shall not relieve the obligation to provide this information.
 - c. Specify the address of the place where all unused portions of marihuana plants cultivated in connection with the use of marihuana or caregiver activity at the premises shall be disposed.
 - d. Describe the enclosed, locked facility in which any and all cultivation of marihuana is proposed to occur, or where marihuana is stored, with such description including: location in building; precise measurements, in feet, of the floor dimensions and height; the security device for the facility.
 - e. Describe all locations in the premises where a caregiver or other person authorized under the Act shall render assistance to a qualifying patient.
 - f. Specify the number of patients to be assisted, including the number of patients for whom marihuana is proposed to be cultivated, and the number of patients to be otherwise assisted on the premises, and the maximum number of plants to be grown or cultivated at any one time. If the location at which patients will be assisted is different from the licensed premises, the application shall provide the address of all such other locations (other than the address of a patient being assisted). The maximum number of patients and plants is specified in subsection (c)(2)b of this section.
 - g. For safety and other code inspection purposes, it shall describe and provide detailed specifications of all lights, equipment, and all other electrical, plumbing, and other means proposed to be used to facilitate the cultivation of marihuana plants as such specifications relate to the need for the installation of facilities. As noted in subsection (c)(2)d of this section, all new construction including structural, electrical, plumbing, and mechanical shall meet current state construction codes and shall require necessary permits and inspections.

The standards of approval as noted below will be used to review each application. An inspection will be made at each location noted in the application to verify the standards.

(2) Requirements and standards for approval.

- a. Locations used for the cultivation and/or use of marihuana by caregivers and any other person permitted under the Act are pursuant to section 36-64 – Home Occupation. As a home occupation this use shall not be permitted under the following circumstances:

1. Within 1000 feet from sites where children are regularly present, and specifically a daycare facility, a church, synagogue, mosque, or other religious temple, and from a recreational park and a public community center, a public or private preschool, elementary school, middle school, high school, community college, and all other schools that have different name references but serve students of the same age.
2. Within 1000 feet of an adult use, as defined in this chapter, if applicable (attach appendix if not stated or incorporated).
3. Within 1000 feet from the site at which any other caregiver or any other person cultivates marihuana, or assists in the use of marihuana, not including a patient's principal residence which is not used to cultivate marihuana or assist in the use of medical marihuana for persons other than the patient at such residence.

Measurements for purposes of this subsection a. shall be made from property boundary to property boundary.

- b. The location of the facility at which a caregiver or any other person permitted under the Act cultivates marihuana, or assists a patient in the use of marihuana, shall not be the same facility at which any other caregiver or person cultivates marihuana or assists a patient in the use of marihuana. Accordingly, at a patient's principal residence used by such patient to cultivate marihuana for his personal use as permitted under the Act, there shall be not more than 12 marihuana plants being cultivated at any one time; only at a licensed facility may there be more than 12 marihuana plants being cultivated at any one time; and, at a facility at which a caregiver or any other person permitted under the Act cultivates marihuana for use by patients, there shall not be more than 12 marihuana plants being cultivated at any one time per patient, and in no event more than 60 marihuana plants being cultivated at any one time (which assumes cultivation for five patients), plus an additional 12 plants if the caregiver is also a patient that has not designated a caregiver to assist in providing medical marihuana.
- c. In order to insulate children and other vulnerable individuals from such actions, all medical marihuana cultivation, and all assistance of a patient in the use of medical marihuana by a caregiver, shall occur within the confines of a building licensed under this section, and such activities shall occur only in locations not visible to the public. This subsection shall not prohibit a caregiver from assisting a patient at the patient's principal residence or at a hospital.
- d. All lights, plumbing, equipment, and all other means proposed to be used to facilitate the growth or cultivation of marihuana plants shall be in accordance with all applicable state construction codes.
- e. Considering that the distribution of marihuana is generally unlawful, and that the Act authorizes caregivers, and does not authorize any activity such as a dispensary (authorized by statutes in other states), and reading the Act as a whole, the activities of caregivers are interpreted as being limited to private and confidential endeavors. Moreover, the location and identity of a caregiver is known to patients. Accordingly:

1. Signage shall be in accordance with the township home occupation standards found in section 36-64(1)i.
2. Unless conducted as part of a related licensed professional medical or pharmaceutical practice, caregiver activity shall not be advertised as a clinic, hospital, dispensary, or other name customarily ascribed to a multi-patient professional practice.
- (3) **Use of land in accordance with approved application.** If approved, all use of property shall be in accordance with an approved application, including all information and specifications submitted by the applicant in reliance on which the application shall be deemed to have been approved.

(d) **Restriction on distribution.**

- (1) The restrictions in this section are based on the following findings:

- a. It is reasonable to expect and require that all undertakings of caregivers and other persons in assisting a patient are intended to occur on a confidential and private one-to-one basis.
- b. The Act does not reflect the intent for distributions of marihuana by more than one caregiver or other person to one patient, or by one or more caregivers or other persons to more than one patient at any given time and place.
- c. The confidentiality provisions of the Act reflect the intent for all caregivers and patients to remain anonymous in terms of their name and address, thus further reflecting the private and confidential nature of the activities contemplated between a caregiver and the patient he is assisting.

(2) **Restrictions.**

- a. A caregiver and any other person authorized under the Act to assist patients, if any, shall distribute medical marihuana only on a confidential, one-to-one basis with no other caregiver being present at the same facility at the same time, and no other patient or other person being present at the same facility at the same time; provided that a patient's immediate family members or guardian may be present within the patient's private residence, and one family member or guardian may be present in any facility other than the patient's private residence. For purposes of this subsection, the term "same time" shall mean and include concurrently as well as within a time interval of one hour.
- b. Considering the health issues presented, no food shall be sold from the facility used for the distribution of medical marihuana.
- (e) **Inspection of patient cultivation.** Upon the request of a patient who is cultivating medical marihuana, the Public Safety Director of the community shall confidentially coordinate any inspectors with regard to the siting of such cultivation for the purpose of determining whether all structural, electrical, plumbing, or mechanical means used to facilitate the cultivation of marihuana plants is in accordance with applicable code. In carrying out the provisions of this subsection, community officials shall not require the name and address of the patient. Rather, the intent of this subsection is to focus on the premises, and to ensure safety for the benefit of the resident of the premises and others who may be affected by one or more code violations.

I: Article XXIV, Supplementary Regulations and Standards, to add Section 36-761 Standards for Marihuana Establishments and Facilities

Section 36-761 Standards for Marihuana Establishments and Facilities

1. These standards shall apply to all marihuana establishments and facilities, unless otherwise noted, and excepting caregivers, which are regulated by Sec. 36-729. - Medical marihuana caregivers and Sec. 36-64. - Home Occupation.
2. Marihuana related activities shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, Marihuana facilities Licensing Act, the Marihuana Tracking Act, the Michigan Regulation and Taxation of Marihuana Act and all State of Michigan regulations for the transfer of marihuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
3. All marihuana establishments and facilities shall submit a Zoning Compliance Application, shall obtain structural, electrical, plumbing, and mechanical permits and inspections to meet current state construction codes, and shall obtain a Certificate of Occupancy prior to any operation or occupancy of said establishment or facility.
4. Site plan approval and conditional use approval shall be required for all marihuana establishments and facilities.
5. The applicant location shall meet all applicable written and duly promulgated standards of the Township and, prior to opening, shall demonstrate to the Township that it meets the rules and regulations promulgated by the Medical/Recreational Marihuana Licensing Board and obtain a Certificate of Occupancy.
6. The establishment or facility location shall conform to all standards of the zoning district in which it is located.
7. Establishments and facilities are not permitted within a 1000-foot radius of any primary, intermediate or secondary school measured by the shortest possible line from the property edges.
8. The minimum distance from other marihuana facilities and establishments is 1000 feet. Colocation of use classes on one site is permitted when consistent with State standards and all uses are permitted in the zoning district.
9. In the AR district, the minimum lot size for Medical Class B, Recreational Class B, Medical Class C, and Recreational Class C growers shall be 10 acres. In the AR district the minimum lot size for Medical Class A, and Recreational Class A growers shall be 5 acres.
10. Hours of operation permitted for retail, provisioning centers, and microbusinesses: Monday – Saturday: 9:00 a.m. – 9:00 p.m.; Sunday: 10:00 a.m. – 6:00 p.m.
11. All activity related to the marihuana establishment or facility shall be done indoors.
12. All establishments and facilities must ensure that any water emanating from the establishment or facility meets or exceeds all applicable state and local environmental standards.
13. No required water supply and sanitary sewerage facilities shall be erected, altered, or moved upon a lot or premises and used in whole or in part for a

marihuana facility unless it shall be provided with a safe, sanitary and potable water supply and with a safe and effective means of collection, treatment, and disposal of human excreta and domestic, commercial, and industrial waste. All such installations and facilities shall conform to the minimum requirements Washtenaw County, and any applicable statutes, ordinances, or regulations.

