

**BOT**

**Meeting**

**December 16, 2021**

**AGENDA  
REGULAR MEETING  
CHARTER TOWNSHIP OF NORTHVILLE  
BOARD OF TRUSTEES**

*The Township Board of Trustees will be meeting in person. The public can attend in person or view the meeting online by visiting the Township's website at <https://twp.northville.mi.us/RemoteMeetings> . All Public Comment participation will be in person or by sending a letter to the Clerk's Office prior to the meeting for public comment; letters will be accepted via email ( [clerk@twp.northville.mi.us](mailto:clerk@twp.northville.mi.us) ), in person at the Clerk's Office or by postal mail.*

**DATE:** Thursday, December 16, 2021  
**TIME:** 7:00 p.m.  
**PLACE:** 44405 Six Mile Road

**CALL TO ORDER:**

<b>ROLL CALL:</b>	Mark Abbo, Supervisor	Scott Frush, Trustee
	Roger Lundberg, Clerk	Mindy Herrmann, Trustee
	Jason Rhines, Treasurer	Cynthia Jankowski, Trustee
		Christopher Roosen, Trustee

**PLEDGE OF ALLEGIANCE:**

**1. Agendas:**

- A.** Approve the Regular Agenda and the Consent Agenda items:
  - 1. Minutes – Board of Trustees – November 8 & 18, 2021
  - 2. Minutes – Planning Commission – October 26, 2021
  - 3. Northville Youth Network Report – December 8, 2021
  - 4. Financial Reports – November
  - 5. Human Resources – Culture Statement
  - 6. Finance – Credit Card Policy
  - 7. Parks & Recreation – FY2022 P & R Department Budget
  - 8. Northville Senior Advisory Commission Bylaws
  - 9. Public Services – Vehicle Transfer to Parks & Recreation
  - 10. Public Services – Asset Disposal – Three Vehicles

**2. Appointments, Presentations, Resolutions & Announcements:**

- A.** Ethics Committee – William Bufe
- B.** Building Authority – Joe Vig
- C.** Zoning Board of Appeals – Brian Doren
- D.** Zoning Board of Appeals – Paul Slatin
- E.** Board of Review Appointments
  - Carl Schleh, Joseph LoPiccolo, Robin Schleh
  - Alternate members: Paul Ghraib and Walter Pytlak
- F.** Landfill Working Committee Report

3. **Public Hearing:**
  - A. None
4. **Brief Public Comments:** (Anyone wishing to comment on an agenda item, or any other matter, may do so at this time. Citizen Comments are requested to be limited to two minutes.)
5. **New Business:**
  - A. Finance – Procurement Policy
  - B. Parks & Recreation – SMART Municipal Credit Contract FY 2022
  - C. Parks & Recreation – Legacy Park Trail Plan Recommendation
  - D. Supervisor – Opioid Resolution
6. **Unfinished Business:** None
7. **Ordinances:** None
8. **Check Registry:**
  - A. In the amount of \$ 3,834,611.70 for the period of November 6, 2021 to December 3, 2021.
9. **Board Communication & Reports:**
  - A. Mark Abbo
  - B. Roger Lundberg
  - C. Jason Rhines
  - D. Scott Frush
  - E. Mindy Herrmann
  - F. Cynthia Jankowski
  - G. Christopher Roosen
  - H. Todd Mutchler
10. **Any other business for the Board of Trustees:**
11. **ADJOURN:**

**Respectfully submitted:**  
Roger Lundberg, Clerk

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Consent

Agenda

**MINUTES  
SPECIAL MEETING  
CHARTER TOWNSHIP OF NORTHVILLE  
BOARD OF TRUSTEES**

**DATE:** Monday, November 8, 2021  
**TIME:** 7:00 p.m.  
**PLACE:** 44405 Six Mile Road

**CALL TO ORDER:** Supervisor called the meeting to order at 7:03 p.m.

**PRESENT:** Mark Abbo, Supervisor                      Scott Frush, Trustee  
                 Roger Lundberg, Clerk                      Mindy Herrmann, Trustee  
                 Jason Rhines, Treasurer                      Christopher Roosen, Trustee

**ABSENT:** Cynthia Jankowski, Trustee

**PLEDGE OF ALLEGIANCE:**

**1. Proposed Beck Road Widening Project Town Hall – Presented**

**2. Brief Public Comments:**

- Don Paul, 19280 Autumn Ridge
- Cindy Paul, 19280 Autumn Ridge
- Larry Utter, 17961 Beck Road
- Rich Millgard, 17028 Lochmoor Circle E
- Wayne Seiler, 47440 Creekside Court
- Jerry Morris, 47305 Maplebrook
- Lisa Styers, 47500 Pine Creek Court
- Carol Witamborski, 20250 Beck Road
- Catherine Czajkowski, 20500 Beck Road
- Carol Schrauben, 403 Covington Court
- Ed Weber, 47814 Arbor Trail
- Richard O'Donnell, 46957 Curtis Road
- Matthew Bohdan, 19500 Beck Road
- Dave Doehler, 19660 Beck Road
- Ronan Harkin, 20220 Beck Road
- Carol Romanik, 20000 Beck Road
- Linda McGonagle, 47350 Fox Hollow Blvd
- Barbara Krizman, 18846 Honey Tree Lane

These residents opposed a five-lane expansion for the following reasons:

- Increased traffic
- Increased truck traffic
- Increased noise
- Decreased air quality

- Decreased ambience of a residential community
- Decreased property values
- Pathway safety concerns
- Ground water contamination
- Cost for this expansion
- Safety concerns, especially turning left into driveways and subdivisions

Suggested alternatives included:

- Three lane expansion
- Synchronize the traffic lights for better flow
- Pave other north/south directional roads to disperse traffic
- Eliminate the curbs on Beck and replace with shoulders for emergency access
- Add roundabouts to congested intersections
- Traffic enforcement
- Lower speed limit due to sight limitations

Questions raised during the meeting:

- If Wayne County owns the township's roads, then why was a representative not at the meeting?
- Will Wayne County support the cost of this project?
- Has the township conducted an impact study for growth to determine what road size is needed?
- Why are Northville Township's residents being asked to ruin our rural atmosphere for other communities' benefit?

**3. ADJOURN:** Meeting adjourned at 8:38 p.m.

**Respectfully submitted:**

Roger Lundberg, Clerk

Approved:

**MINUTES  
REGULAR MEETING  
CHARTER TOWNSHIP OF NORTHVILLE  
BOARD OF TRUSTEES**

**DATE:** Thursday, November 18, 2021  
**TIME:** 7:00 p.m.  
**PLACE:** 44405 Six Mile Road

**CALL TO ORDER:** Supervisor Abbo called the meeting to order at 7:00 p.m.

**PRESENT:** Mark Abbo, Supervisor  
Roger Lundberg, Clerk  
Jason Rhines, Treasurer  
Scott Frush, Trustee  
Mindy Herrmann, Trustee  
Cynthia Jankowski, Trustee  
Christopher Roosen, Trustee

**PLEDGE OF ALLEGIANCE:**

1. **Agendas:**
  - A. **Regular Agenda and the Consent Agenda items**

Motion by Trustee Frush to approve the regular agenda and the items listed under the consent agenda, second by Trustee Herrmann.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

2. **Appointments, Presentations, Resolutions & Announcements:**
  - A. **Recognition of Township Boards and Commissions – Presented**
  - B. **Northville High School Girl’s Golf Team Resolution**

Motion by Trustee Herrmann to approve Resolution 2021-130 honoring the Northville High School Girls Golf Team on their amazing accomplishment, second by Clerk Lundberg.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

- C. **mParks Community Service Award Presentation – Presented**
- D. **Police Officer & Firefighter of the Year – Presented**
- E. **Public Safety – Hegira Health Presentation – Presented**
- F. **EDC/BRA – Mark Knoth**

Motion by Trustee Roosen to reappoint Mark Knoth to the EDC/BRA with a new term to November 30, 2027, second by Trustee Herrmann.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen

**NAYS:** None

**Motion Approved**

**G. Beautification Commission – Kathryn Kempf**

Motion by Trustee Frush to appoint Kathryn Kempf to the Beautification Commission with a new term to November 30, 2024, second by Trustee Herrmann.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**H. Landfill Working Committee Report – Presented**

**3. Public Hearing:**

**A.** None

**4. Brief Public Comments:**

- Brian Turnbull, Northville City Mayor, stated that he was happy to see all the township/city boards and commissions working together to create this community.
- Linda Malec, 20557 Wintergreen Circle, shared her concerns regarding the Meadowbrook Country Club expansion location.
- Mary Lou Posa, 20560 Wintergreen Circle, echoed Ms. Malec's concerns. She also stated that she strongly supported the well written Procurement Policy on tonight's agenda.

**5. New Business:**

**A. Public Services – Mill Ridge PUD Amendment #5**

Motion by Trustee Herrmann to approve the Fifth Amendment to the PUD agreement to allow up to twenty of the remaining forty units to be cape-cod floor plans, as recommended by the Planning Commission, and authorizing the township supervisor and clerk to sign the amendment. The applicant shall record the signed amendment and provide a recorded copy to the township prior to site plan approval, second by Clerk Lundberg.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**B. Public Services – Fire Station Tile Flooring Replacement**

Motion by Trustee Herrmann to award \$24,744.46 to Carpet Workroom using the GSA cooperative purchasing agreement, to provide and install new flooring at Fire Headquarters from budgeted funds, second by Trustee Jankowski.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen



**NAYS:** None

**Motion Approved**

**C. Public Safety – Fire- Ambulance Billing Service Agreement**

Motion by Clerk Lundberg to renew the township’s ambulance billing service agreement with the AccuMed Group for a period of five years, second by Trustee Frush.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**D. Finance – Adoption of Procurement Policy**

Motion by Clerk Lundberg to postpone this item until the December agenda, second by Trustee Herrmann.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**E. Finance – Budget Amendment 2021-5**

Motion by Treasurer Rhines to approve Resolution 2021-137 for Budget Amendment #2021-5, second by Trustee Herrmann.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**F. Public Safety – Police – Vehicle Disposal**

Motion by Clerk Lundberg to authorize the Police Department to dispose of the seven listed vehicles by way of auction through Midwest Auto Auction, Inc. of Redford Township, second by Trustee Jankowski.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**G. Public Safety – Police – Embedded Behavioral Health Clinician**

Motion by Trustee Jankowski to approve a contract with Hegira Health to provide a masters-level behavioral health clinician to be embedded in the Police Department and Northville Youth Network at a rate of \$7,529.91 per month or \$90,359.00 to annually, second by Clerk Lundberg.

**VOTE:**   **AYES:**   Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
          **NAYS:**     None

**Motion Approved**

Motion by Trustee Herrmann to approve FY 2022 budget amendment within the Public Safety Fund and the Northville Youth Network Fund in the total amount of \$90,359.00 to account for the grant revenue, second by Trustee Jankowski.

**VOTE:**   **AYES:**   Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
          **NAYS:**   None

**Motion Approved**

**H.     Public Safety – Police – Vehicle Donation**

Motion by Trustee Jankowski to accept the donation of a 2021 Chevy Blazer for a two-year lease period with a value of \$11,500.00 with gratitude to the Close family, second by Trustee Roosen.

**VOTE:**   **AYES:**   Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
          **NAYS:**   None

**Motion Approved**

**I.     Parks & Recreation – MGCP Pathway Extension**

Motion by Treasurer Rhines to amend the motion to approve award of the pathway extension project at Marv Gans Community Park to JSS Macomb in the amount of \$55,488.37, second by Trustee Herrmann.

**VOTE:**   **AYES:**   Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
          **NAYS:**   None

**Motion Approved**

**J.     Information Technology – Digital Voice Logger System Upgrade**

Motion by Clerk Lundberg to approve the contract award to Word Systems, in the amount of \$39,442.00 for the Audio Recorder/Log with Integrated QA module, second by Trustee Herrmann.

**VOTE:**   **AYES:**   Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
          **NAYS:**   None

**Motion Approved**

**6.     Unfinished Business: None**

**7.     Ordinances: None**

**8. Check Registry:**

- A. In the amount of \$ 2,982,794.30 for the period of October 2, 2021 to November 5, 2021.**

Motion by Treasurer Rhines to approve the check registry in the amount of \$2,982,794.30 for the period of October 2, 2021 to November 5, 2021, second by Trustee Jankowski.

**VOTE: AYES:** Abbo, Lundberg, Rhines, Frush, Herrmann, Jankowski, Roosen  
**NAYS:** None

**Motion Approved**

**9. Board Communication & Reports:**

**A. Mark Abbo** – reported that a lawsuit has been filed against GFL to help resolve the Township’s ongoing issues. He also announced that the township now has an AAA bond rating. Finally, he thanked everyone who participated in the Beck Road Town Hall meeting for the wonderful discussion and suggestions; he believes the three lane option would be best.

**B. Roger Lundberg** – reported that the township held their first HOA forum on November 1<sup>st</sup> with 18 HOAs in attendance. The Clerk’s Office is still working on the business registration updates and will get assistance from the police department with the ten percent that are still not complying. He also reported that the committee is reviewing the SAD process to update the township flow chart for better understanding of the procedure. Finally, the Friends of Johnson Creek will be hosting a presentation for improvements to Johnson Creek on December 14<sup>th</sup>.

**C. Jason Rhines** – reported that the Procurement Policy that the township is currently using has been in place since 1997. He thanked Director Hillman for all her help on updating this policy and congratulated her on one year of service. He also thanked the residents for following township business and recognizing that the board is committed to positive change within the township.

**D. Scott Frush** – congratulated the Beautification Commission members that were in attendance and thanked them for their service; the work that they did with the urn and benches in front of township hall looks amazing.

**E. Mindy Herrmann** – reported that the Planning Commission reaffirmed the in and out bound lanes of the newly approved Dairy Queen with the township’s traffic engineer. She stated that residents were concerned about traffic and other items with this approval. The Planning Commission also requested that the U of M credit union go back to their board to look at the bright blue band that would surround the building and consider a toned down look. Finally, the Pathway Committee met to look at key connections with in the township that will benefit the most residents with their 2022 budget.

**F. Cynthia Jankowski** – thanked the board for the Hegira approval as it will be a great benefit to the Northville Youth Network for the youth’s behavioral needs and evaluation. The Senior Advisory Committee met to approve their 2022 budget and by-

laws. They also hosted a successful Senior Fest in October featuring 13 sponsors and 30 vendors. Finally, congratulations to Shannon Coker for her promotion to assistant Parks and Recreation director.

**G. Christopher Roosen** reported that the Zoning Board of Appeals did not meet last night, but will be meeting in December with several items on the agenda.

**H. Todd Mutchler** – reported that Michigan is leading the country in COVID19 new cases; the township is closely monitoring this situation for continued support to their residents and staff. He announced that the IT Department was able to achieve its' goal and launch the new website featuring much easier navigation and payment options; he thanked the various staff members that helped the IT department with this monumental task. He also reported that the next Public Safety Headquarters meeting is on December 3<sup>rd</sup>. Last Wednesday, all of the township's directors, assistant directors, deputies and other staff members attended Emergency Management training. Finally, he announced that Chief Tennes will be retiring from Northville Township after a long, successful career.

**10. Any other business for the Board of Trustees: None**

**11. ADJOURN:** Meeting adjourned at 9:17 p.m.

**Respectfully submitted:**

Roger Lundberg, Clerk

Approved:

1.A.2

**CHARTER TOWNSHIP OF NORTHVILLE  
PLANNING COMMISSION  
October 26, 2021**

**DATE:** October 26, 2021  
**TIME:** 7:00 PM  
**PLACE:** Township Hall

**APPROVED:** December 7, 2021

**CALL TO ORDER:** The meeting was called to order by Chair Zawodny at 7:02pm.

**ROLL CALL:**

**Present:** Mindy Herrmann  
Eric Lark  
Edward McCall  
Matthew Wilk  
Gary Yang  
Tim Zawodny

**Excused:** Jane Watson

**Staff:** Jennifer Frey, Township Planner  
Robert Belair, Director of Public Services  
Pete LaMourie, Township Traffic Consultant, Progressive AE

**APPROVAL OF MINUTES:** Planning Commission – September 28, 2021  
Planning Commission – October 5, 2021

**MOTION by Wilk, support by Yang,** to approve the September 28, 2021 and October 5, 2021 Planning Commission meeting minutes as presented.

**Motion approved unanimously.**

**CORRESPONDENCE:** None

**BRIEF PUBLIC COMMENTS:** None

**OLD BUSINESS:**

- 1. PSLU21-0002** Special Land Use (drive thru)
- Owner: Ghassan Taha, TGH Holdings, LLC
- Location: 40570 Five Mile Rd.
- Action: Discussion with traffic engineer per motion from 10-5-2021

Chair Zawodny gave the history for this agenda item, which had been heard on July 27, 2021. Due to an error in the noticing process, the application was re-heard on October 5, 2021. At the October 5 meeting, the commission approved a motion to add the following conditions to the approval motion from July 27, 2021:

1. Traffic Engineer shall present findings for discussion and deliberation at a future Planning Commission meeting.
2. Results from discussion between Traffic Engineer and the Planning Commission, if any, shall become an addendum to the original Herrmann motion.
3. Pave Park Lane and add a sidewalk along the frontage of subject parcel.
4. Evaluate shared access driveway at 5 Mile and the drive approach at 5 Mile/Park Lane to determine if a three lane configuration (outbound left, outbound right and inbound lanes) will improve traffic flow.
5. Upon presentation by the traffic engineer, the conditions above may be removed upon consensus of the Planning Commission.

Traffic Engineer LaMourie made the following points:

- He had reviewed this application prior to the July 27 meeting, with the review focusing on traffic circulation, access, and trip generation. Trip generation affects how a use will affect the traffic on public streets.
- As described in his July 22 letter, the review found that:
  - Access is acceptable. Use of an existing driveway for shared use is always a safety benefit. Spacing of the Park Lane driveway from Five Mile Road meets standard access management requirements.
  - Queuing space on site is adequate; other sites for other uses reviewed in the past didn't have nearly as much space.
  - Based upon trip generation data from ITE (Institute of Transportation Engineers), this type of use would not generate enough traffic to trigger the need for a traffic impact study.
- The 3 factors just described were the results of the initial review. Discussion at the October 5 meeting indicated that there were concerns with queuing and access issues with the site.
- While Traffic Engineer LaMourie understood the concerns, he believed the site as proposed was a good design. However, requiring additional improvements such as the 3-lanes at the access drives would be a benefit to any site. 3-lane access that provides a left turn and right turn out to a major street always provides a benefit even for sites that don't generate a lot of traffic.
- As the shared driveway location is in poor condition, widening the driveway to provide 2 outbound lanes could be done at the same time as the drive was improved, and would offer a benefit to both entities that will use the driveway.
- Widening the 5 Mile/Park Lane approach to provide a separate outbound left turn lane would benefit both the business and the residents to the north.

Traffic Engineer LaMourie concluded that he supported adding the 3-lane access to both approaches as a requirement to the previous approval.

Township Planner Frey said that the signal at 5 Mile, combined with the level of traffic on 5 Mile, will provide gaps in the traffic, so that the 3-lane exit at the 5 Mile shared driveway will allow opportunities to exit onto 5 Mile without the traffic backing up.

Traffic Engineer LaMourie agreed, explaining that the traffic signal to the east at Haggerty will provide gaps for westbound traffic. The combination of the relatively low trip generation and the fairly close signal at Haggerty will provide gaps at peak times.

Commissioner Wilk said that he understood the benefit of the shared 3-lane access onto 5 Mile Road at the southwest corner of the site. However, the residents on Park Lane and Fry Street were concerned about too much traffic ending up on their streets. Was the access on Park Lane necessary? The residents were worried about too much traffic exiting or queuing up there.

Traffic Engineer LaMourie said that a characteristic of this type of site is that it did not generate cars leaving at the same time, but provided for a single car to exit while another vehicle was waiting at the pick-up window. In terms of traffic flow, there was a true benefit to this type of drive-thru use. He also believed that after the shared access was widened, there would not be many cars that circulate through the site to the Park Lane driveway. He did not expect any traffic to go to Fry.

Commissioner Wilk suggested adding a “no left turn” sign at the Park Lane exit.

Traffic Engineer LaMourie said that while signs were not a bad idea, MDOT and other road agencies all related that unless there was a police car sitting at a location, signs were easy to disregard. With the trip generation from this site, there might be one or two cars in an hour that will turn left on Park Lane; he did not think there would be a perceivable difference in the traffic on Park Lane.

Commissioner Herrmann noted that some drivers might want to turn left to go to their own neighborhoods and should not be prohibited from doing that.

Commissioner Wilk said that residents had expressed concerns that during certain months of the year and certain times of the day, traffic will be an issue. Could something be done if the situation got out of hand? Township Planner Frey said that the issue could be revisited if traffic issues became a problem.

Commissioner Herrmann asked Township Engineer LaMourie what his level of confidence was in the study done for this property, in terms of conclusions regarding traffic generation.

Traffic Engineer LaMourie explained the methodology used by the Institute of Transportation Engineers as laid out in the ITE trip generation manual, resulting in standard generation figures with a standard deviation. He was as confident as he could be using a nationally recognized source for trip generation.

In response to a question from Commissioner Lark, Township Planner Frey explained that the Township did not have jurisdiction over any roads in the Township, either public or private. The County had jurisdiction over all public roads.

Commissioner Lark asked if the County could deny the requirement for 3-lane access drives. Traffic Engineer LaMourie said that the applicants will be required to share the plans with the County and go through the County's approval process. However, the 3-lane access drives will provide a safety benefit of no cost to the County, and it would be highly unlikely that the County would deny the requirement.

Chair Zawodny opened the meeting to public comment.

Mary LaPoza, 20560 Wintergreen Circle, asked if a written traffic study had been provided for this site.

Chair Zawodny explained that the Traffic Engineer's review letter was part of the materials for the July 27 meeting, and further discussion was found in the minutes of both meetings held on this issue. As Traffic Engineer LaMourie explained, the traffic generated did not meet the threshold for requiring a traffic study, per review against the ITE standards and per ordinance requirements.

Seeing that no other public indicated they wished to speak, Chair Zawodny brought the matter back to the Commission.

Commissioner Wilk said that he felt the terms of the October 5 motion had been satisfied.

**MOTION by McCall, support by Wilk**, that in the matter of PSLU21-0002, 40570 Five Mile Road, Ghassan Taha, TGH Holdings, LLC, and per the discussion recorded in tonight's minutes, the motion and conditions from the October 5, 2021 Planning Commission meeting stand, which conditions will be added as an addendum to the July 27, 2021 motion regarding this application. The conditions are:

- Pave Park Lane and add a sidewalk along the Park Lane frontage.
- As affirmed this evening with the Township Traffic Engineer, outbound left, outbound right and inbound lanes at the Five Mile Road shared access and Park Lane approaches are required.

Roll call vote: Ayes: Herrmann, Lark, McCall, Wilk, Yang, Zawodny

Nays: None

**Motion approved 6-0.**

<b>2. PSPA21-0001</b>	Site Plan Amendment
Representative:	Ken Bullis, Edward Rose Development Company, LLC
Owner:	Village at Northville Lofts, LLC
Location:	Beck Rd., north of 5 Mile Rd.
Request:	Modify building elevations and landscape
Action:	Approve, Approve with Conditions, Postpone, Deny



Referencing her October 18, 2021 letter, Township Planner Frey gave the background and review for this application for a site plan amendment for the Village of Northville Lofts. The applicants had been before the Commission at the August 31, 2021 meeting, when the Commission had postponed a decision in order to give the applicants time to incorporate the October 2019 approved plans for this project, as discussed during the August 2021 meeting.

Township Planner Frey gave the following information:

- The amount of masonry had been increased by 4% on the west elevation and 3% on the south elevation. The amount of masonry remained the same as already approved on the east and north elevations.
- An updated sample board will be presented this evening.
- The Planning Commission should review and come to a determination on the color selections and revised building elevations.
- While changes to the interior pool and courtyard were submitted, those changes could be handled administratively, since they applied to interior amenities.
- While the percentage of masonry had been supplied for the interior courtyards, the Township did not have requirements for interior spaces; the intent of the ordinance was to ensure exterior elevations met masonry requirements.

Members of the development team present this evening included:

- Ken Bullis, Edward Rose Development Company, 38525 Woodward Avenue, Bloomfield Township
- John Ackerman, Civil Engineer, Atwell, Southfield, MI
- Felino A. Pascual, Landscape Architect, FPA, 24333 Orchard Lake Rd., Suite G, Farmington Hills
- Brad Lutz, Humphreys & Partners Architects, 121 West Wacker Drive, Ste. 1900, Chicago, IL

As already noted, the applicants had been before the Commission on August 31. They had received a written summary on September 8, and had submitted written responses. Additionally, tonight their proposed changes were corrected to show side-by-side comparisons with the October 2019 approved plans.

Mr. Pascual addressed landscaping changes for this project. All landscaping requirements were exceeded. Most of the landscaping changes had been made in the courtyard areas, due to changes in courtyard design. The outdoor kitchens had been removed, and in the south courtyard the bocci ball court was eliminated. A common kitchen area was provided in the clubhouse. Regarding the landscaping, the number of shrubs was reduced and ornamental trees were added.

In response to questions from Commissioner Wilk, Township Planner Frey said she thought the intent of site plan approval was met with the landscape changes. The original site plan presented some rich amenities which were still present, albeit in a different configuration. Again, the courtyard modifications could be approved administratively as long as intent was met.

Regarding the overall plan, Mr. Bullis said that no changes had been made to dimensional zoning requirements, engineering plans, etc. The plans were already going through the engineering review process.

Regarding modifications to the elevations themselves, Mr. Lutz gave the following information:

- The material board was unchanged from the August presentation, except for the fiber cement trim (instead of plastic material), which was requested at the last meeting.
- The revised submission showed the elevation changes, which were listed in the September 24, 2021 letter from Humphreys & Partners, including changes to roof pitch, height, addition of corner parapet element at east and west elevations, revised balcony element details, VTAC units that were set back into the balconies, painted fiber cement trim, raised masonry at select locations, lap siding revised to fiber cement panels at select locations, material colors revised at select locations, and columns at the main entry revised to include additional brick. The material board and color palette presented this evening were also revised and updated, as already noted.
- Mr. Lutz reviewed side-by-side comparisons with the 2019 renderings for each elevation. In place of the originally approved stone, they were proposing a 2<sup>nd</sup>, different-colored, brick.

Township Planner Frey pointed out that in 2019 the Planning Commission had allowed for the brick and stone in totality to count for the required masonry percentage. However, the ordinance did call for 80% brick; tonight's plans complied with that requirement without having to request a modification.

In response to questions from the Commission, the applicants gave the following information:

- As a matter of preference, balcony design had changed on some balconies, to provide a solid side to the balcony, rather than open.
- "Landscaping revised" note on the 2019 renderings referred to the courtyard areas.
- The physical materials board showed colors more accurately than the computer renderings.

Chair Zawodny thought that generally the proposed changes met the spirit of the previous approval. The increase in masonry was appreciated. While he might prefer the original balcony design with masonry cutting across the front of the balconies as an allusion to early Detroit style, he did feel the rich brick material and colors shown, as well as the use of commercial-grade cement panel siding, met the intent of the original approval.

Commissioner Lark felt the applicants had done a good overall job with the revised elevations.

Chair Zawodny opened the meeting for public comment. Seeing that no public indicated they wanted to speak on this item, Chair Zawodny closed public comment and brought the matter back to the Commission for discussion and/or a motion.

**MOTION by Wilk, support by McCall,** that in the matter of PSPA21-0002, Site Plan Amendment, Village at Northville Lofts, LLC, Beck Road, the Planning Commission approve the modifications to the site plan for the building elevations and exterior landscape as submitted, with courtyard modifications to be reviewed and approved administratively.

Roll call vote: Ayes: Herrmann, Lark, McCall, Wilk, Yang, Zawodny

Nays: None

**Motion approved 6-0.**

**NEW BUSINESS:**

**3. PSPR21-0004**

Representative:

Owner:

Location:

Request:

Action:

**Site Plan Review**

Deanne Ramos – University of Michigan Credit Union

David Johns - REIS-Northville, LLC

Northville Park Place, Traditions Dr. (7 Mile and Haggerty Rds.)

New Credit Union

Approve, Approve with Conditions, Postpone, Deny

Referencing her October 18, 2021 written comments, Township Planner Frey gave the background and review for this application for site plan approval in order to construct a 5,280 square foot credit union with drive thru facilities at Northville Park Place, Traditions Drive.

In addition to the zoning ordinance, this parcel was subject to the terms of a consent judgment, which allowed for the drive-thru by right, not as a special land use. The consent judgment also directed that the site plan shall proceed directly to the Planning Commission, without administrative reviews.

Regarding Parking:

1. The approval of the site plan for the adjacent multiple tenant retail uses contained a provision that 37 banked parking spaces be required as part of the site plan for the subject outlot parcel. The proposed site plan has a note that “no banked parking shall be required at this time”. The applicant should demonstrate the method for determining how the need for the banked parking had been eliminated. Documentation was needed to remove the banked parking requirement for the adjacent approved site plan and for this parcel.
2. Sheet P-4.0, dated 1-9-2014, should be updated to reflect the information identified in #1 above.
3. The depth of the perimeter parking spaces may be reduced to 16.5’.
4. Two more parking spaces were provided than required. Financial institutions typically do not utilize the amount of parking required or built, a situation that was

probably more true now given the increased use of drive-thru facilities in the post-pandemic world. At a minimum, two parking spaces should be removed; likely more could be eliminated or banked. The Township did not encourage constructing more parking than was anticipated to be needed.

#### Site Layout & Circulation

1. A 20' rear setback was required from the property line to the pavement. The northern lot line was the rear lot line because it was opposite Traditions Drive, which was the front lot line.
2. The site data table should be updated to reflect a 20' setback from the north property line.
3. There was a conflict between the existing light poles along the east side of the site and the proposed sidewalk location.

#### Landscape

1. The width of the planting area was less than the required 8' in a couple of locations at the base of the building.
2. Additional trees should be added along the east edge of the site, between the parking and access road, to match what was planted on the opposite side of the driveway.
3. The irrigation note should be expanded to include all landscape and lawn areas to be irrigated.
4. The minimum size for deciduous shrubs was 30" high.
5. Mulch was required in planting beds and should be identified on the plan and in the key.

#### Building elevations

1. Each proposed elevation had a minimum 80% cast stone, instead of brick. At the discretion of the Planning Commission, alternative material selections may be approved on a project-by-project basis, provided it was determined that the application of the alternative materials and colors were harmonious with the surrounding area and consistent with the intent and purpose of the building design requirements (Article 33.6).
  2. There appeared to be a conflict between the material calculations for the west elevation sheet, which did not identify any metal panels, and the elevation that identified blue and silver metal panels.
  3. Building walls over 90' in length (allowed length per the consent judgment) shall be broken up by use of varying roof lines or architectural features. The Planning Commission should determine if this requirement was met.
  4. A note should be added to the elevations to indicate rooftop equipment shall not be visible.
- October 12, 2021 Fire Department review included outstanding issues that needed to be addressed.
  - October 12, 2021 Stantec review included outstanding issues regarding lighting that needed to be addressed.
  - October 11, 2021 Traffic Engineer review listed no traffic-related concerns.

In response to questions from the Commission, Township Planner Frey gave some of the history of this site, as well as an explanation of “banked” parking, which, per Urban Land Institute standards, allowed a portion of land on a site that would be required for parking to be held and preserved as landscape until the parking was required. She noted that the applicants would like to eliminate the requirement for banked parking on the site completely.

If the Planning Commission approved the elimination of the banked parking, and at some time in the future a more intense use came to this parcel, the new use would need to follow normal process and come before the Planning Commission to show that they could provide the extra parking.

Members of the development team present this evening included:

- David Nims, Hobbs & Black, 100 N. State Street, Ann Arbor MI
- Jonathan Curry, PEA Group, civil engineers, 727 Nemco Way, Ste 115, Brighton MI
- David Johns, REIS-Northville, LLC
- Deanne Ramos, University of Michigan Credit Union Representative.

Mr. Nims gave the following information:

- They were proposing to develop a 5,280 square foot financial institution building on Lot #2 of Northville Park Place; the lot would be self-contained.
- There would be 2 drive-thru lanes, 1 drive-up ATM lane, and 1 walk-up ATM lane.
- Stacking would occur on the north side of the property, keeping Traditions Drive free and clear.
- Access would come off a common entrance drive to Park Place, with one entrance to the site itself to the north and one to the south.
- The building would be predominately cast stone, with large accents of angular glass and metal panel, with a silver metal panel accent. The cast stone material would be of a type and color consistent with accent stones used on the rest of the development, including the hospital building to the south. The intent was to hearken back to the limestone cladding of the credit union's headquarters in Ann Arbor. A material sample board was provided.
- The proposed branch building would be a replica of a credit union building on South State Street in Ann Arbor, with some slight enhancements on the north elevation.

Commission discussion:

- Within the context of the development, the blue might appear reflective, like a neon blue.
- The new development would increase the tax base for this area.

In response to questions from the Commission, the applicants gave the following information:

- The hospital building to the south had accents of cast stone in the banding, and in large chunks in the front massing.

- The blue color being proposed was not dissimilar from the blue in the hospital application.
- The siding would have no exposed edges or seams. The window framing would be minimal.
- The front stone pattern would appear somewhat random in terms of slab size.

The Commission expressed concern regarding the strong branding influence of the building, without accommodating the spirit of the design elements present in the bulk of the overall campus, or the spirit of the building design requirements in Article 33.6. The retail development was brick, which was not the normal building type for some of the retailers located there. Other financial institutions in the Township and elsewhere did not always construct their “model”, but developed their property consistent with the development of which they were a part.

The proposed building design was so distinctive that if the property should be sold at a later date to a new use, the building could not easily be re-used. Again, Township requirements had been acceptable to very large financial institutions, that had their unique design and color schemes, yet instead built facilities consistent with Township requirements.

Chair Zawodny advised that while the branding was evident in the proposed building style and materials, the Commission would seek a balance that respected the ordinance.

Mr. Nims said they had discussed this issue with the Credit Union, and they would have to have further internal discussions, at a higher level, in order to consider changing their proposed building style. The sign would be smaller than shown due to updated branding. They also felt the tone of the building was not dissimilar from the new Cooper Standard Building.

Mr. Nims said they thought they could address all the comments in the review letter. They would provide a 20’ rear yard setback.

Township Planner Frey asked the applicants to address their request to eliminate the banked parking.

David Johns, Shostack Brothers, 17800 N. Laurel Drive, Livonia, said he had been involved with this project since 2011, and had been part of the approval process for all of its major components.

In 2013 the retail project was before the Commission, with no tenants yet committed. When a parking study was done for the overall development, the site plan, which had 636 parking spaces, was short 37 spaces per a formula used at the time of site plan approvals, which required 13.7% more spaces than Urban Land Institute standards. The development opened up with the majority of tenants in 2016, and added Trader Joe’s in 2017. The operation teams were trained as to where employee cars were parked.

Schostak now had 4-6 years of operating experience to lean on for this 100% occupied development, and they had never received any complaints about parking. From an operations perspective, they did not need the 37 spaces of banked parking, and were requesting that they be eliminated.

The credit union proposed this evening would be self-parked, and would not share parking with the retail space.

Commissioner Lark noted that the Planner's review comments said the applicants were required to demonstrate the methods by which they determined they didn't need the banked parking.

Township Planner Frey said the Commission needed to determine if they had enough information to perform due diligence regarding this issue. A lot of effort was put into the original parking study, which also capped the number of restaurants to what is there now.

Traffic Engineer LaMourie said that in his field actual data from an existing site always trumped projections from other sources. They had heard anecdotally this evening that there was already enough parking on the site, which did not have retail components that peaked sharply during holiday periods. The actual experience at a specific site carried a lot of weight.

The Commission was comfortable that there was enough parking on the site, and the banked parking was not needed.

The Commission returned to the discussion of building materials.

Commissioner Herrmann said that she liked the high quality stone material, and she liked the blue metal shown on the materials board more than the color on the rendering. She understood that asking the applicants to add brick would cause them to significantly lose the branding function of the design. However, while there was some consistency with nearby buildings, there were ways to bring the building into greater compatibility with the overall development.

Commissioner Yang thought the style and blue color was consistent with the franchise and with the building across Traditions Drive.

Commissioner Wilk felt the proposed building looked "dropped in", and was not consistent with the development, or even with other buildings on Haggerty Road.

In response to a question from Commissioner Herrmann, Township Planner Frey said the Commission could approve everything but the elevations administratively and require the elevations and materials to come back to the planning commission.

Chair Zawodny concurred that the elevations should come back to the Commission for further review. The ordinance requirements gave an overall consistency to Township development, and each approval set the stage for the community and for the next

building. The Commission had a responsibility to uphold the ordinance, which helped create community character. Other developments, including restaurants, hotels, and other buildings, conformed to the ordinance instead of their own branding. On the other hand, there were buildings/elements that did not conform, but were approved and later regretted by the Commission.

Commissioner McCall commented on the angled-back glass, which was a nice accent. He asked if there was some way to work with the design to fit it in context of the greater development.

Mr. Nims said the element of the angled-back glass helped with the passive interior climate control. The overall design created 3 volumes of space within the building. The angles of the building opened up the interior, which was bright, airy, and open. Any changes in design would have to go back to the review board.

Commissioner Lark asked about the north elevation, which had only one small window.

Mr. Nims explained that accent metal panels had been added for vertical interest. That elevation faced the parking lot and the interior area served a "back of house" function, being the placement of rest rooms, a wellness/mother's nursing room, and a break room (with the window). Landscaping will add interest to that elevation.

Commissioner Lark said the applicant should make an effort to blend the building with its surrounding environment.

Chair Zawodny said the intent was not necessarily to change the overall image, but to bring more materials required by ordinance to the structure. The percentage of masonry for this building was a stark difference than that offered by other new construction in the Township. The north elevation could be softened with brick, for instance. Landscaping there should not hide the building, but complement it.

Commissioner Herrmann agreed that the Commission should see new renderings showing more than one option.

Commissioner Wilk also thought the applicants should provide different options for the building, including the north elevation, in order to provide a better fit within the context of the surrounding development.

In response to a question from Commissioner Yang, Township Planner Frey said that Fire Department requirements and lighting requirements were not discretionary items. The applicants would have to resolve those issues.

Chair Zawodny opened the meeting for public comment. Seeing that no public indicated they wished to speak, Chair Zawodny closed public comment and brought the matter back to the Planning Commission for discussion and/or a motion.



**MOTION by Wilk, support by Herrmann,** in the matter of PSPR21-0004, Site Plan Review, University of Michigan Credit Union, that the Planning Commission approve the site plan presented this evening,

With the following conditions:

1. Applicants return with new elevations and materials for Planning Commission review and approval.
2. Applicant submit revised plans for administrative review and approval showing resolution of outstanding issues in the Planner's, Fire Department, and Lighting review letters.

And with the determination that the 37 banked parking spaces as previously provided are eliminated.

Roll call vote: Ayes: Herrmann, Lark, McCall, Wilk, Yang, Zawodny

Nays: None

**Motion approved 8-0.**

**OTHER BUSINESS:** None.

**DEPARTMENT REPORTS:**

Jennifer Frey, Township Planner

- Cantoro - Board of Trustees took action to send PUD amendment back to Planning Commission to reconsider density of project and reduce number of ordinance waivers requested.
- Mill Ridge – PUD amendment will be on November Board of Trustees meeting agenda
- Enclave – Project closed out
- Northville Road office building - Demolition of structures and land combination complete
- Board approved budget for the Planning Commission to update the Master Plan
- Next Planning Commission meeting is December 7.
- Summary of October ZBA meeting

Mindy Herrmann, Board of Trustees

- No report.

Robert Belair, Director of Public Services

- 6 Mile repaving, Sheldon to Beck, will be completed soon
- Northville Road repairs at 5 Mile and north of 6 Mile will be done if time permits
- MITC - \$1M funding awarded from state for infrastructure improvements
- Water storage tank project update
- Legacy Park Update - Township authorized \$12 million bond sale for demolition and awarded contract for demolition bid documents

- Household hazardous waste vouchers, for facility in Livonia, are available from Township and Wayne County

Tim Zawodny, Planning Commission Chair

- Thanked Traffic Engineer LaMourie for attending tonight's meeting and Commissioner McCall for assisting with IT issues tonight.

**EXTENDED PUBLIC COMMENTS:**

- Millie Shepherd, 15473 Fry, spoke regarding her disappointment with the recent approval of the special land use for the Dairy Queen drive-thru at 40570 Five Mile Road, and her disappointment with process regarding neighbor notifications.
- Mary Lou Posa, 20560 Wintergreen Circle, spoke regarding her disappointment with the recent approval of the special land use for the Meadowbrook Country Club's industrial maintenance facility, to be built in the area of Wintergreen Circle and 8 Mile Road. The neighbors had met with representatives of the golf course, but still had concerns regarding the situation going forward. The residents would be making a report as was part of the conditions of approval.

The Commission discussed the pros and cons of receiving full paper packets.

**ADJOURNMENT:**

**Motion by Lark, support by Herrmann,** to adjourn the meeting at 9:50 pm.

**Motion approved unanimously.**

**TO:** Northville Youth Network Commission, Northville City Council, Northville Township Board of Trustees, Northville Public Schools Board of Education

**CC:** Todd Mutchler, Patrick Sullivan

**FROM:** Amy Prevo

**DATE:** December 8, 2021

## **NORTHVILLE YOUTH NETWORK PROGRAM REPORT**

### **PROGRAMS, SERVICES & COMMUNITY PARTNERSHIPS**

We began another four-week session of Teen Talk, the risk reduction course for youth in the diversion program. We have had to increase the number of times we offer the program due to the increase in Youth Assistance Program (diversion) referrals we are receiving. The Youth Action Board met to continue planning for their service project of providing student-led drop-in tutoring sessions for grades 6-12 to be held in January before the end of the academic semester. We held a Wellness Wednesday workshop, *Zumba & Gratitude*, for kids ages 5-8. We also held Overbooked, our parent book club, with special guest facilitator Joe Reimann, the new principal of Moraine Elementary School. I co-chaired the monthly meeting of Northville CARES. Kerri Ann Sondreal planned and facilitated a recorded panel discussion of teens that will be used as part of a Northville CARES program to be held in December. We were also invited to present an NYN update at the NPS school board meeting, providing us with the opportunity to highlight our programs and services and share our impact on the youth in the community.

### **GENERAL OPERATIONS**

We have been training Bellinda Mack, the embedded police clinician. The current plan is to have her work at NYN each Wednesday. The NYN website was updated by the IT/Communications department. The new website provides more information about the programs and services and is more user friendly. Kerri Ann and I also participated in the Northville Township Emergency Management table top training exercise.

### **YOUTH SUPPORT SERVICES**

The tables on the next page indicate the status of referrals for the month of November. The first table shows the number of clients who are new, in progress, or have been discharged during this period. The second table shows a more detailed breakdown of Youth Assistance Program referrals by type as well as all referrals by type to date. November presented a second straight month of referrals in the double-digits indicating a continued increased need for youth support services.

NYN November 2021 Referrals			
	New	In Progress	Discharged
Youth Assistance	4	2	7
Case Management	7	8	5
Resource Referral	5	-	-

**Youth Assistance Referrals from NPS or Law Enforcement**

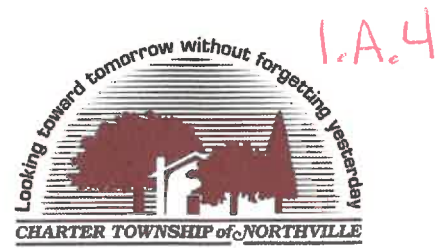
Infraction	Number of Referrals
Alcohol	2
Drugs	7
Vape/Tobacco	5
Anger Management	1
Assault	0
Bullying	0
Truancy	1
Decision Making	7
Desctuction of Property	8
Retail Fraud	0
Theft	1
Other	1
<b>TOTAL YA REFERRALS TO DATE</b>	<b>33</b>

**Referrals from Parents or Other Source**

Area of Support	Number of Referrals
Casework Services	36
Referral Services	30
Mentoring	
<b>TOTAL PARENT/OTHER REFERRALS TO DAT</b>	<b>66</b>

**TOTAL REFERRALS TO DATE** 99

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>TOTAL YA REFERRALS TO DATE</b>	2	0	2	1	5	1	2	6	5	5	4	0
<b>Referrals from Parents or Other Source</b>	2	3	5	3	1	4	1	1	1	8	7	
<b>TOTAL PARENT/OTHER REFERRALS TO DAT</b>	2	4	6	3	1	1			1	7	5	
<b>TOTAL REFERRALS TO DATE</b>	4	7	11	8	2	5	1	1	2	15	12	0
<b>Monthly Total</b>	6	7	13	7	7	6	3	7	7	20	16	0



# Memo

**To:** Mark J. Abbo, Township Supervisor  
Board of Trustees

**Cc:** Todd Mutchler, Township Manager/Public Safety Director

**From:** Wendy Hillman, Finance Director

**Subject:** Finance Reports – November 2021

**Date:** December 16, 2021

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## BOARD OF TRUSTEES

Mark J. Abbo, *Supervisor*  
Roger Lundberg, *Clerk*  
Jason Rhines, *Treasurer*  
Scott Frush, *Trustee*  
Mindy Herrmann, *Trustee*  
Cynthia Jankowski, *Trustee*  
Christopher Roosen, *Trustee*

Please find enclosed the monthly finance reports as follows:

1. Cash Summary by Fund (November)
2. Cash Balances by Investment (November)
3. Balance Sheet by Fund (November)

**Cash Summary by Fund** provides monthly increases (debits) and decreases (credits) to the Township's cash and investment accounts. The total cash and investment portfolio on November 30, 2021 is \$91,752,268. The Township pools its main disbursement account.

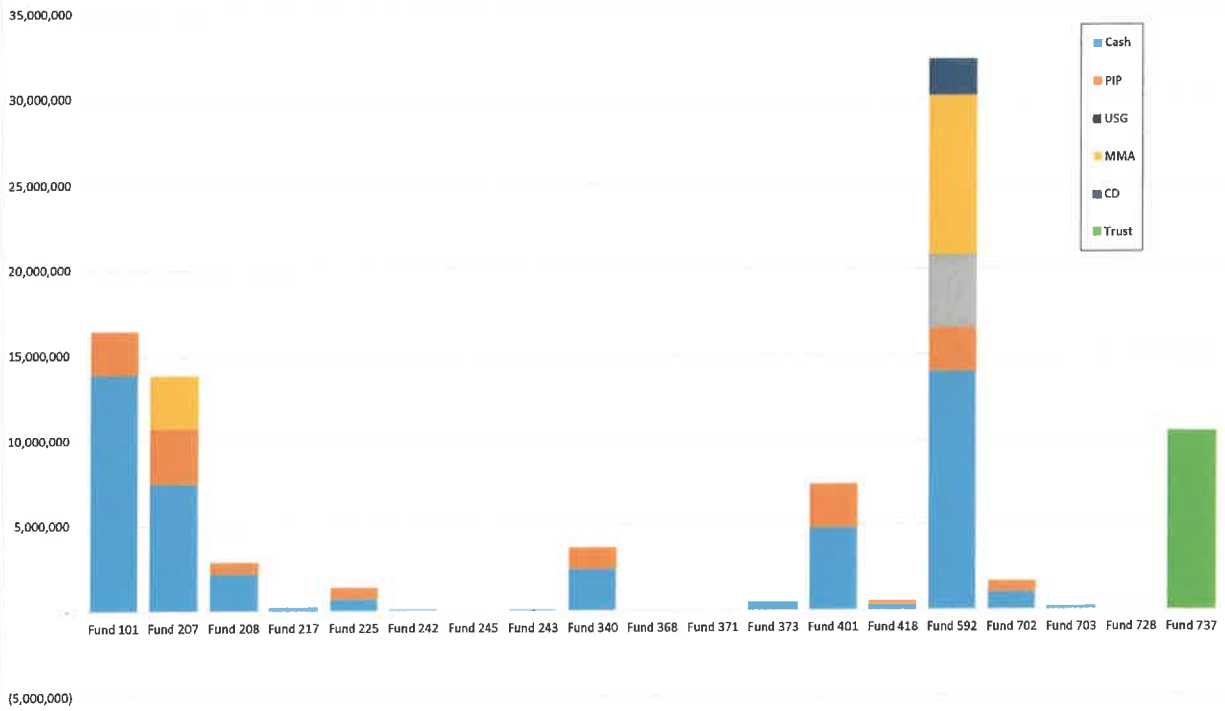
**Cash Balances by Investment** provides an investment breakout, by Fund, of the total portfolio of \$91,752,268.

**Balance Sheet by Fund** provides the fund equity position on November 30, 2021, summarized by account type. Millage funds recognize property tax revenue early in the fiscal year, as indicated by high fund balance at the beginning of the fiscal year. This fund balance decreases during the year as expenditures are incurred.

CASH SUMMARY REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
From 11/01/2021 to 11/30/2021

Fund Description	Beginning Balance 11/01/2021	Total Debits	Total Credits	Ending Balance 11/30/2021
101 General Fund	16,468,276.08	403,605.34	445,791.62	16,426,089.80
207 Public Safety	14,685,523.44	195,668.94	1,064,874.57	13,816,317.81
208 PARKS, RECREATON & SENIOR SERVICES FUND	2,695,182.27	347,492.96	163,110.11	2,879,565.12
217 Youth Assistance	232,923.26	0.00	7,860.74	225,062.52
225 Shared Services	1,642,388.14	359.74	252,807.50	1,389,940.38
242 Five Mile Brownfield Revolving Fund	173,681.43	2,015.95	71,357.00	104,340.38
243 Seven Mile Brownfield Redevel Authority	77,892.93	0.00	0.00	77,892.93
245 5 Mile (Gun Range)	23,373.95	0.00	0.00	23,373.95
340 7 MILE & HAGGERTY PROPERTY BOND DEBT	3,471,599.73	249,131.49	0.00	3,720,731.22
368 EDENDERRY PAVING SAD#27 P#5 DEBT SERVIC	46,691.22	0.00	0.00	46,691.22
371 Land Acquisition	1.25	0.00	0.00	1.25
373 2012 Refunding Debt	488,932.02	0.00	0.00	488,932.02
401 CAPITAL PROJECTS	7,417,933.35	23,122.38	40,941.05	7,400,114.68
418 Tree Fund	434,425.92	71,552.11	0.00	505,978.03
592 Water and Sewer Fund	32,987,257.50	2,957,197.20	3,663,534.02	32,280,920.68
702 Escrow Fund	1,688,296.51	190,506.64	176,727.89	1,702,075.26
703 Current Tax Fund	272,902.77	130,910.39	214,048.57	189,764.59
728 Economic Development Corp	1,105.11	0.00	0.00	1,105.11
737 Other Post Employment Benefits Trust	10,678,576.24	4,064.79	209,270.30	10,473,370.73
REPORT TOTALS:	93,486,963.12	4,575,627.93	6,310,323.37	91,752,267.68

Deposit and Investment Balances by Fund  
November 2021



**Diversification by Sector**

Cash	Cash & Interest Checking Accounts
PIP	Public Funds Investment Pools
USG	U.S. Govt Agencies
MMA	Money Market Accounts
CD	Certificates of Deposit
Trust	Trust

BALANCE SHEET FOR NORTHVILLE TOWNSHIP  
MONTH ENDING 11/30/2021

FUND	FISCAL YEAR-TO-DATE 11/30/2020	FISCAL YEAR-TO-DATE 11/30/2021
<b>Fund 101 - GENERAL FUND</b>		
<b>Assets</b>		
ACCOUNTS RECEIVABLE	\$ 1,422	\$ 1,239
CASH	12,170,886	13,885,128
DUE FROM OTHER FUNDS	13,822	-
INVESTMENTS	40,321	2,540,962
OTHER ASSETS	94,853	75,319
<b>TOTAL Assets</b>	<b>\$ 12,321,304</b>	<b>\$ 16,502,648</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ 34,563	\$ 281,420
LIABILITIES - OTHER	(9,127)	1,537,863
<b>TOTAL Liabilities</b>	<b>\$ 25,436</b>	<b>\$ 1,819,283</b>
<b>Ending Fund Balance</b>	<b>\$ 12,295,868</b>	<b>\$ 14,683,365</b>
<b>Special Revenue Funds:</b>		
<b>Fund 207 - PUBLIC SAFETY FUND</b>		
<b>Assets</b>		
ACCOUNTS RECEIVABLE	\$ 50	\$ 41,901
CASH	7,554,084	7,479,602
INVESTMENTS	3,568,156	6,336,716
OTHER ASSETS	351,549	251,983
<b>TOTAL Assets</b>	<b>\$ 11,473,839</b>	<b>\$ 14,110,202</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ 198,224	\$ 1,129,146
LIABILITIES - OTHER	1,831	13,108
<b>TOTAL Liabilities</b>	<b>\$ 200,055</b>	<b>\$ 1,142,254</b>
<b>Ending Fund Balance</b>	<b>\$ 11,273,784</b>	<b>\$ 12,967,948</b>
<b>Fund 208 - PARKS, RECREATION AND SENIOR SERVICES</b>		
<b>Assets</b>		
ACCOUNTS RECEIVABLE	\$ -	\$ 71,516
CASH	2,403,721	2,879,565
OTHER ASSETS	4,768	-
<b>TOTAL Assets</b>	<b>\$ 2,408,489</b>	<b>\$ 2,951,081</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ 12,194	\$ 3,814
LIABILITIES - OTHER	-	-
<b>TOTAL Liabilities</b>	<b>\$ 12,194</b>	<b>\$ 3,814</b>
<b>Ending Fund Balance</b>	<b>\$ 2,396,295</b>	<b>\$ 2,947,267</b>



FUND	FISCAL YEAR-TO-DATE 11/30/2020	FISCAL YEAR-TO-DATE 11/30/2021
<b>Fund 217 - YOUTH ASSISTANCE</b>		
<b>Assets</b>		
CASH	\$ 216,938	\$ 225,063
<b>TOTAL Assets</b>	<b>\$ 216,938</b>	<b>\$ 225,063</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ 1,001	\$ 207,301
<b>TOTAL Liabilities</b>	<b>\$ 1,001</b>	<b>\$ 207,301</b>
<b>Ending Fund Balance</b>	<b>\$ 215,937</b>	<b>\$ 17,762</b>
<b>Fund 225 - SHARED SERVICES</b>		
<b>Assets</b>		
CASH	\$ 911,066	\$ 1,389,940
OTHER ASSETS	700	2,449
<b>TOTAL Assets</b>	<b>\$ 911,766</b>	<b>\$ 1,392,389</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ 7,850	\$ -
LIABILITIES - OTHER	35,000	36,150
<b>TOTAL Liabilities</b>	<b>\$ 42,850</b>	<b>\$ 36,150</b>
<b>Ending Fund Balance</b>	<b>\$ 868,916</b>	<b>\$ 1,356,239</b>
<b>Debt Service Funds</b>		
<b>Fund 340 - SEVEN MILE &amp; HAGGERTY PROPERTY PURCHASE FUND</b>		
<b>Assets</b>		
CASH	\$ 2,462,614	\$ 3,720,731
OTHER ASSETS	1,907	-
<b>TOTAL Assets</b>	<b>\$ 2,464,521</b>	<b>\$ 3,720,731</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ -	\$ -
LIABILITIES - OTHER	-	1,820
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ 1,820</b>
<b>Ending Fund Balance</b>	<b>\$ 2,464,521</b>	<b>\$ 3,718,911</b>
<b>Fund 368 - EDENDERRY PAVING SAD FUND</b>		
<b>Assets</b>		
ACCOUNTS RECEIVABLE	\$ 83,323	\$ 63,842
CASH	70,999	46,691
<b>TOTAL Assets</b>	<b>\$ 154,322</b>	<b>\$ 110,533</b>
<b>Liabilities</b>		
LIABILITIES - OTHER	\$ 83,323	\$ 63,842
<b>TOTAL Liabilities</b>	<b>\$ 83,323</b>	<b>\$ 63,842</b>
<b>Ending Fund Balance</b>	<b>\$ 70,999</b>	<b>\$ 46,691</b>

FUND	FISCAL YEAR-TO-DATE 11/30/2020	FISCAL YEAR-TO-DATE 11/30/2021
<b>Fund 371 - LAND AQUITION</b>		
<b>Assets</b>		
CASH	\$ 1	\$ 1
<b>TOTAL Assets</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Liabilities</b>		
LIABILITIES - OTHER	\$ -	\$ -
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Fund 373 - 2012 REFUNDING DEBT (MUNICIPAL BUILDINGS)</b>		
<b>Assets</b>		
CASH	\$ 488,942	\$ 488,932
<b>TOTAL Assets</b>	<b>\$ 488,942</b>	<b>\$ 488,932</b>
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 488,942</b>	<b>\$ 488,932</b>
<b>Capital Project Funds</b>		
<b>Fund 401 - CAPITAL PROJECTS FUND</b>		
<b>Assets</b>		
ACCOUNTS RECEIVABLE	\$ 46,488	\$ 38,439
CASH	6,144,331	4,846,246
INVESTMENTS	53,223	2,553,869
<b>TOTAL Assets</b>	<b>\$ 6,244,042</b>	<b>\$ 7,438,554</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ -	\$ 10,811
LIABILITIES - OTHER	296,470	311,791
<b>TOTAL Liabilities</b>	<b>\$ 296,470</b>	<b>\$ 322,602</b>
<b>Ending Fund Balance</b>	<b>\$ 5,947,572</b>	<b>\$ 7,115,952</b>
<b>Fund 418 - TREE FUND</b>		
<b>Assets</b>		
CASH	\$ 421,751	\$ 505,978
OTHER ASSETS	412	-
<b>TOTAL Assets</b>	<b>\$ 422,163</b>	<b>\$ 505,978</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ -	\$ -
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 422,163</b>	<b>\$ 505,978</b>

FUND	FISCAL YEAR-TO-DATE 11/30/2020	FISCAL YEAR-TO-DATE 11/30/2021
<b>Enterprise Funds</b>		
<b>Fund 592 - WATER AND SEWER FUND</b>		
<b>Assets</b>		
ACCOUNTS RECEIVABLE	\$ 1,105,098	\$ 1,055,813
CASH	13,092,392	13,985,400
DEFERRED OUTFLOW	808,065	1,299,621
FIXED ASSETS	86,270,277	87,684,408
ACCUMULATED DEPRECIATION	(38,480,141)	(39,202,537)
INVESTMENTS	16,564,255	18,295,521
OTHER ASSETS	25,750,130	26,693,557
<b>TOTAL Assets</b>	<b>\$ 105,110,076</b>	<b>\$ 109,811,783</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ 52,890	\$ 236,726
LIABILITIES - SHORT TERM	675,551	861,751
LIABILITIES - LONG TERM	3,864,279	3,600,032
<b>TOTAL Liabilities</b>	<b>\$ 4,592,720</b>	<b>\$ 4,698,509</b>
<b>Ending Net Position</b>	<b>\$ 100,517,356</b>	<b>\$ 105,113,274</b>

**Component Units**

FUND	FISCAL YEAR-TO-DATE 11/30/2020	FISCAL YEAR-TO-DATE 11/30/2021
<b>Fund 242 - BROWNFIELD REDEVELOPMENT AUTHORITY (REVOLVING FUND)</b>		
<b>Assets</b>		
CASH	\$ 75,298	\$ 104,340
FIXED ASSETS	422,722	-
<b>TOTAL Assets</b>	<b>\$ 498,020</b>	<b>\$ 104,340</b>
<b>Liabilities</b>		
LIABILITIES - OTHER	-	-
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 498,020</b>	<b>\$ 104,340</b>
<b>Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY (SEVEN MILE PROPERTY)</b>		
<b>Assets</b>		
CASH	\$ 75,112	\$ 77,893
<b>TOTAL Assets</b>	<b>\$ 75,112</b>	<b>\$ 77,893</b>
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 75,112</b>	<b>\$ 77,893</b>
<b>Fund 245 - BROWNFIELD REDEVELOPMENT AUTHORITY (GUN RANGE)</b>		
<b>Assets</b>		
CASH	\$ 23,794	\$ -
FIXED ASSETS	-	-
<b>TOTAL Assets</b>	<b>\$ 23,794</b>	<b>\$ -</b>
<b>Liabilities</b>		
ACCOUNTS PAYABLE	\$ -	\$ -
LIABILITIES - LONG TERM	-	-
<b>TOTAL Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 23,794</b>	<b>\$ (67,159)</b>

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>Culture Statement</b>			
<b>Department:</b>	Human Resources			
<b>Support &amp; Background Information:</b>	<p>The Northville Township Board of Trustees established culture as a priority at the February 2021 Goal Setting session. Preserving what had been established and cementing that culture going forward. From that, a Culture Committee consisting of eight township employees, each from a different department and representing all four township buildings, was established and first met in April 2021.</p> <p>Throughout the year, the committee met and discussed the current landscape in the Township. They worked to develop the proposed Culture Statement, which has already been presented to and approved by Township Directors.</p>			
<b>Budget Impact:</b>	None			
<b>Suggested Motion:</b>	Approve the proposed Northville Township Culture Statement.			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		Abbo		
		Lundberg		
		Rhines		
		Frush		
		Herrmann		
		Jankowski		
		Roosen		

# CULTURE STATEMENT

We are dedicated professionals who connect, engage, and serve the community. We encourage forward thinking with diverse ideas, working as a team, and individual balance to collectively achieve one goal: a rewarding career where we are empowered to be ourselves and grow each day in service to the community.



1. A. 6

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>Request to Adopt the Credit Card Policy</b>			
<b>Department:</b>	Finance			
<b>Support &amp; Background Information:</b>	It is the objective of this policy to identify and implement procedures that maintain the integrity of the Township procurement system. This policy applies to the expenditure of public funds using Township-issued credit cards. This policy has been developed in accordance with Public Act 266 and to provide a set of guidelines for an efficient purchasing system and to identify cardholder responsibilities.			
<b>Budget Impact:</b>	While no direct impact to the budget, the goal is too efficiently and effectively manage public funds.			
<b>Suggested Motion:</b>	Motion to Adopt the Credit Card Policy.			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		<b>Abbo</b>		
		<b>Lundberg</b>		
		<b>Rhines</b>		
		<b>Frush</b>		
		<b>Herrmann</b>		
		<b>Jankowski</b>		
		<b>Roosen</b>		



# CHARTER TOWNSHIP OF NORTHVILLE

<b>Subject:</b> Credit Card Policy	<b>Policy:</b> 4.2.002	<b>Pages:</b> 3
<b>Standards:</b> Purchasing	<b>Effective Date:</b> 12/08/2021	<b>Revised Date:</b> 00/00/0000

## I. **PURPOSE:**

The Charter Township of Northville ("Township") has adopted the guidelines set forth in this document titled "Credit Card Policy" (the "Policy"). The purpose of creating the Policy is to establish objectives and practices for the credit card use of the Township. Public Act 266 of 1995 requires all municipalities within the State of Michigan to formulate and maintain written policies when authorizing the use of credit cards for the purchase of goods and services for the official business of the municipality.

## II. **POLICY STATEMENT:**

The Township shall engage in procurement activities that are fair and in the best interests of the Township to provide the maximum value for public funds. It is the objective of the Township to implement procedures within this Credit Card Policy (Policy) to implement formal guidelines for the proper handling and accounting, and allocation and use of Township-issued credit cards.

## III. **SCOPE:**

This Policy applies to the procurement of supplies, equipment, goods and services entered into by the Township using a Township-issued credit card. It shall apply to every expenditure of public funds utilizing a Township-issued credit card by the Township irrespective of the source of the funds.

## IV. **DEFINITIONS:**

- a. Procurement – The process of finding and agreeing to terms, and acquiring goods, services, or works from an external source.
- b. Township-issued credit card – Credit card may mean Elan Financial Services Commercial Card or Home Depot.

## V. **PROCEDURES:**

### **Section I Administration**

- A. The Finance and Budget Department is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with this Policy.
- B. Credit card requests shall be made to the Finance Director and will be issued upon approval from both the Department Director and the Township Manager.
- C. Credit cards shall be issued with a maximum amount not to exceed \$10,000 and that is consistent with the needs of the department.



- D. Upon issuance of a credit card, the Finance and Budget Department will provide the cardholder with log-in instructions into the credit card portal in order to view purchases and run transaction activity statements.
- E. A current list of all credit cards, authorized users, and credit limits shall be kept on file within the Finance and Budget Department.

## **Section 2 Cardholder Responsibilities**

- A. Cardholders shall adhere to the following security measures:
  - a. Cardholders shall provide written acknowledgement of the issuance of the credit card and receipt of a copy of this Policy.
  - b. Township credit cards shall be used in compliance with the Township's procurement policy.
  - c. Cardholders shall submit original documentation to the Finance and Budget Department in accordance with Section 3 Process of this Policy
  - d. Sales tax may not be levied against the Township on credit card purchases.
  - e. If sales tax is paid, the cardholder shall contact the merchant to remove the sales tax. If the sales tax cannot be removed, the cardholder shall provide a written statement as to why the sales tax was not removed; this statement must be signed by both the cardholder and the Department Director.
  - f. Reimbursement for return of goods and/or services shall be credited directly to the credit card account. No cash credits shall be received by the cardholder.
  - g. Internet purchases shall be made on websites that utilize proper security measures.
  - h. Lost or stolen credit cards shall immediately be reported to Elan Customer Service 1-800-344-5696 and then to the Finance and Budget Department.
  - i. Fraudulent charges shall immediately be reported to the Elan Customer Service 1-800-344-5696 and then to the Finance and Budget Department.
  - j. Cardholder shall return his/her credit card to the Finance and Budget Department upon termination of employment.
- B. Credit cards shall not be used for the following:
  - a. To obtain cash advances
  - b. For personal or non-business expenditures

## **Section 3 Process**

- A. Each cardholder shall adhere to the following monthly process:
  - a. Each credit card purchase shall be approved by the Department Director using the Credit Card Authorization Form.
  - b. On or around the 3<sup>rd</sup> of the month, each cardholder shall log-in to their credit card portal and print a copy of his/her transaction activity statement.
  - c. Each cardholder shall reconcile his/her statement by attaching the Credit Card Authorization Form and supporting documentation for each purchase on the statement.
  - d. The reconciled statement and supporting documentation shall be sent to the Assistant Finance Director by the 10<sup>th</sup> of the month.
  - e. Supporting documentation shall include an original receipt which contains

- i. Date of purchase
  - ii. Purchase amount
  - iii. Description of goods and services
- f. Finance and Budget will review the credit card support each month to ensure proper documentation is attached.
- g. Purchases without proper documentation will be returned to the cardholder for correction.
- h. If a receipt is missing, the cardholder shall contact the merchant for a copy. If a copy cannot be obtained, the cardholder shall provide a written statement as to why the credit card receipt was not obtained; this statement must be signed by both the cardholder and the Department Director.
- i. Documentation will be maintained in the Finance and Budget Department.
- j. Unsupported purchases may be the sole responsibility of the cardholder.

**VI. FORMS:**

- 4.2.002A Acknowledgement of Credit Card Issuance and Receipt of Credit Card Policy
- 4.2.002B Credit Card Authorization Form

**VII. RESPONSIBILITIES:**

All Township employees who have been issued a credit card shall be responsible for adhering to this policy and all applicable procedures.

**VIII. ENFORCEMENT:**

Cardholders shall be responsible for repayment of unauthorized charges and may be subject to termination of credit card privileges.