14. Security cameras shall be installed and maintained. Security Cameras, which include recordings and all recordkeeping, shall comply with all State requirements. All security cameras shall have at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. A security plan shall be provided and approved by the Public Safety Director.
15. Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.
16. Any medical marijuana provisioning center shall not have exterior signage using the word "marihuana" and/or "marijuana" or any other word, phrase or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that "No loitering is permitted" on such property.
17. Marihuana establishments and facilities are not permitted to operate in a manner that results in adverse impacts on adjacent property; including excessive odor, traffic, noise, or loitering. The Township may place reasonable conditions on facilities to ensure operation consistent with community norms. Failure to comply with Township regulations or conditions of approval shall be cause to revoke a local license. Odor for growers and processors shall be regulated as follows:
 - a. The building shall be equipped with an activated carbon filtration system for odor control and air scrubbing to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
 - b. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
 - c. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days, or according to manufacturer recommendations, whichever is less.
 - d. Negative air pressure shall be maintained inside the building.
 - e. Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.
 - f. An alternative odor control system is permitted if the special use permit applicant submits and the township accepts a report by a mechanical engineer licensed by the state of Michigan demonstrating the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The Township may hire an outside expert, at the cost of the applicant, to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.
 - g. Secure transporters and safety compliance facilities shall also be required to submit plans for odor control for approval if in the opinion the planning

commission such plans are required for the protection of the township and its residents.

18. If the marihuana establishment or facility ceases operation for a length of time of ninety days or greater, the conditional use shall expire.
19. Marihuana drive-through retail establishments and provisioning centers shall be prohibited.
20. All marihuana shall be contained within a structure that meets all applicable building code requirements in an enclosed, locked area. A floor plan shall be provided with the site plan application.
21. Application for a local Marihuana Facilities Permit shall be made to the Township Clerk, or a designee. The application shall be made using forms provided by the Township Clerk, or a designee, for a Marihuana Facilities Permit. The application shall be signed by the applicant verifying the truth and accuracy of all information and representations. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules of the State of Michigan. In addition to information and submittals, the application shall include payment of application fee in an amount set by the Township Board. Applications shall be filed according to licensing regulations, procedures, and fees established by the Township Board, and may be amended.
22. A State license is required for all Marihuana Establishments and Facilities.
23. Prior to issuance of a certificate of occupancy, an authorized Marihuana Establishment or Facility shall comply with the following regulations and shall only be operated as long as it remains in compliance with all such ordinances.
 - a. Compliance with State and Township licensing requirements and proof of issuance of a State operating license and compliance with all rules promulgated there under is filed with the Township.
 - b. Compliance with all Township Zoning regulations with written approval of Zoning Compliance issued by the Township Zoning Administrator.
 - c. Compliance with all Township construction and building ordinances and applicable police power ordinances.
24. Inspections may be made by the Township Official's designee to confirm the Marihuana Establishment or Facility is operating in accordance with applicable laws including, but not limited to, State Law and Township Ordinances.
25. The premises shall be open for inspection upon request by the Zoning Administrator, Code Enforcement Officer, Building Official, Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.
26. The penalties and fees collected by the Township for Marihuana Establishments and Facilities shall be the maximum permissible by the State of Michigan unless otherwise established by the Township Board.

MISCELLANEOUS

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

Effective Date

The provisions of this ordinance amendment are hereby ordered to take effect ____ days following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this ____ day of ____ 2019.

**TOWNSHIP OF NORTHFIELD,
WASHTENAW COUNTY, MICHIGAN**

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the _____ day of _____, 2019. The names of the members voting thereon and how each member voted was as follows:

Yeas: _____

Nays: _____

Absent: _____

- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the _____ day of _____, 2019 and;

- C. The effective date of the above Ordinance is the _____ day of _____, 2019.

NORTHFIELD TOWNSHIP BOARD

By: _____

Kathleen Manley, Clerk

ORDINANCE NO. 19-67

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN TO ADD CHAPTER 23 MARIHUANA FACILITIES TO THE CODE OF ORDINANCES.

Whereas, the Township Board reviewed the code of ordinances and requested an additional ordinance regulating Marihuana Facilities to be added to the code of ordinances as Chapter 23 and;

Whereas, the Township Board reviewed the recommended Marihuana Facilities ordinance for the maximum number of permits in Section 23-4 and;

Now, therefore, be it ordained by the Northfield Township Board of Trustees that the below ordinance, text and chapter be added as follows:

Chapter 23 Marihuana Facilities, to add Chapter 23 Marihuana Facilities to the Code of Ordinances as follows:

SEC 23-1. - LEGISLATIVE INTENT.

The Township intends to issue permits for and regulate marihuana facilities to the extent they are permitted under the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq. The Township does not intend that permitting and regulation under this chapter be construed as a finding that such facilities comply with any law. By requiring a permit and compliance with the requirements of this chapter, the Township intends to protect the public health, safety and welfare.

SEC 23-2. - DEFINITIONS.

(1) Words and phrases contained in the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.(State Marihuana Acts). This chapter contains some words and phrases that are defined in the State Marihuana Acts. As used in this chapter, they have the same meaning as provided in the State Marihuana Acts, except that if at any time the definition of a word or phrase set forth in this section conflicts with the definition in the State Marihuana Acts, then the definition the State Marihuana Acts shall apply. These words and phrases are as follows:

- (a) *Grower* means a licensee that is a commercial entity located in this State that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.
- (b) *Licensee* means a person holding a State operating license.
- (c) *Marihuana* means that term as defined in Section 7106 of the State of Michigan Public Health Code, 1978 PA 368, MCL 333.7106.
- (d) *Marihuana facility* means a location at which a license holder is licensed to operate under the State Marihuana Acts.
- (e) *Marihuana plant* means any plant of the species *Cannabis sativa* L.
- (f) *Marihuana-infused product* means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product shall not be considered a food for purposes of the Food Law, 2000 PA 92, MCL 289.1101 to 289.8111.
- (g) *Microbusiness* means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.
- (h) *Person* means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.
- (i) *Plant* means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.
- (j) *Processor* means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a retailer or a provisioning center.
- (k) *Provisioning center* means a licensee that is a commercial entity located in this State that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A

noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan Medical Marihuana Act is not a provisioning center for purposes of this Act.

- (l) *Retailer* means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (m) *Registered primary caregiver* means a primary caregiver who has been issued a current registry identification card under the Marihuana Act, MCL333.26421, et seq.
- (n) *Rules* means rules promulgated under the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the Department in consultation with the Board to implement this Act.
- (o) *Safety compliance facility* means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- (p) *Secure transporter* means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- (q) *State operating license* or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:
 - (i) A grower.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.
 - c. Medical Class C – 1,500 marihuana plants.
 - d. Recreational Class A – 100 marihuana plants.
 - e. Recreational Class B – 500 marihuana plants
 - f. Recreational Class C – 2,000 marihuana plants
 - (ii) A processor.
 - (iii) A secure transporter.
 - (iv) A provisioning center.
 - (v) A safety compliance facility.
 - (vi) A microbusiness
 - (vii) A retailer
 - (viii) A registered primary caregiver

(2) *Other words and phrases.* The words and phrases in this chapter, as used in this chapter, shall have the following meanings:

(a) *Applicant* means a person who applies for a Township permit.

(b) *Authorized person* means:

- (i) An owner of a medical marihuana facility;
- (ii) The directors, officers, members, partners, and individuals of a medical marihuana facility that is a corporation, limited liability company, partnership, or sole proprietorship;
- (iii) Any person who is in charge of and on the premises of the medical marihuana facility during business hours.

(c) *Marihuana* means "marihuana" as defined in the State Marihuana Acts.

(d) *Medical marihuana home occupation* means an accessory use of a nonresidential nature that is conducted by a registered primary caregiver who resides in the dwelling and (A) is performed within a single-family dwelling or within an accessory building to that single-family dwelling; (B) is for the purpose of assisting 1 or more registered qualifying patients with the medical use of marihuana who do not reside in the dwelling and (C) complies with the MMMA. As used in this subsection, "accessory use" has the same meaning as it does in Chapter 36(Zoning) of the Northfield Township Code.

(e) *State Marihuana Acts* mean the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.