**IX. RELATED INFORMATION:**

- Procurement Policy
- Act 266 of 1995

**X. POLICY HISTORY:**

NA

1.A.7

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	<b>December 16, 2021</b>			
<b>Agenda Item:</b>	<b>FY2022 Parks and Recreation Department Budget</b>			
<b>Department:</b>	<b>Parks and Recreation</b>			
<b>Support &amp; Background Information:</b>	<p>The Northville Parks and Recreation Department, with oversight from the Parks and Recreation Commission, is a shared service provided through an agreement between the City of Northville and Northville Charter Township to jointly operate Parks and Recreation and Senior Services. The 2022 budget covers the operations and maintenance of the department. See Attachment A.</p> <p>The 2022 Parks and Recreation budget reflects the anticipated return to operational levels for parks, programs, facilities, and services similar to 2019; prior to the COVID-19 pandemic.</p> <p>The budget has been approved by the Parks and Recreation Commission.</p>			
<b>Budget Impact:</b>	The budget projects a reduction to the fund balance at year end in the amount of \$97,530.			
<b>Suggested Motion:</b>	I move to approve the FY 2022 Parks and Recreation Department budget as presented.			
BOT Comments/Questions:				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		Abbo		
		Lundberg		
		Rhines		
		Frush		
		Herrmann		
		Jankowski		
		Roosen		

# NORTHVILLE PARKS & RECREATION

northvilleparksandrec.org



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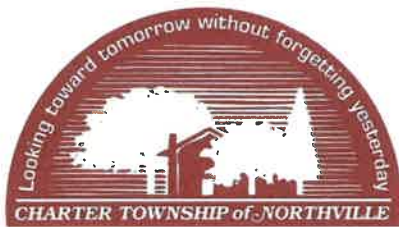


2022 ANNUAL BUDGET & FINANCIAL PLAN

# OVERVIEW

## PARKS & RECREATION COMMISSION

NORTHVILLE TOWNSHIP + CITY of NORTHVILLE + NORTHVILLE PUBLIC SCHOOLS



## ADMINISTRATION

The Northville Parks and Recreation Commission consists of six members made up of three elected officials from Northville Township, two officials from the City of Northville, and one from the Northville Schools Board of Education. The Northville Parks and Recreation Department manages and administers all parks, recreation and senior service operations, including strategic direction, policy development and resources identification.

## RECREATION

By providing a variety of programs for all ages on a year-round basis, the Recreation Division strives to meet the leisure needs of the community. Promoting healthy lifestyles, personal development and family and cultural unity supports our goal of creating community. The tournaments, events and activities we offer help support economic development and promote social connections.

## SENIOR SERVICES

The Senior Services Division coordinates a variety of programs, activities and services for older adult citizens. These activities are designed to improve participants' quality of life through social connections, enrichment programs, and by promoting active, healthy lifestyles and lifelong learning. Senior Services also provides curbside-to-curbside transportation services for area medical appointments and local trips. In addition, day trips are offered throughout the year.

## PARKS & FACILITIES

Our Park System offers a variety of neighborhood and community parks and pathways. Amenities include soccer fields, baseball/softball fields, lacrosse fields, playgrounds, tennis courts, picnic pavilions, dog parks and multi-modal trails/pathways. Two indoor facilities offer courts for basketball, volleyball, pickleball and badminton. Mini-gyms are set-up for fitness and dance classes, preschool and youth activities and various athletic activities. Additionally, there are several meeting/activity rooms and a banquet room for programming and rentals.

# SHARED SERVICES

## BACKGROUND

Northville Parks and Recreation Commission is a shared service provided through an agreement between the City of Northville and the Charter Township of Northville to jointly operate the following programs:

### **Parks and Recreation**

### **Senior Services**

### **Youth Network**

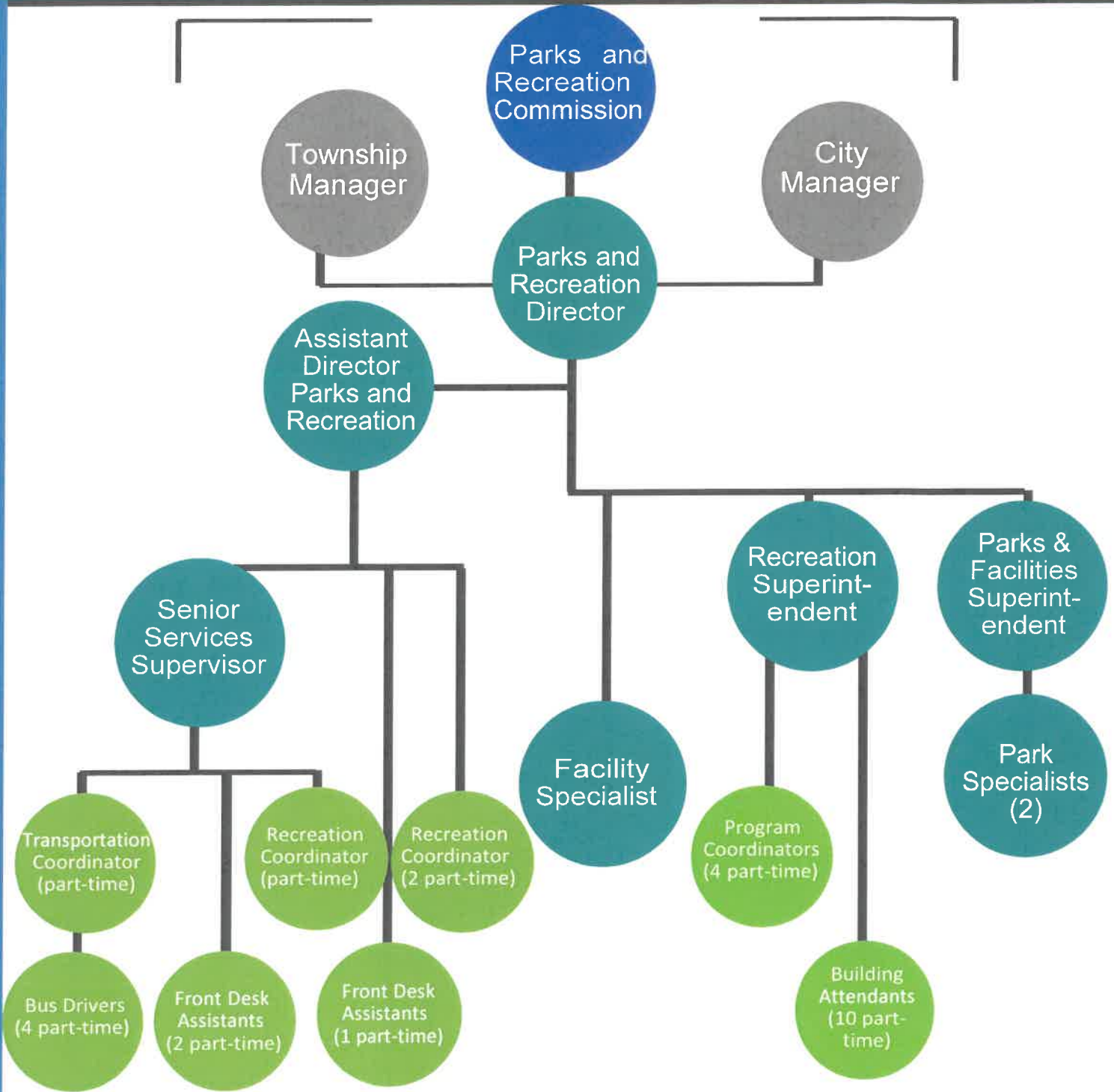
The City and Township have shared recreation services since the 1970's, while the Senior Services and Youth Network programs were added in the 80's. The Shared Service Agreement covers all operating costs for programs, services, parks and facilities maintenance, and vehicle/equipment purchases. Park Capital Improvement projects are covered by each respective municipality, depending on the location of the park. Facility Capital Improvements are covered through the Share Service agreement.

Northville Public Schools (NPS) has been a valued community partner from the beginning of the agreement. They provide use of the Northville Community Center (NCC) through a long term lease agreement, which includes the two adjacent parking lots. Parks and Recreation covers utility costs at the NCC along with maintenance of the building and parking lots. The Northville District library was recently added to the lease for the parking lots and now shares in the maintenance agreement. NPS also provides use of and maintenance for the Recreation Center at Hillside (RCH) through a rental agreement. These two facilities, as well as some other school facility rentals, accommodate the large majority of the indoor recreation program and services that the department provides.

Northville Parks and Recreation also collaborates with several other community partners through a variety of trade agreements or sharing of resources to enhance the parks, programs, facilities, and services provided to the community. The partners include Maybury State Park, Friends of Maybury, Northville Community Foundation/Maybury Farm, Friends of Thayer's Corner, the Downtown Development Authority, The Northville Chamber of Commerce and the Northville Art House.



# ORGANIZATIONAL CHART



This chart represents full and part time staff. In addition, there are multiple contractual and seasonal employees working as instructors, umpires, score keepers, park rangers and park maintenance.

# PERSONNEL SUMMARY

## PERSONNEL SUMMARY (full-time staff)

The 2022 Parks, Recreation and Senior Services Budget funds 8 full-time positions as outlined below. The total staffing also includes approximately 32 part-time, 60 contractual and 39 seasonal employees, making the total staff count 139. Here is the count for full-time employees in Parks, Recreation and Senior Services, broken down by function:

### Northville Parks and Recreation Commission (Shared Services)

	2021 BUDGET	2022 BUDGET	INCREASE (DECREASE)
<b>ADMINISTRATION</b>			
Parks and Recreation Director	1	1	-
Assistant Director	1	1	-
	<hr/>	<hr/>	
	2	2	-
<b>RECREATION</b>			
Recreation Superintendent	1	1	-
Recreation Operations Specialist	1	0	-1
Facility Specialist	0	1	1
	<hr/>	<hr/>	
	2	2	-
<b>SENIOR SERVICES</b>			
Senior Services Supervisor	1	1	-
	<hr/>	<hr/>	
	1	1	-
<b>PARKS AND FACILITIES MAINTENANCE</b>			
Parks and Facilities Superintendent	1	1	-
Park Specialist	2	2	-
	<hr/>	<hr/>	
	3	3	-
	<hr/>	<hr/>	
<b>TOTAL PARKS, RECREATION AND SENIOR SERVICES FULL TIME STAFF</b>	<b>8</b>	<b>8</b>	<b>-</b>



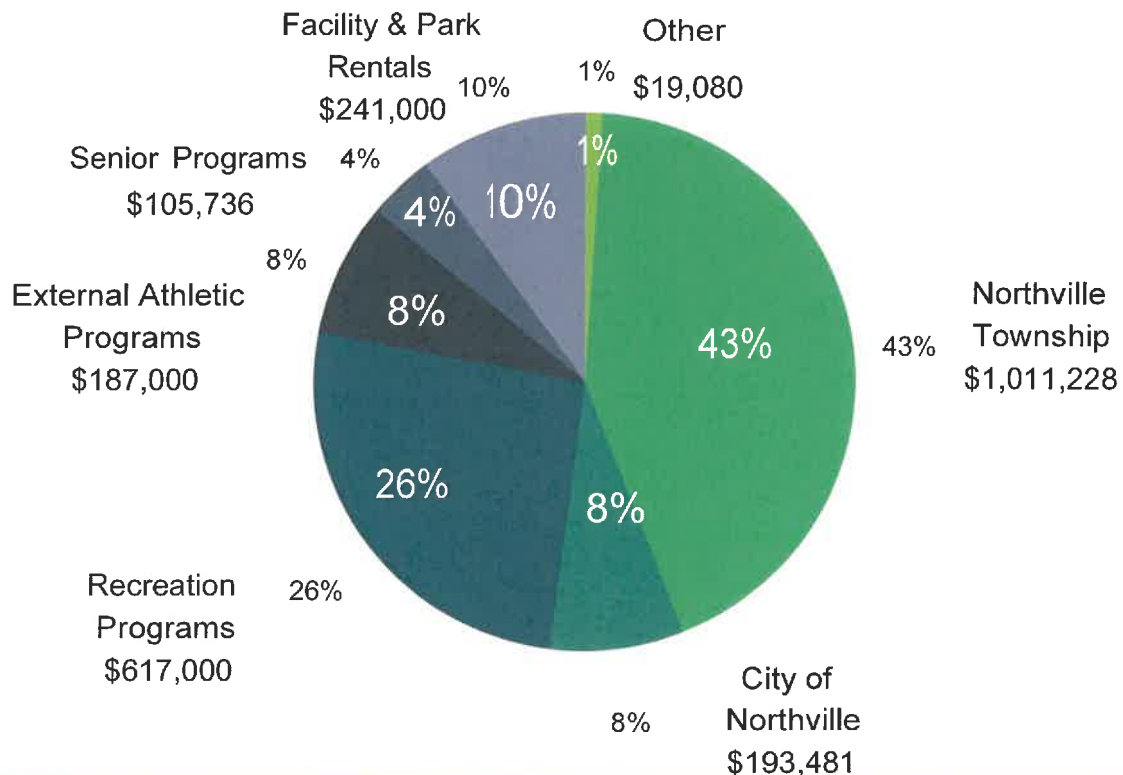
# BUDGET OVERVIEW

The cost sharing formula to fund the programs provided by the Northville Parks and Recreation Commission was last revised in 1999 and was based on the percent share of each community's respective taxable value and population. The Shared Service funding provides approximately 50% of the total Parks and Recreation budget. When applied using the 2021 tax rate information, this formula allocates 84% of the Shared Services amount to the Township and 16% to the City, as follows:

## 2021 COST SHARING FORMULA (for Fiscal Year 2022)

COMMUNITY	POPULATION	%	TAXABLE VALUE (TV)	%	COST SHARING %
Northville Twp.	<b>28,497</b>	41.3%	\$2,345,696,066	42.4%	83.7%
City of Northville	<b>5,970</b>	8.7%	\$422,214,098	7.6%	16.3%
<b>TOTALS</b>	<b>34,467</b>	50.0%	\$2,767,910,164	50.0%	100.0%

## WHERE THE MONEY COMES FROM 2022 BUDGET - TOTAL SOURCES: \$2,374,525



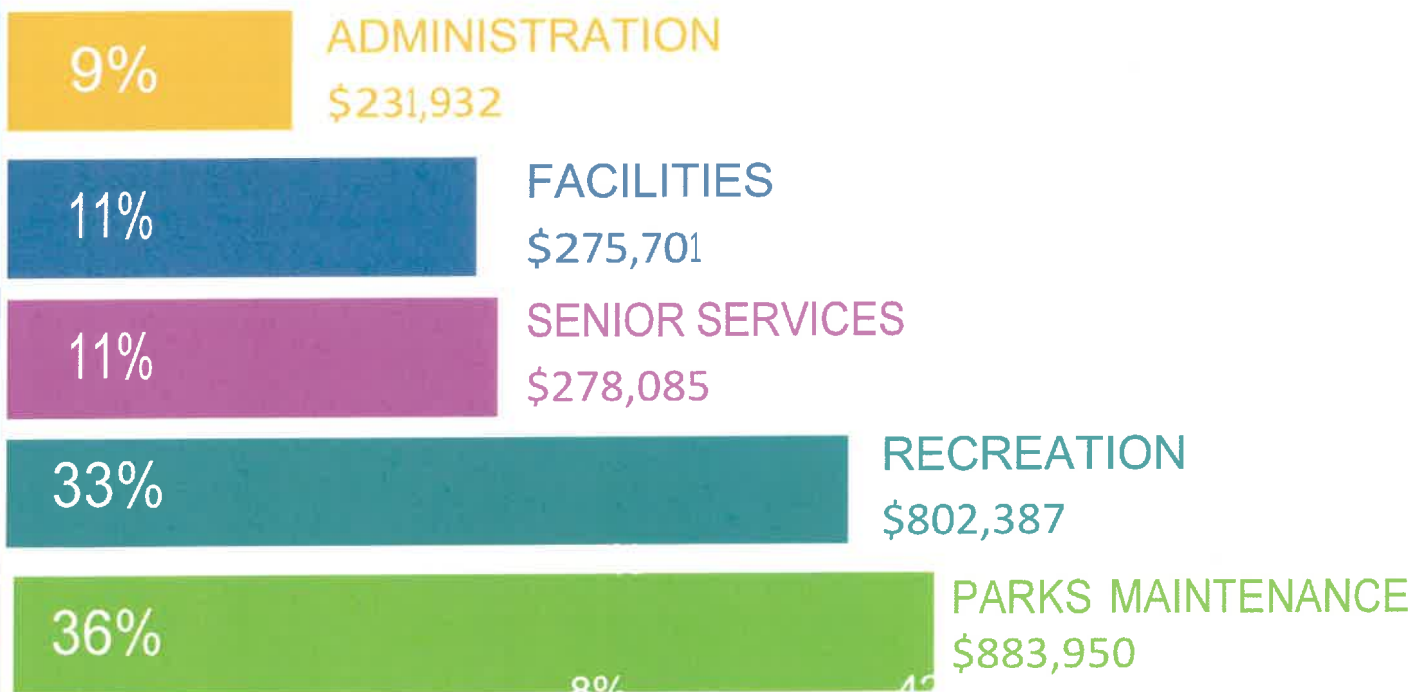
# BUDGET PROGRAM CATEGORIES

## PARKS, RECREATION & SENIOR SERVICES FUND

The Northville Parks and Recreation Commission accounts for its various activities in one fund, separated into the main activity areas: Recreation, Senior Services, Parks and Facilities, and Administration. External Athletic Associations are accounted for within the Parks and Facilities activity area.

## WHERE THE MONEY GOES

2022 BUDGET - TOTAL USES: \$2,472,055



# NORTHVILLE PARKS & RECREATION BUDGET

## TOTAL PARKS, RECREATION & SENIOR SERVICES FUND

	2021 BUDGET	2022 BUDGET (Preliminary)	CHANGE	%
Gross Expenditures	\$2,264,170	\$2,472,055	\$207,885	9.2%
Operating Revenues	\$1,209,500	\$1,169,816	(\$39,684)	-3.3%
Net Expenditures	(\$1,054,670)	(\$1,302,239)	(\$247,569)	-23.5%

	2021 BUDGET	2022 BUDGET (Preliminary)	CHANGE	%
<b>ADMINISTRATION</b>				
Gross Expenditures	\$204,770	\$231,932	\$27,162	13.3%
Operating Revenues	-	-	\$0	0.0%
Net Expenditures	(\$204,770)	(\$231,932)	(\$27,162)	-13.3%



# NORTHVILLE PARKS & RECREATION BUDGET

		2022 BUDGET (Preliminary)		
<b>SENIOR SERVICES</b>				
Gross Expenditures	\$314,230	\$278,085	(\$36,145)	-11.5%
Operating Revenues	\$179,820	\$112,816	(\$67,004)	-37.3%
Net Expenditures	(\$134,410)	(\$165,269)	(\$30,859)	-23.0%



# NORTHVILLE PARKS & RECREATION BUDGET

	2021 BUDGET	2022 BUDGET (Preliminary)	CHANGE	%
<b>PARKS AND FACILITIES</b>				
Gross Expenditures	\$1,008,030	\$1,159,651	\$151,621	15.0%
Operating Revenues	\$430,680	\$428,000	(\$2,680)	-0.6%
Net Expenditures	(\$577,350)	(\$731,651)	(\$154,301)	-26.7%

	FY 2022
<b>Park Improvements &amp; Equipment</b>	
Ballfield Groomer	\$27,000
Replace 2004 F-250 pickup with plow package	\$41,000
Chipper (split cost)	\$10,000
Irrigation well pump replacement	\$10,000
Ballfield fencing repair	\$15,000
Park amenities - tables, benches, trash receptacles, bike racks, etc.	\$15,000



# NORTHVILLE PARKS & RECREATION BUDGET

	2021 BUDGET	2022 BUDGET (Preliminary)	CHANGE	%
<b>RECREATION</b>				
Gross Expenditures	\$737,140	\$802,387	\$65,247	8.9%
Operating Revenues	\$599,000	\$629,000	\$30,000	5.0%
Net Expenditures	(\$138,140)	(\$173,387)	(\$35,247)	-25.5%



**Northville Parks and Recreation Commission  
PARKS, RECREATION AND SENIOR SERVICES FUND  
REVENUE**

DESCRIPTION	Fiscal Year Ending December 31, 2020	Fiscal Year Ending December 31, 2021	Fiscal Year Ending December 31, 2021	Fiscal Year Ending December 31, 2022
	ACTUAL	APPROVED BUDGET	Estimated	Budget
Township Contribution	1,011,229	\$ 1,011,230	1,011,230	1,011,228
City Contribution	193,480	193,480	193,480	193,481
<b>Contributions</b>	<b>1,204,709</b>	<b>1,204,710</b>	<b>1,204,710</b>	<b>1,204,709</b>
Northville Baseball/Softball Association	49,401	52,680	52,680	55,000
Northville Soccer Association	64,156	140,000	138,670	132,000
<b>External Athletic Associations</b>	<b>113,557</b>	<b>192,680</b>	<b>191,350</b>	<b>187,000</b>
Recreation Programs	418,329	584,000	435,630	617,000
Senior Programs & Transportation	102,983	171,740	93,106	105,736
Facility Rentals	66,808	210,000	93,100	210,000
Park Rentals & User Fees	22,949	28,000	44,150	31,000
Donations & Sponsorships	12,471	18,080	36,260	17,080
Interest on Investments	4,417	-	70	-
Miscellaneous Income	1,310	5,000	5,970	2,000
<b>Total revenues</b>	<b>\$ 1,947,533</b>	<b>\$ 2,414,210</b>	<b>\$ 2,104,346</b>	<b>\$ 2,374,525</b>

DESCRIPTION	Fiscal Year Ending December 31, 2020	Fiscal Year Ending December 31, 2021	Fiscal Year Ending December 31, 2021	Fiscal Year Ending December 31, 2022
	ACTUAL	APPROVED BUDGET	Estimated	Budget
<b>ADMINISTRATION</b>				
Personnel Services	\$ 124,545	\$ 145,360	\$ 128,360	\$ 149,057
Supplies	2,452	3,500	2,000	4,000
Other Services and Charges	47,570	55,910	61,180	78,875
Capital Outlay	-	-	-	-
	<b>\$ 174,567</b>	<b>\$ 204,770</b>	<b>\$ 191,540</b>	<b>\$ 231,932</b>
<b>RECREATION</b>				
Personnel Services	\$ 190,315	\$ 252,190	\$ 222,560	\$ 274,237
Supplies	593	13,450	2,250	13,450
Other Services and Charges	6,053	32,800	10,500	43,100
Recreation Programs	285,401	418,700	298,060	453,000
Capital Outlay	1,265	20,000	20,000	18,600
	<b>\$ 483,628</b>	<b>\$ 737,140</b>	<b>\$ 553,370</b>	<b>\$ 802,387</b>
<b>SENIOR SERVICES</b>				
Personnel Services	\$ 73,004	\$ 118,390	\$ 87,950	\$ 94,315
Supplies	547	2,000	1,600	2,200
Other Services and Charges	1,342	3,000	3,000	13,200
Senior Programs, Events & Transportation	62,908	178,840	71,000	148,370
Capital Outlay	3,217	12,000	12,000	20,000
	<b>\$ 141,018</b>	<b>\$ 314,230</b>	<b>\$ 175,550</b>	<b>\$ 278,085</b>
<b>PARKS &amp; FACILITIES</b>				
Personnel Services	\$ 229,135	\$ 465,410	\$ 279,420	\$ 457,869
Supplies	40,667	60,000	59,000	60,000
Other Services and Charges	258,661	378,800	304,960	419,800
Capital Outlay	49,021	30,000	43,000	138,000
Allocated Expenses to external athletic associations	(135,422)	(150,000)	(150,000)	(150,000)
Northville Baseball/Softball Association	73,661	65,000	53,010	93,241
Northville Soccer Association	107,706	145,000	133,610	140,741
Debt Service	115,000	13,820	13,820	-
	<b>\$ 738,430</b>	<b>\$ 1,008,030</b>	<b>\$ 736,820</b>	<b>\$ 1,159,651</b>
<b>Total expenditures</b>	<b>\$ 1,537,643</b>	<b>\$ 2,264,170</b>	<b>\$ 1,657,280</b>	<b>\$ 2,472,055</b>
<b>Excess of revenue over/(under) expenditures</b>	<b>\$ 409,890</b>	<b>\$ 150,040</b>	<b>\$ 447,066</b>	<b>\$ (97,530)</b>

**PARKS, RECREATION AND SENIOR SERVICES FUND - Fund Balance**

DESCRIPTION	Actual 2020	Budget 2021	Estimated 2021	Budget 2022
	Fund balance, unassigned beginning	\$ 1,604,320	\$ 2,018,561	\$ 2,018,561
Nonspendable	2,985	9,846	9,846	-
Restricted for Senior Adult Services	117,503	87,214	87,214	4,770
Assigned for other purposes	148,988	168,065	168,065	168,065
Fund balance, beginning, total	1,873,796	2,283,686	2,283,686	2,730,752
Revenues over/(under) expenditures	409,890	150,040	447,066	(97,530)
Estimated Ending Fund Balance	<b>\$ 2,283,686</b>	<b>\$ 2,433,726</b>	<b>\$ 2,730,752</b>	<b>\$ 2,633,222</b>

1.A.8

<b>Board of Trustees Request for Action</b>					
<b>Meeting Date:</b>	December 16, 2021				
<b>Agenda Item:</b>	Adoption of Northville Senior Advisory Commission (NSAC) Bylaws				
<b>Department:</b>	Parks and Recreation				
<b>Support &amp; Background Information:</b>	<p>The Northville Senior Advisory Commission (NSAC) operates under Bylaws as approved by the Northville Township Board of Trustees and Northville City Council.</p> <p>The Senior Advisory Commission reviewed the Bylaws at their annual meeting on 10/21/2021, then approved them, with recommended changes, at their regular meeting on 11/18/2021.</p> <p>The recommended changes to the Bylaws were in Membership Section 2.3 – Absences, to align the NSAC attendance policy with the City of Northville and Northville Township attendance policies for Commissions, and in the Management Section 6.1 to reflect the re-organization in the Parks and Recreation Department with the Assistant Director overseeing the Senior Services division.</p> <p>The proposed version of the Bylaws with the changes highlighted is attached (A).</p>				
<b>Budget Impact:</b>	none				
<b>Suggested Motion:</b>	I move to adopt the Northville Senior Advisory Commission By-laws with changes, as proposed.				
<b>BOT Comments/Questions:</b>					
<b>Follow-up:</b>		<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
			Abbo		
			Lundberg		
			Rhines		
			Frush		
			Herrmann		
			Jankowski		
			Roosen		



# **NORTHVILLE SENIOR ADVISORY COMMISSION**

## **BYLAWS**

### **ARTICLE I**

#### **ESTABLISHMENT, PURPOSE, RESPONSIBILITIES**

##### **SECTION 1.0 – ESTABLISHMENT**

This organization shall be known as the Northville Senior Advisory Commission (hereafter referred to as “Commission”) serving the Charter Township of Northville, the City of Northville, and the Northville Public School District. Originally established in 1976, the Commission was included in the Shared Services Agreement of the City and Township of Northville in 1985.

##### **SECTION 1.1 – PURPOSE**

The Commission’s purpose is to: 1) act as an advisory board for senior services and programs of the Northville community, 2) serve as liaison between citizens of the community and the Senior Services program, and 3) be an advocate for the community and its governmental bodies on senior issues.

##### **SECTION 1.2 – RESPONSIBILITIES**

The responsibilities of the Commission are to:

1. Attend all Commission meetings, monthly and special.
2. Recommend and review programs based on identification of needs and priorities of these programs.
3. Advise on policy matters and administration of senior programs.
4. Review, recommend and oversee the annual budget process, including goals and objectives of the program.
5. Propose funding alternatives and other resources for senior programs.
6. Advocate communication of services and programs available to seniors.
7. Review Commission bylaws annually.

**ARTICLE II**  
**ORGANIZATION**

**SECTION 2.0 – MEMBERSHIP**

The Commission shall be composed of nine (9) members: three (3) members appointed by the Northville Township Board of Trustees; three (3) members appointed by the Northville City Council; and three (3) liaison members – one (1) from the Northville Township Board of Trustees, one (1) from the Northville City Council, and one (1) from the Northville Board of Education. Each member shall have one vote. Any liaison member may send an alternate member of their respective board or council as a voting substitute, if he/she is unable to attend.

**SECTION 2.1 – QUALIFICATIONS OF COMMISSIONERS**

A Commission Member must:

1. Be a resident of the Northville community.
2. Be a registered voter in the Northville community.
3. Have a demonstrated tangible evidence of his/her interest in senior programs.

**SECTION 2.2 – TERMS**

The term of office of the six (6) appointed members of the Commission shall be three (3) years with all terms expiring on September 30. These terms of office shall be staggered so that two (2) positions become open each year, one from the township and one from the city. Liaison members shall serve on the Commission at the pleasure of their respective governmental body.

**SECTION 2.3 – ABSENCES**

The Senior Advisory Commission will follow the respective City of Northville or Northville Township attendance policies.

**SECTION 2.4 – OFFICERS**

The Commission officers shall consist of a chairperson, vice-chairperson, and secretary. These three (3) officers shall be elected from the six (6) appointed members. Elections shall be held each year at the October Commission meeting. All positions shall become effective on November 1.

The chairperson shall preside at all meetings of the Commission and shall have duties normally conferred upon such an officer under parliamentary procedure. The chairperson shall have the privilege of discussing all matters brought before the Commission.

The vice-chairperson shall act in the event of the chairperson's absence. In the event that both the chairperson and the vice-chairperson are absent, the secretary shall preside.

The secretary shall record minutes of all regular and special Commission meetings.

No member of the Commission shall undertake or act in an official capacity representing the Commission without prior approval of the Commission.

### **ARTICLE III**

#### **COMMITTEES**

##### **SECTION 3.0 – COMMITTEES**

As needed, the chairperson or the Parks and Recreation Director may establish ad hoc committee(s) for more in-depth focus on particular subjects or projects.

##### **SECTION 3.1 – APPOINTMENT AND MEMBERSHIP TO COMMITTEES**

All committee members shall be appointed by the chairperson, as needed, and the chairperson shall appoint a chairperson for each committee. Each committee shall consist of at least two (2) members of the Commission. The Commission chairperson and the Parks and Recreation Director shall be ex-officio members of all committees. Reports shall be presented at the next regular Commission meeting.

### **ARTICLE IV**

#### **MEETINGS**

##### **SECTION 4.0 – REGULAR MEETINGS**

The Commission shall meet monthly at the Northville Community Center or another appropriate location on the third Thursday of each month at 1:00 p.m.

##### **SECTION 4.1 – SPECIAL MEETINGS**

A special meeting may be called by the chairperson, Parks and Recreation Director, or four (4) members of the Commission, and a notification shall be given to all members with at least two days (48 hours) notice.

**SECTION 4.2 – ANNUAL MEETING**

The annual meeting shall take place at the October regular meeting.

Business at the annual meeting shall include:

1. Review of bylaws.
2. Review of budget.
3. Presentation and adoption of Senior Services and Programs goals and objectives.
4. Election of officers.

**SECTION 4.3 – NOTICE OF MEETINGS**

Officers and Commission members shall take due notice of the State of Michigan Open Meetings Act and shall take no action inconsistent with it.

**SECTION 4.4 – QUORUM**

A simple majority, five (5) members of the Commission, shall constitute a quorum and shall be necessary to conduct business.

**SECTION 4.5 – PROCEDURE**

Parliamentary procedure shall be governed by Robert’s Rules of Order except as provided otherwise in these articles.

**ARTICLE V**

**FISCAL YEAR**

**SECTION 5.0 – FISCAL YEAR**

The fiscal year of the Commission will begin January 1 and end December 31.

## ARTICLE VI

### MANAGEMENT

#### **SECTION 6.0 – NORTHVILLE PARKS AND RECREATION DEPARTMENT – SENIOR SERVICES AND PROGRAMS**

The Commission serves in an advisory capacity to the Parks and Recreation Director and shall create and adopt procedural bylaws, which are to be approved by the Township Board of Trustees and the City Council.

#### **SECTION 6.1 – THE PARKS AND RECREATION DIRECTOR, ASSISTANT PARKS AND RECREATION DIRECTOR, AND THE SENIOR SERVICES SUPERVISOR**

The Parks and Recreation Director and the Assistant Parks and Recreation Director shall supervise all administrative decisions of the Senior Services Supervisor.

The Senior Services Supervisor shall be responsible for daily operation and program development for Senior Services and Programs.

The Senior Services Supervisor will recommend approval for hiring all personnel required for program and service delivery.

#### **SECTION 6.2 – SALARIES AND BENEFITS**

The Parks and Recreation Director shall recommend wages, salaries and benefits for employees of the Senior Services and Programs. The Township shall approve wage and salary schedules.

## ARTICLE VII

### FUNDING

#### **SECTION 7.0 – FUNDING**

The Senior Services and Programs shall be funded by 1) contributions appropriated by the Township and City of Northville; 2) establishing a fee structure for program offerings and facilities use; and 3) such other funds as may be available to the Senior Services and Programs.

**ARTICLE VIII**  
**AMENDMENTS**

**SECTION 8.0 – AMENDMENTS**

These bylaws may be amended by a simple majority vote of the Commission at a regular Commission meeting, subject to approval of the Township Board of Trustees and City Council. Previous notice of any amendment proposal shall be given at least one meeting before action is taken.

Approval is hereby given on the bylaws of the Northville Senior Advisory Commission.

\_\_\_\_\_  
Jan Purtell, Chairperson  
Northville Senior Advisory Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian Turnbull, Mayor  
City of Northville

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Abbo, Supervisor  
Northville Charter Township

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dianne Massa, Clerk  
City of Northville

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rodger Lundberg, Clerk  
Northville Charter Township

\_\_\_\_\_  
Date

Approved by Northville Township Board of Trustees on \_\_\_\_\_

Approved by Northville City Council on \_\_\_\_\_

1.A.9

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	<b>December 16, 2021</b>			
<b>Agenda Item:</b>	<b>Transfer 2008 Ford Ranger Pickup Truck to Parks and Recreation</b>			
<b>Department:</b>	<b>Water and Sewer</b>			
<b>Support &amp; Background Information:</b>	<p>Water and Sewer has purchased a new pickup truck to replace a 2008 Ford Ranger with 132,278 miles. We planned to auction off the 2008 Ford Ranger, however the Parks and Recreation Department is able to use it as an athletic field maintenance vehicle. Parks and Recreation will pay Water &amp; Sewer \$2,500 from the Capital Equipment account.</p> <p>Please see the attached Asset Disposal/Transfer Form.</p>			
<b>Budget Impact:</b>	\$2,500 will be transferred into the Water & Sewer fund from the Parks and Recreation Capital Equipment account.			
<b>Suggested Motion:</b>	I move to approve the transfer of a 2008 Ford Ranger from Water & Sewer to Parks & Recreation for an amount of \$2,500.			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		<b>Abbo</b>		
		<b>Lundberg</b>		
		<b>Rhines</b>		
		<b>Frush</b>		
		<b>Herrmann</b>		
		<b>Jankowski</b>		
		<b>Roosen</b>		



## APPENDIX A

### CHARTER TOWNSHIP OF NORTHVILLE

### ASSET DISPOSAL/TRANSFER FORM – Vehicle

DEPARTMENT: <u>Water &amp; Sewer</u>		DATE: <u>11/17/21</u>	
EMPLOYEE CONTACT: <u>Brad Lear</u>		CONTACT #:	
ORIGINAL PURCHASE PRICE = \$ _____		<input checked="" type="checkbox"/> UNKNOWN	
Boft MEETING DATE: _____		<input type="checkbox"/> PENDING <input type="checkbox"/> N/A	
ORIGINAL SOURCE OF FUNDS: <input type="checkbox"/> GENERAL <input type="checkbox"/> PUBLIC SAFETY <input type="checkbox"/> PR&S <input checked="" type="checkbox"/> WATER & SEWER <input type="checkbox"/> OTHER:			
VEHICLE YEAR: <u>2008</u>	VIN #: <u>1FTZR45E87PA80318</u>	MAKE / MODEL:	<u>Ford Ranger</u>
PLATE #: <u>033X111</u>	METHOD OF DISPOSAL: <input type="checkbox"/> SELL <input type="checkbox"/> SCRAP <input type="checkbox"/> THEFT <input checked="" type="checkbox"/> DONATE / TRANSFER / TRADE-IN TO: <u>Parks &amp; Rec</u>		
WILL VEHICLE BE REPLACED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHAT IS SOURCE OF FUNDS: _____	
<input type="checkbox"/> VEHICLE IS IN SERVICE UNTIL REPLACED		<input type="checkbox"/> VEHICLE IS OUT OF SERVICE	MILEAGE = <u>132,278</u>
DEPARTMENT TASKS: <input type="checkbox"/> FUEL REMOVED FROM VEHICLE <input type="checkbox"/> FUEL FOB RETRIEVED <input checked="" type="checkbox"/> TWP LOGO REMOVED			
<input type="checkbox"/> ITEMS REMOVED FROM INTERIOR / GLOVE COMPARTMENT <input type="checkbox"/> INTERIOR / EXTERIOR OF VEHICLE CLEANED			
<input type="checkbox"/> PLATE - REGISTRATION RET'D TO CLERK ON: _____ <b>OR</b> <input type="checkbox"/> PLATE REASSIGNED TO: _____			
<input type="checkbox"/> SUBMITTED ASSET DISPOSAL FORM TO FINANCE DEPT ON:			
METHOD OF DISPOSAL: <input type="checkbox"/> AUCTION <input type="checkbox"/> SCRAP <input checked="" type="checkbox"/> DONATE-TRANSFER-TRADE-IN TO: <u>Parks &amp; Recreation</u>			
METHOD OF PAYMENT: <input type="checkbox"/> AUCTION <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input checked="" type="checkbox"/> OTHER:		FINAL SALE PRICE: \$	<u>2,500.00</u>
DATE OF SALE: <u>11/17/21</u>	GL ACCOUNT #: <u>208-717-977.000</u>	LESS FEES: \$	<u>0.00</u>
1. TITLE RETRIEVED FROM CLERK (FOR DISPOSALS) ON:		= NET PROCEEDS: \$	<u>2,500.00</u>
2. ASSET DISPOSAL FORM SUBMITTED TO FINANCE ON:			



1.A.10-1

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>Asset Disposal 2010 Ford F-350</b>			
<b>Department:</b>	Public Services			
<b>Support &amp; Background Information:</b>	<p>In 2021, the Water and Sewer Division purchased a new Ford F-350 replacing a 2010 Ford F-350. The 2010 has 56,925 miles, shows great wear and tear due to salting for snow and Ice removal, and is in poor operating condition.</p> <p>Staff recommends removing the 2010 Ford F-350 from service and disposing of the vehicle through auction.</p>			
<b>Budget Impact:</b>	Revenue from the vehicle sale shall be credited to the Water and Sewer Sale Proceeds Revenue account.			
<b>Suggested Motion:</b>	<b>To approve disposal of the 2010 Ford-F30 by auction and credit the sale price of the vehicle to the Water and Sewer Sale Proceeds Revenue account.</b>			
BOT Comments/Questions:				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		Abbo		
		Lundberg		
		Rhines		
		Frush		
		Herrmann		
		Roosen		
		Jankowski		



## APPENDIX A

### CHARTER TOWNSHIP OF NORTHVILLE

#### ASSET DISPOSAL/TRANSFER FORM – Vehicle

DEPARTMENT: <u>Public Works</u>		DATE: <u>12/16/2021</u>	
EMPLOYEE CONTACT: <u>Brad Lear</u>		CONTACT #: <u>248-662-0508</u>	
ORIGINAL PURCHASE PRICE = \$ <u>26,356</u>		<input type="checkbox"/> UNKNOWN	
Boft MEETING DATE: <u>12/16/2021 /</u>		<input type="checkbox"/> PENDING <input type="checkbox"/> N/A	
ORIGINAL SOURCE OF FUNDS: <input type="checkbox"/> GENERAL <input type="checkbox"/> PUBLIC SAFETY <input type="checkbox"/> PR&S <input checked="" type="checkbox"/> WATER & SEWER <input type="checkbox"/> OTHER:			
VEHICLE YEAR: <u>2010</u>	VIN #: <u>1FT8W3B60BEA42372</u>	MAKE / MODEL: <u>Ford F-350</u>	
PLATE #:	METHOD OF DISPOSAL: <input checked="" type="checkbox"/> SELL <input type="checkbox"/> SCRAP <input type="checkbox"/> THEFT <input type="checkbox"/> DONATE / TRANSFER / TRADE-IN TO:		
WILL VEHICLE BE REPLACED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT IS SOURCE OF FUNDS: <u>Water and Sewer</u>		
<input type="checkbox"/> VEHICLE IS IN SERVICE UNTIL REPLACED	<input checked="" type="checkbox"/> VEHICLE IS OUT OF SERVICE	MILEAGE = <u>56,925</u>	
DEPARTMENT TASKS: <input type="checkbox"/> FUEL REMOVED FROM VEHICLE <input type="checkbox"/> FUEL FOB RETRIEVED <input checked="" type="checkbox"/> TWP LOGO REMOVED			
<input checked="" type="checkbox"/> ITEMS REMOVED FROM INTERIOR / GLOVE COMPARTMENT <input checked="" type="checkbox"/> INTERIOR / EXTERIOR OF VEHICLE CLEANED			
<input type="checkbox"/> PLATE - REGISTRATION RET'D TO CLERK ON: _____ OR <input checked="" type="checkbox"/> PLATE REASSIGNED TO: _____			
<input type="checkbox"/> SUBMITTED ASSET DISPOSAL FORM TO FINANCE DEPT ON:			
METHOD OF DISPOSAL: <input checked="" type="checkbox"/> AUCTION <input type="checkbox"/> SCRAP <input type="checkbox"/> DONATE-TRANSFER-TRADE-IN TO:			
METHOD OF PAYMENT: <input type="checkbox"/> AUCTION <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> OTHER:		FINAL SALE PRICE: \$	
DATE OF SALE:	GL ACCOUNT #:	LESS FEES: \$	
1. TITLE RETRIEVED FROM CLERK (FOR DISPOSALS) ON:		= NET PROCEEDS: \$	
2. ASSET DISPOSAL FORM SUBMITTED TO FINANCE ON:			

1.A.10-2

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>Asset Disposal 2012 Ford Fusion</b>			
<b>Department:</b>	Public Services			
<b>Support &amp; Background Information:</b>	<p>The Public Safety Department is in possession of a 2012 Ford Fusion. The 2012 Fusion has 118,792 miles, has not been operated in a long time, and is in poor operating condition.</p> <p>Staff recommends removing the 2012 Ford Fusion from service and disposing of the vehicle through auction.</p>			
<b>Budget Impact:</b>	Revenue from the vehicle sale shall be credited to a sale proceeds revenue account within the public safety fund			
<b>Suggested Motion:</b>	<b>To approve disposal of the 2012 Ford Fusion by auction and credit the sale price of the vehicle to a sale proceeds account.</b>			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		Abbo		
		Lundberg		
		Rhines		
		Frush		
		Herrmann		
		Roosen		
		Jankowski		



## APPENDIX A

### CHARTER TOWNSHIP OF NORTHVILLE

### ASSET DISPOSAL/TRANSFER FORM – Vehicle

DEPARTMENT: <u>Public Services</u>		DATE: <u>12/16/2021</u>	
EMPLOYEE CONTACT: <u>Brad Lear</u>		CONTACT #: <u>248-662-0508</u>	
ORIGINAL PURCHASE PRICE = \$ <u>20,235</u>		<input type="checkbox"/> UNKNOWN	
Boft MEETING DATE: <u>12/16/2021 /</u>		<input type="checkbox"/> PENDING <input type="checkbox"/> N/A	
ORIGINAL SOURCE OF FUNDS: <input type="checkbox"/> GENERAL <input checked="" type="checkbox"/> PUBLIC SAFETY <input type="checkbox"/> PR&S <input type="checkbox"/> WATER & SEWER <input type="checkbox"/> OTHER:			
VEHICLE YEAR: <u>2012</u>	VIN #: <u>3FA6POH72DR107554</u>	MAKE / MODEL: <u>Ford Fusion</u>	
PLATE #: <u>NA</u>	METHOD OF DISPOSAL: <input checked="" type="checkbox"/> SELL <input type="checkbox"/> SCRAP <input type="checkbox"/> THEFT <input type="checkbox"/> DONATE / TRANSFER / TRADE-IN TO: _____		
WILL VEHICLE BE REPLACED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IF YES, WHAT IS SOURCE OF FUNDS: _____	
<input type="checkbox"/> VEHICLE IS IN SERVICE UNTIL REPLACED		<input checked="" type="checkbox"/> VEHICLE IS OUT OF SERVICE	MILEAGE = <u>118,792</u>
DEPARTMENT TASKS: <input type="checkbox"/> FUEL REMOVED FROM VEHICLE <input type="checkbox"/> FUEL FOB RETRIEVED <input checked="" type="checkbox"/> TWP LOGO REMOVED			
<input checked="" type="checkbox"/> ITEMS REMOVED FROM INTERIOR / GLOVE COMPARTMENT <input checked="" type="checkbox"/> INTERIOR / EXTERIOR OF VEHICLE CLEANED			
<input type="checkbox"/> PLATE - REGISTRATION RET'D TO CLERK ON: _____ OR <input checked="" type="checkbox"/> PLATE REASSIGNED TO: _____			
<input type="checkbox"/> SUBMITTED ASSET DISPOSAL FORM TO FINANCE DEPT ON: _____			
METHOD OF DISPOSAL: <input checked="" type="checkbox"/> AUCTION <input type="checkbox"/> SCRAP <input type="checkbox"/> DONATE-TRANSFER-TRADE-IN TO: _____			
METHOD OF PAYMENT: <input type="checkbox"/> AUCTION <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> OTHER:		FINAL SALE PRICE: \$ _____	
DATE OF SALE: _____	GL ACCOUNT #: _____	LESS FEES: \$ _____	
1. TITLE RETRIEVED FROM CLERK (FOR DISPOSALS) ON:		= NET PROCEEDS: \$ _____	
2. ASSET DISPOSAL FORM SUBMITTED TO FINANCE ON:			

1.A.10-3

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>Asset Disposal 2014 Ford Explorer</b>			
<b>Department:</b>	Public Services			
<b>Support &amp; Background Information:</b>	<p>In 2021, the Water and Sewer Division purchased a new Ford Explorer replacing a 2014 Ford Explorer. The 2014 has 144,823 miles and is in poor operating condition.</p> <p>Staff recommends removing the 2014 Ford Explorer from service and disposing of the vehicle through auction.</p>			
<b>Budget Impact:</b>	Revenue from the vehicle sale shall be credited to the Water and Sewer Sale Proceeds Revenue account.			
<b>Suggested Motion:</b>	<b>To approve disposal of the 2014 Ford Explorer by auction and credit the sale price of the vehicle to the Water and Sewer Sale Proceeds Revenue account.</b>			
BOT Comments/Questions:				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		<b>Abbo</b>		
		<b>Lundberg</b>		
		<b>Rhines</b>		
		<b>Frush</b>		
		<b>Herrmann</b>		
		<b>Roosen</b>		
		<b>Jankowski</b>		



## APPENDIX A

### CHARTER TOWNSHIP OF NORTHVILLE

### ASSET DISPOSAL/TRANSFER FORM – Vehicle

DEPARTMENT: <u>Public Works</u>		DATE: <u>12/16/2021</u>	
EMPLOYEE CONTACT: <u>Brad Lear</u>		CONTACT #: <u>248-662-0508</u>	
ORIGINAL PURCHASE PRICE = \$ <u>\$25,900</u>		<input type="checkbox"/> UNKNOWN	
BoTt MEETING DATE: <u>12/16/2021 /</u>		<input type="checkbox"/> PENDING <input type="checkbox"/> N/A	
ORIGINAL SOURCE OF FUNDS: <input type="checkbox"/> GENERAL <input type="checkbox"/> PUBLIC SAFETY <input type="checkbox"/> PR&S <input checked="" type="checkbox"/> WATER & SEWER <input type="checkbox"/> OTHER:			
VEHICLE YEAR: <u>2014</u>	VIN #: <u>1FMSK8B1EGC26592</u>	MAKE / MODEL: <u>Ford Explorer</u>	
PLATE #:	METHOD OF DISPOSAL: <input checked="" type="checkbox"/> SELL <input type="checkbox"/> SCRAP <input type="checkbox"/> THEFT <input type="checkbox"/> DONATE / TRANSFER / TRADE-IN TO:		
WILL VEHICLE BE REPLACED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT IS SOURCE OF FUNDS: <u>Water and Sewer</u>		
<input type="checkbox"/> VEHICLE IS IN SERVICE UNTIL REPLACED	<input checked="" type="checkbox"/> VEHICLE IS OUT OF SERVICE	MILEAGE = <u>144,823</u>	
DEPARTMENT TASKS: <input type="checkbox"/> FUEL REMOVED FROM VEHICLE <input type="checkbox"/> FUEL FOB RETRIEVED <input checked="" type="checkbox"/> TWP LOGO REMOVED			
<input checked="" type="checkbox"/> ITEMS REMOVED FROM INTERIOR / GLOVE COMPARTMENT <input checked="" type="checkbox"/> INTERIOR / EXTERIOR OF VEHICLE CLEANED			
<input type="checkbox"/> PLATE - REGISTRATION RET'D TO CLERK ON: _____ OR <input checked="" type="checkbox"/> PLATE REASSIGNED TO: _____			
<input type="checkbox"/> SUBMITTED ASSET DISPOSAL FORM TO FINANCE DEPT ON:			
METHOD OF DISPOSAL: <input type="checkbox"/> AUCTION <input type="checkbox"/> SCRAP <input type="checkbox"/> DONATE-TRANSFER-TRADE-IN TO:			
METHOD OF PAYMENT: <input type="checkbox"/> AUCTION <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> OTHER:		FINAL SALE PRICE: \$	
DATE OF SALE:	GL ACCOUNT #:	LESS FEES: \$	
1. TITLE RETRIEVED FROM CLERK (FOR DISPOSALS) ON:		= NET PROCEEDS: \$	
2. ASSET DISPOSAL FORM SUBMITTED TO FINANCE ON:			

# Regular Agenda Items

5.A

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>Request to Rescind the existing Purchasing Policy approved March 1997 and to Adopt the Revised Procurement Policy</b>			
<b>Department:</b>	Finance			
<b>Support &amp; Background Information:</b>	<p>It is the objective of this policy to identify and implement procedures that maintain the integrity of the Township procurement system. This policy applies to the expenditure of public funds, irrespective of the source of the funds. This policy has been developed to provide a set of guidelines for an efficient purchasing system.</p> <p>Highlights of the revised policy include:</p> <ol style="list-style-type: none"> <li>1. Definitions of acceptable methods of procurement</li> <li>2. Roles and responsibilities of the Township Department Directors and the Township Board</li> <li>3. Introduction of a formal purchase order system, to be implemented by BSA, our current software provider (Fall 2021)</li> <li>4. Purchasing thresholds</li> <li>5. Identification of conditions that may necessitate a waiver of the sealed bid requirement and the process that would be required to adhere to a waiver</li> </ol>			
<b>Budget Impact:</b>	While no direct impact to the budget, the goal is too efficiently and effectively manage public funds.			
<b>Suggested Motion:</b>	Motion to Rescind the Purchasing Policy approved in March 1997 and to Adopt the Revised Procurement Policy.			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		Abbo		
		Lundberg		
		Rhines		
		Frush		
		Herrmann		
		Jankowski		
		Roosen		





# CHARTER TOWNSHIP OF NORTHVILLE

<b>Subject:</b> Procurement Policy	<b>Policy:</b> 4.2.001	<b>Pages:</b> 9
<b>Standards:</b> Purchasing	<b>Effective Date:</b> 10/13/2021	<b>Revised Date:</b> 00/00/0000

**I. PURPOSE:**

This policy has been developed to provide a set of guidelines for an efficient purchasing system. It is within the guidelines set by the Township Charter of Northville and is intended to clarify and implement the general Charter requirements. Section C-28 of the Charter requires that “no money shall be drawn from the treasury of the Township nor shall any obligation for the expenditure of money be incurred, except pursuant to the budget appropriation”.

**II. POLICY STATEMENT:**

The Charter Township of Northville (Township) shall engage in procurement activities that are fair and in the best interests of the Township to provide the maximum value for public funds. It is the objective of the Township to implement procedures within this Procurement Policy (Policy) that maintain a procurement system of quality and integrity.

**III. SCOPE:**

This Policy applies to the procurement of supplies, goods, equipment, services, and construction entered into by the Township. It shall apply to every expenditure of public funds by the Township irrespective of the source of the funds.

**IV. DEFINITIONS:**

- a. Blanket purchase order – A purchase order which will require multiple payments over a period of time.
- b. Cooperative purchasing – Purchases made under arrangements or extended purchasing programs with the State of Michigan, public school systems, and other governmental units.
- c. Consumers Price Index (CPI) – The consumer price index measures the changes in the price of certain goods and services bought by consumers in an effort to measure inflation.
- d. Detrimental effect – Purchases of goods or services whereby the Township would suffer a detrimental effect from a bidding delay.
- e. Emergency purchase – The purchase of goods or services during an emergency or disaster situation. In an emergency or disaster situation, the Township Manager has the authority to approve purchases of goods or services essential to execute emergency or disaster relief. Emergency purchases shall be ratified by the Township Board at the next available Township Board Meeting.

- f. Lowest qualified bidder – A person or firm who has the capability in all respects to perform the contract in full and the integrity and reliability to assure good faith performance for the lowest cost. Further, a person or firm must have submitted a bid which conforms in all aspects to the specifications, terms and conditions required in the sealed bid.
- g. Purchase order (PO) – An approved purchase requisition; electronic authorization provided from the Township to a vendor to deliver specified goods or services in accordance with terms of a contract or agreement.
- h. Purchase requisition (PR) – Electronic request a department must submit to seek approval for the purchase of goods or services in accordance with Township Board policy.
- i. Request for Bids (RFB) – Requests for bids on known scope of goods or services.
- j. Request for Proposal (RFP) – A "competitive negotiations method" of soliciting proposals. This method is used when the end-product is unique, the Township knows what it wants, but the methods and specifications aren't readily available. Thus, price isn't the only deciding factor. Quality and experience will be heavily weighed. Negotiations are acceptable to a reduced pool of proposals that will allow for a Final Best Offer.
- k. Request for Qualifications (RFQ) – Solicitation of information about the qualifications of interested vendors in responding to a potential procurement.
- l. Sole Source – Only one vendor is qualified or suitable to provide the goods or services needed.

**V. PROCEDURES:**

**Section I Organization**

- A. This Policy applies to the procurement of supplies, goods, equipment, services, and construction entered into by the Township, and its essential departments and agencies after the effective date of this Policy.
- B. Township Board (Board)
  - a. Shall approve and adopt the purchasing policy by resolution.
  - b. Shall set monetary limits for quotations and bids.
  - c. Shall approve and adopt all revisions to the purchasing policy.
  - d. Shall award all contracts for goods and services \$25,000 and over in value, except:
    - i. Annual contract renewals when no changes in terms and conditions are required and price increases do not exceed CPI.
    - ii. Annual membership renewals budgeted and approved by the Board.
    - iii. Change orders when the cumulative amount of the change order(s) is less than \$25,000 **and** less than 10% of the original Board-approved amount of the purchase or contract:

1. Change orders are always required for amounts that exceed the original contract price.
2. All change orders must be approved by the Department Director and the Township Manager.
3. All cumulative change orders that are in excess of \$25,000 **or** 10% of the original Board-approved amount of the purchase or contract must be approved by the Township Board.

C. Department Directors

- a. Shall procure or supervise the procurement of all goods and services required to maintain Township operations.
- b. Shall obtain formal sealed bids for good or services in excess of \$25,000, except for those instances noted in Section IV (H).
- c. Shall assist and/or develop specifications in conjunction with departmental requirements, specific to that project.
- d. Shall coordinate purchases among departments and, where practical and possible, combine specifications for like items into a single purchase where consolidation is economically advantageous to the Township.
- e. Shall maintain all purchasing records and approve all purchase orders.
- f. Shall establish a working relationship of mutual confidence and satisfaction between the Township and its suppliers.
- g. Shall review all Request for Bids (RFBs), Request for Proposals (RFPs), and Request for Qualifications (RFQs) before release.
- h. Shall coordinate the receipt of all formal sealed bids with the Township Clerk's office.
- i. Shall maintain a relationship with the Michigan Inter-Governmental Trade Network (MITN).
- j. May obtain goods and services under \$10,000. It is the responsibility of the individual Department Director to assure that a competitive price is received.
- k. Shall obtain a purchase order for goods and services over \$10,000 prior to the commitment to purchase. All requisitions shall be accompanied by at least three (3) quotes, unless the Department Director can establish to the satisfaction of the Township Manager that there are not 3 qualified vendors, in which case as many quotes as can be secured are required.
- l. Shall maintain an adequate supply of materials, and shall request replacements on a timely basis prior to the depletion of current inventory.
- m. Shall notify the Board of Trustees at their next regularly scheduled meeting if a change order for a purchase or contract causes the total amount of the purchase or contract to exceed \$25,000 whereas
  - i. the original purchase or contract price was less than \$24,999 and
  - ii. the sealed bid process in section IV was not followed and
  - iii. the purchase or contract does not meet the exemption criteria

D. Michigan Inter-Governmental Trade Network (MITN)

- a. Shall be the primary mechanism for solicitations of Requests for Bids (RFBs), Request for Proposals (RFPs), and Requests for Qualifications (RFQs).
- b. Maintains a regional e-Procurement system wherein participating organizations post bids, quotes, and other solicitations.

## **Section II General Guidelines**

### **A. Additional Qualifications of Vendors**

- a. In an effort to eliminate problems such as sub-standard products or services, the Township reserves the right to further qualify vendors and bidders when it is in the best interest of the Township.
- b. When this option is exercised, the Township will request additional information including (but not limited to) the following:
  - i. Physical location information and/or inspection
  - ii. Number of years in business
  - iii. Number of employees
  - iv. References
  - v. Financial statements

### **B. Vendor Relations**

- a. Each Department Director will deal with all vendors in a fair and like manner. Procurement decisions shall be based on price, quality, delivery, written standards, previous service history, and other relevant factors promoting the best interests of the Township.
- b. The Department Director, or designate, will handle all correspondence with vendors.
- c. No employee shall furnish any prospective bidder information that would afford that bidder an unfair advantage over other bidders.

### **C. Vendor Disqualification**

- a. The Township maintains the right to disqualify vendors under the following conditions:
  - i. In addition to other remedies authorized by law, a vendor may be disqualified from bidding on any Township contracts for up to seven (7) years if it has been determined that the vendor, after award of a contract:
    1. Failed to provide the service or supplies required;
    2. Provided the service or supplies in an untimely manner causing delays and interference;
    3. Lacked financial resources and the ability to satisfactorily perform the contract or provide the service or supplies;
    4. Exhibited poor quality of performance in delivering the service;
    5. Delivered poor quality of goods;
    6. Failed to comply with laws and ordinances relating to contract performance;
    7. Defaulted on its quotations;
    8. Other actions that lead the Township to believe that the contractor's duties did not comply with bid requirements.
  - ii. Vendors who are listed on the Excluded Parties List System at SAM.gov

- D. No purchase shall be subdivided for the purpose of circumventing the dollar value limitations of this policy. In determining whether quotations or bids are required, the total estimated expenditures for the succeeding twelve months shall be considered.

- E. The Charter Township of Northville, a municipality, is exempt from state sales and federal excise tax.

### **Section III Purchasing Procedures**

- A. Purchases or Contracts under \$10,000
  - a. Department Directors are authorized to make purchases of goods and services if the price is less than \$10,000.
  - b. It is the responsibility of the Department Director to ensure the quality of goods and services and that competitive prices are received.
- B. Purchases or Contracts between \$10,000 - \$24,999
  - a. Shall receive three (3) quotes unless the Department Director can establish to the satisfaction of the Township Manager that there are not three qualified vendors, in which case as many quotations as can be secured are required.
  - b. It is the responsibility of the Department Director to ensure that a competitive price is received.
  - c. Purchase orders are required before a commitment may be made for the good or service should the price exceed \$10,000.
  - d. Quotes shall be attached to the purchase order within the Township's BSA purchase order system.
  - e. If the lowest cost quote is not chosen, the Department Director shall provide justification to the Township Manager and obtain written approval to proceed from the Township Manager.
- C. Purchases or Contracts of \$25,000 and Over
  - a. Shall be procured using the sealed bid process in Section IV.
- D. Acceptable Methods of Procurement
  - a. Request for Bids (RFB)
  - b. Request for Proposals (RFP)
  - c. Request for Qualifications (RFQ)
- E. Deposits may be paid to vendors as long as the good or service is established in the Township budget.
- F. Blanket purchase orders may be created during the first month of each fiscal year, or at such other time of the year as deemed necessary with the approval of the Township Manager, in accordance with the budgetary authorization provided by the Township Board of Trustees; except that no Blanket purchase orders can be created for projects in the capital improvement budget until that project has been approved by the Board of Trustees. The requirements identified in "Section IV Sealed Bids" are not waived by obtaining a blanket purchase order.

### **Section IV Sealed Bids**

- A. Sealed bids shall be used when the estimated cost of a Request for Bid or Request for Proposal exceeds \$25,000.

- B. Sealed bids shall be issued and shall include contractual terms and all conditions applicable to procurement. The request for bids or proposals may be posted on the MITN website.
- C. Bids shall be opened publicly at the time and place designated in the RFB or RFP. The name of the bidder, the amount of the bid, and any other relevant information shall be recorded and shall be available for public inspection.
- D. Bids shall be received without alteration or correction at the Township's Clerk's Office. Bids shall be evaluated based on the criteria contained in the RFB or RFP.
- E. Corrections of error in bids may be made by the bidder before the bid opening. After the bid opening, no changes in bid prices or other provisions shall be permitted. Bids may be withdrawn prior to the bid opening. No bidder may withdraw his or her bid after the bid opening for a period of one hundred twenty (120) days after the stated closing time. All decisions to permit correction or withdrawal shall be documented in writing by the Department Director.
- F. Late bids will not be accepted.
- G. Bid Award
  - a. A Board of Trustees (BOT) Form shall be prepared by the Department Director for consideration by the Township Manager and approval by the Township Board.
  - b. The Township Board reserves the right to take any of the following actions:
    - i. Award the bid to the lowest qualified bidder.
    - ii. Accept or reject in part or whole any or all bids.
    - iii. Waive any irregularities.
    - iv. Award the bid to other than the low bidder when it is in the best interest of the Township.
    - v. Subdivide the bid if it is indicated in the RFB or RFP and is in the best interest of the Township.
- H. Exempt from the sealed bid process are professional services and supply vendors.
  - a. Professional services (accountants, actuaries, appraisers, consultants, engineers, lawyers, and other similar professions) may be appointed by the Township Board upon recommendation by the Township Manager, under the recommendation of the Department Director.
  - b. The selection of the source of supply will be a joint effort between the Department Director and the Township Manager.
- I. The Township Board reserves the right to waive sealed bid requirements under certain conditions, as listed below in items a thru e. The Department Director seeking to waive sealed bid requirements for the items listed below must prepare and submit the "Request for Waiver of Sealed Bid Process" to the Township Board for approval. This can be done concurrently with approval of a contract. Waiving sealed bid requirements may be requested under the following conditions:
  - a. Contract extension

- b. Cooperative purchasing agreement
- c. Detrimental effect purchases
- d. Emergency purchases
- e. Sole source purchases

## **Section V Receipt and Disposition of Township Property**

### A. Receipt of Township Property

- a. The Department Director shall be responsible to inspect all supplies, materials, or equipment to determine whether they are in conformance with the specifications set forth in the quote or contract.
- b. Should the quality or quantity not be in conformance, the Department Director shall immediately notify the Township Manager of the discrepancy to determine the next course of action.

### B. Disposition of Township Property

- a. Department Directors shall dispose of Township Property in accordance with the Township's Asset Disposal Policy.
- b. Disposal of items which include a technology component must be provided to the ITaC Department for proper disposal.
- c. Disposal methods are at the discretion of the Department Director.
- d. Acceptable methods of disposal include:
  - i. Trade-in for new equipment
  - ii. Return to manufacturer
  - iii. Transfer to other Township Departments
  - iv. Sealed Bid
  - v. Auction
  - vi. Scrap

## **Section VI Bonds**

- A. Performance, payment, and/or maintenance bonds may be required on construction projects to protect the Township against default by the contractor. The bonds shall guarantee faithful performance of work according to the contract terms and guarantee payment of all indebtedness incurred for labor, material, or any cause whatsoever on account of the contract, according to the current statutes of the State of Michigan.
- B. Bid bonds (surety bonds) may be required to secure against loss or damage in the event that the bidder fails to furnish a performance bond or does not execute the contract document. If required, the bond must be submitted with the bid.
- C. Bonds held by the Township shall be held in the vault within the Treasurer's Department and shall be released upon direction of the Department Director.

## **Section VII Insurance & Indemnification**

- A. The Township has the authority to require certain insurance coverage's and limits as deemed appropriate and applicable to a given procurement project. These requirements will be included in the RFB or RFP.

- B. The contractor shall not commence work under any contract until he/she has obtained all required insurance and has furnished satisfactory proof of the required coverages to the Township.
- C. The contractor shall maintain the required coverage's and shall provide proof of these coverages upon request of the Township, for the duration of the contract.
- D. The Township has the authority to require a successful bidder to indemnify, hold harmless and defend the Township and various associated persons. Detailed indemnification / hold harmless requirements will be included in the RFB or RFP.

**Section VIII Budgetary Authorization**

- A. No purchase shall be made without proper budgetary authorization by the Township Board.
- B. Purchase requisitions shall be assigned a general ledger account number in accordance with the Township Board approved budget.
- C. Budget Adjustments and Amendments
  - a. Budget adjustments and amendments should be completed prior to the creation of a purchase requisition.
  - b. Purchase requisitions that are over budget may be denied by the Finance Department.
  - c. The Department Director shall be responsible for presenting budget amendments to the Township Board.

**Section IX Adoption of Purchasing Policy**

- A. The Township Board shall adopt the Purchasing Policy by resolution.
- B. The Policy shall be in accordance with the Township Charter.
- C. Any future amendments to the Policy shall be adopted by resolution.

**VI. FORMS:**

- 4.1.009A Asset Disposal/Transfer Form - Vehicle
- 4.2.001B Request for Waiver of Sealed Bid Process
- 4.2.001C Sales Tax Exemption Form
- 4.2.001D Credit Card Policy (TBD)

**VII. RESPONSIBILITIES:**

All Township representatives – elected, appointed, or otherwise employed in any capacity with the Township in any positions that are established by the Township shall be responsible for adhering to this policy and all applicable procedures.

**VIII. ENFORCEMENT:**

Failure to comply with this Policy may lead to disciplinary action.



**IX. RELATED INFORMATION:**  
None

**X. POLICY HISTORY:**  
N/A

## 1997 PURCHASING PROCEDURES

**Charter Township of Northville  
Finance Division  
Purchase Procedures**

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CHARTER TOWNSHIP OF NORTHVILLE

PURCHASING PROCEDURES

I. PURPOSE

To provide purchasing procedures that:

- (1) Promote intra-department planning and interdepartmental coordination of purchases.
- (2) Insure that purchases are made in a proper manner.
- (3) Monitor the expenditures of the Township in a timely and efficient manner.
- (4) Enhance the overall internal accounting controls.

II. GENERAL GUIDELINES

- (1) A request for purchase order or authorization for a check, indicating approximate cost and budget account must be submitted before certain goods or services are ordered. Exceptions to this rule are indicated in Section VII, exempt purchases. Requests for purchase orders will be processed in a timely manner.
- (2) It is the responsibility of each department head to insure that expenditures do not exceed approved budget appropriations in his/her department.
- (3) Each and every invoice must be signed by the appropriate department head before payment is processed. It is strongly recommended that each department head review invoices with the bills payable clerk on a regular basis.
- (4) While proof of price comparisons is not required for all purchases, it is expected that all employees will attempt to expend Township funds as prudently as possible.
- (5) It is the responsibility of each department head to notify the Finance Director if budget amendments are required in his/her department.
- (6) All purchases must be processed in accordance with these procedures unless otherwise directed by the Township Board of Trustees and/or the Executive Committee of the Township Board of Trustees.
- (7) All requests from department heads regarding permission to utilize alternative purchasing procedures must be made in writing to the Township Treasurer and/or

the Township Manager.