(f) *Permittee* means a person holding a Township permit under this chapter.

(g) *Facility* means "marihuana facility" as defined in the State Marihuana Acts.

(h) *Marihuana facility* means "marihuana facility" as defined in the State Marihuana Acts.

(i) *Township permit* or, unless the context requires a different meaning, *permit* means a permit that is issued under this chapter that allows the permittee to operate as 1 of the following, specified in the permit:

- (i) A grower.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.

- c. Medical Class C – 1,500 marihuana plants.
- d. Recreational Class A – 100 marihuana plants.
- e. Recreational Class B – 500 marihuana plants
- f. Recreational Class C – 2,000 marihuana plants
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (vi) A microbusiness
- (vii) A retailer
- (viii) A registered primary caregiver

Sec 23-3. - MARIHUANA FACILITIES AUTHORIZED

Pursuant to the State Marihuana Acts, the Township of Northfield Township authorizes the operation in the Township of the following marihuana facilities, provided they possess a state operating license issued under the State Marihuana Acts and they comply with the additional requirements of this Chapter 23, and Chapter 36 (Zoning), and all other applicable laws and ordinances:

- (i) A grower.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.
 - c. Medical Class C – 1,500 marihuana plants.
 - d. Recreational Class A – 100 marihuana plants.
 - e. Recreational Class B – 500 marihuana plants.
 - f. Recreational Class C – 2,000 marihuana plants.
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) safety compliance facility.
- (vi) A microbusiness.
- (vii) A retailer.
- (viii) A registered primary caregiver.

Sec 23-4. - TOWNSHIP PERMIT REQUIRED; NUMBER OF PERMITS AVAILABLE

- (1) No person shall operate a facility for which an annual permit as provided for in this chapter has not been issued. The maximum number of permits available for each type of facility is as follows:
 - (a) Grower Facilities (a total of 12 permits limited to 6 permits for medical and 6 permits for recreational):
 - i. Medical Class A – 500 marihuana plants.
 - ii. Medical Class B – 1,000 marihuana plants.

- iii. Medical Class C – 1,500 marihuana plants.
 - iv. Recreational Class A – 100 marihuana plants.
 - v. Recreational Class B – 500 marihuana plants
 - vi. Recreational Class C – 2,000 marihuana plants.
 - (b) Processor Facilities (3 permits).
 - (c) Secure Transporters (3 permits).
 - (d) Safety Compliance Facilities (3 permits).
 - (e) Retail Facilities (3 permits).
 - (f) Provisioning Center Facilities (3 permits).
 - (g) Microbusiness Facilities (3 permits).
- (2) The permit requirement in this chapter applies to all facilities that exist on the effective date of this chapter or are established after the effective date of this chapter. This includes all persons who engage or have engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license, without regard to whether they called or call their businesses "dispensaries," "cultivation facilities," "clubs," "cooperatives," or any other similar label. A person who engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license before the effective date of the State Marihuana Acts or before obtaining a state operating license does not have a vested right to obtain a Township permit.
- (3) The permit requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (4) The permit requirement in this chapter shall be in addition to any other requirements imposed by any other state or local law, including but not limited to state or local laws applicable to commercial entities performing functions similar to the functions performed by marihuana facilities.
- (5) The issuance of any permit pursuant to this chapter does not create an exception, defense or immunity to any person with regard to any potential criminal or civil liability the person may have under any federal or state law or Township ordinance.
- (6) A permit issued under this chapter shall be valid for 1 year after the date of issuance. To renew an existing permit, the permittee shall submit an application in the same manner as is required to apply for a new permit no sooner than 90 days before the expiration date and no later than 60 days before the expiration date.
- (7) Medical marihuana home occupations do not require permits.

Sec 23-5. - GENERAL PROVISIONS

- (1) A permit issued under this chapter is valid only for the location of the facility and type of facility that is listed on the permit application and is valid only for the operation of the facility at that location by the permit applicant.
- (2) A permit issued under this chapter is valid only if the permit holder also holds a valid current state operating license and a copy of the valid current license and application for license has been provided to the Township Clerk, or designee, by the license holder and is in compliance with all other requirements in this chapter.
- (3) The revocation, suspension, and placement of restrictions by the state on a state operating license shall apply equally to a permit issued by the Township.
- (4) The expiration date of the State operating license that corresponds to a permit issued under this chapter constitutes the expiration date of the permit, however, operation of the facility under the expired permit is permitted to the extent that operation under the expired State operating license is permitted under the State Marihuana Acts.
- (5) A permit issued by the Township under this chapter, shall be conspicuously posted in the facility where it is easily open to public view.
- (6) Acceptance of a permit from the Township under this chapter constitutes consent by the permittee, owners, managers and employees to permit the Township Manager, or designee, to conduct inspections of the facility to ensure compliance with this chapter.

SEC 23-6. - APPLICATION REQUIREMENTS FOR AND ISSUANCE OF TOWNSHIP PERMIT.

- (1) *Application for new annual permit.* An application for a new annual permit for a marihuana facility shall be submitted to the Township Clerk, or designee, on a form provided by the Township, which shall fulfill all of the requirements indicated on the form, including but not limited to:
 - (a) The name and address of the facility and any other contact information requested on the application form.

- (b) The name and address of all owners of the real property where the facility is located.
 - (c) Name and address of all business managers of the facility.
 - (d) A statement with respect to each person named on the application whether the person has:
 - (i) Ever been convicted of a felony involving controlled substances as defined under the Michigan Public Health Code, MCL 333.1101 et seq., the federal law, or the law of any other state and, if so, the date of the conviction and the law under which the person was convicted;
 - (ii) Ever been convicted of any other type of felony under the law of Michigan, the United States, or another state, and, if so, the date of the conviction and the law under which the person was convicted.
 - (e) Proof of applicant's ownership or legal possession of the premises.
 - (f) A Township Zoning Compliance Permit.
 - (g) A Township Certificate of Occupancy or Temporary Certificate of Occupancy.
 - (h) If the application is for a grower's permit, the maximum number of plants that the applicant intends to grow. However, the application form for a grower's permit is the same regardless of whether the grower is applying for a state operating license for a recreational Class A, recreational Class B, or recreational Class C, medical Class A, medical Class B, or medical Class C license and 1 application fee for a grower's license shall apply without regard to the class of state operating license the permit application seeks.
 - (i) Payment of a non-refundable application fee of \$5,000.00.
- (2) *Renewal or amendment of existing permits.*
- (a) The same procedures that apply to applying for a new permit shall apply to the renewal or amendment of existing permits.
 - (b) An application for renewal of an existing permit shall be submitted no sooner than 90 days before the existing permit expires.

- (c) An amended application shall be submitted under either or both of the following circumstances:
 - (i) When there is a change in any information the permit applicant was required to provide in the most recent application on file with the Township; and,
 - (ii) When there is a change in any information the permit applicant was required to provide in the most recent application for a state operating license on file with the state of Michigan.
- (d) An application to amend an existing permit to change the location of the facility shall be submitted no later than 90 days before the existing permit expires. All site plan approvals and conditional use permit approvals shall be required.
- (e) An application to amend an existing permit to change any other information on the most recent application on file with the Township may be submitted at any time.
- (f) Applications for renewal or amendment of existing permits shall be reviewed and granted or denied before applications for new permits are considered.

Sec 23-7. - ISSUANCE OF PERMIT AND AUTHORIZATION TO OPERATE FACILITY UNDER PERMIT.

- (1) If the permit applicant has successfully demonstrated compliance with all requirements for issuance of a permit the Township Manager, or designee, shall issue a new permit to the permit applicant if a permit is available or grant renewal of an existing permit.
- (2) The issuance of a permit under this chapter authorizes operation of the facility only after the following additional requirements are met:
 - (a) The applicant has provided the Township Clerk, or designee, with copies of the applicant's application for a State operating license and the issued license, and a non-refundable fee of \$5,000.00
 - (b) The applicant has installed the following security measures on the premises:
 - (i) Security cameras, to meet State requirements, and to monitor all areas of the premises where persons may gain or attempt to gain access to marihuana or cash. Recordings from security cameras shall be maintained for a minimum of 120 hours and shall be made available to the Township Police Department personnel upon request.