- (8) All employees' reimbursement for Township related expenses as provided in the Personnel and Procedures Manual, or contracts should be submitted to their Department Heads or the Township Manager for approval.
- (9) All Elected Officials' reimbursement or request for Township related expenses should be submitted to the Township Managers office for processing.

III. PURCHASES UNDER \$500.00

- (1) Approval from department head must be obtained prior to purchase.
- (2) Employees receiving goods should sign invoice and/or receiving slip and submit to department head.
- (3) Department head should sign invoice and submit to bills payable clerk, in a timely manner, for further processing.

IV. PURCHASES BETWEEN \$500.00 AND \$2,500.00

- (1) A request for a purchase order or an authorization for a check, indicating approximate cost, must be approved and purchase order tendered before a purchase is made.
- (2) Requests for purchase orders or authorizations for checks must include the following signatures:
  - (a) Signature of appropriate department head.
  - (b) All routine purchases from \$500 to \$1,000 require the signature of the Township Manager or two Executive signatures. Emergency purchases such as equipment and/or facility repair up from \$500 to \$2,500 may be approved by the Township Manager or two Executive signatures with the requirement that the Board of Trustees would be notified of the expenditure as soon as is reasonably possible.
- (3) All requests for purchase orders or an authorization for a check must be accompanied by price quotations from at least three different vendors.
- (4) Standard monthly purchases can be approved by "blanket purchase orders" which avoid repetitive paperwork.

Purchasing Procedures

Page 3

V. PURCHASES BETWEEN \$1,000.00 AND \$20,000.00

- (1) All requests for purchase orders and authorizations for checks over a \$1,000.00 which have not had budget approval must receive Board approval prior to purchase except for exempted items in Section VII.
- (2) At the time of the Budget Session the Board may choose a list of capital items that they wish to see back for review and approval.
- (3) All requests for purchase orders and authorizations for checks for \$20,000.00 or more must receive Board approval except for certain exemptions . See Section VII.
- (4) Purchase requests must be accompanied by:
  - (a) Price quotations from at least three vendors.
  - (b) Recommendations to purchase from the department head and Township Manager.
  - (c) If recommendations are not low bid, a rationale or list of reasons must accompany the recommendation.
  - (d) Recommendations shall be included in the board packets. After the presentation of recommendations, the Township Clerk shall make known the “Conflict in Interest Policy” to the Board.
- (5) Once approved by the Board, a request for purchase order should be submitted to the bills payable clerk for further processing.
- (6) Requests for purchase orders should indicate Board approval and include the signature of the appropriate department head and one elected executive or Township Manager.

VI. PURCHASES OVER \$20,000.00

- (1) All purchases over \$20,000.00 may only be made following the receipt of sealed bids.
  - \* This is due to a change in the State Law.
- (2) Department heads should contact the Township Manager and/or Township Clerk before publishing bid notifications. The Township Clerk will be responsible for receipt and opening of bids.

- (3) Bid results should be presented to the Board of Trustees for award.
- (4) Once bid has been awarded by the Board of Trustees, the appropriate department head should submit a purchase order to the bills payable clerk for further processing.
- (5) Purchase orders should indicate Board approval and include the signature of the appropriate department head and one elected executive or Township Manager.

VII. EXEMPT PURCHASES

- (1) Purchases exempt from the above procedures include:
  - (a) Payment of utility bills.
  - (b) Renewal of maintenance agreements.
  - (c) Repair of equipment under \$600.00.
  - (d) Continuing services, i.e., legal fees, auditing costs, engineering fees, computer programming.
  - (e) Water and sewer recurring inventory purchases, i.e., meters, copper, boxes, stops, crops, curbs.
  - (f) Emergency situations, i.e., police car breaks down in the middle of the night.
- (2) Invoices for all exempt purchases must still be approved by the appropriate department head.
- (3) Approved invoices should be submitted to bills payable clerk for further processing.

VIII. ADDITIONAL PROCEDURES

- (1) When purchasing items from a new vendor, the vendor must be notified that the purchase is "tax exempt" and if required given the Township's tax identification number.
- (2) All invoices must be mailed to the Accounts Payable Department. As soon as they are received, the accounts payable clerk will submit to the appropriate department head for approval.

- (3) If for any reason a department head wishes to “hold” an invoice, he/she must inform the accounts payable clerk and Township Manager of the reasons for holding the invoice and the steps to be taken in resolving the matter.
- (4) The accounts payable clerk prepares checks once a week on Thursdays and the Finance Director transfers the appropriate funds on Fridays to pay for the checks written. It is imperative that checks not be written before Thursdays to avoid unnecessary transfers of funds. However, an early request for a check will be granted if an extenuating circumstance exists and the proper approvals are executed. A form for early check requests is available from the accounts payable clerk.

Adopted Date March 13, 1997

March 18, 1997A:\PURCHASI.WPD

5.B

<b>Board of Trustees Request for Action</b>				
<b>Meeting Date:</b>	December 16, 2021			
<b>Agenda Item:</b>	<b>SMART Municipal Credit Contract FY 2022</b>			
<b>Department:</b>	Parks and Recreation			
<b>Support &amp; Background Information:</b>	<p>Northville Charter Township provides transportation services to Northville residents age 60 and over, and to persons with disabilities, through the Senior Services transportation program operated by the Parks and Recreation Department. We have provided these transportation services for the past 17 years. Buses for the senior transportation program are provided by the Suburban Mobility Authority for Regional Transportation (SMART) program. SMART also provides funding support for the transportation program through their Municipal Credit Contract. The funding allocated to Northville Township for FY 2022 is \$28,044. In order to receive the funds, we must submit a signed, approved contract, along with a program description and budget (attached).</p> <p>The City of Northville will transfer their allocated Municipal Credit funds to Northville Township in support of the Senior Transportation Program.</p>			
<b>Budget Impact:</b>	The Parks and Recreation Department will receive \$28,044.00 in support of the senior transportation program through the Municipal Credit Contract.			
<b>Suggested Motion:</b>	I move to approve the SMART Municipal Credit Contract for FY 2022, with \$28,044 in funding, and authorize the Township Manager to sign the contract.			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		<b>Abbo</b>		
		<b>Lundberg</b>		
		<b>Rhines</b>		
		<b>Frush</b>		
		<b>Herrmann</b>		
		<b>Jankowski</b>		
		<b>Roosen</b>		



## EXHIBIT A

### PROJECT DESCRIPTION

Overall Project Description (Provide a descriptive narrative):

Transportation Services are provided for Northville Township and City of Northville residents age 60+ and residents of all ages who have a documented disability (Physician certified). Funding for the transportation program is provided by SMART, The Senior Alliance, Area Agency on Aging 1-C, Aging & Adult Services Agency, Ascension Providence, Wayne County, Oakland County, Northville Township and City of Northville. The service provides curb-to-curb bus transportation to medical appointments, shopping and other destinations. See attached Northville Transportation booklet. – Attachment A.

Service Area (Provide geographic boundaries):

Oakland, Wayne, Macomb and Monroe Counties Service Area - Attachment B:

Service Times (Provide days and hours of service):

Northville Transportation Department operates Monday-Friday from 8:30 a.m.- 3:30 p.m.

Eligible User Groups (Users eligible to use the service):

Northville Township and City of Northville residents age 60+ and residents of all ages who have a documented disability (Physician certified).

Fare Structure: (Cost to use service)

Medical Appointments Curb-to- Curb Service:

Destinations within Northville Township and City of Northville - \$1 one-way fare

Destinations within 4 miles of the Northville Community Center - \$2 one-way fare

Destinations within 4 - 8 miles of the Northville Community Center - \$3 one-way fare

Non-Medical Appointments Curb-to- Curb Service:

Northville Community Center - \$1 one-way fare

Destinations within Northville Township and City of Northville - \$3 one-way fare

Destinations within 4 miles of the Northville Community Center - \$4 one-way fare

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

We have 4 buses and 2 vans available - 1 – 24 passenger, 1 - 20 passenger, 2- 13 passenger, 2 – 8 passenger. All vehicles are wheelchair lift equipped. See Attachment C

**EXHIBIT B**  
**PROJECT OPERATING BUDGET**

Municipality: City of Northville/ Charter Township of Northville

Contract Period: July 1, 2021 – June 30, 2022

Account Number: 48123/48124

**OPERATING EXPENSES:**

Administrative Fee: *(All employees  
other than drivers and dispatchers)*  
(10% max. of MC & CC funds)

Driver Wages	42,000
Fringe Benefits	6,072
Gasoline & Lubricants	10,000
Vehicle Insurance	7,200
Parts, Maintenance Supplies	10,000
Mechanic Wages	
Fringe Benefits	
Dispatch Wages	13,200
Other (Specify)	1,400

**Sub-Total (Operating Expenses)** 89,872

**PURCHASED SERVICE:**

Taxi Service	
Charter Service	
SMART Bus Tickets	
SMART Shuttle Service	
SMART Dial-A-Ride	
Other (Specify)	

**Sub-Total (Purchased Service)**

**CAPITAL EQUIPMENT:**

*(Only list purchases to be made with Community Credits)*

Computer Equipment	
Software	
Vehicle	
Maintenance Equipment	
Other (Specify)	

**Sub-Total (Capital Equipment)**

\_\_\_\_\_

**TOTAL EXPENSES Operating  
Expenses, Purchased Service, and  
Capital Equipment:**

89,872  
\_\_\_\_\_

**EXHIBIT B, continued (Page 2)**

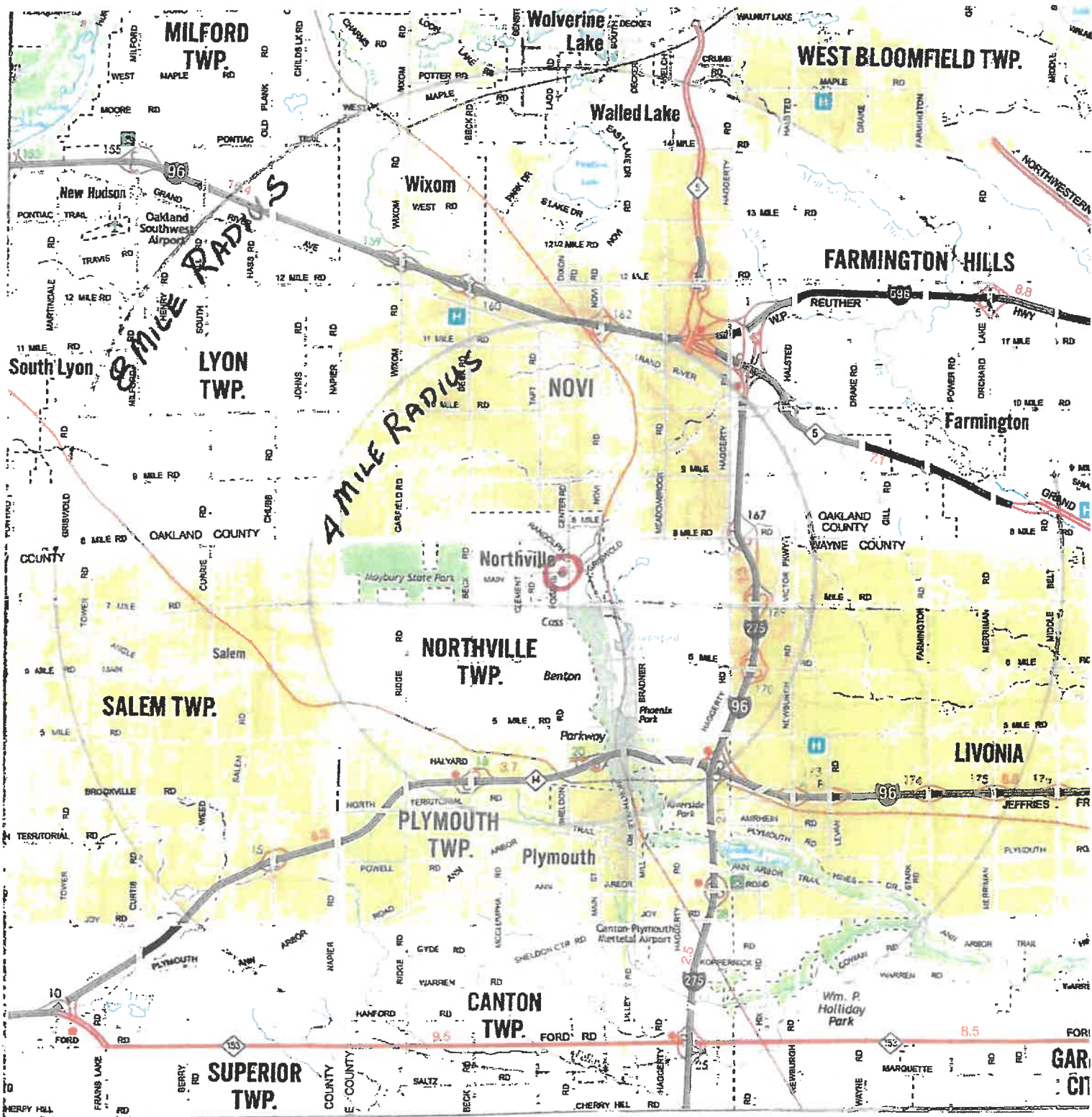
**REVENUES:**

Municipal Credit Funds	33,934	_____
Community Credit Funds		_____
Specialized Services Funds	2,488	_____
General Funds	30,750	_____
Farebox Revenue	6,000	_____
In-Kind Service		_____
Special Fares (Contracted Service)		_____
Other (Specify)	16,700 TSA & Ascension Providence	_____

**TOTAL REVENUE:**

89,872  
\_\_\_\_\_

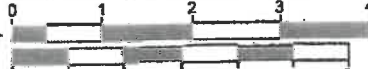
**(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)**



### MAP EXPLANATION

SCALE IN MILES/KILOMETERS  
ONE INCH EQUALS APPROXIMATELY 2.5 MILES

DETROIT  
AREA



ONE CENTIMETER EQUALS APPROXIMATELY 1.75 KILOMETERS

City of Northville Exhibit A & B : Service Mode

Number	Vin	License#	Make	Model	Year	Passenger #
36121	1GB6GUBLOG1258306	106X136	Bus	CH230FL	2016	13
36122	1GB6GUVK3G1257621	106X137	Bus	CH230FL	2016	13
37008	5WEASC8M3JH222281	106X089	Bus	Elite290	2018	24
37009	5WEASC8M2JH575059	106X088	Bus	Elite290	2018	20
39171	1FDVU4XM8KKB86108	070X702	Van	350HD	2019	8
39172	1FDVU4XMXXKB86109	070X777	Van	350HD	2019	8

# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2022

I, **Todd Mutchler**, as the **Township Manager** of Charter Township of Northville (hereinafter, the “Community”) hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July1, 2021 through June 30, 2022 (Section 1 below), and **Community Credits** available for the period July 1, 2021 to June 30, 2022 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$28,044** in **Municipal Credit** funds as follows:

- |     |   |                                  |
|-----|---|----------------------------------|
| (a) | Transfer to <u>Northville Township</u><br><small>TRANSFEREE COMMUNITY</small>   | Funding of: \$ _____             |
| (b) | Van/Bus Operations<br>(Including Charter and Taxi services)   | At the cost of: \$ <u>28,044</u> |
| (c) | Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride)  | At the cost of: \$ _____         |
| (d) | Services Purchased from Subcontractor<br><br>_____<br>(NAME OF SUBCONTRACTOR)<br>(See attached Subcontractor Service Agreement) | At the cost of: \$ _____         |

**Total \$ 28,044**

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State’s approved budget. In the event that revenue actually received is insufficient to support the Legislature’s appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2024; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$0** in **Community Credit** funds available as follows:

- |     |  |                          |
|-----|--|--------------------------|
| (a) | Transfer to _____<br><small>TRANSFEREE COMMUNITY</small>                           | Funding of: \$ _____     |
| (b) | Van/Bus Operations<br>(Including Charter and Taxi services)                        | At the cost of: \$ _____ |
| (c) | Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Capital Purchases  | At the cost of: \$ _____ |

(e) Services Purchased from Subcontractor

At the cost of: \$ \_\_\_\_\_

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$0**

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2022, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2025; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY  
FOR REGIONAL TRANSPORTATION**

**CHARTER TOWNSHIP OF  
NORTHVILLE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**Todd Mutchler**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Township Manager**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**

**PROJECT DESCRIPTION**

Overall Project Description (Provide a descriptive narrative):

---

---

---

---

Service Area (Provide geographic boundaries):

---

---

Service Times (Provide days and hours of service):

---

---

Eligible User Groups (Users eligible to use the service):

---

---

Fare Structure: (Cost to use service)

---

---

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

---

---

---

---



**EXHIBIT B**

**PROJECT OPERATING BUDGET**

Municipality: Northville Township

Contract Period: July 1, 2021 through June 30, 2022

Account Number: 48124

**OPERATING EXPENSES:**

Administrative Fee: *(All employees  
other than drivers and dispatchers)*  
(10% max. of MC & CC funds)

Driver Wages

Fringe Benefits

Gasoline & Lubricants

Vehicle Insurance

Parts, Maintenance Supplies

Mechanic Wages

Fringe Benefits

Dispatch Wages

Other (Specify)

**Sub-Total (Operating Expenses)**

**PURCHASED SERVICE:**

Taxi Service

Charter Service

SMART Bus Tickets

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify)

**Sub-Total (Purchased Service)**

**CAPITAL EQUIPMENT:**

*(Only list purchases to be made with Community Credits)*

Computer Equipment

Software

Vehicle

Maintenance Equipment

Other (Specify)

**Sub-Total (Capital Equipment)**

**TOTAL EXPENSES \_\_\_\_\_ **Operating  
Expenses, Purchased Service, and  
Capital Equipment:****

**EXHIBIT B, continued (Page 2)**

**REVENUES:**

Municipal Credit Funds	28,044
Community Credit Funds	
Specialized Services Funds	\$13,923
CARES Funds	
General Funds	
Farebox Revenue	
In-Kind Service	
Special Fares (Contracted Service)	
Other (Specify)	

**TOTAL REVENUE:**

\_\_\_\_\_

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

Suburban Mobility Authority For Regional Transportation

**EEO COMPLIANCE REPORT A**

**COMMUNITY PARTNERSHIP FORM**

<b>Agency/Community Information</b>		
Program Type: Community Partnership Program (CPP) <input type="checkbox"/> Specialized Service <input type="checkbox"/> New Freedom <input type="checkbox"/> JARC <input type="checkbox"/> 5310 <input checked="" type="checkbox"/>		
Name of Agency/Community: Charter Township of Northville		
Address: 44405 Six Mile Road		
City: Northville	State: MI	Zip: 48168
<b>Agency/Community Data</b>		
1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts from SMART in the past year?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2) Does your agency/community employ over fifty (50) transit related employees?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:		
Buhl Building 535 Griswold Street, Suite 600 Detroit, MI 48226 Attn: EEO Coordinator		
Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<b>Testing Program Requirements</b>		
Does your agency/community have a DOT Drug and Alcohol testing program for Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Who is your testing program manager? Ascension Michigan at Work	Contact Number: 734-432-6668	
<b>Please Proceed to Employment Data Section on Back</b>		

**Suburban Mobility Authority For Regional Transportation**

**EEO COMPLIANCE REPORT A**

**COMMUNITY PARTNERSHIP FORM**

<b>Employment Data</b>																				
Report all <b>Transit</b> related permanent, temporary, or part-time employees including apprentices and on-the-job trainees. Enter the appropriate figures in the boxes below relating to an employee's race and gender.																				
<b>Job Classification</b>	<b>Total</b>				<b>Race</b>															
					<b>Non Minority</b>		<b>Minority</b>													
	<b>Employees</b>	<b>Male</b>	<b>Female</b>	<b>Minority</b>	<b>White</b>		<b>African American</b>		<b>Hispanic</b>		<b>Asian</b>		<b>Pacific Islander</b>		<b>American Indian</b>		<b>Multi Race</b>			
					<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>
Officials/Manager	1		1			1														
Professionals																				
Technicians																				
Sales Workers																				
Office and Clerical Staff	3		3			3														
Craftsmen (Skilled)																				
Operators (Semi-Skilled)	6	4	2		4	1		1												
Laborers (Unskilled)																				
Service Workers																				
Journey Workers																				
Apprentices																				
<b>Total</b>	10																			

<b>Certification</b>	
How was this information obtained? Visual Survey: Yes <input type="checkbox"/> No <input type="checkbox"/> Employment Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Name of Authorizing Official(Print): Shannon Coker	Title: Assistant Parks & Recreation Director
Signature: _____	Date: _____
Contact Person for report: Shannon Coker	Title: Assistant Parks & Recreation Director
Telephone: 248-305-2880	Ext: _____ Email: scoker@twp.northville.mi.us

<b>Board of Trustees Request for Action</b>	
<b>Meeting Date:</b>	December 16, 2021
<b>Agenda Item:</b>	<b>Legacy Park Trail Plan Recommendation</b>
<b>Department:</b>	Parks and Recreation
<b>Support &amp; Background Information:</b>	<p>With plans moving forward for demolition of buildings at Legacy Park in 2022, the Legacy Park Committee has discussed opportunities for opening the property to the public, once it can be safely done. That task has been assigned to the Park Development sub-committee, which is comprised of elected officials, staff, and community members.</p> <p>Because certain sections of land in the park do not have buildings and do not have dump sites (east and west ends), they would be able to be opened sooner rather than later, once the demolition work is complete and the Due Care Plan is updated.</p> <p>Through discussions with the Park Development sub-committee, it was determined that one of the most feasible park features to develop early on, which would allow the public to access and enjoy the park, are trails. In addition, with potential funding sources becoming available at the county, state, and federal levels, it will better position the Township to seek funding for park development if we have a plan in place and shovel ready projects ready to move forward with.</p> <p>In pursuit of that we invited selected trail design and engineering firms to submit proposals for developing a trail plan at the park. (RFP attached.) We received three excellent proposals for the project; Kay-Linn Enterprises, LLC., OHM Advisors, and ROWE Professional Services/Trail Sense. After review of the proposals, the committee is recommending that the team of Kay-Linn Enterprises/Applied Trails Research be selected for this project. They have extensive trail design experience around the country, including a recent project with Huron-Clinton Metroparks at Stony Creek Metropark. Their proposal is attached.</p> <p>Their fee for the project is \$36,650 (the others were \$39,575 – OHM and \$45,700 – ROWE). We anticipate additional fees for engineering services, as the scope of work for the project is further defined. The Parks and Recreation Department has budgeted \$50,000 for Legacy Park trail development in the Park Capital budget for 2022 (Shared Services fund). In addition, the Motor City Mountain Bike Association has agreed to support the trail plan development project with a matching amount of 10%, up to \$5,000.</p> <p>The project is planned to begin in January, with completion prior to spring 2022. The project will incorporate meetings with our committee, staff, community focus groups, and will culminate in a public meeting with the Board of Trustees. Once complete, we will be in position to consider trail construction when funding is available and when the park can be opened.</p>
<b>Budget Impact:</b>	The cost for the project will be covered from the Shared Services Park Improvement fund, with support up to \$5,000 from the MCMBA.

<b>Suggested Motion:</b>	<b>I move to award the Legacy Park Trail Plan project to the Kay-Linn Enterprises/Applied Trails Research team, for the amount of \$36,650.</b>			
<b>BOT Comments/Questions:</b>				
<b>Follow-up:</b>	<b>M/S</b>	<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>
		<b>Abbo</b>		
		<b>Lundberg</b>		
		<b>Rhines</b>		
		<b>Frush</b>		
		<b>Herrmann</b>		
		<b>Jankowski</b>		
		<b>Roosen</b>		

BOT Action Form 2021

# STATEMENT OF QUALIFICATIONS

## LEGACY PARK TRAIL PLAN

OCTOBER, 2021



development needs for successful, sustainable  
community trail systems.



### Contact:

Scott Linnenburger, Principal, Kay-Linn Enterprises, LLC  
303.241.3301//scott@kay-linn.com//www.kay-linn.com

## EXECUTIVE SUMMARY



October 27, 2021

Mr. Mark Gasche  
Northville Township  
Director of Parks and Recreation

Mr. Gasche,

Kay-Linn Enterprises (Kay-Linn) is pleased to provide a proposal to assist Northville Township in developing a multi-use trail master plan and design for Northville's Legacy Park property. Kay-Linn has significant regional experience working in on these types of relatively small acreage, municipal trail system planning and design projects, especially those with a mountain bike focus, including:

- **A 9-mile mountain bike single track trail system design in Lake Elmo Reserve for Washington County Parks in the suburban Twin Cities;**
- **The 6.5-mile John Deere Proving Grounds mountain bike trail system for Dubuque County Parks;**
- **The 12-mile Shelden Hills mountain bike trail system for Huron-Clinton MetroParks; and**
- **The 12-mile Oak Openings Mountain Bike Trail System for Toledo Area MetroParks;**

Paramount to the success of these types of projects is maximizing the terrain and acreage to create a trail system worth visiting repeatedly, as well as working with local stakeholders to envision new concepts to diversify available regional trail experiences. The ultimate goal is to create a manageable community asset that is actively stewarded in a partnership manner, with volunteers and park staff working together to maintain the trails and highlight a unique facility.

Kay-Linn provides comprehensive assistance to clients in the efficient development of trail projects, from feasibility assessments through construction supervision, and regularly play ongoing roles throughout the process of funding development, bidding, and contractor selection. As staff of the International Mountain Bicycling Association's (IMBA), Kay-Linn owners played significant roles in creating the organization's trail development texts and assisted the US Forest Service with updates to the most recent edition of the *Trail Construction and Maintenance Notebook* and *Trail Design Parameters*.

**Applied Trails Research and Dr. Jeremy Wimpey** will team with Kay-Linn on this project. Our companies have collaborated on more than 25 projects over the last ten years, from small bike park designs to 500+ mile trail assessments, and nearly 200 miles of mountain bike trail construction supervision in the last five years. Our collective professional work and recreational mountain biking has taken us all over the world, preparing us to bring innovative ideas to our projects, as well as avoiding common challenges that leave gaps in trail system management. We prefer to function as owner-operator teams to assure our clients the highest level of service with peak efficiency.

We look forward to your review of our qualifications and are more than happy to provide responses to any questions that your team develops.

---





# QUALIFICATIONS

## CONTACT INFORMATION:

Scott Linnenburger, Principal  
100 S. 36th Street  
Boulder, CO 80305  
scott@kay-linn.com  
www.kay-linn.com  
303.241.3301

## COMPANY DESCRIPTION

Kay-Linn Enterprises is a small consulting firm that provides comprehensive and sustainable recreation and conservation planning, design, and construction management services for communities, organizations and coalitions. With broad experience in trail and ecotourism development, recreation and environmental management, stakeholder engagement and education, habitat conservation planning, environmental restoration, and fundraising, Kay-Linn has a multi-faceted understanding of community process, planning, management, development, and ultimately, successful and sustainable project implementation.



## KEY STAFF- SCOTT LINNENBURGER

Scott Linnenburger has 20 years of experience in recreation/trail development, conservation planning, and environmental restoration projects. His successful management of more than 175 projects in the federal, state, local, and private sectors demonstrates a keen ability to assist clients in developing projects that fulfill their mission, protect natural resources, and enhance community sustainability. Kay-Linn Enterprises is a member of the Professional Trailbuilders Association and Linnenburger held a position on the Board of American Trails, Professional Trailbuilders Association, and the Boulder Mountain Bike Alliance.

He has led more than 100 trail building best practices seminars for volunteer groups and land managers around the country and assisted dozens of organizations in strategic planning around recreation/conservation stewardship.

Linnenburger received Masters of Environmental Management degree from Duke University's Nicholas School and worked in the engineering/environmental services sector managing permitting and environmental restoration projects prior to being hired by the International Mountain Bicycling Association. While at IMBA, Scott developed the Trail Solutions and Ride Center programs and managed the organization's field-based education and trail development staff. With his wife, Aaryn Kay, he founded Kay-Linn Enterprises in 2009 to provide a broadened suite of services to clients in the recreation and environmental education sectors.



## QUALIFICATIONS



SCOTT LINNENBURGER, MEM

### PROFESSIONAL EXPERIENCE

- Principal** 2009-present  
*Kay-Linn Enterprises, LLC, Boulder, CO*
- Director of Field Programs/Trail Solutions Director/Subaru-IMBA Trail Care Crew** 2002-2008  
*International Mountain Bicycling Association, Boulder, CO*
- Project Manager/Environmental Scientist** 1998-2002  
*Spangler Environmental Inc., Raleigh and Wilmington, NC and Barrett Kays and Assoc., Raleigh, NC*

### EDUCATION

- Master's of Environmental Management** 1998  
*Nicholas School of the Environment, Duke University, Durham, NC*  
Concentration: Water Resource Management, with a focus on stream and wetland ecology and restoration.  
Master's Project: Habitat Conservation Plan, Upper Tar River, North Carolina (North Carolina Nature Conservancy)
- Bachelor of Arts** 1994  
*Eckerd College, St. Petersburg, FL*  
Majors: Biology and Secondary Education

### PROFESSIONAL ACTIVITIES

- Board Member**  
American Trails (2007-2017), Professional Trailbuilders Association (2004-2006), Boulder MTB Alliance (2004-2007)
- Contributor**  
National Strategy For A Sustainable Trail System (USFS) (2018-present), National Trails Training Partnership (2004-present), *"Trail Solutions: IMBA's Guide To Building Sweet Singletrack"* (2004), *"IMBA's Managing Mountain Biking"* (2007), *"USDA Forest Service Trail Construction and Maintenance Notes- 2007 ed."*, *USDA Forest Service Nationwide Trail Parameters- 2008*
- Educational Workshop Leader**  
Professional Trailbuilders Association: *"High Impact Community Trail Development"* (2019) *"Solutions-Based Trail Assessment"* (2014, 2017), *"Modern Mountain Bike Facilities"* (2014, 2016). National Trail Symposium: *"Natural Surface Trail Management 2.0"* (2013, 2015), *"Recycling Trails: Innovations In Trail Development"* (2010), IMBA: Developing Sustainable Shared-Use Trails- 85, weekend-long workshops between 2002 and 2008
-

## QUALIFICATIONS



### Contact Information:

Dr. Jeremy Wimpey, Owner  
1165 Lotts Rd.  
Steeles Tavern, VA 24476  
www.appliedtrailsresearch.com  
jeremyw@appliedtrailsresearch.com  
443.629.2630

### COMPANY DESCRIPTION

Applied Trails Research, LLC serves trail professionals and government leaders with geospatial consulting services. Applied Trails Research is a member of the Professional Trail Builders Association (PTBA). Licensed and insured, we offer a variety of services to those in the trail industry. Applied Trails Research specializes in geographic data collection and analysis, and production of maps for trail planning, design and recreation management. Applied Trails Research, LLC also works with federal, state and local land management agencies to provide assistance with development of science-based best management practices that balance visitor use with resource protection.



### KEY STAFF- DR. JEREMY WIMPEY, PhD

Jeremy Wimpey, PhD. is the Owner of Applied Trails Research, LLC. Dr. Wimpey has over 12 years of professional and academic experience in the field of trail and recreation-related spatial analysis. His unique background—academic, trail enthusiast, entrepreneur—help bring an innovative and holistic approach to providing solutions for recreation management challenges. A hiker, trail runner and mountain biker, Jeremy has spent thousands of hours on trails around the world and understands users' perspectives and needs. With a doctorate in geospatial environmental analysis from Virginia Tech, Jeremy's academic background and facts-first approach allow him to apply science and research to solve resource and experiential challenges.



A member of the Professional Trailbuilder's Association (PTBA) and the Association of American Geographers (AAG), Dr. Wimpey has collaborated with the National Park Service and US Forest Service, supported the work of research institutions and provided geospatial analysis for private park development in the field of recreational ecology. Jeremy has published numerous trail impact and trail management works in academic journals and popular sources. In addition to publications, Jeremy has focused extensive efforts on public education of trail users as a lecturer and volunteer. A native of Virginia, Jeremy received his BS and MS in Geography at James Madison University.



## QUALIFICATIONS



**DR. JEREMY WIMPEY**

### PROFESSIONAL EXPERIENCE

**Principal**

*Applied Trails Research, LLC, State College, PA*

**2010-present**

### EDUCATION

**Doctorate**

*Virginia Polytechnic Institute and State University, Blacksburg, VA*

Geospatial Environmental Analysis

Dissertation: "Assessing and Evaluating Recreational Trails on Public Lands"

**2009**

**Master's of Science**

*James Madison University, Harrisonburg, VA*

Integrated Science and Technology

Thesis: "GIS-based Predictions of Trail Sustainability: Slope Analysis as a Primary Indicator"

**2006**

**Bachelor's of Science**

*James Madison University, Harrisonburg, VA*

Geography

**1999**

### PROFESSIONAL ACTIVITIES

**Member**

Professional Trailbuilders Association (Board Member 2011-present, Treasurer 2014-present, Member 2011-present), American Association of Geographers, George Wright Society, International Association for Society and Natural Resources, Transportation Research Board of the National Academies, Friend of ADA40 Public Lands Committee

**Reviewer**

Journal of Environmental Management (2011-2013), Journal of Park and Recreation Administration (2011-2013), Journal of Tourism Management (2011-2013), Landscape and Urban Planning (2012-2013), Tourism Management Perspectives (2011-2013), Biological Conservation (2010-2013)

**Education/Research Contributions**

Professional Trailbuilders Association: "Solutions-Based Trail Assessment" (2014), National Trail Symposium: "Natural Surface Trail Management 2.0" (2013), "Formal and Informal Trail Monitoring Protocols and Baseline Conditions: Great Falls Park and Potomac Gorge" (2010 w/Dr. Jeffrey Marion), "Influence of Use, Environmental and Managerial Factors on the Width of Recreational Trails" (2010 w/ Dr. Jeffrey Marion), "Monitoring and Assessing Trail Conditions in Acadia National Park" (2009 w/Dr. Jeffrey Marion and Dr. Logan Park), "Environmental Impacts of Mountain Biking: Science Review and Best Practices (2007 w/Dr. Jeffrey Marion), Teaching Assistant, Virginia Tech University: "Outdoor Recreation Planning" (2006-2008), James Madison University: "Advanced Remote Sensing", "Introduction To Physical Geography" (2003-2005)

## PROJECT EXPERIENCE



The following highlights projects undertaken by the Kay-Linn/Applied Trails Research (prime contractor listed first in project components section) team with a planning and design component and completed within the previous five years.

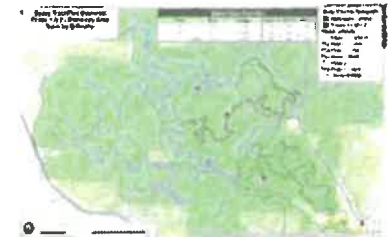
### **Project: Bailey Tract Trail System**

**Client: USFS Wayne National Forest/Athens Bicycle Club**

**Project Components:** Applied Trails Research and Kay-Linn undertook the master planning and trail system design for a **90-mile mountain bike-focused trail system** in the foothills of the Appalachian Mountains outside of Athens, Ohio. The project was designed to provide connectivity to the regional Adena-Hockhocking greenway and the main streets of three struggling historic mining communities. The design team facilitated multiple public meetings, engaged volunteers and USFS staff in the field-based master planning, and provided training on sustainable trail development. The master plan and field design process was undertaken in an accelerated manner to facilitate timely environmental review and is now entering the contracting phase. The project was one of seven Forest Service projects across the nation to receive the interest of social venture capital that is aligning funding for the \$5 million implementation and won a prestigious USFS Chief's Award.

**Contact:** Ms. Dawn McCarthy, USFS Assistant District Ranger, 740-753-0527

**Year Completed:** Ongoing



### **Project: Iron Range Mountain Bike Destination Trail Systems**

**Client: Department of Iron Range Resources and Rehabilitation (IRRR)**

**Project Components:** Kay-Linn and Applied Trails Research provided detailed master planning, field design and construction management of **three 25-35 mile mountain bike trail systems** along the mining-impacted Iron Range of northern Minnesota. The project was accomplished with construction of the \$6 million project over a three-year development window, utilizing the services of more than 15 crews of regional mountain bike trail construction specialists, a development timeframe that had never been attempted. The trail systems are located adjacent to small, economically challenged communities that are poised to benefit greatly from increased tourism, business activity, and quality of life improvements. At Giants Ridge Ski Area, adjacent to the small towns of Biwabik and Aurora, the rapid development of gravity-fed trails is the largest bike park in the midwest.

**Contact:** Ms. Linda Johnson, IRRR, (218) 274-7007

**Year Completed:** 2018 - 2021

**Project: Chattahoochee National River and Recreation Area Trail System Assessment and Redevelopment Plan**

**Client: National Park Service- Chattahoochee NRRRA, Chattahoochee Parks Conservancy, and Trust for Public Land**

**Project Components:** Working under an existing IDIQ agreement with Lord-Aek Sargeant, Applied Trails Research and Kay-Linn provided stakeholder engagement, field-based assessment, and redevelopment design of the 85-mile hiking trail system spread through 14 National Park Service units in north metro Atlanta. Originally a socially developed system focused on historic open trail corridors with now significant sustainability and connectivity issues, the redevelopment plan provides for resource-protecting sustainable train corridors, multiple new accessible trail opportunities, and connectivity to regional paved and aggregate-surfaced trails to increase accessibility, reduce trailhead parking stresses, and better protect water quality in the Chattahoochee National River corridor.

**Contact:** Mr. Charles Lawson, National Park Service- Planner, Denver Service Center, 303-969-2436

**Year Completed:** 2018 - 2020



**Project: Jakes Rocks Trail System, Allegheny NF, PA**

**Client: Warren County Chamber of Business and Industry**

**Project Components:** Kay-Linn and Applied Trails Research provided detailed field design of a 30-mile mountain bike-optimized trail system along the Allegheny Reservoir outside Warren, PA intended to diversify local economic inputs and improve community quality of life. Adjusted conceptual trail corridors to avoid sensitive biological and cultural resources to improve long-term sustainability. Documented cumulative project impacts and mitigation procedures for NPDES and Sediment and Erosion Control permitting, developed cost estimations, project phasing, and construction documentation to support project bidding and implementation. The team managed the five-phase construction of the system, from bidding to quality control.

**Contact:** Mr. Jim Decker, President/CEO, Warren County Chamber of Business and Industry, 814-723-3050

**Year Completed:** 2015 - 2021



**Project: Shelden Hills Mountain Bike Trail System Redevelopment**

**Client: Huron-Clinton Metroparks**

**Project Components:** Applied Trails Research and Kay-Linn provided an assessment, redevelopment plan, field-based design, and construction specifications for the redevelopment of the Shelden Hills 12-mile mountain bike trail system in Stony Creek Metropark. The redevelopment design included connectivity planning to facilities within the park to spread parking loads and outside the park to developing, adjacent county park and bikeways. Constructed over the previous two years, the trail system has quickly become one of the most visited and respected in southern Michigan.

**Contact:** Ms. Nina Kelly, Chief of Planning and Development, Huron-Clinton Metroparks, 810-494-6043

**Year Completed:** 2018 - 2019



**Project: Duluth Traverse Trail System Master/Management Plan, MN**

**Client: City of Duluth, MN**

**Project Components:** Working with Confluence Design, Kay-Linn and Applied Trails Research provided trail system experiential assessment, neighborhood connectivity, issues-opportunities, and gap analysis services, along with numerous in-person, community forum, and on-line stakeholder outreach to frame the completion of the Duluth Traverse Trail System, a **100-mile mountain bike-focused natural surface singletrack trail system** connecting Duluth from east to west through all the City's major parks. Also provided trail operations and management planning documentation to align the resources of the City and the trail system's primary on-the-ground stewardship force- the Cyclists and Gitchee Gumees Shores and their community partners. The trail system has already been named as one of three (internationally) Gold Level Ride Centers by the International Mountain Bicycling Association and the plan received an award from the MN Association of Landscape Architecture.

**Contact:** Mr. Jim Shoberg, Project Coordinator- Parks and Recreation, 218-730-4316

**Year Completed:** 2017



**Project: South Canyon Trail System, Glenwood, CO**

**Client: Roaring Fork Mountain Bike Association**

**Project Components:** Kay-Linn and Applied Trails Research provided conceptual planning for a 20-mile trail system adjacent to scenic Interstate 70, one of the most heavily traveled recreation corridors in the United States where the City of Glenwood Springs hopes to lure more of these travelers. Provided detailed field design and successful grant development (\$200k) for the first phase of the system, an **eight-mile, mountain bike-optimized trail system** in historic South Canyon. Project also included trail development specifications, recommendations on trailhead alignment and delineation to access trails, historic interpretation and informal hot springs, creek crossing location and specifications, cost estimation, and project implementation phasing, and fundraising strategy.

**Contact:** Mr. Mike Pritchard, Executive Director, Roaring Fork Mountain Bike Association, 970-948-3486

**Year Completed:** 2016 - 2017

**Project: Oak Openings MTB Trail Master Planning and Design**

**Client: Toledo Area MetroParks**

**Project Components:** Kay-Linn and Applied Trails provided stakeholder engagement, master planning, and detailed field design of the **12-mile Oak Openings mountain bike trail system**, the first of its kind within Toledo Metroparks.

**Contact:** Mr. Joe Fausnaugh, Chief of Operations, Toledo Area Metroparks, 419-407-9744

**Year Completed:** 2016



**Project: St. John Trail System, US Virgin Islands National Park**

**Client: National Park Service**

**Project Components:** Applied Trails Research and Kay-Linn provided detailed field design for trail redevelopment to increase accessibility to St. John's beautiful beaches and mountain tops and position the island as the preeminent ecotourism destination in the Caribbean. The project has been initiated with a road-to-trail redesign to create a barrier-free, intimate, sustainable, and accessible hiking route for visitors to access Salomon and Honeymoon Beaches from the Park Service Visitor Center at the port of Cruz Bay.

**Contact:** Ms. Jayne Schaeffer, Superintendent, US Virgin Islands National Park, 340-776-6201 ext 240

**Year Completed:** 2016



**Project: Whiterock Conservancy Trail System, Coon Rapids, IA**

**Client: Whiterock Conservancy**

**Project Components:** Kay-Linn and Applied Trails Research provided detailed field design and construction supervision for 22-miles of trail developed to highlight conservation practices at Whiterock, improve community quality of life, and provide trail destination-related economic activity. The project included **17 miles of mountain bike-optimized singletrack and five miles of aggregate-surfaced woodland trails**, with shorter, family-friendly loops adjacent to campgrounds and key cultural interpretation areas and longer, backcountry-style loops that traverse the Conservancy's restored oak savannah, tall grass prairie, and the Middle Raccoon River valley. Workin with Confluence, developed construction specifications, cost estimation, and bidding assistance, and oversaw construction of the system over the course of four months.

**Contact:** Ms. Liz Garst, Special Projects Coordinator, Whiterock Conservancy, 712-684-2697

**Year Completed:** 2012-2016



**Project: Casper Mountain Trail Assessment and Redevelopment Plan**

**Client: Natrona County, WY**

**Project Components:** Field-based trail assessment and conceptual master planning for 5,000 acres of County parks on Casper Mountain. Assessment included backcountry singletrack, groomed nordic ski, accessible/sight-impaired, frontcountry aggregate surfaced, field archery range, and campground/facility access trails. The plan also makes strategic recommendations regarding easements for access through City, various camps, BLM, and private lands to provide inter-park connectivity and recreational value to entities outside of County lands. The plan will guide capital investments and connectivity improvements in the County's endeavor to provide a world-class, diverse trail system for residents, visitors, and events.

**Contact:** Mr. Michael Brown, Parks Director, 307-235-9311

**Year Completed:** 2014





## ADD'L KAY-LINN PROJECT EXPERIENCE



- Daniel Boone National Forest (KY) Trail System Assessment and Redevelopment Planning, Ongoing with ATR
  - Casper Mountain (WY) Summer Trail Master Plan, Ongoing
  - WinMan Trail System Master Plan (WI), Ongoing
  - Hidden Valley (MN) Mountain Bike Trail System Construction Management, Ongoing
  - Cruiser's Kettle (MN) Mountain Bike Trail Construction Management, 2021
  - Lake Elmo Reserve (MN) Mountain Bike Singletrack Design, 2021
  - Flint Hills Reserve (KS) Hiking Trail System Design, 2021
  - Quarry Lake/Excel Mountain Bike Park (MN) Design, 2020 with Confluence Design
  - John Deere Proving Grounds (IA) Mountain Bike Trail System Design and Construction Documentation, 2019 with Pathfinder Trails
  - Little Jerusalem Badlands State Park (KS) Hiking Trail Design and Construction Documentation, 2019
  - National Park Service- RTCA Midwest Regional Trails Training, 2018, 2019 with ATR
  - Explore Mountain Bike Park Master Pan (VA), 2019
  - Brush Creek Resort Trail System Assessment and Redevelopment Plan (WY), 2018
  - Steamboat Springs (CO) Mountain Bike Trail Assessment and Redevelopment Plan, 2018 with IMBA and ATR
  - Beaman MetroPark Backcountry Hiking Trail Design (TN), 2018
  - Wolf Den Run State Park OHV Trail System Assessment (MD), 2018 with ATR
  - Schoolyard Trail System Design (WY), 2017
  - Trail Assessment and Redevelopment Plans (PA, Michaux and Rothrock State Forests), 2015-2018 with ATR
  - Grand County (CO) Strategic Trail Plan, 2015-2018
  - Pole Mountain Trail Redevelopment Plan & Youth Corps Education/Project Management (WY), 2017
  - Bob Creek OHV Trail System Assessment & Redevelopment Plan (AB), 2017 with ATR
  - Great Passion Play Mountain Bike Trail System Design (AR), 2017 with Tony Boone Trails
  - Hamilton County Nature Trail Assessment & Redevelopment Plan (OH), 2017 with ATR
  - Smith Rock State Park Trail Assessment (OR), 2017 with ATR
  - Welch Village Mountain Bike Park Design (MN), 2016
  - Soldier Mountain Ski Area Bike Park Design Development (ID), 2016
  - Beck Lake Bike Park Trail Design & Construction Documentation (WY), 2015
  - Avalanche Preserve Trail System Redevelopment Plan (MI), 2015 with Dirt Artisans
  - Vista Trail Design (LaCrosse, WI), 2015 with Driftless Trails Contracting
  - Powderhorn Mountain Bike Park Design (CO), 2015-2016 with Singletrack Trails
  - MOMBA Skills Development Mountain Bike Trail Design-Build (Dayton, OH), 2015 with Dirt Artisans
  - State of Virginia, State Parks Managers' Trails Training, (VA), 2015, 2016, 2017
  - Hampton Hills Mountain Bike Trail System Design (Summit MetroParks, OH), 2015 with ATR
  - Lake MetroParks Natural Surface Trail Feasibility Assessment (OH), 2015 with ATR
  - Whissenhunt OHV Trail System Assessment and Redevelopment Plan (USFS, GA), 2015 with ATR
  - Devils Thumb Neighborhood Connector Trail Development (CO), 2014
  - Indian Trail Redevelopment- Wyalusing State Park (WI), 2014
  - Jersey Valley Park Trail System Redevelopment Design (WI), 2014
  - Ruidoso (NM) Trail System Master Plan, 2013 with IMBA
  - Patuxent River State Park Trail Assessment and Redevelopment Plan (MD), 2014 with ATR
  - Arrow Trail Design (CO), 2013 with Singletrack Trails
  - Yellow River Park Trail System Assessment and Redevelopment Plan (GA), 2012 with Trail Dynamics (TD)
  - Owl Creek Horse Trail System Assessment and Redevelopment Plan (USFS, AL), 2012 with TD
  - Crystal Ridge Bike Park Development Analysis (WI), 2012
-

# PROJECT APPROACH/SCHEDULE



## KICK-OFF AND BASE MAP DEVELOPMENT/NOVEMBER

With an initial kick-off meeting with Parks staff and any additional stakeholders deemed productive by the Township, the Kay-Linn team will endeavor to better:

- Understand the history, natural and built environment, and restoration needs and schedule for the Legacy Park property;
- Engage with the selected engineering firm to confirm separate roles, responsibilities, and collaborative tasks;
- Refine the schedule for stakeholder engagement; and
- Gather contacts to transfer relevant spatial information to create base mapping elements.

With this information gathered, the Kay-Linn team will begin to conceptualize potential trail system elements and connectivity for initial presentation in the following step of the process. We believe that this can appropriately be handled through a virtual meeting.

## STAKEHOLDER ENGAGEMENT AND SITE RECONNAISSANCE/DECEMBER

The Kay-Linn team will subsequently undertake a stakeholder engagement and site reconnaissance in December. We believe that this step will require 5 days on-site and are equally comfortable with multiple stakeholder engagement sessions in one day or spread out through that time period. If possible, it would be most beneficial to meet with mountain bike-interested stakeholders on-site, and if that is only possible during a weekend day, we can certainly accommodate that in our schedule. Our team will assess the existing trails within the Park for sustainability, experiential quality, and potential inclusion into the formal trail system, the connectivity needs, access off the existing rail bed, and other topographic/historic use opportunities and constraints. Following this site assessment and considering the expressed Park/stakeholder desires, the team will proceed to the field design process, including:

- Flagging the trail with ribbon flagging at line-of-sight intervals;
- Collecting a gps track of the preferred alternative corridor;
- Collecting waypoints that designate location, size, and specifics of trail features, including bridges, rock-armored trail segments, retaining walls, etc.; and
- Collaborate with engineering partner on trailhead kiosk, and trailhead area amenity and parking enhancements.

## DRAFT TRAIL DEVELOPMENT PLAN/JANUARY - FEBRUARY

The Kay-Linn team will utilize the information collected during the site reconnaissance to create products that present potential alignments and potential impacts, along with initial recommendations on:

- Trail types and specifications to be developed throughout the property;
  - Phased method of construction based on opportunities and constraints on the property; and
  - Preliminary cost opinions.
-

This information will be delivered in both map and draft written plan formats as a Draft Trail Development Plan for review and concurrence regarding the assessment of impacts and trail alternatives by the Township and partners. The Draft Trail Development Plan will be delivered to the Township in mid-February. With this information reviewed by the Township, a second site visit would be scheduled for March, 2021 to refine the Draft Plan, further investigate the alternatives, potential impacts, and mitigation measures, and make a presentation of the Plan.

## **FINAL TRAIL DEVELOPMENT PLAN/MARCH**

Along with a presentation of the Legacy Park Trail Development Plan, final deliverables will include:

- Edited final mapping and spatial information for inclusion in the Township GIS;
- Refined trail specifications and construction methodology applicable for bid development and/or construction management; and
- A final written Legacy Park Trail Development Plan.

The plan will include site photographs, graphic/written depiction of trail and feature specifications, and completed cost estimations for trails and features along trails. The cost estimation will be developed to serve the needs of project planning and funding development, including the estimated time and planning necessary for volunteer and/or professional contractor involvement and materials lists for seeking donations or matching funds.

Kay-Linn is able to lead the development of this plan, incorporating information from the engineering partner or provide information to the partner for inclusion.

If desired, Kay-Linn can assist Northville Township in developing a funding strategy, grant applications and/or in managing the construction process, from bid development, contractor selection, and construction oversight.



## PROFESSIONAL FEES



ITEM	RATE	HOURS	SUBTOTAL
Kick-off meeting and base map development	\$95	24	\$2,280
Stakeholder engagement and site reconnaissance	\$95	112	\$10,640
Draft Trail Development Plan	\$105	96	\$10,080
Final Trail Development Plan	\$105	80	\$8,400
Estimated Expenses	GSA	NA	\$5,250
<b>Total Fees:</b>			<b>\$36,650</b>

# STANDARD FEE SCHEDULE



## 2021/2022 RATE SHEET

### Professional Services

Grant Development	\$85/hr.
Trail, Recreation, Conservation Feasibility and Site Design Services	\$95/hr.
Community Group Facilitation/Stakeholder Outreach	\$95/hr.
Trail, Recreation, Conservation Master Planning Services	\$105/hr.
Project Management- Trail, Environmental Restoration Construction	\$105/hr.
Development/Fundraising Strategic Planning	\$125/hr.
Trails Education	\$125/hr.
Expert Testimony- Trails Issues	\$200/hr.

### Site/Group Consultation

#### Half-Day

Negotiable, based on location, travel time, duration and scope of work \$300-\$600/ half day

#### Full-Day

Negotiable, based on location, travel time, duration and scope of work \$600-1,200/day

#### Monthly Retainer

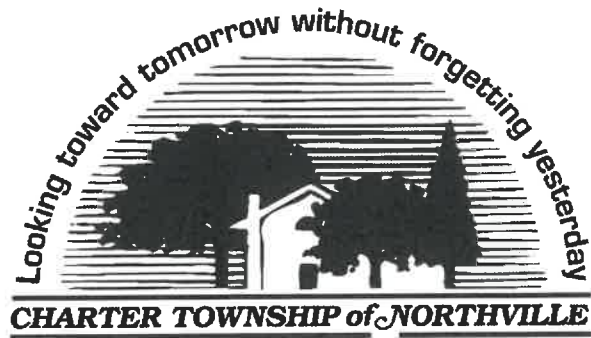
Negotiable

### Expenses

1. Pre-approved by client.
2. Reasonable and customary, at actual cost for lodging, meals, air transportation, ground transportation, and project-specific supplies (i.e. flagging, printing, etc.). Mileage reimbursement at GSA rate.
3. Normal office expenses included in professional fee.
4. Air transportation and lodging normally required for projects greater than 200 miles from Boulder, CO.

### Notes

1. Travel time to and from site included in half-day and full-day site consultation rates.
  2. Hourly rates negotiable, subject to circumstances of client and duration of work.
-



## Request for Proposals

## Legacy Park Trail Plan

Contact: Mark Gasche  
Phone: (248) 449-9941  
E-mail: [mgasche@twp.northville.mi.us](mailto:mgasche@twp.northville.mi.us)

Date Issued: 10/8/2021

Due Date & Time: 2:00 p.m., Tuesday, November 2, 2021

The deadline established for the receipt of your Proposal is [11/2/2021](#) at 2:00 p.m. The Proposal package is for the Parks and Recreation Department. Please submit the proposal to:

Northville Township - Clerk's Office  
[Legacy Park Trail Plan](#)  
[DUE 11/2/2021 AT 2:00 P.M.](#)  
44405 Six Mile Road  
Northville, MI 48168

## **GENERAL REQUIREMENTS & INSTRUCTIONS**

**BACKGROUND:** Northville's Legacy Park (formerly known as 7 Mile Property and former home of the State of Michigan Regional Psychiatric Hospital) is made up of approximately 400 acres of rolling topography, mature trees, and access to the Rouge River. The property is located on the south side of 7 Mile Road, west of Haggerty Road in Northville Township.

A small section on the eastern part of the park (approximately 50 acres) off of Wayne Rd., had hiking and biking trails built in 2019. There is also an abandoned rail line traversing most of the park, running east/west along the south side of the property; much of which has been converted to rail/trail.

A community planning process for the property was initiated in 2010 and professional planning consultants (Stantec) were hired in 2011 to lead a public engagement effort and develop a Master Plan for the property. The plan was completed and approved by the Township Board in January, 2012. (see attached map)

**REQUEST:** Northville Township is seeking Proposals for the development of a comprehensive, multi-surface trail system plan for Legacy Park. Our goal is to have the public access and utilize the park as soon as safely possible. To accomplish that we desire a trail plan that allows for at least partial construction of the trail system early in the park development process, once building demolition and environmental cleanup of the site is complete and/or remaining buildings have been secured to prevent access.

### **SCOPE OF WORK:**

- Design a comprehensive trail system within Legacy Park, for multiple types of users, that maximizes connectivity and highlights the natural features of the property.
- Design connectivity into the identified major program areas of the 7 Mile Property Master Plan, as well as to adjacent trails, pathways, and streets surrounding the park.
- Incorporate the abandoned rail line converted to a trail, as well as identified existing trails wherever possible.
- Identify existing unsustainable or conflicting trail alignments.
- Design sustainable, single track mountain bike trail system, including various levels of difficulties over approximately 100 acres in the western section of the park.
- Identify main trail sections that could be developed early in the park development process. (Outside of demolition areas and in compliance with Due Care Plan.)
- Identify options and phases, with recommendations, for connecting future park development features.
- Develop base map and create rendering with conceptual plan of proposed trails.
- Identify and quantify types of trails and trail surfaces.
- Establish cost estimates for each type and section of trail.
- Identify potential volunteer involvement in design and/or construction phases.

## **MEETINGS:**

1. Kick-off meeting with Township staff, including review of available Township information (contour map w/1 ft. contours available), and review schedule.
2. Up to four (4) stakeholder meetings in one day.
3. Review of concept plan and cost opinions with staff (60% completion). Discuss phasing priorities.
4. Review of plan at public meeting (Township Board) at 90% completion.

## **DELIVERABLES:**

1. Site Master Plan including integrated non-motorized pathways (accessible/paved, hiking, and sustainable mountain bike trails of varying degrees of difficulty) on 24 x 26 color mounted board and pdf. Routes to include a GPS based location for future use in construction.

**SUBMISSION OF PROPOSALS:** All Proposal packages should be submitted in a sealed envelope or package. The invitation title and date shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the Clerk's Office prior to the specified date and time is solely and strictly the responsibility of the consultant. Any submittal received in the Clerk's Office after the specified date and time will not be considered. Additional information may be attached to the submittal. Facsimile and electronic submissions are NOT acceptable. **All submittals must include 5 complete copies.**

1. **STATEMENT OF QUALIFICATIONS (SOQ):** Northville Township's intent is to utilize a firm/team which has extensive knowledge and experience in design and construction of recreational trails, including mountain bike trails. The SOQ shall clearly demonstrate the firm/team's capabilities and include the following items:
  - **Executive Summary:** Describe the firm and highlight relevant information that pertains to this project that will not be included elsewhere in the SOQ.
  - **Team/firm information:** Detailed information on key personnel, including resumes, which will be utilized on this project, cross-referencing their relevant involvement in submitted projects. Any expected subcontractors that are anticipated to be utilized for this project shall also be included with their key personnel and experience.
  - **Project Experience:** Detailed information on relevant projects with an emphasis on public trail plan experience. Projects focusing on mountain bike trails should be emphasized. References for each project shall be included.
  - **Project Approach:** Include management structure and any innovative strategies that could be utilized in order to ensure a successful project.
  - **Schedule:** A project schedule through plan completion and ready for implementation.
  - **Professional Fee:** Submit a total project cost, with a breakdown of key components that would enable fee adjustments if needed.
  - **Standard Fee Sheet:** Each submittal shall include standard rate sheets, which will be utilized if addition services are required.

Submission of additional pertinent information beyond the requirements of this RFP is acceptable, provided that it is limited to five (5) type-written pages.



2. **EVALUATION CRITERIA:** Selection of the firm or team will be primarily based on an overall assessment of the qualifications, capabilities, and approach to completing this project. Selection evaluation may also include an interview by a selected panel of Township representatives if needed.
3. **INTEGRITY:** Northville Township does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
4. **BOARD AWARDS:** As the best interest of Northville Township may require, Northville Township reserves the right to make selection(s) by an individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or on a countrywide basis with one or more provider(s); to reject any and all submittals or waive any irregularity or technicality in submittals received. Those offering submittals are cautioned to make no assumptions. Any or all awards made as a result of this Request shall conform to applicable ordinances and policies of Northville Township.
5. **PAYMENT TERMS:** Northville Township will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered.
6. **INCURRED EXPENSE:** This Request does not commit Northville Township to make an award nor shall Northville Township be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a contract agreement.
7. **QUESTIONS:** Any questions concerning this RFP shall be directed to:

Mark Gasche – Director of Parks and Recreation  
(248) 449-9941  
[bbelair@twp.northville.mi.us](mailto:bbelair@twp.northville.mi.us)

8. **INSURANCE:** The selected consultant will be required to furnish evidence of the following insurance requirements in accordance with Northville Township requirements. Work may not commence until the Certificates of Insurance have been received. The coverage requirements are as follows:

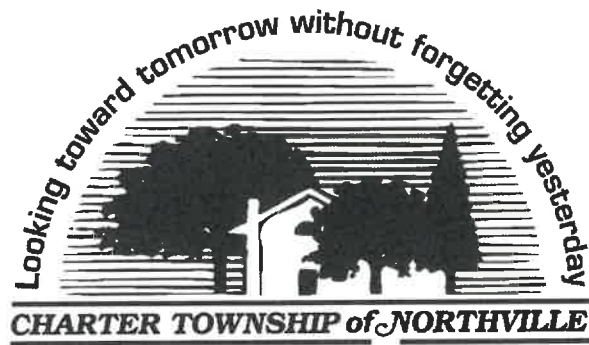
Commercial General Liability – Limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: Contractual Liability, Products and Completed Operations, Independent Contractor Coverage  
Broad Form General Liability Extensions, Deletion of all Explosion, Collapse, and Underground Exclusions, if applicable.  
Northville Township shall be additionally insured and designated as primary.

Motor Vehicle Liability - Limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. Northville Township shall be additionally insured.

Worker's Compensation Insurance – The successful firm shall procure and maintain workers compensation insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**9. SCHEDULE:**

- |                                 |              |           |
|---------------------------------|--------------|-----------|
| • Receive Proposals             | November 2   | 2:00 pm   |
| • Committee Review Proposals    | November 3-5 |           |
| • Schedule virtual interview(s) | November 8-9 | If needed |
| • Recommendation to Board       | November 18  |           |
| • Notice to Proceed             | November 19  |           |
| • Kick off Meeting              | November TBD |           |
| • Prepare Base Map              | November     |           |
| • Stakeholder Meetings          | December TBD |           |
| • Site Investigations           | December     |           |
| • Prepare Draft Plan            | January      |           |
| • Present Draft Plan            | January      |           |
| • Present Final Plan            | February     |           |
| • Present Deliverables          | March        |           |



## **Request for Proposals**

### **Legacy Park Trail Plan**

**Contact: Mark Gasche**

**Phone: (248) 449-9941**

**E-mail: [mgasche@twp.northville.mi.us](mailto:mgasche@twp.northville.mi.us)**

#### **Addendum # 1**

**Date Issued: 10/28/2021**

**Due Date & Time: 10:00 a.m., Friday, November 5, 2021**

**Note change in RFP due date and time.**

#### **Deliverables:**

**Change - Deliverables 1. to include 24 x 36 color mounted board and pdf. (Change in size of board)**

**Add – Specifications with cross sections for 3 types of trails/pathway; asphalt paved pathway, stone pathway, and engineered/sustainable mountain bike trails.**

RESOLUTION AUTHORIZING ENTRY OF STATE LOCAL GOVERNMENT  
INTRASTATE AGREEMENT CONCERNING ALLOCATION OF  
SETTLEMENT PROCEEDS IN THE NATIONAL OPIOIDS LITIGATION

WHEREAS, the **INSERT NAME OF LOCAL GOVERNMENT** filed a lawsuit in the United States District Court to address the public nuisance that is the Opioid Epidemic, which named, among other companies, the following four Defendants (“Settling Defendants”):

1. Janssen Pharmaceuticals, Inc. (a prescription opioids manufacturer);
2. Amerisource Bergen Corp. (a prescription opioids wholesaler distributor);
3. Cardinal Health, Inc. (a prescription opioids wholesaler distributor); and
4. McKesson Corporation (a prescription opioids wholesaler distributor)

AND WHEREAS the lawsuit was subsequently transferred to the United States District Court in the Northern District of Ohio and centralized as part of *In re National Prescription Opiate Litigation*, MDL 2804; Case No. 1:17-md-2804, which is presided over by the Honorable Dan Aaron Polster, United State Federal District Court Judge;

AND WHEREAS the Settling Defendants have negotiated proposed national settlement agreements (“Proposed Settlements”) with the State Attorneys General, and a Plaintiff Executive Committee-designated negotiating committee that represents approximately 4,000 local governments that have brought lawsuits similar to **INSERT NAME OF LOCAL GOVERNMENT**’s lawsuit;

AND WHEREAS the Proposed Settlements contain a “default” allocation method where settlement funds that are allocated to a particular state to resolve the claims asserted by state and local governments within that state are allocated as follows:

- 15% of settlement proceeds paid under the Proposed Settlements are allocable to the State;
- 15% of the settlement proceeds are allocable to local governments; and
- 70% of the settlement proceeds are allocable to an opioid abatement fund;

AND WHEREAS the Proposed Settlements enable the state and local governments within a State to negotiate alternative allocation methods to the “default” allocation method referenced above;

AND WHEREAS **INSERT NAME OF LOCAL GOVERNMENT** desires to enter into an alternative allocation method which allocates settlement funds solely to:

1. Participating Local Governments who have elected to participate in the Proposed Settlements; and
2. the State of Michigan.

NOW THEREFORE, **INSERT NAME OF LOCAL GOVERNMENT** authorizes the execution of a Michigan State-Subdivision Agreement For Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement substantially similar to the proposed agreement attached to this resolution. **INSERT NAME OF LOCAL GOVERNMENT** also authorizes execution of a similar state-subdivision agreement to the extent that it provides a substantially similar allocation of settlement or bankruptcy proceeds obtained from opioids litigation with any other entity.

RESOLUTION AUTHORIZING ENTRY OF PARTICIPATION AGREEMENTS  
IN PARTIAL SETTLEMENT OF THE NATIONAL PRESCRIPTION OPIATE  
LITIGATION

WHEREAS, the **INSERT NAME OF LOCAL GOVERNMENT** filed a lawsuit in the United States District Court to address the public nuisance that is the Opioid Epidemic, which named, among other companies, the following four Defendants (“Settling Defendants”):

1. Janssen Pharmaceuticals, Inc. (a prescription opioids manufacturer);
2. Amerisource Bergen Corp. (a prescription opioids wholesaler distributor);
3. Cardinal Health, Inc. (a prescription opioids wholesaler distributor); and
4. McKesson Corporation (a prescription opioids wholesaler distributor)

AND WHEREAS the lawsuit was subsequently transferred to the United States District Court in the Northern District of Ohio and centralized as part of *In re National Prescription Opiate Litigation*, MDL 2804; Case No. 1:17-md-2804, which is presided over by the Honorable Dan Aaron Polster, United State Federal District Court Judge;

AND WHEREAS the Settling Defendants have negotiated proposed national settlement agreements (“Proposed Settlements”) with the State Attorneys General, and a Plaintiff Executive Committee-designated negotiating committee that represents approximately 4,000 local governments that have brought lawsuits similar to **INSERT NAME OF LOCAL GOVERNMENT**’s lawsuit;

AND WHEREAS the Proposed Settlements contain significant equitable and monetary relief, including:

1. An agreement by Janssen that it will discontinue the manufacture and distribution of prescription opioids products for at least the next ten years;
2. An agreement by Janssen that it will suspend any lobbying efforts that concern prescription opioids products;
3. The creation of a National Clearinghouse for wholesale distributors that will assist in the detection, suspension and reporting of suspicious orders of prescription opioids products; and
4. The payment of up to \$26 billion (depending upon the level of participation of state and local governments in the Proposed Settlements) in funding installments over the next 18 years, the bulk of which will be dedicated to

funding abatement and prevention strategies associated with the opioids public nuisance.

NOW THEREFORE, **INSERT NAME OF LOCAL GOVERNMENT** authorizes the execution of Participation Agreements for: 1. the Master Settlement Agreement with Janssen Pharmaceuticals, Inc.; and 2. the Master Settlement Agreement with the three wholesale distributor defendants (Cardinal, Amerisource Bergen and McKesson), both of which are listed and available to the public at <https://nationalopioidsettlement.com/>. Specimen copies of the material terms of the participation agreements are attached as an exhibit to this resolution.