- (ii) A monitored alarm system.
- (iii) A storage room for overnight storage of any marihuana product and cash on the premises. The storage room shall have only 1 door for entry and no other potential means of entry, lawful or unlawful, such as a window or crawl space, the door shall be equipped with a secure locking mechanism. Plant materials in grow facilities shall also be secured, as required by State Acts.
- (c) The applicant has provided the Township Clerk, or designee, with a certificate signed by a qualified agent of an insurance company evidencing the existence of valid and effective policies of the following types of insurance, as well as a copy of an endorsement placed on each policy requiring 10 days' notice by mail to the Township before the insurer may cancel the policy for any reason:
 - (i) Workers' compensation insurance in accordance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000.00 each accident for any employee.
 - (ii) Public liability and personal injury insurance with minimum limits of \$500,000.00 for each occurrence as respect to bodily injury liability or property damage liability, or both combined.

Documentation must explicitly state the following:

- (a) the policy number; (b) name of insurance company;
- (c) name and address of the agent or authorized representative;
- (d) name and address of the insured;
- (e) location of coverage;
- (f) policy expiration dates; and
- (g) specific coverage amounts. An original certificate of insurance may be provided as an initial indication of the required insurance. Applicant shall be required to continue without interruption during the term of the permit the above named insurance coverages. If any of the above coverages expire by their terms during the term of a permit, the applicant shall deliver proof of renewal and/or new policies to the Township Clerk, or designee, at least 10 days prior to the expiration date.
- (d) Insurance companies, named insureds and policy forms shall be provided to the Township Clerk, or designee, as defined in Sec. 23-7 (2)(c). The Township Clerk, or designee, may request approval of documentation by the Township Attorney. Insurance policies shall not contain endorsements or policy conditions which reduce coverage required under the terms of the permit.

SEC 23-8. - CONDUCT OF BUSINESS AT A FACILITY.

- (1) A facility shall be conducted in compliance with the State Marihuana Acts, the rules promulgated pursuant to the State Marihuana Acts, and all other laws, rules, and regulations of the state of Michigan and the Township of Northfield Township.
- (2) All marihuana in any form kept at the location of the marihuana facility shall be kept within an enclosed, secured building and shall not be visible from any location outside of the building.
- (3) Marihuana facilities shall be closed for business, and no sale or other distribution of marihuana in any form shall occur upon the premises or be delivered to or from the premises, between the hours of 9:00 p.m. and 7:00 a.m.
- (4) An authorized person shall consent to the entry into a marihuana facility by the Building Official and/or designees and the Zoning Administrator and/or designees for the purpose of inspection to determine compliance with this chapter pursuant to a notice posted in a conspicuous place on the premises 2 or more days before the date of the inspection or sent by registered mail to the address of the premises 4 or more calendar days before the date of the inspection.
- (5) All security measures required in this chapter shall be maintained in good working order. The premises shall be monitored and secured 24 hours per day.
- (6) All marihuana in any form on the premises of a marihuana facility shall be marihuana cultivated, manufactured, and packaged in the State of Michigan.

SEC 23-9. - PROHIBITED ACTS.

It shall be unlawful for any person to:

- (1) Violate any provision of this chapter or any condition of any permit granted pursuant to this chapter.
- (2) Produce, distribute or possess more marihuana than allowed by any applicable state or local law.
- (3) Produce, distribute or possess marihuana in violation of this chapter or any other applicable state or local law.
- (4) Make any changes or allow any changes to be made in the operation of the marihuana facility as represented in the permit application, without first notifying the Township by amending its application.

SEC 23-10. - PERMIT REVOCATION.

A permit issued under this chapter may be suspended or revoked for any of the following violations:

- (1) Any person required to be named on the permit application is convicted of or found responsible for violating any provision of this chapter;
- (2) A permit application contains any misrepresentation or omission of any material fact, or false or misleading information, or the applicant has provided the Township with any other false or misleading information related to the facility;
- (3) Any person required to be named on the permit application is convicted of a crime which, if it had occurred prior to submittal of the application, could have been cause for denial of the permit application;
- (4) Marihuana is dispensed on the business premises in violation of this chapter or any other applicable state or local law, rule or regulation;
- (5) The facility is operated or is operating in violation of the specifications of the permit application, any conditions of approval by the Township or any other applicable state or local law, rule or regulation
- (6) The Township, the county, or any other governmental entity with jurisdiction, has closed the facility temporarily or permanently or has issued any sanction for failure to comply with health and safety provisions of this chapter or other applicable state or local laws related to public health and safety.
- (7) The facility is determined by the Township to have become a public nuisance.
- (8) The facility's state operating license has been suspended or revoked.

SEC 23-11. - REVOCATION NOT EXCLUSIVE PENALTY.

Nothing in this chapter shall be deemed to prohibit the Township Manager, or designee, from imposing other penalties authorized by the Northfield Township Code or other ordinance of the Township, including filing a public nuisance action or any other legal action in a court of competent jurisdiction.

MISCELLANEOUS

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

Effective Date

The provisions of this Ordinance amendment are hereby ordered to take effect ____ days following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this ____ day of ____ 2019.

**TOWNSHIP OF NORTHFIELD,
WASHTENAW COUNTY, MICHIGAN**

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the _____ day of _____, 2019. The names of the members voting thereon and how each member voted was as follows:

Yeas: _____

Nays: _____

Absent: _____

- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the _____ day of _____, 2019 and;

C. The effective date of the above Ordinance is the _____ day of _____, 2019.

NORTHFIELD TOWNSHIP BOARD

By: _____

Kathleen Manley, Clerk

**Township of Northfield
Marihuana Facilities Permit
PRE-APPLICATION QUESTIONNAIRE**

Instructions to Applicants: If you are applying for a Township of Northfield Marihuana Facilities Permit, this form must be completed prior to filling out the Marihuana Facilities Permit Application form. The Marihuana Facilities Permit Application form will not be accepted without this completed pre-application questionnaire.

Facility name: _____

Facility address: _____

Please indicate, by checking YES or NO, if your establishment meets the following criteria. Proof via appropriate documentation must be attached, and is subject to Township review.

1. Has the business filed a Township *Zoning Compliance Application*? ☐ Yes ☐ No
2. Has the business applied for the required *State License*? ☐ Yes ☐ No
3. Does the business have legal possession or ownership of the business location? ☐ Yes ☐ No

Signature of Authorized Representative

Printed Name

If all of the above have been answered YES, the applicant may submit an application for a Marihuana Facilities Permit. Fill out the Township of Northfield permit application form. Attach this completed questionnaire to the permit application and submit with the \$5000.00 application fee and all other attachments to the Township Planning Department, 8350 Main Street, Whitmore Lake, Michigan 48189-0576, (734) 449-5000, Fax: (734) 449-0123

If any of the above have been answered NO, the applicant is not eligible to apply for a Marihuana Facilities Permit as designated under Chapter 23 and Chapter 26 of the Code of Northfield Township. Applicants that are not yet able to meet the minimum criteria will not be considered by the Township of Northfield. Do **NOT** fill out an application.

- Please see the reverse side of this pre-application questionnaire for important information regarding the permit application process.

Additional Information:

- The Zoning Compliance permit must be applied for and obtained from the Township Planning Department at 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-5000, Fax: 734-449-0123. A Zoning Compliance permit is only issued following site plan approval and conditional use approval.
- A Certificate of Occupancy Permit application will require an inspection and may trigger building code compliance for structural, electrical, plumbing, or other code issues. Applications can be obtained from and applied for at the Building Permit Desk at 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-5000, Fax: 734-449-0123
- If your application is complete, you will receive official confirmation from township staff. Issuance of a permit authorizes operation of the facility only after submission to the Township Clerk of a copy of the state license when issued.
- For more information on Township permit requirements, see Chapter 23 of the Township Ordinance
- For more information on Township zoning requirements, see Chapter 36 of the Township Ordinance

TOWNSHIP OF NORTHFIELD

MARIHUANA FACILITIES PERMIT APPLICATION

Please return completed application and **\$5000 permit fee** to:
 Northfield Township Office
 8350 Main St., Ste. A
 Whitmore Lake, MI 48189

Date Submitted: _____

Permit #: _____

☐ **NEW** ☐ **RENEWAL** – Applications may be submitted 90 days prior to existing permit expiration.

Type of Permit Requested:

- ☐ Grower – Maximum Number of Plants Requested: ____ ☐ Recreational Class A ☐ Recreational Class B ☐ Recreational Class C ☐ Medical Class A ☐ Medical Class B ☐ Medical Class C ☐ Adult Use (Recreational Retail)
- ☐ Processor ☐ Microbusiness ☐ Secure Transporter ☐ Retail ☐ Provisioning Center ☐ Safety Compliance Facility

| | | | |
|--|--|------------|-----------------------|
| FACILITY NAME & LOCATION | <i>Business Name</i> | | |
| | <i>Address</i> | <i>Zip</i> | <i>Website Ph</i> |
| | <i>Suite or Unit #</i> | | |
| PROPERTY OWNER(S) | <i>Name</i> | <i>Ph</i> | |
| | | <i>Fax</i> | |
| | <i>Address</i> | <i>Zip</i> | <i>Email</i> |
| | Are there additional property owners? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , attach a separate sheet listing this information for each additional owner. | | |
| FACILITY OWNER(S) | <i>Name</i> | <i>Ph</i> | |
| | | <i>Fax</i> | |
| | <i>Address</i> | <i>Zip</i> | <i>Email</i> |
| | This facility is owned by: (check one) <input type="checkbox"/> me as the individual owner <input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> partnership <input type="checkbox"/> sole proprietor with an assumed name For any other than "me as the individual owner," attach a separate sheet listing this information for all directors, officers, members, partners, and individuals. | | |
| FACILITY or BUSINESS MANAGER(S) | <i>Name</i> | <i>Ph</i> | |
| | | <i>Fax</i> | |
| | <i>Address</i> | <i>Zip</i> | <i>Email</i> |
| | Are there additional facility managers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , attach a separate sheet listing this information for each additional person. | | |

FELONY CONVICTIONS

Each person named on the application (i.e. facility owners including all names associated with a corporation, facility managers, and property owners) must fill out the following statement. Please duplicate this sheet and attach one copy for each person named on the application.

Name _____

Have you ever been convicted of a felony involving controlled substances as defined under the Michigan public health code, MCL 333.1101, et seq, the federal law, or the law of any other state? ☐ Yes ☐ No

If yes, what is the date of the conviction(s) and the law(s) under which you were convicted?

Have you ever been convicted of any other type of felony under the law of Michigan, the United States, or another state? ☐ Yes ☐ No

If yes, what is the date of the conviction(s) and the law(s) under which you were convicted?

I hereby certify that the felony conviction information provided is true and correct.

Signature: _____ Date: _____

Print Name of Signature and Title: _____

SECURITY MEASURES

Have the security measures required under Section 36-761 Standards for Marihuana Establishments and Facilities of Chapter 36 been installed?

☐ Yes ☐ No

If no, what is the anticipated date of installation: _____

PROOF OF CONTROL OF PREMISES

Proof of the applicant's ownership or legal possession of the premises (such as a deed, lease, or other legally binding document) is attached. ☐ Yes ☐ No

ZONING

The facility's Zoning Compliance Permit for Recreational Marihuana Facilities is attached. ☐ Yes ☐ No

CERTIFICATE OF OCCUPANCY

The facility's Certificate of Occupancy is attached. ☐ Yes ☐ No

I, the undersigned, have the authority to sign this Application on behalf of _____ (the "Facility"). I have read all of the above answers and they are true and correct. The Facility agrees to comply with all terms and conditions of a permit as it may be issued.

Signature: _____ Date: _____

Print Name of Signature and Title: _____

Business Name: _____

Attachments Required at time of Application:

- Zoning Compliance Permit
- Certificate of Occupancy
- Proof of legal owner of facility (e.g. lease, deed, etc.)
- Additional owner/manager pages (if necessary)

Documents Required prior to Legal Operation of the facility under a permit that has been issued:

- Copy of State License

OFFICE USE ONLY

POLICE

Notes: _____

Recommendation: _____ Date: _____

FIRE

Notes: _____

Recommendation: _____ Date: _____

ATTORNEY

Notes: _____

Recommendation: _____ Date: _____

TOWNSHIP MANAGER

Notes: _____

Recommendation: _____ Date: _____

CLERK

Permit Expiration Date: _____

Approved by Township Clerk's Office:

Comments: _____

Copy: Applicant/Planning/Township Clerk's Office (retains original)

Draft 10/1/19



Application Procedures

Medical Marihuana Facility

1. General Information

Special Land Use (SLU) approval is required for all core marihuana license types, to ensure compatibility with adjacent properties and the community as a whole. Core licenses include growers (of all classes), processors, and provisioning centers. Director Review is required for support industry license types, which include safety compliance facilities and secure transporters. The Zoning Ordinance lists application procedures and review standards in Sections 5.12.08. and 5.12.09.

2. Pre-Application Consultation

A pre-application meeting with Planning Department staff is required prior to the submission of the application.

3. Neighborhood Outreach

Neighborhood outreach is required for all marihuana license types. This is to inform nearby stakeholders of the proposed project, receive comments and address concerns about the proposal, and, whenever possible, resolve conflicts in advance of Planning Commission review. In addition to other documents, a Good Neighbor Plan (GNP) is required for marihuana facilities and requires neighborhood engagement. Failure to conduct outreach activities will result in postponement or denial of the request.

4. Application Preparation

Application packets are available from the Grand Rapids Planning Department, located at 1120 Monroe Avenue NW, 3rd floor, or on the department's website, www.grandrapidsmi.gov/planning. You may also call 616-456-4100 to request an application to be emailed or mailed. A complete application must be received at least one (1) month prior to the Planning Commission meeting. A calendar of Planning Commission meetings and application deadlines is available on the website.

For all medical marihuana applications, this Supplemental Application is also required. Review this document carefully; there are many required attachments. We recommend that applicants budget a substantial amount of time to prepare the application materials, including gathering the required attachments. Prequalification from LARA is required for core industry types, for support industry license types, the applicant must have applied for prequalification from LARA.

5. Application Process

Applications can only be accepted by Planning Department staff, in person, at 1120 Monroe Avenue NW, 3rd floor. **Incomplete applications cannot be accepted.** A limited number of spaces is available on each Planning Commission agenda. **Submission of a complete application prior to the listed submission deadline does not guarantee placement on that agenda.** If a given meeting agenda is full, items will be placed on the next available meeting agenda.

6. Staff Review

A Planner will review the application in detail. The Planner may contact the applicant with questions, request additional information, or recommend changes or revisions to the application and attachments for clarity. For support industry license types, staff will approve or deny the request according to the standards of Section 5.12.08. of the Zoning Ordinance.

7. Notice of Public Hearing

For core industry license types, the Special Land Use request is forwarded to the Planning Commission for a public hearing following the staff review. A notice of the public hearing is published in the Grand Rapids Press 15 days prior to Planning Commission meeting. Property owners and residents within a 300 ft. radius of the subject property will be notified by postcard. Interested persons may submit a letter or speak at the public hearing.

8. Planning Commission Meeting

All meetings of the Planning Commission are held in the Public Hearing Room on the 2nd floor of 1120 Monroe Avenue NW. Each public hearing item for consideration is assigned an approximate start time. Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present information on his or her proposal.

The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission then allows public comment on the application, and a chance for the applicant to respond to any concerns or questions. The public hearing is then closed and the Planning Commission deliberates on the request in open session. The Planning Commission may approve, approve with conditions, deny, or table the SLU application. If approved, the effective date is 16 days after the decision.

9. Written Notice

The applicant will be provided with a letter and resolution documenting the decision of the Planning Commission, including any conditions of approval.

10. Effective Date and Appeal Period

If approved, the effective date is 16 days after the decision. During this time, the approval may be appealed by an aggrieved party, under certain circumstances. Similarly, if the Planning Commission denies an application, the applicant may appeal the decision to the Board of Zoning Appeals. The appeal must be filed with the Planning Department within 15 calendar days of the decision. Conditions of approval cannot be appealed. *For all appeals, the BZA is limited to determining whether the decision that was made was done so using the requirements and standards of the Zoning Ordinance, and may only consider the information available at the time of the decision being appealed.*



Supplemental Application

Medical Marihuana Facility



If a medical marihuana facility meeting the requirements of the State of Michigan's Medical Marihuana Facilities Licensing Act (MMFLA) is proposed, completion of this supplemental form is required. This supplemental form is required for a proposed (new) licensed medical marihuana use or a change (existing) to an existing license. The Planning Commission will review this supplemental information in addition to the Special Land Use Review Standards.

Address: _____ Applicant: _____

Verification

Please select the proposed facility type(s), including whether stacking or co-location of licenses is proposed.

- ☐ Provisioning Center
- ☐ Grower
 - ☐ Class A (up to 500 plants)
 - ☐ Class B (up to 1,000 plants)
 - ☐ Class C (up to 1,500 plants)
 - ☐ Stacking (Class C only): Indicate how many Class C licenses are proposed to be stacked: _____
- ☐ Processor
- ☐ Co-Location Proposed (Only Provisioning Centers, Growers, and/or Processors may be co-located).
- ☐ Secure Transport
- ☐ Safety Compliance Facility

Applicant Signature: _____ Date: _____

Required Application Attachments

Applications cannot be accepted if any required attachment is not included at the time of application. Attachments should be attached to this application in order of the following checklist:

- ☐ **1. Statement of Consent**

A notarized statement, on separate letterhead, by the property owner (if owned by an LLC or other such corporate entity, a legally qualified representative of that entity):

 - 1) **Acknowledging the use** of the property for a marihuana facility;
 - 2) **Agreeing to indemnify, defend, and hold harmless** the City, its officers, elected officials, employees, and insurers, against all liability, claims, or demands arising out of, or in connection to, the operation of a marihuana facility.
 - 3) Explicit written approval by **both the owner and operator** allowing the City to inspect the facility at any time during normal business hours to ensure compliance with applicable laws and regulations.
- ☐ **2. LARA Application Documents**
 - ☐ **Prequalification Certification (Grower, Processor, or Provisioning Center)**

A copy of official paperwork as issued by LARA indicating that the applicant has successfully completed the prequalification step of the application for the state operating license.
 - ☐ **Proof of Application for Prequalification (Safety Compliance and Secure Transport only)**

Certification that all application materials required for prequalification have been received by LARA.
 - ☐ **Facility Plan** as required by LARA.
 - ☐ **Security Plan** as required by LARA.



Supplemental Application

Medical Marihuana Facility

☐ 3. Documentation of Required Separation Distances

One or more scaled maps shall be submitted, identifying any of the following land uses (regardless of jurisdictional boundaries) and the distance of those land uses to the proposed facility location:

Within a 1,000 foot radius of the property boundaries:

- ☐ **Childcare centers** licensed by the State of Michigan;
- ☐ Public or private K-12 **schools**;
- ☐ Publicly owned **parks** and/or **playgrounds**;
- ☐ **Religious institutions**;
- ☐ **Substance Use Disorder Programs** licensed by the State of Michigan;

Within a 1,000 foot linear distance along the same primary street's frontage:

- ☐ Any residentially-zoned properties;

Within a 2,000 foot radius of the property boundaries:

- ☐ Any **other marihuana facilities** currently licensed by the State of Michigan.

Also required are:

- ☐ **Written discussion** of the measurement method used to identify such uses.
- ☐ **Evidence of Separation Distance Waiver(s)**, if applicable.

If a waiver is proposed for an eligible sensitive land use (park or playground, religious institution, or licensed Substance Use Disorder Program only), the applicant shall provide the following documentation:

- ☐ Evidence that all eligible sensitive uses within 1,000 feet of the proposed facility location have been **notified** in writing by the applicant of the intent to (1) request Special Land Use approval for the marihuana facility; and (2) seek a waiver from the separation distance requirements. Such evidence may include a copy of that communication and a certificate of receipt of certified mail or similar means.

☐ 4. Proof of Insurance

Evidence of a valid and effective policy for general liability insurance within minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate limit, issued from a company licensed to do business within Michigan and having an AM Best rating of at least B+++, that includes the name(s) of the insured, effective date, expiration date, and policy number. The City of Grand Rapids and its officials and employees shall be named as additional insured within insurance policy documents.

☐ 5. Building Elevations

- ☐ **Proposed building elevations**, including building materials, window calculations, descriptions of glass to be used, and any other pertinent information describing building construction or structural alterations. Any proposed changes to the building shall be explicitly noted on the elevations, including if and where proposed changes may not meet the requirements of the Zoning Ordinance.
- ☐ **Current building elevations** shall be provided if available. If current elevations are not available, dated color photographs of all building sides shall be provided, in PDF or PNG format, with a minimum resolution of 600 dpi.

☐ 6. Site Plan

A measured, overhead-view site plan showing any proposed site changes, and available shared or dedicated vehicle and bicycle parking, site amenities, and building entrances/exits, shall be submitted, noting if and where proposed changes may not meet the requirements of the Zoning Ordinance. If no site changes are proposed, a **current property survey** should be submitted.

☐ 7. Sign Plan

A sign plan shall be submitted showing any proposed signage, including measurements, for:

- ☐ The **exterior** of the building (such signage may be included on required Building Elevation plans, as long as signage is included as a detail on such plans), and;
- ☐ Any **interior** signs that will be *visible to the general public from the public right-of-way*.



Supplemental Application

Medical Marihuana Facility

☐ **8. Lighting Plan**

Any proposed lighting fixtures visible to the general public (on the exterior or interior of the building), should be identified on submitted plans, including intensity, fixture specifications, and hours of operation if applicable.

☐ **9. Operations and Management Plan**

The applicant shall provide a written document describing the following:

- ☐ **Security measures** and procedures for **cash handling**;
- ☐ **Expected lifecycle** of marihuana plants or processed products within the facility, which may include the **movement** of the product(s), method of **storage**, etc.;
- ☐ A description of the proposed **exterior** appearance of the facility, including adherence to Zoning Ordinance requirements for building transparency, signage, and entry orientation;
- ☐ A description of the proposed **interior** layout of the facility, including adherence to Zoning Ordinance requirements for product visibility, security measures, walls and transparency, lighting, and signage;
- ☐ **Hours of operation**
- ☐ Proposed **methods** for:
 - ☐ **Processing** if applicable;
 - ☐ **Ventilation**;
 - ☐ **Disposal** of waste or by-products;
 - ☐ **Water management**, and;
 - ☐ **Odor control**.

☐ **10. Good Neighbor Plan**

The applicant shall provide:

- ☐ A written "Good Neighbor Plan" document describing **all** of the following methods to be employed:
 - ☐ Training of staff in **crime prevention and awareness**;
 - ☐ Methods to eliminate the **sale of marihuana to minors**, as applicable;
 - ☐ **Litter control**;
 - ☐ **Loitering control**;
 - ☐ **Trespass enforcement**;
 - ☐ **Landscape maintenance**;
 - ☐ **Neighborhood communication**;
 - ☐ Compliance with the City's **anti-discrimination policies and ordinances** related to hiring, housing, and public accommodation practices, as applicable, and;
- ☐ Written verification that the owner, operator, manager, or a representative of the parent company has **met with** or attempted in good faith to meet with the local recognized **organization(s)**, **adjacent property owners**, and **Planning Department staff**. This written verification must include all of the following:
 - ☐ A copy of the **notice** and the **names and addresses** of those notified of the applicant's desire to meet;
 - ☐ A copy of the **time, date, and location of the meeting(s)**, and the **names, addresses, and phone numbers** of those who participated in the meeting(s), such as a sign-in sheet;
 - ☐ A copy of the draft Good Neighbor Plan and site plan (if applicable) **as sent** to the neighborhood association and/or **as presented** at the meeting(s), *if different* than as submitted;
 - ☐ Identification of any components of the Good Neighbor Plan which were **agreed upon** or **left unresolved** as a result of the meeting(s), and any additional items discussed.

☐ **11. Crime Prevention Through Environmental Design (CPTED) Plan**

The applicant shall provide:

- ☐ A written document addressing **CPTED principles** to be employed at the proposed facility, including but not limited to surveillance methods, access control strategies, territorial reinforcement,



Supplemental Application

Medical Marihuana Facility

maintenance, and target hardening, including the experience of customers, employees, and neighbors.

- ☐ A written statement from the Grand Rapids Police Department that the proposed CPTED plan has been reviewed and approved.

OPTIONAL

- ☐ **12. Marihuana Industry Voluntary Equitable Development Agreement (MIVEDA)**

The applicant may provide a written document on a form meeting the requirements of the City Commission's MIVEDA Policy (as adopted December 4, 2018) detailing how the proposed facility will meet any or all of the following goals:

Local Residency

- ☐ Residency in Grand Rapids General Target Area
☐ Residency in City of Grand Rapids
☐ Residency in Kent County
☐ Residency in the State of Michigan

Local Economy

- ☐ Commitment to hire 15% or more of employees (30+ hours/week) who are Grand Rapids residents
☐ Commitment to 24% or more of MicroLBE participation
☐ Commitment to hire a minimum of 30 employees (30+ hours/week)

Streamlined Applications

- ☐ No sensitive use separation distance waivers are requested

FOR OFFICE USE ONLY

Date and time of receipt of application materials: _____

Special Land Use Application

- ☐ Application
Required attachments
☐ Nature of Proposed Use
☐ Plans, as needed
☐ Digital copies of all documents
☐ Fee (\$5,000)

Supplemental Application

- ☐ Verification of License Type
☐ Signature and Date
☐ Required attachments
☐ Statement of Consent
☐ LARA Prequalification/Application Documents
☐ Documentation of Required Separation Distances
☐ Description of Waiver(s) Requested
☐ Proof of Insurance
☐ Building Elevations
☐ Site Plan
☐ Sign Plan
☐ Lighting Plan
☐ Operations and Management Plan
☐ Good Neighbor Plan
☐ Verification of Community Engagement
☐ CPTED Plan

Optional attachments

- ☐ Marihuana Industry Voluntary Equitable Development Agreement (MIVEDA)
Number of MIVEDA conditions offered: _____

_____/_____/_____
Signature of staff person receiving application

Printed name of staff person

Staff witness signature

_____/_____/_____
Date and time of acceptance of application

Signature of staff person accepting application



Good Neighbor Plan

Medical Marihuana Facility

1. Marihuana Facility Information

Address of proposed marihuana facility: _____

Facility type(s):

- ☐ Provisioning Center
☐ Grower (specify Class and number of proposed plants): _____
☐ Processor
☐ Secure Transport
☐ Safety Compliance Facility

Applicant Name: _____

Applicant Signature: _____ Date: _____

Required Attachment

- ☐ Any and all versions of site plans presented to neighborhood org. and/or nearby owners and tenants.

2A. Neighborhood Organization Attestation

TO BE COMPLETED BY NEIGHBORHOOD REPRESENTATIVE

I, the undersigned, am an authorized representative of the Neighborhood Organization listed below. By signing my name to this form, I hereby confirm that the applicant listed in Section 1. of this form has communicated with representatives of this Organization and that such representatives have had adequate opportunities to understand and give meaningful input in the development of this Good Neighbor Plan.

Neighborhood Organization: _____

Printed Name and title, if applicable: _____

Signature: _____ Date: _____

We communicated and/or met with the applicant on the following occasion(s): _____

The following components of the Good Neighbor Plan have **not** been resolved to the satisfaction of this organization:



Good Neighbor Plan

Medical Marihuana Facility

2B. Statement of Good Faith Effort

CHECK ALL OF THE FOLLOWING THAT APPLY, ONLY IF SECTION 2A CANNOT BE COMPLETED.

- ☐ At least three good faith attempts were made to contact the recognized neighborhood organization for this area. These attempts were done at the following dates and times, using the given method (if method was email, list address emailed. Phone, list phone number called. Mail, list mailing address):

1. Date _____ Time _____ Method _____

2. Date _____ Time _____ Method _____

3. Date _____ Time _____ Method _____

List any additional contact attempts on a separate attachment.

- ☐ There is no recognized neighborhood organization for the area in which this marihuana facility is proposed. Instead, all tenants and owners within three hundred and fifty (350) feet of the property, as measured from all property lines, were contacted, by mail sent on the following date(s):

Date _____

Attach a copy of the mailing and the names and addresses of those contacted.

- ☐ At least one neighborhood meeting was hosted by the applicant (list details of any and all meetings):

1. Date _____ Time _____ Location _____

2. Date _____ Time _____ Location _____

3. Date _____ Time _____ Location _____

Attach a copy of names and addresses of all parties in attendance (typically a sign-in sheet) at all meetings. List details of any additional neighborhood meetings on a separate attachment.

2C. Other organizations

In addition to the local neighborhood organization, the applicant contacted the following other relevant community organizations:

Business Association _____ ☐ N/A

Corridor Improvement District _____ ☐ N/A

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____



Good Neighbor Plan

Medical Marihuana Facility

3. Good Neighbor Plan

Standards for consideration in the development of a Good Neighbor Plan (Sec. 5.12.06.D.):

Some uses by the nature of the activities occurring within, on, or around the property on which they are located may have a deleterious impact on the neighborhood, business, or industrial district, or any area in which the facility is situated. Potential impacts associated with operations, and opportunities to mitigate those impacts, shall be taken into consideration in the development of a Good Neighbor Plan and Special Land Use request.

Considerations shall include:

- i. The adverse effects, if any, that the hours of operation of the proposed establishment will have upon neighboring properties, with particular attention to the effects of noise, odors, litter, loitering, parking, and glare from exterior lighting or headlights on nearby residential properties.
- ii. The amount and degree of law enforcement activities which could reasonably be anticipated to be generated by the proposed establishment, both outside and inside, with particular emphasis upon noise, calls for service, trespass enforcement, parking, vehicular use by patrons, and vandalism.
- iii. Whether the proposed use makes adequate provisions to eliminate the potential for adverse impacts upon the stability of adjacent areas by depreciating the desirability of the property or nearby properties by the placement of the use; or, conversely, the exacerbation of price escalation in rents or values that would result in the displacement of residents or businesses and how the requested use might reasonably protect the surrounding area so as not to have an adverse impact.
- iv. How the proposed use balances mobility options so as insure increased access and opportunity for those who might not own or be able to operate a vehicle, and to avoid an excessive parking burden or increased congestion in the general area.

A. Crime Prevention and Awareness. Staff at the proposed facility will be trained in crime prevention and awareness using the following method(s):

B. Marihuana and Sales to Minors. The following method(s) will be employed to reduce sales of marihuana to minors:

Attach separate sheet(s) if additional space is needed.



Good Neighbor Plan

Medical Marihuana Facility

C. Litter Control. The following method(s) will be employed to reduce and control the incidence of litter in an around the proposed facility:

D. Loitering Control. The following method(s) will be employed to reduce loitering at or near the proposed facility:

E. Trespass Enforcement. The following method(s) will be employed to reduce trespassing on the property of the proposed facility:

Attach separate sheet(s) if additional space is needed.



Good Neighbor Plan

Medical Marihuana Facility

F. Landscape Maintenance. Proposed landscaping on the site of the proposed facility, and a plan for its maintenance, includes the following:

G. Neighborhood Communication. The following methods will be used to ensure lines of communication with the neighborhood or business organization(s), owners, and tenants near the proposed facility:

H. Anti-Discrimination. The following method(s) will be used to ensure that discrimination does not take place associated with the proposed facility, particularly as described within City Commission Policies 600-10, 600-11, and 600-17:

Attach separate sheet(s) if additional space is needed.



Dykema Gossett PLLC
Capitol View
201 Townsend Street, Suite 900
Lansing, MI 48933
WWW.DYKEMA.COM
Tel: (517) 374-9100
Fax: (517) 374-9191
Shelly J. Edgerton
Direct Dial: (517) 374-9106
Direct Fax: (855) 232-1794
Email: SEdgerton@dykema.com

MEMORANDUM

TO: Janet Chick
Northfield Township Trustee

FROM: Shelly J. Edgerton

RE: Buffer zones for cannabis

DATE: September 26, 2019

You have asked for some clarification regarding allowable buffer zones for use in the siting of marijuana facilities under the Medical Facilities Licensing Act (MMFLA), PA 281 of 2016 and under the Michigan Regulation and Taxation Act (MRTMA), Initiated Law 1 of 2018.

MMFLA provides under Section 205 in part *“that a municipality may adopt other ordinances relating to marihuana facilities, within its jurisdiction, including zoning regulations but shall not impose regulations regarding the purity or pricing of marihuana or interfering or conflicting with this act or rules for licensing marihuana facilities.*

The Marijuana Regulatory Agency (MRA) has promulgated rules that are in effect and require the applicant to attest that it is in compliance with the municipal ordinance and the rules under Sec. 205 of the Act. The setting of buffers under MMFLA is entirely left to the municipality and what will work for them within their bounds.

We have seen in jurisdictions across the state that have “opted in” to the medical marihuana licensing, a varying degree of buffers sizes not only for schools but between facilities. On average, there is a 500 foot buffer for schools.

- Ferndale – Medical marijuana facilities “shall not be allowed within **500** feet of an educational institution, nursery school, or child care center, or another medical marihuana facility provisioning center or safety compliance facility.” No buffer zones exist for religious institutions.

Janet Chick
September 26, 2019
Page 2

- City of Inkster – Medical Marijuana Facilities shall have a minimum **300** foot radius, measured as the shortest distance from building to building, to any structure in residentially zoned districts, and a minimum **500** foot radius, measured as the shortest distance from building to any library, church, child care center, licensed day care facility, preschool program center, primary, intermediate or secondary school, or like facility. Medical Marijuana provisioning centers are also not permitted to be located within a **1,000** foot radius of a lawfully existing marijuana provisioning center.

- Walled Lake, Oakland County – A Marijuana Facility shall not be located less than five hundred feet (**500**) from a school or existing provisioning center. For purposes of the ordinance “school” means any public or private school meeting all requirements of the compulsory education laws of the state.

- Bay City – The zoning ordinance of Bay City requires marijuana facilities to be at least **500** feet from a Pre-K to 12 school, at least **100** feet from a church or active religious institution or public park as identified by the City’s Parks and Recreation Plan, and at least **50** feet from a court facility or public safety office, including law enforcement centers and fire stations.

For purposes of setting buffer zones for facilities looking to be licensed under the adult use (recreational) act, the Michigan Regulation and Taxation of Marijuana Act (MRTMA) provides for the following under MCL 333.27959(3)(c):

*“the property where the proposed marijuana establishment is to be located is not within an area zoned exclusively for residential use and is not within 1000 feet of pre-existing public private school providing education in kindergarten or any of grades 1 through 12, **unless** the municipality adopts an ordinance that **reduces** the distance amount.”*

A municipality may adjust the buffer zones to a lesser amount in regards to schools if it so chooses under this section of the statute. Under the MRA established rules, an applicant would need to demonstrate compliance with the ordinance via an attestation of the clerk that it met the zoning requirements. Through zoning, municipalities are able to design and select areas suitable for medical and adult use licensed facilities.

MRA-applications@michigan.gov -- Kris Jordan, Licensing Manager should be able to assist if you would have further license questions with regards to a zoning ordinance. Mr. Landon Bartly, Senior Planner for the City of Grand Rapids would also be an excellent resource. He can be reached at lbartley@grcity.us.



Janet Chick
September 26, 2019
Page 3

Please let me know if you have other questions, or need further information.

cc: Nate Podrid, One Two Tree, LLC
R. Lance Boldrey, Dykema

California | Illinois | Michigan | Minnesota | Texas | Washington, D.C.

114028.000003 4823-7570-8072.1

Supervisor's Report

From: Marlene Chockley

Date: October 3, 2019 for October 8, 2019

Downtown Development Authority – September 25

The Trunk-a-palooza was held on Sunday, September 22 at the old Middle School. The event was poorly attended and we discussed what might be done better next time.

Trunk-or-Treat will be held on Sunday, October 27, from 3-5 PM at the North Village Community Park. The police and fire department will be there to greet the community.

The DDA was disappointed that the agenda item to enroll the Township in the Redevelopment Ready Communities program was tabled at the Board's last meeting. In the meantime, the DDA will review the application materials and attempt to assist in the effort prior to bringing it back to the Board.

The next DDA meeting will be held October 23 at 7 PM at the Public Safety Building.

Comment on Board Priorities

The Board has not taken time to set priorities for the 2019-2020 fiscal year and, consequently, many items have not been dealt with timely or at all. Below are a list of the many items that have been brought up by the Board and exist in various levels of preparedness for Board action. Some of these items have financial and/or legal impact for the township. We must begin to work together better to get through these. If it takes an extra meeting here or there, we should do it.

- Goals and priorities in context of the budget
- Building/Planning/Zoning Study to consider In-house Personnel
- Update the fee schedule
- Independent Contractor Agreements vs. Part-time Employees
- Concrete repairs for township owned sidewalks
- Employee Handbook
- Ethics Policy
- Redevelopment Ready Communities
- Park Use Policy
- Building Use Policy
- Policy on allowing residents to share time during call to public
- Policy on letter reading and sharing time at call to public

MEMO

To: Northfield Township Board
From: Lenore Zelenock, Treasurer and Emily Hofsess, Deputy Treasurer
Date: 10/01/2019
Re: Team Treasurer Tidbits

- **Tax Update:** Taxes were due September 16, 2019 without interest and penalty. Interest of 1% has been added to all unpaid balances on September 17th, and October 1st. Please contact the Township for an updated balance.
- **Delinquent Personal Property Update:** First notice letters of Delinquent Personal Property were mailed at the beginning of May with payoff dates from May-July. Second notice letters went out August 1st with payoff dates from August-October. Delinquent Personal Property collected from 1st notice to current was \$11,175.75 (increase of \$1,150.12 in September). Next steps for Delinquent Personal Property not paid is to go to court. For amounts under \$5,000, we need to file in Small Claims Court. For amounts over \$5,000, we need to file in District Court. There is one Delinquent Personal Property tax payer that we will be working with Mr. Burns to file in District Court. There are costs associated with these courts. One purpose of the Administration Fee is to cover the cost in the Treasurer's Office. There was a process developed November 7, 2013 to collect Delinquent Personal Property that we have been following for collection. Again, it is the treasurer's statutory duty to collect all taxes.
- **Investments:**
 - The WWTP has a CD with State Bank that matures on 10/07/19 and will be reinvested. The term of the reinvestment is to be determined depending on interest rates.
- **Positive Pay:**
 - We have been working with 1st National Bank on incorporating Positive Pay as an extra protection on our accounts. Please see the board packet for more information on this.
- **Ongoing:**
 - We are in the process of working on the 2019 Winter Property Tax Bills. These bills will be delivered to mailboxes and be available for payment on **Monday, December 2, 2019**.
 - It has been another busy month in receiving calls/e-mails from title companies that are closing on properties and needing payoff information. For September 2019 we fielded approximately 16 correspondences.

Northfield Township
Financial Report
Month Ending, September 2019

This report is a summary of the Township's investments and checking accounts at the end of September 2019. The State Bank CD matures on 10/07/19 and will be reinvested. The length of the CD is to be determined by the interest rate.

| Type | Fund/Account | Issuer | Current Ending Balance | Interest Rate | Purchase Date | Maturity Date | Accrued Interest | Monthly Interest Income |
|---------------------------------------|-------------------------|-------------------|------------------------------|---------------|---------------|---------------|-----------------------------|--------------------------------|
| CD | WWTP | The State Bank | 250,000.00 | 2.40% | 7/8/2019 | 10/7/2019 | Interested Paid at Maturity | |
| CD | WWTP | Flagstar Bank | <u>250,000.00</u> | 2.05% | 8/14/2019 | 2/10/2020 | Interested Paid at Maturity | |
| Total WWTP | | | <u>\$500,000.00</u> | | | | | |
| Total Investments | | | <u>\$500,000.00</u> | | | | | |
| | | | | | | | | |
| | | | | | | | 2019 Interest Paid | Monthly Interest Earned |
| Checking | MIF | 1st National Bank | \$4,855,727.91 | 0.25% | | | \$7,944.17 | \$1,040.85 |
| Checking | Federal Drug Forfeiture | 1st National Bank | 322,663.04 | 0.25% | | | 354.64 | 64.29 |
| Checking | Police Narcotics | 1st National Bank | 143,569.46 | 0.25% | | | 150.86 | 27.43 |
| Checking | Trust & Agency | 1st National Bank | 91,481.78 | | | | | |
| Checking | Health Account | 1st National Bank | 3,794.87 | | | | | |
| Checking | Payroll | 1st National Bank | 30,407.19 | | | | | |
| Checking | Tax Account | 1st National Bank | 3,440,445.00 | | | | | |
| Checking | ACH | 1st National Bank | 0.12 | | | | | |
| Total Checking | | | <u>\$8,888,089.37</u> | | | | <u>\$8,449.67</u> | <u>\$1,132.57</u> |
| Total Investments and Checking | | | <u>\$9,388,089.37</u> | | | | <u>\$8,449.67</u> | <u>\$1,132.57</u> |

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

10/1/2019
Submitted by: Lenore Zelenock, Treasurer

Clerks Report

From: Kathleen Manley

Subject: Report

Date: 10/2/2019

The Clerk's office pulled together and did a great job while Cristina was off due to the unfortunate death of her father. We all express our deepest thoughts and prayers to her and her family. And Thank You to all who have showed support!

Along with the typical duties such as payroll and sewer billing. It's a busy moving season, so many calls about prorating bills and final billing. The Clerk's office has been busy preparing for the November election. Ballots have been received and verified. Military ballots have been sent. Voting equipment is getting prepared and organized.

As of 10/1/2019, we have mailed 746 absentee ballot applications. 226 have been received back and ballots mailed out. 19 ballots have been returned.

Cristina, Stacie and Kathleen have all attended QVF training. Stacie attended the monthly Clerks meeting. Cristina and Stacie will be attending E pollbook training on 10/8/19.

We are currently scheduling training for election workers that need to attend or just looking for a refresher course.

The Clerk's office will be open on Saturday November 2nd from 8am-4pm as required.

The staff is busy also cleaning out our storage area in the basement and discarding old ballots and materials per the retention schedule.

If anyone has any questions about the upcoming election, registering to vote or absentee voting, please give one of us a call.

Thanks.

Kathy, Cristina and Stacie