# Check Registry



CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 000 General							
11/19/2021	COMER	144243	MICHIGAN MUNICIPAL EXECUTIVES	Literature Dues and Seminars	050.000	000	145.00
11/26/2021	COMER	144295**	HEALTH ALLIANCE PLAN	COBRA FRINGE BENEFITS	230.000	000	235.13
11/26/2021	COMER	144316	Home Depot USA Inc.	Building Permits	453.000	000	25.00
11/26/2021	COMER	144322*	Demmer Mark- Beth	Building Permits	453.000	000	715.00
12/03/2021	COMER	144377**	NATIONAL VISION ADMINISTRATORS	COBRA FRINGE BENEFITS	230.000	000	9.46
11/15/2021	COMER	1600-E*	DELTA DENTAL PLAN	COBRA FRINGE BENEFITS	230.000	000	71.52
12/03/2021	COMER	1604-E**	MERS E-CHECK	MERS Pension Fund	231.001	000	2,617.34
Total For Dept: 000							3,818.45
Dept: 103 Legislative Department							
11/12/2021	COMER	144138**	CONSUMERS ENERGY	Utilities	941.000	103	1,125.42
11/12/2021	COMER	144147**	Health Equity	Professional Services	827.000	103	8.10
11/12/2021	COMER	144161	OFFICE DEPOT	Operating/Office Supplies	740.000	103	330.88
11/19/2021	COMER	144210**	Associated Newspapers of Michigan	PRINTING AND PUBLISHING	900.000	103	86.05
11/19/2021	COMER	144221**	Coffee Break Services Inc	Operating/Office Supplies	740.000	103	214.68
11/19/2021	COMER	144226	DTE ENERGY	SAD STREET LITE ENERGY EXP - MAPLE HILLS	970.003	103	582.44
				SAD STREET LITE ENERGY EXP - BROOKLANE	970.005	103	436.83
				SAD STREET LITE ENERGY EXP - RAVINES	970.007	103	582.43
				STREET LIGHT ENERGY EXPENSE - PARK PLACE	970.010	103	262.29
Check COMER 144226 Total for Fund 101 General Fund							1,863.99
11/19/2021	COMER	144238**	KONICA MINOLTA	Equipment Maintenance	813.000	103	439.28
11/19/2021	COMER	144240	McGraw Morris PC	LEGAL FEES	826.000	103	140.00
11/19/2021	COMER	144248**	OCCMED CONNECT LLC	Professional Services	827.000	103	125.00
11/19/2021	COMER	144249**	OFFICE DEPOT	Operating/Office Supplies	740.000	103	56.62
11/19/2021	COMER	144270	TERRYBERRY	EMPLOYEE PROGRAMS	959.000	103	559.82
11/19/2021	COMER	144272**	Varipro Benefit Administrators	Professional Services	827.000	103	56.70
11/19/2021	COMER	144277	WHITLOCK BUSINESS SYSTEMS INC	Postage	730.000	103	4,000.00
11/26/2021	COMER	144295**	HEALTH ALLIANCE PLAN	Insurance	716.000	103	2,954.99
12/03/2021	COMER	144350	BAKER AND ASSOCIATES	Professional Services	827.000	103	7,000.00
12/03/2021	COMER	144351	Begonia Brothers Retail LLC	Professional Services	827.000	103	3,203.00
12/03/2021	COMER	144356	CAPITOL RELATIONS LLC	Professional Services	827.000	103	6,000.00
12/03/2021	COMER	144362**	DTE ENERGY	Utilities	941.000	103	3,137.27
12/03/2021	COMER	144366	Alan C. Helmkamp P.C.	LEGAL FEES	826.000	103	1,540.00
12/03/2021	COMER	144374	THE MIKE COX LAW FIRM PLLC	LEGAL FEES	826.000	103	11,867.50
12/03/2021	COMER	144377**	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	103	45.63
12/03/2021	COMER	144379**	OFFICE DEPOT	Operating/Office Supplies	740.000	103	68.56
12/03/2021	COMER	144397**	STANDARD INSURANCE	Insurance	716.000	103	181.78
12/03/2021	COMER	144410	WHITLOCK BUSINESS SYSTEMS INC	Operating/Office Supplies	740.000	103	804.00
11/08/2021	COMER	1598-E**	DELTA DENTAL PLAN	Insurance	716.000	103	90.81

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CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	103	43.04
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Operating/Office Supplies	740.000	103	220.40
				Literature Dues and Seminars	958.000	103	12.99
							233.39
Check COMER 1601(A) Total for Fund 101 General Fund							
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	103	61.46
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	103	22.87
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	103	4,363.03
				Additional pension contribution	718.100	103	200,000.00
							204,363.03
Check COMER 1604(E) Total for Fund 101 General Fund							
Total For Dept: 103							
Dept: 176 Clerk's Department							
11/12/2021	COMER	144137	COMFORT INN-MT. PLEASANT	Literature Dues and Seminars	958.000	176	346.50
11/26/2021	COMER	144295**#	HEALTH ALLIANCE PLAN	Insurance	716.000	176	4,522.95
12/03/2021	COMER	144376	MICHIGAN TOWNSHIPS ASSOCIATION	Literature Dues and Seminars	958.000	176	25.00
12/03/2021	COMER	144377**#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	176	33.27
12/03/2021	COMER	144397**#	STANDARD INSURANCE	Insurance	716.000	176	109.95
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	176	68.10
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	176	32.28
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	176	46.10
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	176	17.15
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	176	951.11
							6,152.41
Total For Dept: 176							
Dept: 177 Treasurer's Department							
11/26/2021	COMER	144295**#	HEALTH ALLIANCE PLAN	Insurance	716.000	177	2,717.52
12/03/2021	COMER	144377**#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	177	24.72
12/03/2021	COMER	144397**#	STANDARD INSURANCE	Insurance	716.000	177	161.47
12/03/2021	COMER	144406	WCA ASSESSING	Assessment of Township	829.000	177	27,976.22
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	177	45.40
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	177	21.52
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Literature Dues and Seminars	958.000	177	225.00
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	177	30.73
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	177	11.43
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	177	2,570.88
							33,784.89
Total For Dept: 177							
Dept: 180 Information Technology							
11/12/2021	COMER	144124**#	Amazon Capital Services Inc	Data processing	812.000	180	61.44
11/12/2021	COMER	144134**#	CDW GOVERNMENT INC	Data processing	812.000	180	1,057.53

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CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/12/2021	COMER	144193*#	US SIGNAL	Data processing	812.000	180	25.14
11/12/2021	COMER	144194*#	VERIZON WIRELESS	Telephone	851.000	180	509.32
11/19/2021	COMER	144211*#	AT&T	Cable Wi-Fi & TV	832.000	180	167.20
11/19/2021	COMER	144218*#	CDW GOVERNMENT INC	Data processing	812.000	180	1,485.10
11/26/2021	COMER	144285*#	Clear Rate Communications Inc	Telephone	851.000	180	115.70
11/26/2021	COMER	144294	Granicus	Professional Services	827.000	180	1,000.00
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	180	2,171.02
12/03/2021	COMER	144346*#	Amazon Capital Services Inc	Data processing	812.000	180	12.39
12/03/2021	COMER	144349*#	AT&T	Telephone	851.000	180	1,692.16
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	180	17.09
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	180	73.89
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	180	68.10
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	180	32.28
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Data processing	812.000	180	1,973.73
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	180	46.10
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	180	17.15
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	180	3,584.53
Total For Dept: 180							14,109.87
Dept: 265 Facility Operations							
11/12/2021	COMER	144122*#	ACTION MAT AND TOWEL RENTAL	CONTRACTUAL SERVICES	829.000	265	287.72
11/12/2021	COMER	144124*#	Amazon Capital Services Inc	Small tools & equipment	740.002	265	189.52
Check COMER 144124 Total for Fund 101 General Fund							23.59
							213.11
11/12/2021	COMER	144135*#	COCHRANE SUPPLY	Building Maintenance	811.000	265	298.87
11/12/2021	COMER	144136*#	Columbia Pipe & Supply Co	Building Maintenance	811.000	265	541.06
Check COMER 144136 Total for Fund 101 General Fund							345.54
							886.60
11/12/2021	COMER	144140*#	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	265	436.07
11/12/2021	COMER	144185*#	ROSE PEST SOLUTIONS	CONTRACTUAL SERVICES	829.000	265	52.00
11/12/2021	COMER	144194*#	VERIZON WIRELESS	Telephone	851.000	265	81.19
11/12/2021	COMER	144200*#	GRAINGER INC.	Small tools & equipment	740.002	265	109.38
Check COMER 144200 Total for Fund 101 General Fund							(38.72)
							70.66
11/19/2021	COMER	144220*#	COCHRANE SUPPLY	Building Maintenance	811.000	265	148.22
11/19/2021	COMER	144222*#	Columbia Pipe & Supply Co	Building Maintenance	811.000	265	193.68
11/19/2021	COMER	144224*#	CUSTOM SPRINKLERS INC.	Grounds maintenance	811.800	265	180.00
11/19/2021	COMER	144227*#	Detroit Salt Company LLC	Building Maintenance	811.000	265	977.48

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11/19/2021	COMER	144228*#	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	265	138.43
11/19/2021	COMER	144253*#	PLYMOUTH RUBBER & TRANSMISSION	Building Maintenance	811.000	265	19.86
11/19/2021	COMER	144266*#	SIGNATURE SERVICES	Grounds maintenance	811.800	265	1,640.00
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	265	2,171.02
11/26/2021	COMER	144299*#	HOME DEPOT CREDIT SERVICES	Small tools & equipment	740.002	265	59.97
				Building Maintenance	811.000	265	530.25
							590.22
Check COMER 144299 Total for Fund 101 General Fund							
11/26/2021	COMER	144311*#	O'GUINNS LAWN & LANDSCAPING	Grounds maintenance	811.800	265	1,017.60
11/26/2021	COMER	144342*#	GRAINGER INC.	Small tools & equipment	740.002	265	57.87
12/03/2021	COMER	144363*#	EPIC GRAPHICS LLC	Building Maintenance	811.000	265	320.00
12/03/2021	COMER	144368*#	IB Electric Inc	Building Maintenance	811.000	265	2,560.00
12/03/2021	COMER	144372*#	METRO BOLT & FASTENER	Building Maintenance	811.000	265	27.04
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	265	17.09
12/03/2021	COMER	144381	PLYMOUTH RUBBER & TRANSMISSION	Operating/Office Supplies	740.000	265	71.33
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	265	45.54
12/03/2021	COMER	144407*#	WEBER JANITORIAL SUPPLIES	Building Maintenance	811.000	265	852.80
12/03/2021	COMER	144408*#	WELDCRAFT INC.	Building Maintenance	811.000	265	980.00
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	265	45.40
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	265	21.52
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Building Maintenance	811.000	265	32.92
				Literature Dues and Seminars	958.000	265	386.00
							418.92
Check COMER 1601(A) Total for Fund 101 General Fund							
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	265	30.73
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	265	11.43
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	265	1,833.90
							16,696.30
Total For Dept: 265							
Dept: 380 Building Department							
11/12/2021	COMER	144128	H. Edward Bartram	Planning/Building Consultants	817.000	380	1,140.00
11/12/2021	COMER	144158	TOM MORRISON	Planning/Building Consultants	817.000	380	1,762.50
11/12/2021	COMER	144193*#	US SIGNAL	Data processing	812.000	380	6.92
11/12/2021	COMER	144195	WILLIAM C WEIDENDORF	Planning/Building Consultants	817.000	380	1,176.00
11/19/2021	COMER	144216*#	Carlisle Wortman Associates Inc	Planning/Building Consultants	817.000	380	1,305.00
11/19/2021	COMER	144218*#	CDW GOVERNMENT INC	Data processing	812.000	380	12.57
11/19/2021	COMER	144245*#	NORTHVILLE EXPRESS LUBE LLC	Gas Vehicle Maintenance	741.000	380	67.74
11/26/2021	COMER	144282	H. Edward Bartram	Planning/Building Consultants	817.000	380	1,235.00
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	380	2,926.56
11/26/2021	COMER	144301	INTERNATIONAL CODE COUNCIL INC.	Literature Dues and Seminars	958.000	380	188.00
11/26/2021	COMER	144308	TOM MORRISON	Planning/Building Consultants	817.000	380	1,687.50
11/26/2021	COMER	144340	WILLIAM C WEIDENDORF	Planning/Building Consultants	817.000	380	1,218.00

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CHECK DATE 11/06/2021 - 12/03/2021

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12/03/2021	COMER	144346*#	Amazon Capital Services Inc	Data processing	812.000	380	3.41
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	380	20.91
12/03/2021	COMER	144395	RODZINA INDUSTRIES INC	Operating/Office Supplies	740.000	380	88.00
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	380	151.90
11/08/2021	COMER	1598-E**	DELTA DENTAL PLAN	Insurance	716.000	380	45.40
11/15/2021	COMER	1600-E**	DELTA DENTAL PLAN	Insurance	716.000	380	21.52
11/19/2021	COMER	1601-A**	Corporate Payment Systems	Data processing	812.000	380	67.96
11/22/2021	COMER	1602-E**	DELTA DENTAL PLAN	Insurance	716.000	380	30.73
11/30/2021	COMER	1603-E**	DELTA DENTAL PLAN	Insurance	716.000	380	11.43
12/03/2021	COMER	1604-E**	MERS E-CHECK	Pension	718.000	380	1,141.33
Total For Dept: 380							14,308.38
Dept: 400 Planning Department							
11/12/2021	COMER	144154	Anna McGuire	Board Minutes	711.000	400	250.00
11/19/2021	COMER	144210*#	Associated Newspapers of Michigan	PRINTING AND PUBLISHING	900.000	400	24.70
11/19/2021	COMER	144232*#	G D ROBERTS COMPANY LLC	Professional Services	827.000	400	120.00
11/19/2021	COMER	144241	Cheryl McGuire	Board Minutes	711.000	400	800.00
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	400	1,567.95
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	400	12.36
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	400	34.00
11/08/2021	COMER	1598-E**	DELTA DENTAL PLAN	Insurance	716.000	400	22.70
11/15/2021	COMER	1600-E**	DELTA DENTAL PLAN	Insurance	716.000	400	10.76
11/22/2021	COMER	1602-E**	DELTA DENTAL PLAN	Insurance	716.000	400	15.37
11/30/2021	COMER	1603-E**	DELTA DENTAL PLAN	Insurance	716.000	400	5.72
12/03/2021	COMER	1604-E**	MERS E-CHECK	Pension	718.000	400	1,376.34
Total For Dept: 400							4,239.90
Total For Fund: 101							343,734.07
Fund: 207 Public Safety							
Dept: 000 General							
11/12/2021	COMER	144121	The AccuMed Group	FIRE RESCUE- ALS- ADVANCED LIFE SUPPORT	652.000	000	2,457.36
11/12/2021	COMER	144155	MICHIGAN ASSOC. OF CHIEFS OF POLICE	PREPAID EXPENSE	050.000	000	610.00
11/19/2021	COMER	144254	POLICE TECHNICAL	PREPAID EXPENSE	050.000	000	350.00
12/03/2021	COMER	144343	The AccuMed Group	FIRE RESCUE- ALS- ADVANCED LIFE SUPPORT	652.000	000	3,301.92
11/19/2021	COMER	1601-A**	Corporate Payment Systems	PREPAID EXPENSE	050.000	000	950.00
12/03/2021	COMER	1604-E**	MERS E-CHECK	MERS Pension Fund	231.001	000	17,157.36
Total For Dept: 000							24,826.64
Dept: 300 Police Department							
11/12/2021	COMER	144122*#	ACTION MAT AND TOWEL RENTAL	Building Maintenance	811.000	300	603.86

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11/12/2021	COMER	144124*#	Amazon Capital Services Inc	Data processing	812.000	300	34.99
				Uniforms/QuarterMaster	758.000	300	68.00
				Operating/Office Supplies	740.000	300	142.71
							245.70
Check COMER 144124 Total for Fund 207 Public Safety							
11/12/2021	COMER	144126	BELLE TIRE	Gas Vehicle Maintenance	741.000	300	831.96
11/12/2021	COMER	144127	BENNETT & DEMOPOULOS PLLC	Legal Fees	826.000	300	5,512.00
11/12/2021	COMER	144130	BOB JEANNOTTE PONTIAC GMC INC	Gas Vehicle Maintenance	741.000	300	241.74
11/12/2021	COMER	144133	CANTON TOWNSHIP	Training	957.000	300	800.00
11/12/2021	COMER	144134*#	CDW GOVERNMENT INC	Data processing	812.000	300	920.55
11/12/2021	COMER	144139	DIAMOND CAR WASH & DETAIL LLC	Gas Vehicle Maintenance	741.000	300	183.00
11/12/2021	COMER	144140*#	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	300	64.31
11/12/2021	COMER	144143	EPIC GRAPHICS LLC	Building Maintenance	811.000	300	493.00
11/12/2021	COMER	144145	FASTSIGNS	Gas Vehicle Maintenance	741.000	300	3,008.00
11/12/2021	COMER	144147*#	Health Equity	Professional Services	827.000	300	5.40
11/12/2021	COMER	144152*#	KONICA MINOLTA	Equipment Maintenance	813.000	300	193.11
11/12/2021	COMER	144159	NYE UNIFORM COMPANY	Uniforms/QuarterMaster	758.000	300	926.45
11/12/2021	COMER	144160#	OAKLAND COUNTY	Uniforms/QuarterMaster	758.000	300	9,218.25
11/12/2021	COMER	144185*#	ROSE PEST SOLUTIONS	Data processing	812.000	300	55.00
11/12/2021	COMER	144187	SHERWIN-WILLIAMS CO	Building Maintenance	811.000	300	51.97
11/12/2021	COMER	144188	The Shoe Shine Guys	Uniforms/QuarterMaster	758.000	300	195.00
11/12/2021	COMER	144190	PAUL TENNIES	Training	741.000	300	53.69
11/12/2021	COMER	144191	Tom Holzer Ford Inc	Gas Vehicle Maintenance	741.000	300	82.58
11/12/2021	COMER	144192	TOWN LOCKSMITH	Building Maintenance	811.000	300	8.00
11/12/2021	COMER	144193*#	US SIGNAL	Data processing	812.000	300	33.16
11/12/2021	COMER	144194*#	VERIZON WIRELESS	Telephone	851.000	300	1,871.52
11/12/2021	COMER	144196	THOMSON REUTERS	Data processing	812.000	300	899.00
11/12/2021	COMER	144197	WINDER POLICE EQUIPMENT	Gas Vehicle Maintenance	741.000	300	1,319.90
11/12/2021	COMER	144198	Word Systems Inc	911 OPERATIONS	814.000	300	6,639.00
11/16/2021	COMER	144202	JAMES A FRIEDMAN TRAINING & CONSULT	Training	957.000	300	2,300.00
11/19/2021	COMER	144205	ALERT-ALL CORP	PRINTING AND PUBLISHING	900.000	300	300.00
11/19/2021	COMER	144209*#	Ascension Michigan at Work	Employee Programs	959.000	300	113.00
11/19/2021	COMER	144210*#	Associated Newspapers of Michigan	PRINTING AND PUBLISHING	900.000	300	50.68
11/19/2021	COMER	144218*#	CDW GOVERNMENT INC	Data processing	812.000	300	60.23
11/19/2021	COMER	144223*#	CONSUMERS ENERGY	Utilities	941.000	300	1,143.93
11/19/2021	COMER	144227*#	Detroit Salt Company LLC	Building Maintenance	811.000	300	390.99
11/19/2021	COMER	144231	FASTSIGNS	Gas Vehicle Maintenance	741.000	300	377.00
11/19/2021	COMER	144238*#	KONICA MINOLTA	Equipment Maintenance	813.000	300	485.38
11/19/2021	COMER	144239	LIFELOC TECHNOLOGIES INC	Operating/Office Supplies	740.000	300	810.00
11/19/2021	COMER	144245*#	NORTHVILLE EXPRESS LUBE LLC	Gas Vehicle Maintenance	741.000	300	280.51
11/19/2021	COMER	144246	NYE UNIFORM COMPANY	Uniforms/QuarterMaster	758.000	300	9,159.99
11/19/2021	COMER	144248*#	OCCMED CONNECT LLC	Professional Services	959.000	300	300.00
11/19/2021	COMER	144250	US Postal Service-Postage by Phone	Operating/Office Supplies	740.000	300	1,000.00
11/19/2021	COMER	144251#	Perfect Cleaners of Detroit Inc	Uniforms/QuarterMaster	758.000	300	884.70

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/19/2021	COMER	144269	STATE OF MICHIGAN	State Computer Services	812.000	300	43.25
11/19/2021	COMER	144272**	Varipro Benefit Administrators	Professional Services	827.000	300	101.75
11/26/2021	COMER	144283	Bromberg & Associates LLC	Operating/Office Supplies	740.000	300	129.50
11/26/2021	COMER	144285**	Clear Rate Communications Inc	Telephone	851.000	300	348.45
11/26/2021	COMER	144288	COMCAST CABLE	Cable Wi-Fi & TV	832.000	300	335.51
11/26/2021	COMER	144289	CONRAD ZACHARY A	Training	957.000	300	214.25
11/26/2021	COMER	144292	ENGRAVING CONNECTION	PRINTING AND PUBLISHING	900.000	300	234.94
11/26/2021	COMER	144293	FASTSIGNS	Gas Vehicle Maintenance	741.000	300	2,822.90
11/26/2021	COMER	144295**	HEALTH ALLIANCE PLAN	Insurance	716.000	300	49,366.46
11/26/2021	COMER	144297	DANIEL HERNANDEZ	Training	957.000	300	490.33
11/26/2021	COMER	144298	HITS INC	Training	957.000	300	750.00
11/26/2021	COMER	144299**	HOME DEPOT CREDIT SERVICES	Building Maintenance	811.000	300	59.06
11/26/2021	COMER	144300	ILLINOIS TOLLWAY	Training	957.000	300	6.00
11/26/2021	COMER	144306	MICHIGAN HUMANE SOCIETY	Professional Services	827.000	300	400.00
11/26/2021	COMER	144307	Michigan Linen Service	Prisoner Boarding	804.000	300	80.00
11/26/2021	COMER	144310	NYE UNIFORM COMPANY	Uniforms/QuarterMaster	758.000	300	655.95
11/26/2021	COMER	144311**	O'GUINNS LAWN & LANDSCAPING	Grounds maintenance	811.800	300	432.00
11/26/2021	COMER	144333#	RKA PETROLEUM COS. INC.	Gas Vehicle Maintenance	741.000	300	2,650.18
11/26/2021	COMER	144335	KRISTEN ROMAC	Training	957.000	300	214.25
11/26/2021	COMER	144336	SIRCHIE FINGER PRINT LABS	Operating/Office Supplies	740.000	300	122.20
12/03/2021	COMER	144344	ALLIE BROTHERS INC.	Uniforms/QuarterMaster	758.000	300	200.00
12/03/2021	COMER	144346**	Amazon Capital Services Inc	Data processing	812.000	300	16.34
12/03/2021	COMER	144348**	Ascension Michigan Employer Solutions - Occupational Health	Professional Services	827.000	300	108.00
12/03/2021	COMER	144349**	AT&T	Telephone	851.000	300	1,688.95
12/03/2021	COMER	144352	BELLE TIRE	Gas Vehicle Maintenance	741.000	300	207.99
12/03/2021	COMER	144357	CITY OF LIVONIA	Training	957.000	300	1,000.00
12/03/2021	COMER	144361	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	300	45.23
12/03/2021	COMER	144362**	DTE ENERGY	Utilities	941.000	300	3,494.92
12/03/2021	COMER	144369	Jennifer Johnson	Uniforms/QuarterMaster	758.000	300	144.00
12/03/2021	COMER	144371	MDI WORLDWIDE	Small tools & equipment	740.002	300	102.93
12/03/2021	COMER	144373	Michigan Linen Service	Prisoner Boarding	804.000	300	80.00
12/03/2021	COMER	144377**	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	300	429.31
12/03/2021	COMER	144378	OAKLAND COMMUNITY COLLEGE/CREST	Training	957.000	300	175.00
12/03/2021	COMER	144382	Point Emblems	PRINTING AND PUBLISHING	900.000	300	1,545.00
12/03/2021	COMER	144383	POLICE TECHNICAL	Training	957.000	300	750.00
12/03/2021	COMER	144396	The Shoe Shine Guys	Uniforms/QuarterMaster	758.000	300	80.00
12/03/2021	COMER	144397**	STANDARD INSURANCE	Insurance	716.000	300	1,403.56
12/03/2021	COMER	144400	STRYKER MEDICAL SALES	Small tools & equipment	740.002	300	295.64
12/03/2021	COMER	144402	TOWN LOCKSMITH	Building Maintenance	811.000	300	16.00
12/03/2021	COMER	144407**	WEBER JANITORIAL SUPPLIES	Building Maintenance	811.000	300	607.45
12/03/2021	COMER	144409	THOMSON REUTERS	Data processing	812.000	300	899.00
12/03/2021	COMER	144411	WINDER POLICE EQUIPMENT	Gas Vehicle Maintenance	741.000	300	845.50
12/03/2021	COMER	144412	GRAINGER INC.	Small tools & equipment	740.002	300	53.82
11/08/2021	COMER	1598-E**	DELTA DENTAL PLAN	Insurance	716.000	300	1,025.42

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	300	473.51
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Operating/Office Supplies	740.000	300	248.90
				Data processing	812.000	300	449.05
				SNC Training	957.005	300	838.70
				Literature Dues and Seminars	958.000	300	1,169.54
				Training	957.000	300	3,542.30
							6,248.49
Check COMER 1601(A) Total for Fund 207 Public Safety							
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	300	676.11
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	300	251.57
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	300	55,931.18
				Additional pension contribution	718.100	300	807,530.00
							863,461.18
Check COMER 1604(E) Total for Fund 207 Public Safety							
Total For Dept: 300							
Dept: 336 Fire Department							
11/12/2021	COMER	144123	AIRGAS USA LLC	EMT SUPPLIES	740.001	336	62.65
11/12/2021	COMER	144125	Ascension Michigan at Work	Professional Services	827.000	336	674.00
11/12/2021	COMER	144131	BOUND TREE MEDICAL LLC	EMT SUPPLIES	740.001	336	101.34
11/12/2021	COMER	144135*#	COCHRANE SUPPLY	Building Maintenance	811.000	336	(941.50)
11/12/2021	COMER	144138*#	CONSUMERS ENERGY	Utilities	941.000	336	1,208.28
11/12/2021	COMER	144144	ESO Solutions Inc	Data processing	812.000	336	4,809.85
11/12/2021	COMER	144147*#	Health Equity	Professional Services	827.000	336	54.00
11/12/2021	COMER	144151	J & B MEDICAL SUPPLY INC.	EMT SUPPLIES	740.001	336	108.48
11/12/2021	COMER	144157	MOBILE COMMUNICATION SERVICES	Equipment Maintenance	813.000	336	2,092.70
11/12/2021	COMER	144160#	OAKLAND COUNTY	Data processing	812.000	336	1,755.25
11/12/2021	COMER	144163	PLYMOUTH RUBBER & TRANSMISSION	Building Maintenance	811.000	336	100.72
11/12/2021	COMER	144185*#	ROSE PEST SOLUTIONS	Building Maintenance	811.000	336	48.00
11/12/2021	COMER	144193*#	US SIGNAL	Data processing	812.000	336	18.77
11/12/2021	COMER	144194*#	VERIZON WIRELESS	Telephone	851.000	336	263.26
11/19/2021	COMER	144204	AIRGAS USA LLC	EMT SUPPLIES	740.001	336	338.37
11/19/2021	COMER	144206*#	Amazon Capital Services Inc	Operating/Office Supplies	740.000	336	204.84
11/19/2021	COMER	144207	APOLLO FIRE EQUIPMENT CO.	Smalls tools & equipment	740.002	336	1,145.41
11/19/2021	COMER	144209*#	Ascension Michigan at Work	Professional Services	827.000	336	848.00
11/19/2021	COMER	144214	BOUND TREE MEDICAL LLC	EMT SUPPLIES	740.001	336	336.17
11/19/2021	COMER	144218*#	CDW GOVERNMENT INC	Data processing	812.000	336	34.09
11/19/2021	COMER	144221*#	Coffee Break Services Inc	Operating/Office Supplies	740.000	336	268.00
11/19/2021	COMER	144224*#	CUSTOM SPRINKLERS INC.	Grounds maintenance	811.800	336	225.00
11/19/2021	COMER	144227*#	Detroit Salt Company LLC	Building Maintenance	811.000	336	195.50
11/19/2021	COMER	144236	KEARNS BROTHERS INC	Building Improvements	976.001	336	3,200.00
11/19/2021	COMER	144238*#	KONICA MINOLTA	Equipment Maintenance	813.000	336	57.00



CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/19/2021	COMER	144244	NAPA Auto Parts	Gas Vehicle Maintenance	741.000	336	37.98
11/19/2021	COMER	144251#	Perfect Cleaners of Detroit Inc	Uniforms/QuarterMaster	758.000	336	38.75
11/19/2021	COMER	144255*#	PRIORITY ONE EMERGENCY	Uniforms/QuarterMaster	758.000	336	337.47
11/19/2021	COMER	144272*#	Varipro Benefit Administrators	Professional Services	827.000	336	72.10
11/26/2021	COMER	144285*#	Clear Rate Communications Inc	Telephone	851.000	336	115.04
11/26/2021	COMER	144287	COMCAST CABLE	Cable Wi-Fi & TV	832.000	336	285.27
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	336	42,758.68
11/26/2021	COMER	144299*#	HOME DEPOT CREDIT SERVICES	Building Maintenance	811.000	336	221.26
				Training	957.000	336	1,070.46
							1,291.72
Check COMER 144299 Total for Fund 207 Public Safety							
11/26/2021	COMER	144311*#	O'GUINNS LAWN & LANDSCAPING	Grounds maintenance	811.800	336	336.00
11/26/2021	COMER	144333#	RKA PETROLEUM COS. INC.	Gas Vehicle Maintenance	741.000	336	1,762.30
12/03/2021	COMER	144345	ALTECH DOORS LLC	Building Maintenance	811.000	336	187.50
12/03/2021	COMER	144346*#	Amazon Capital Services Inc	Data processing	812.000	336	9.25
				Operating/Office Supplies	740.000	336	369.75
							379.00
Check COMER 144346 Total for Fund 207 Public Safety							
12/03/2021	COMER	144349*#	AT&T	Telephone	851.000	336	1,143.22
12/03/2021	COMER	144354	BOUND TREE MEDICAL LLC	EMT SUPPLIES	740.001	336	4,089.17
12/03/2021	COMER	144367	Huron Valley Guns LLC	Uniforms/QuarterMaster	758.000	336	417.97
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	336	359.05
12/03/2021	COMER	144384	PRIORITY ONE EMERGENCY	Uniforms/QuarterMaster	758.000	336	279.95
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	336	877.78
12/03/2021	COMER	144401	Teleflex LLC	EMT SUPPLIES	740.001	336	1,115.50
12/03/2021	COMER	144407*#	WEBER JANITORIAL SUPPLIES	Building Maintenance	811.000	336	151.90
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	336	703.73
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	336	333.59
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Data processing	812.000	336	187.38
				Training	957.000	336	134.46
				Literature Dues and Seminars	958.000	336	245.00
							566.84
Check COMER 1601(A) Total for Fund 207 Public Safety							
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	336	476.35
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	336	177.23
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Pension	718.000	336	34,595.79
				Additional pension contribution	718.100	336	164,000.00
							198,595.79
Check COMER 1604(E) Total for Fund 207 Public Safety							
Total For Dept: 336							274,698.06

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Total For Fund: 207							
Fund: 208 PARKS, RECREATION & SENIOR SERVICES FUND							
Dept: 000 General							
11/12/2021	COMER	144153	MARIE LAMANES	Rental Revenue -External NCC	659.100	000	75.00
11/12/2021	COMER	144179	Mary Dillon	Dog Park User Fees	675.040	000	10.00
11/12/2021	COMER	144180	Mike Whites	Rental Revenue -External NCC	659.100	000	100.00
11/12/2021	COMER	144181	Sandra Eschbach	Dog Park User Fees	675.040	000	10.00
11/12/2021	COMER	144182	Michele Moulds	Other Programs	651.100	000	65.00
11/12/2021	COMER	144183	Alexandra Bowman	Rental Revenue -External NCC	659.100	000	75.00
11/19/2021	COMER	144263	Midwest R.C. Society	Rental Revenue -External NCC	659.100	000	100.00
11/19/2021	COMER	144264	Lori Williams	Rental Revenue -External NCC	659.100	000	150.00
12/03/2021	COMER	144390	Linda Forsthoefel	Other Programs	651.100	000	40.00
Total For Dept: 000							
12/03/2021	COMER	144391	Janyne Hilfinger	Recreation Programs - Non-Resident Fee	651.080	000	20.00
Check COMER 144391 Total for Fund 208 PARKS, RECREATION & SENIOR SERVICES FUND							
12/03/2021	COMER	144392	Ya Zhang	Other Programs	651.100	000	110.00
12/03/2021	COMER	1604-E*#	MERS E-CHECK	Park & Facility Surcharge Fees	675.010	000	10.00
Total For Dept: 000							
Dept: 691 Administration							
11/12/2021	COMER	144134*#	CDW GOVERNMENT INC	Data processing	812.000	691	252.06
11/12/2021	COMER	144147*#	Health Equity	Professional Services	827.000	691	2.70
11/12/2021	COMER	144193*#	US SIGNAL	Data processing	812.000	691	14.76
11/19/2021	COMER	144217	CBIZ Retirement Plan Services	Professional Services	827.000	691	3,100.00
11/19/2021	COMER	144218*#	CDW GOVERNMENT INC	Data processing	812.000	691	26.81
11/19/2021	COMER	144272*#	Varipro Benefit Administrators	Professional Services	827.000	691	19.40
11/26/2021	COMER	144339#	VERIZON WIRELESS	Telephone	851.000	691	99.82
Total For Dept: 691							
12/03/2021	COMER	144346*#	Amazon Capital Services Inc	COVID-19 Supplies	740.003	691	59.90
Check COMER 144346 Total for Fund 208 PARKS, RECREATION & SENIOR SERVICES FUND							
12/03/2021	COMER	144349*#	AT&T	Data processing	812.000	691	7.28
Total For Dept: 691							
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Telephone	851.000	691	746.36
12/03/2021	COMER	144379*#	OFFICE DEPOT	Insurance	716.000	691	8.55
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Operating/Office Supplies	740.000	691	47.99
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	691	28.93
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	691	22.70
Total For Dept: 691							
Total For Fund: 1,297,419.16							

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Data processing	812.000	691	932.94
				Literature Dues and Seminars	958.000	691	65.00
							997.94
Check COMER 1601(A) Total for Fund 208 PARKS, RECREATION & SENIOR SERVICES FUND							
11/22/2021	COMER	1602-E**	DELTA DENTAL PLAN	Insurance	716.000	691	15.37
11/30/2021	COMER	1603-E**	DELTA DENTAL PLAN	Insurance	716.000	691	5.72
							5,467.05
Total For Dept: 691							
Dept: 693 Recreation							
11/12/2021	COMER	144129	Todd A. Beyer	Tennis	962.009	693	24,774.10
11/12/2021	COMER	144146	Get It & Go Fitness LLC	Other Program Activities	962.100	693	812.00
11/12/2021	COMER	144189	St. Amand Appraisals	Other Program Activities	962.100	693	131.75
11/19/2021	COMER	144203	ANN ARBOR SPORT FENCING CLUB	Other Program Activities	962.100	693	180.00
11/19/2021	COMER	144225	Douglas J. DeGrazia	Youth Basketball	962.002	693	330.00
11/19/2021	COMER	144230	Keith Dutkiewicz	Youth Basketball	962.002	693	150.00
11/19/2021	COMER	144234	Keith Hickmon	Youth Basketball	962.002	693	330.00
11/19/2021	COMER	144235	Susan L. Jostes	Youth Volleyball	962.011	693	472.50
11/19/2021	COMER	144252	PKSA KARATE-NORTHVILLE LLC	Other Program Activities	962.100	693	427.66
11/19/2021	COMER	144271	Dale T Titus	Youth Basketball	962.002	693	240.00
11/19/2021	COMER	144274	WASSHALE GROUP	Youth Basketball	962.002	693	180.00
11/26/2021	COMER	144280#	Amazon Capital Services Inc	Other Program Activities	962.100	693	163.88
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	693	2,090.49
12/03/2021	COMER	144347	AMERICAN RED CROSS	Other Program Activities	962.100	693	1,069.00
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	693	17.09
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	693	80.36
12/03/2021	COMER	144399	St. Amand Appraisals	Other Program Activities	962.100	693	131.75
12/03/2021	COMER	144404	COACH ORSON ARCHERY L3C	Other Program Activities	962.100	693	209.82
12/03/2021	COMER	144405	WASSHALE GROUP	Youth Basketball	962.002	693	150.00
12/03/2021	COMER	144413	Your Milestone Events LLC	Other Program Activities	962.100	693	310.00
11/08/2021	COMER	1598-E**	DELTA DENTAL PLAN	Insurance	716.000	693	45.40
11/15/2021	COMER	1600-E**	DELTA DENTAL PLAN	Insurance	716.000	693	21.52
11/19/2021	COMER	1601-A**	Corporate Payment Systems	Training	962.100	693	1,236.06
11/22/2021	COMER	1602-E**	DELTA DENTAL PLAN	Insurance	716.000	693	30.73
11/30/2021	COMER	1603-E**	DELTA DENTAL PLAN	Insurance	716.000	693	11.43
							33,595.54
Total For Dept: 693							
Dept: 695 Senior Services							
11/12/2021	COMER	144124*#	Amazon Capital Services Inc	Equipment	977.000	695	37.49
11/12/2021	COMER	144132	Ann Brauchler	Health & Wellness	962.551	695	276.00
11/12/2021	COMER	144141	Kelly Kilkenny Dragon	Health & Wellness	962.551	695	75.00
11/12/2021	COMER	144150*#	IPS Drug Testing	Professional Services	827.000	695	40.00
11/12/2021	COMER	144162	TOULLA TSANGARIS PALAZETTI	Health & Wellness	962.551	695	100.00
11/12/2021	COMER	144186	Seize the Day Yoga LLC	Health & Wellness	962.551	695	392.00
11/19/2021	COMER	144209*#	Ascension Michigan at Work	Professional Services	827.000	695	22.00

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/26/2021	COMER	144280#	Amazon Capital Services Inc	Senior Events/Programs	962.550	695	132.16
11/26/2021	COMER	144284	Choice Catering	Senior Events/Programs	962.550	695	735.00
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	695	603.06
11/26/2021	COMER	144339#	VERIZON WIRELESS	Senior Transportation	962.557	695	3.36
12/03/2021	COMER	144355	CANTON CANOPIES	Senior Events/Programs	962.550	695	215.50
12/03/2021	COMER	144360	James Coury	Senior Events/Programs	962.550	695	80.00
12/03/2021	COMER	144370	Suzanne MacDermid	Insurance	716.000	695	4.73
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Operating/Office Supplies	740.000	695	48.18
12/03/2021	COMER	144379*#	OFFICE DEPOT	Insurance	716.000	695	18.97
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	695	22.70
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	695	10.76
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	962.550	695	1,307.11
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Senior Events/Programs	716.000	695	15.37
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	695	5.72
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	695	4,225.11
Total For Dept: 695							
Dept: 717 Parks Maintenance							
11/12/2021	COMER	144200*#	GRAINGER INC.	Operating/Office Supplies	740.000	717	431.66
11/12/2021	COMER	144201	GRAINGER INC.	Operating/Office Supplies	740.000	717	73.63
11/19/2021	COMER	144215	CANTON TOWNSHIP	Gas Vehicle Maintenance	741.000	717	598.85
11/19/2021	COMER	144223*#	CONSUMERS ENERGY	Utilities	941.000	717	44.28
11/19/2021	COMER	144227*#	Detroit Salt Company LLC	Building Maintenance	811.000	717	390.99
11/19/2021	COMER	144233	GREENLAWN LANDSCAPING	Grounds maintenance	811.800	717	12,685.00
11/19/2021	COMER	144273	VERIZON WIRELESS	Telephone	851.000	717	50.04
11/26/2021	COMER	144281	Beacon Athletics LLC	Operating Supplies	740.000	717	2,175.00
11/26/2021	COMER	144291	DTE ENERGY	Utilities	941.000	717	505.40
11/26/2021	COMER	144295*#	HEALTH ALLIANCE PLAN	Insurance	716.000	717	1,125.73
11/26/2021	COMER	144299*#	HOME DEPOT CREDIT SERVICES	Operating/Office Supplies	740.000	717	399.46
Check COMER 144299 Total for Fund 208 PARKS, RECREATION & SENIOR SERVICES FUND							
11/26/2021	COMER	144302	INTERIOR SYSTEMS CONTRACT GROUP	Operating Supplies	740.000	717	2,058.52
11/26/2021	COMER	144303	JOHN'S SANITATION INC.	Utilities	941.000	717	100.00
11/26/2021	COMER	144309	NAPA Auto Parts	Gas Vehicle Maintenance	741.000	717	125.45
11/26/2021	COMER	144311*#	O'GUINNS LAWN & LANDSCAPING	Grounds maintenance	811.800	717	12,421.60
11/26/2021	COMER	144339#	VERIZON WIRELESS	Telephone	851.000	717	105.20
12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	717	9.46
12/03/2021	COMER	144397*#	STANDARD INSURANCE	Insurance	716.000	717	36.87
11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Insurance	716.000	717	45.40
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Insurance	716.000	717	21.52
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Insurance	716.000	717	30.73

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Insurance	716.000	717	11.43
Total For Dept: 717							33,458.13
Dept: 725 Community Center							
11/12/2021	COMER	144142	DTE ENERGY	Utilities	941.000	725	2,972.32
11/19/2021	COMER	144223*#	CONSUMERS ENERGY	Utilities	941.000	725	1,219.78
11/19/2021	COMER	144227*#	Detroit Salt Company LLC	Building Maintenance	811.000	725	260.66
11/26/2021	COMER	144286	COMCAST CABLE	Cable Wi-Fi & TV	832.000	725	98.58
11/26/2021	COMER	144290	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	725	187.95
11/26/2021	COMER	144299*#	HOME DEPOT CREDIT SERVICES	Operating/Office Supplies	740.000	725	151.80
11/26/2021	COMER	144339#	VERIZON WIRELESS	Telephone	851.000	725	0.23
12/03/2021	COMER	144346*#	Amazon Capital Services Inc	Operating/Office Supplies	740.000	725	16.59
Total For Dept: 725							4,907.91
Dept: 730 Hillside							
11/19/2021	COMER	144206*#	Amazon Capital Services Inc	Building Maintenance	811.000	730	56.94
11/26/2021	COMER	144299*#	HOME DEPOT CREDIT SERVICES	Operating/Office Supplies	740.000	730	69.79
11/26/2021	COMER	144339#	VERIZON WIRELESS	Telephone	851.000	730	0.48
12/03/2021	COMER	144346*#	Amazon Capital Services Inc	Operating/Office Supplies	740.000	730	33.18
Total For Dept: 730							160.39
Total For Fund: 208							82,662.11
Fund: 217 Youth Assistance							
Dept: 168 Youth Assistance							
11/12/2021	COMER	144194*#	VERIZON WIRELESS	Telephone	851.000	168	30.48
11/26/2021	COMER	144296	Jessica Harris	Youth Assistance Programs	818.005	168	84.93
11/26/2021	COMER	144313	Amy Prevo	Youth Assistance Programs	818.005	168	162.00
Check COMER 144313 Total for Fund 217 Youth Assistance							29.95
							191.95
Fund: 242 Five Mile Brownfield Revolving Fund							
Dept: 000 General							
11/26/2021	COMER	144334	MARY LEIGH ROBERTSON	Youth Assistance Programs	818.005	168	100.00
11/19/2021	COMER	1601-A*#	Corporate Payment Systems	Data processing	812.000	168	14.99
Total For Dept: 168							422.35
Total For Fund: 217							422.35
Fund: 242 Five Mile Brownfield Revolving Fund							
Dept: 000 General							
11/26/2021	COMER	144305	STATE OF MICHIGAN	Due to State of Michigan	274.103	000	71,357.00
Total For Dept: 000							71,357.00
Total For Fund: 242							71,357.00

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 401 CAPITAL PROJECTS							
11/19/2021	COMER	144208	ARIZENT	Seven Mile Demolition Project	975.000	000	1,705.00
11/19/2021	COMER	144232**	G D ROBERTS COMPANY LLC	Seven Mile Demolition Project MITC Project	975.000 975.001	000 000	480.00 510.00 990.00
Check COMER 144232 Total for Fund 401 CAPITAL PROJECTS							
11/19/2021	COMER	144268	STANDARD & POOR'S	Seven Mile Demolition Project	975.000	000	21,250.00
11/19/2021	COMER	144278	WILLIAMS WILLIAMS RATTNER &	Seven Mile Demolition Project	975.000	000	250.32
11/26/2021	COMER	144304	MC DOWELL & ASSOCIATES	Seven Mile Demolition Project	398.556	000	1,270.50
11/26/2021	COMER	144338	SME	Gun Range	975.003	000	1,458.75
12/03/2021	COMER	144364	Fleis & Vandenbrink	Seven Mile Demolition Project Public Safety Headquarters	975.000 974.005	000 000	5,458.50 5,230.00 10,688.50
Check COMER 144364 Total for Fund 401 CAPITAL PROJECTS							
12/03/2021	COMER	144375	MITCRA	MITC Project	975.001	000	122.81
Total For Dept: 000							
Total For Fund: 401							
Fund: 592 Water and Sewer Fund							
11/12/2021	COMER	144184	Capital Title	Water & Sewer Receipts	643.000	000	72.46
11/19/2021	COMER	144262	Ten Mile Creek Excavating	METER RENTALS & INSPECTIONS	645.000	000	71.12
11/19/2021	COMER	144265	Title One Inc. Escrow Account	Water & Sewer Receipts	643.000	000	142.18
11/26/2021	COMER	144312**	OHM ENGINEERING ADVISORS	Construction in Progress	160.005	000	44,321.00
11/26/2021	COMER	144332	Fidelity National Title	Water & Sewer Receipts	643.000	000	186.90
12/03/2021	COMER	1604-E**	MERS E-CHECK	MERS Pension Fund	231.001	000	2,136.55 46,930.21
Total For Dept: 000							
Dept: 536 Water & Sewer Department							
11/12/2021	COMER	144122**	ACTION MAT AND TOWEL RENTAL	Building Maintenance	811.000	536	107.99
11/12/2021	COMER	144124**	Amazon Capital Services Inc	Data processing Building Maintenance	812.000 811.000	536 536	34.99 5.90 40.89
Check COMER 144124 Total for Fund 592 Water and Sewer Fund							
11/12/2021	COMER	144135**	COCHRANE SUPPLY	Building Maintenance	811.000	536	74.72
11/12/2021	COMER	144136**	Columbia Pipe & Supply Co	Building Maintenance	811.000	536	135.26
11/12/2021	COMER	144138**	CONSUMERS ENERGY	Utilities	941.000	536	869.41
11/12/2021	COMER	144140**	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	536	109.02
11/12/2021	COMER	144147**	Health Equity	Professional Services	827.000	536	10.80

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/12/2021	COMER	144148	HOME DEPOT CREDIT SERVICES	Sewer System Maint.	924.000	536	108.01
				Water Serv. Intall. & Supplies	972.000	536	121.06
							229.07
Check COMER 144148 Total for Fund 592 Water and Sewer Fund							
11/12/2021	COMER	144149	HydroCorp	Professional Services	827.000	536	7,701.00
11/12/2021	COMER	144150**	IPS Drug Testing	Professional Services	827.000	536	40.00
11/12/2021	COMER	144152**	KONICA MINOLTA	Equipment Maintenance	813.000	536	90.34
11/12/2021	COMER	144164	QUALITY FIRST AID & SAFETY INC.	Operating/Office Supplies	740.000	536	200.10
11/12/2021	COMER	144185**	ROSE PEST SOLUTIONS	Building Maintenance	811.000	536	56.00
11/12/2021	COMER	144193**	US SIGNAL	Data processing	812.000	536	10.75
11/12/2021	COMER	144194**	VERIZON WIRELESS	Telephone	851.000	536	607.52
11/12/2021	COMER	144199	WTVA	Sewage Disposal	921.000	536	370,753.90
11/12/2021	COMER	144200**	GRAINGER INC.	Building Maintenance	811.000	536	(9.68)
11/19/2021	COMER	144209**	Ascension Michigan at Work	Professional Services	827.000	536	84.00
11/19/2021	COMER	144211**	AT&T	Cable Wi-Fi & TV	832.000	536	41.80
11/19/2021	COMER	144212	AT&T	Cable Wi-Fi & TV	832.000	536	156.54
11/19/2021	COMER	144213	Robert Belair II	Literature Dues and Seminars	958.000	536	35.00
11/19/2021	COMER	144218**	CDW GOVERNMENT INC	Data processing	812.000	536	19.53
11/19/2021	COMER	144219	CINTAS CORPORATION	Uniforms/QuarterMaster	758.000	536	1,194.58
11/19/2021	COMER	144220**	COCHRANE SUPPLY	Building Maintenance	811.000	536	37.06
11/19/2021	COMER	144221**	Coffee Break Services Inc	Operating/Office Supplies	740.000	536	321.67
11/19/2021	COMER	144222**	Columbia Pipe & Supply Co	Building Maintenance	811.000	536	48.42
11/19/2021	COMER	144223**	CONSUMERS ENERGY	Utilities	941.000	536	77.89
11/19/2021	COMER	144224**	CUSTOM SPRINKLERS INC.	Grounds maintenance	811.800	536	45.00
11/19/2021	COMER	144227**	Detroit Salt Company LLC	Building Maintenance	811.000	536	391.00
11/19/2021	COMER	144228**	DOWNRIVER REFRIGERATION SUPPLY CO	Building Maintenance	811.000	536	34.61
11/19/2021	COMER	144229	DTE ENERGY	Utilities	941.000	536	608.86
11/19/2021	COMER	144237	KENNEDY INDUSTRIES INC.	Sewer System Maint.	924.000	536	6,090.00
11/19/2021	COMER	144238**	KONICA MINOLTA	Equipment Maintenance	813.000	536	192.13
11/19/2021	COMER	144242	Michigan Linen Service	Uniforms	758.000	536	750.00
11/19/2021	COMER	144245**	NORTHVILLE EXPRESS LUBE LLC	Gas Vehicle Maintenance	741.000	536	146.47
11/19/2021	COMER	144249**	OFFICE DEPOT	Operating/Office Supplies	740.000	536	14.15
11/19/2021	COMER	144253**	PLYMOUTH RUBBER & TRANSMISSION	Building Maintenance	811.000	536	4.96
11/19/2021	COMER	144255**	PRIORITY ONE EMERGENCY	Gas Vehicle Maintenance	741.000	536	2,302.49
11/19/2021	COMER	144266**	SIGNATURE SERVICES	Grounds maintenance	811.800	536	410.00
11/19/2021	COMER	144267	Siteone Landscape Supply LLC	Equipment Maintenance	813.000	536	29.30
11/19/2021	COMER	144272**	Varipro Benefit Administrators	Professional Services	827.000	536	32.20
11/19/2021	COMER	144275	WEBER JANITORIAL SUPPLIES	Operating/Office Supplies	740.000	536	110.85
11/19/2021	COMER	144276	WHITLOCK BUSINESS SYSTEMS INC	PRINTING AND PUBLISHING	900.000	536	1,105.00
11/26/2021	COMER	144279	AGC OF MICHIGAN	Training	957.000	536	520.00
11/26/2021	COMER	144285**	Clear Rate Communications Inc	Telephone	851.000	536	130.81
11/26/2021	COMER	144295**	HEALTH ALLIANCE PLAN	Insurance	716.000	536	17,720.87
11/26/2021	COMER	144299**	HOME DEPOT CREDIT SERVICES	Building Maintenance	811.000	536	132.57
11/26/2021	COMER	144311**	O'GUINNS LAWN & LANDSCAPING	Grounds maintenance	811.800	536	2,228.40

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP

CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/26/2021	COMER	144312**	OHM ENGINEERING ADVISORS	Professional Services	827.000	536	4,763.75
11/26/2021	COMER	144341	WTUA	WTUA DEBT	921.002	536	1,110,085.31
11/26/2021	COMER	144342**	GRAINGER INC.	Water Serv. Intall. & Supplies	972.000	536	271.97
12/03/2021	COMER	144346**	Amazon Capital Services Inc	Data processing	812.000	536	5.30
12/03/2021	COMER	144348**	Ascension Michigan Employer Solutions - Occupational Health	Professional Services	827.000	536	62.00
12/03/2021	COMER	144349**	AT&T	Telephone	851.000	536	586.66
12/03/2021	COMER	144353	BLACKWELL FORD INC	Gas Vehicle Maintenance	741.000	536	1,162.09
12/03/2021	COMER	144359	Core & Main LP	Water Serv. Intall. & Supplies	972.000	536	1,108.44
12/03/2021	COMER	144362**	DTE ENERGY	Utilities	941.000	536	2,081.57
12/03/2021	COMER	144363**	EPIC GRAPHICS LLC	Building Maintenance	811.000	536	80.00
12/03/2021	COMER	144365	FRIENDS OF THE ROUGE	STORMWATER ACTIVITIES	969.001	536	500.00
12/03/2021	COMER	144368**	IB Electric Inc	Building Maintenance	811.000	536	640.00
12/03/2021	COMER	144372**	METRO BOLT & FASTENER	Building Maintenance	811.000	536	6.76
12/03/2021	COMER	144377**	NATIONAL VISION ADMINISTRATORS	Insurance	716.000	536	142.55
12/03/2021	COMER	144380	O'REILLY AUTO PARTS	Equipment Maintenance	813.000	536	385.36
12/03/2021	COMER	144397**	STANDARD INSURANCE	Insurance	716.000	536	512.39
12/03/2021	COMER	144403	UTILITY SERVICE CO. INC.	Professional Services	827.000	536	78,939.00
12/03/2021	COMER	144407**	WEBER JANITORIAL SUPPLIES	Building Maintenance	811.000	536	213.20
12/03/2021	COMER	144408**	WELDCRAFT INC.	Building Maintenance	811.000	536	245.00
11/08/2021	COMER	1598-E**	DELTA DENTAL PLAN	Insurance	716.000	536	295.11
11/15/2021	COMER	1600-E**	DELTA DENTAL PLAN	Insurance	716.000	536	139.89
11/19/2021	COMER	1601-A**	Corporate Payment Systems	Data processing	812.000	536	107.34
				Training	957.000	536	1,601.20
Check COMER 1601(A) Total for Fund 592 Water and Sewer Fund							1,708.54
11/22/2021	COMER	1602-E**	DELTA DENTAL PLAN	Insurance	716.000	536	199.76
11/30/2021	COMER	1603-E**	DELTA DENTAL PLAN	Insurance	716.000	536	74.32
12/03/2021	COMER	1604-E**	MERS E-CHECK	Pension	718.000	536	9,962.69
Check COMER 1604(E) Total for Fund 592 Water and Sewer Fund							127,000.00
Total For Dept: 536							136,962.69
Total For Fund: 592							1,757,214.91
Fund: 702 Escrow Fund							1,804,145.12
Dept: 000 General							
11/12/2021	COMER	144165	Gecko Painting	B121-0292 - PB21-1065	292.007	000	500.00
11/12/2021	COMER	144166	Triple S Builders LLC	B121-0258 - PB21-0932	292.007	000	500.00
11/12/2021	COMER	144167	Straz Construction	B121-0270 - PB21-0984	292.007	000	500.00
11/12/2021	COMER	144168	Shaheen M. And Guerin-Shaheen T.	B121-0250 - PB21-0915	292.007	000	500.00
11/12/2021	COMER	144169	Miles Bradley Building & Remodeling Inc.	B121-0300 - PB21-1104	292.007	000	500.00



CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/12/2021	COMER	144170	Araneae Inc.	B121-0312 - PSN21-0014	292.007	000	500.00
				B121-0313 - PSN21-0015	292.007	000	500.00
							1,000.00
Check COMER 144170 Total for Fund 702 Escrow Fund							
11/12/2021	COMER	144171	Foundation Systems of Michigan Inc. Genord Robert Alan	B121-0115 - PB21-0370	292.007	000	500.00
11/12/2021	COMER	144172	Midwest Figerglass Pools - Grand Blanc	B121-0117 - PB21-0374	292.007	000	500.00
11/12/2021	COMER	144173	Down Home Construction Inc	B121-0297 - PB21-1089	292.007	000	500.00
11/12/2021	COMER	144174	AIS Installation	B121-0271 - PB21-0992	292.007	000	500.00
11/12/2021	COMER	144175	MGE CARPENTRY	B121-0220 - PB21-0803	292.007	000	500.00
11/12/2021	COMER	144176	MG Building Company Inc.	BD21-0002 - PDEMO21-0004	292.007	000	1,000.00
11/12/2021	COMER	144177	Premiere Landscape Services Inc.	B121-0320 - PB21-1135	292.007	000	500.00
11/12/2021	COMER	144178	PROFESSIONAL CONTRACTING	B121-0113 - PB21-0365	292.007	000	500.00
11/19/2021	COMER	144216*#	Carlisle Wortman Associates Inc	PCR16-0005-3 - PCR16-0005	262.701	000	237.50
				PSITC17-0011-2 - PSITC17-0011	262.701	000	380.00
							617.50
Check COMER 144216 Total for Fund 702 Escrow Fund							
11/19/2021	COMER	144256	PROGRESSIVE AE	TERE21-0003 - PPUDAZ1-0001	262.701	000	215.00
				TERE21-0002 - PSLU21-0002	262.701	000	907.50
				TERE21-0004 - PSPR21-0004	262.701	000	767.50
							1,890.00
Check COMER 144256 Total for Fund 702 Escrow Fund							
11/19/2021	COMER	144257	Foresi Marc M- Mangeno Deborah	B120-0149 - PB20-0274	292.007	000	500.00
11/19/2021	COMER	144258	Finished Basements Plus	B121-0106 - PB21-0343	292.007	000	500.00
11/19/2021	COMER	144259	Chen Dong Fan	B121-0333 - PB21-1181	292.007	000	500.00
11/19/2021	COMER	144260	OHM ADVISORS	ERE21-0001 - PSITC19-0005	262.701	000	2,303.75
				ERE21-0001 - PSITC19-0005	262.701	000	1,827.75
				ERE21-0001 - PSITC19-0005	262.701	000	1,674.50
				ERE21-0001 - PSITC19-0005	262.701	000	1,501.00
				EIE21-0003 - PCPR21-0001	262.701	000	24,129.00
				EIE21-0004 - PCPR17-0004	262.701	000	4,804.50
				PCPR20-0003-1 - PCPR20-0003	262.701	000	2,471.35
				EIE21-0002 - PCPR20-0003	262.701	000	12,462.50
				EIE21-0005 - PCPR20-0003	262.701	000	3,150.15
				EIE21-0005 - PCPR20-0003	262.701	000	2,355.25
							56,679.75
Check COMER 144260 Total for Fund 702 Escrow Fund							
11/19/2021	COMER	144261	R N Construction	B121-0330 - PB21-1175	292.007	000	500.00
11/26/2021	COMER	144312*#	OHM ENGINEERING ADVISORS	EIE21-0001 - PCPR17-0004	262.701	000	390.00
11/26/2021	COMER	144314	Healy Construction Services Inc	B121-0279 - PB21-0766	292.007	000	500.00
11/26/2021	COMER	144315	Sarma Srinivas And Madhulika	B120-0223 - PB20-0473	292.007	000	500.00
11/26/2021	COMER	144317	S & G Custom Decks	B121-0293 - PB21-1050	292.007	000	500.00

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP

CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/26/2021	COMER	144318	Excel Construction	BI21-0294 - PB21-1031	292.007	000	500.00
11/26/2021	COMER	144319	Colin Chisholm	BI21-0234 - PB21-0883	292.007	000	500.00
11/26/2021	COMER	144320	Supreme Deck Inc.	BI21-0348 - PB21-1222	292.007	000	500.00
11/26/2021	COMER	144321	Lewarne Jason	BI20-0323 - PB20-0760	292.007	000	500.00
11/26/2021	COMER	144322*	Demmer Mark- Beth	BI21-0298 - PB21-1094	292.007	000	500.00
11/26/2021	COMER	144323	O'Neal Construction	BI21-0229 - PB21-0846	292.007	000	500.00
11/26/2021	COMER	144324	OHM ADVISORS	PSITC20-0001-2 - PSITC20-0001	262.701	000	3,874.75
				PSITC18-0001-2 - PSITC18-0001	262.701	000	3,368.25
							<u>7,243.00</u>
Check COMER 144324 Total for Fund 702 Escrow Fund							
11/26/2021	COMER	144325	Brighton Building Company	BI21-0352 - PB21-1239	292.007	000	500.00
11/26/2021	COMER	144326	JS Northville LLC	BLS21-0004 - PSITC20-0004	263.901	000	90,000.00
11/26/2021	COMER	144327	MG Building Company Inc.	BI20-0233 - PB20-0501	292.007	000	500.00
11/26/2021	COMER	144328	T Buells Superior Fence LLC	BI21-0071 - PB21-0234	292.007	000	500.00
12/03/2021	COMER	144358	CODE SAVVY CONSULTANTS	FCE21-0008 - PM21-0793	262.701	000	535.00
				FCE21-0009 - PE21-0807	262.701	000	380.00
				FCE21-0010 - PM21-0830	262.701	000	395.00
				FCE21-0012 - PE21-0844	262.701	000	530.00
				FCE21-0011 - PE21-0801	262.701	000	500.00
							<u>2,340.00</u>
Check COMER 144358 Total for Fund 702 Escrow Fund							
12/03/2021	COMER	144385	Wright Way Contractors	BI21-0282 - PB21-1015	292.007	000	500.00
12/03/2021	COMER	144386	Veniugopal Kodali & Satayasri	BI21-0307 - PB21-1122	292.007	000	500.00
12/03/2021	COMER	144387	Backyard Creations	BI20-0255 - PB20-0560	292.007	000	500.00
12/03/2021	COMER	144388	Miller Gerecke LLC	BNCB17-0069 - JNSF17-0085	263.901	000	1,500.00
				BCO18-0039 - PB17-0677	292.007	000	4,500.00
							<u>6,000.00</u>
Check COMER 144388 Total for Fund 702 Escrow Fund							
12/03/2021	COMER	144389	Jamaican Pool	BI21-0083 - PB21-0266	292.007	000	500.00
12/03/2021	COMER	144398	STANTEC CONSULTING MICHIGAN INC	LRE21-0009 - PS21-0004	262.701	000	600.00
				LRE21-0002 - PS21-0002	262.701	000	600.00
							<u>1,200.00</u>
Check COMER 144398 Total for Fund 702 Escrow Fund							
Total For Dept: 000							
Total For Fund: 702							
Fund: 703 Current Tax Fund							
11/12/2021	COMER	144156	MITCRA	MITCRA TIR Capture	275.371	000	8,334.69

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/26/2021	COMER	144329	ROBLE FAMILY REV LIVING TRST	Miscellaneous Overpayments	690.000	000	351.34
11/26/2021	COMER	144330	RATCHFORD LLOYD-JEAN	Miscellaneous Overpayments	690.000	000	297.41
11/26/2021	COMER	144331	GAULIN DANIEL A.	Miscellaneous Overpayments	690.000	000	177.04
12/03/2021	COMER	144393	STEVEN SWANSON	Miscellaneous Overpayments	690.000	000	200.28
12/03/2021	COMER	144394	Gruschow Robert	Miscellaneous Overpayments	690.000	000	408.55
Total For Dept: 000							9,769.31
Total For Fund: 703							9,769.31

Fund: 737 Other Post Employment Benefits Trust

12/03/2021	COMER	144377*#	NATIONAL VISION ADMINISTRATORS	Retiree HC - AFSCME W&S	716.001	0	17.10
				Retiree HC - AFSCME Clerical	716.002	0	30.38
				Retiree HC - COAM	716.003	0	128.21
				Retiree HC - POAM Officer	716.004	0	69.30
				Retiree HC - POAM Dispatch	716.005	0	4.73
				Retiree HC - IAFF	716.006	0	20.91
				Retiree HC - Non-Union Mgmt	716.007	0	109.15
				Retiree HC - Non-Union Bldg & Maint	716.008	0	8.55
Check COMER 144377 Total for Fund 737 Other Post Employment Benefits Trust							388.33

Fund: 1598 Other Post Employment Benefits Trust

11/08/2021	COMER	1598-E*#	DELTA DENTAL PLAN	Retiree HC - AFSCME W&S	716.001	0	18.85
				Retiree HC - AFSCME Clerical	716.002	0	37.71
				Retiree HC - COAM	716.003	0	122.55
				Retiree HC - POAM Officer	716.004	0	84.84
				Retiree HC - POAM Dispatch	716.005	0	9.43
				Retiree HC - IAFF	716.006	0	18.85
				Retiree HC - Non-Union Mgmt	716.007	0	141.41
				Retiree HC - Non-Union Bldg & Maint	716.008	0	18.85
				Retiree HC - AFSCME W&S	716.001	0	26.55
				Retiree HC - AFSCME Clerical	716.002	0	53.10
				Retiree HC - COAM	716.003	0	172.56
				Retiree HC - POAM Officer	716.004	0	119.47
				Retiree HC - POAM Dispatch	716.005	0	13.27
				Retiree HC - IAFF	716.006	0	26.55
				Retiree HC - Non-Union Mgmt	716.007	0	199.11
				Retiree HC - Non-Union Bldg & Maint	716.008	0	26.55
Check COMER 1598(E) Total for Fund 737 Other Post Employment Benefits Trust							1,089.65

CHECK DISBURSEMENT REPORT FOR NORTHVILLE CHARTER TOWNSHIP  
 CHECK DATE 11/06/2021 - 12/03/2021

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
11/15/2021	COMER	1600-E*#	DELTA DENTAL PLAN	Retiree HC - AFSCME W&S	716.001	0	21.52
				Retiree HC - AFSCME Clerical	716.002	0	43.04
				Retiree HC - COAM	716.003	0	139.89
				Retiree HC - POAM Officer	716.004	0	96.85
				Retiree HC - POAM Dispatch	716.005	0	10.76
				Retiree HC - IAFF	716.006	0	21.52
				Retiree HC - Non-Union Mgmt	716.007	0	161.41
				Retiree HC - Non-Union Bldg & Maint	716.008	0	21.52
							<u>516.51</u>
Check COMER 1600(E) Total for Fund 737 Other Post Employment Benefits Trust							
11/22/2021	COMER	1602-E*#	DELTA DENTAL PLAN	Retiree HC - AFSCME W&S	716.001	0	30.73
				Retiree HC - AFSCME Clerical	716.002	0	61.46
				Retiree HC - COAM	716.003	0	199.76
				Retiree HC - POAM Officer	716.004	0	138.29
				Retiree HC - POAM Dispatch	716.005	0	15.37
				Retiree HC - IAFF	716.006	0	30.73
				Retiree HC - Non-Union Mgmt	716.007	0	230.49
				Retiree HC - Non-Union Bldg & Maint	716.008	0	30.73
							<u>737.56</u>
Check COMER 1602(E) Total for Fund 737 Other Post Employment Benefits Trust							
11/30/2021	COMER	1603-E*#	DELTA DENTAL PLAN	Retiree HC - AFSCME W&S	716.001	0	11.43
				Retiree HC - AFSCME Clerical	716.002	0	22.87
				Retiree HC - COAM	716.003	0	74.32
				Retiree HC - POAM Officer	716.004	0	51.45
				Retiree HC - POAM Dispatch	716.005	0	5.72
				Retiree HC - IAFF	716.006	0	11.43
				Retiree HC - Non-Union Mgmt	716.007	0	85.75
				Retiree HC - Non-Union Bldg & Maint	716.008	0	11.43
							<u>274.40</u>
							<u>3,006.45</u>
							<u>3,006.45</u>
							<u>3,834,611.70</u>

Report Total:  
 \*\*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
 #-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT