

NORTHFIELD TOWNSHIP BOARD AGENDA

***** NOTICE OF SPECIAL MEETING *****

April 25, 2017 - 6:30 PM

8350 Main Street

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

AGENDA ITEMS:

1. Closed Session to consider the purchase of real property, pursuant to MCL 15.268(8)(d) +
2. Closed Session to discuss written attorney client privileged communication, pursuant to MCL 15.268(8)(e) +
3. Possible action as a result of Closed Session +

* Denotes previous backup; + denotes no backup in package

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

NORTHFIELD TOWNSHIP BOARD AGENDA

April 25, 2017 - 7:00 PM
8350 Main Street, 2nd Floor

CALL TO ORDER

INVOCATION/PLEDGE

ROLL CALL

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

CORRESPONDENCE AND ANNOUNCEMENTS

- Investment Tracking for the North Village (formerly the Van Curler Property)

PRESENTATION

Washtenaw County Road Commission Annual Meeting

AGENDA ITEMS

1. Request approval to extend an offer of employment to Yvette Patrick for Controller
2. Approval of the Township Manager job description
3. Resolution 17-557: Weed Control SAD for Whitmore Lake
4. Independent Contractor, Part-time Maintenance Worker Contract

DISCUSSION ITEMS

1. MiDEAL Extended Purchasing Program Membership – Jacki Otto
2. Process Criteria for Selection of Township Manager – Jacki Otto

2nd CALL TO THE PUBLIC

BOARD MEMBER COMMENTS

ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Jennifer Carlisle
Date: 4/20/2017
Re: Investment Tracking for the North Village

Dear Township Board,

Many people have been inquiring about the running total cost for the North Village. A spreadsheet was initially added as a News Items on the Township website, but as other News Items got added, that article got pushed down the list and is not as easy to find any longer. We recently added a page to the website for the Downtown Planning Group, which includes all of the information for the North Village. This will be the new location to find Investment Tracking Spreadsheet. A current copy is attached.

http://www.twp-northfield.org/community_visitors/downtown_planning_group/investment_tracking.php

Sincerely,

Jennifer Carlisle
Administrative Assistant



NORTHFIELD TOWNSHIP

MICHIGAN

About Us

Downtown Whitmore
Lake Strategic Planning

North Village/Lakefront
Park

Contact the Downtown
Planning Group

[Home](#) > [Community](#) > [Downtown Planning Group](#) > [North Village/Lakefront Park](#)
> Investment Tracking

Investment Tracking for The North Village

[Email](#)
[Print](#)

Last updated 4/20/17

Company	Description	Date	Amount
Whitmore Lake Properties, LLC	Deposit	5/4/2016	\$ 20,000.00
OHM Advisors	Prep of Parcel maps for property purchase	6/30/2016	\$ 387.00
OHM Advisors	Geotechnical Investigation	8/11/2016	\$ 14,400.00
Atwell, Inc.	ALTA Survey	8/31/2016	\$ 2,700.00
Whitmore Lake Properties, LLC	Purchase cost-Cashier's Check (minus deposit)	9/20/2016	\$ 316,940.37
OHM Advisors	MDOT easement & ALTA review	10/12/2016	\$ 1,108.50
McKenna Associates	Development Planning Contract	see below**	\$ 16,500.00
SignsToYou	No Swimming Signs	10/5/2016	\$ 49.37
Paul Burns	Legal Fees - Property Closing	9/20/2016	to be updated
OHM Advisors	Prop. Desc., sketch review, board mtg attendance	10/21/2016	\$ 1,289.50
Northfield Township	Property Taxes	2/27/2017	\$ 20,080.14
Benchmark Outdoor Services	Tree Removal - down payment	2/27/2017	\$ 500.00
Benchmark Outdoor Services	Tree Removal - payment 2	4/6/2017	\$ 500.00
Downtown Planning Group	Ribbon Cutting Ceremony* (see below)		
Dollar Bill Copying	Flyers	10/5/2016	\$ 300.54
Tim Saville (reimburse)	Ribbon Cutting Supplies	10/12/2016	\$ 40.49
Ann Arbor Portable Toilets	Porta-Potties	10/20/2016	\$ 160.00
A1 Engraving & Signs	Vinyl-Signs for Community Park	10/12/2016	\$ 254.40
Tami Menzel (reimburse)	Ribbon Cutting Supplies	10/19/2016	\$

			42.49
Alexander's Farm Market	Pumpkins	10/30/2016	\$ 50.00
Tim Saville (reimburse)	Straw Bales	10/22/2016	\$ 90.00
Rock Connection	limestone to fill holes in drive	10/22/2016	\$ 153.17
J&M Landscaping	Lawn mowing 10/21/16	11/16/2016	\$ 300.00
			\$ 395,845.97

* Downtown Planning Group	
Approved Budget	\$ 2,500.00
	\$ 300.54
	\$ 40.49
	\$ 160.00
	\$ 254.40
	\$ 42.49
	\$ 50.00
	\$ 90.00
	\$ 153.17
	\$ 300.00
Remaining Balance	\$ 1,108.91

**McKenna Associates	
Master Plan Approved Budget	\$ 16,500.00
November Payment 12/14/2016	\$ 1,703.52
December Payment 1/11/2017	\$ 1,310.40
January Payment 2/15/2017	\$ 1,936.08
February Payment 2/15/2017	\$ 6,765.00
March Payment 4/12/2017	\$ 3,960.00
April - Expected final Payment 5/10/2017	\$ 825.00
Remaining Balance	\$0.00

2017
ANNUAL MEETING
NORTHFIELD TOWNSHIP



COMMISSIONERS
DOUGLAS E. FULLER
CHAIR
BARBARA RYAN FULLER
VICE-CHAIR
WILLIAM MCFARLANE
MEMBER

WASHTENAW COUNTY
BOARD OF COUNTY ROAD COMMISSIONERS
555 NORTH ZEEB ROAD
ANN ARBOR, MICHIGAN 48103
WWW.WCROADS.ORG

ROY D. TOWNSEND, P.E.
MANAGING DIRECTOR
SHERYL SODERHOLM SIDDALL, P.E.
DIRECTOR OF ENGINEERING
COUNTY HIGHWAY ENGINEER
JAMES D. HARMON, P.E.
DIRECTOR OF OPERATIONS
TELEPHONE (734) 761-1500
FAX (734) 761-3737

Dear Northfield Township Board of Trustees:

We would like to thank all townships for their financial assistance improving local roads in 2016. In total, townships provided \$4.2M in local road funding and \$853,000 in primary road funding in 2016.

Without your assistance, most local road improvements would not be possible. By law, the Road Commission can only provide 50% of the funding for improvements on local roads. Washtenaw County has 1,060 miles of local roads. Without your continued financial partnership these road repairs would remain unfunded and this joint responsibility of the Road Commission and Township is essential for the continued success of improving our local roads and quality of life in our communities.

We are pleased to provide Northfield Township Officials with our 2017 Annual Local Road Program. Due to increases in state funding, we have increased our total amount of conventional matching funds by \$200,000.

In addition, we have included a few other updates on our activities and major project initiatives in your township. We have also included cost summaries of 2016 expenditures and projects in your township.

To better assist townships in determining an appropriate level of funding for local road improvements in 2017, our annual meeting booklet includes the 2017 Local Road Program and matching fund allocations, proposed local road projects and dust control program, the 2017 road and bridge improvement projects, the countywide millage projects for 2017 and a summary of additional local road funding options available to townships.

Please note **May 19** is the written commitment due date for this year's 2017 Local Road Program in order to obligate allocated matching funds. Your timely response and participation is essential to successfully accomplishing this year's local road program.

We annually look forward to this opportunity to discuss common issues with the township officials and your citizens as we seek solutions to the funding challenges that we face.

If you have any immediate concerns related to the attached information, please feel free to contact me at 327-6662 or our Director of Operations, Jim Harmon at 327-6653.

Very truly yours,

Roy D. Townsend

Roy D. Townsend, P.E.
Managing Director

RDT:tvf

WASHTENAW COUNTY ROAD COMMISSION
2017 LOCAL MATCHING PROGRAM

The Washtenaw County Road Commission is anticipating it will receive \$18,500,000 in Michigan Transportation Fund (MTF) revenues for 2016. Due to the road funding bills that were passed into law in November of 2015, the Road Commission is anticipating increased MTF revenues in 2017 for a total budgeted amount of \$22,900,000.

The Road Commission has recognized that local road funds are inadequate to maintain the 1,060 centerline miles of local roads in Washtenaw County; the Road Commission has historically transferred funds from the Primary Road Fund to the Local Road Fund, even though this transfer severely limits maintenance activity on our primary road system.

A summary of our 2017 budget as approved by the Board of Road Commissioners at its regular meeting on December 6, 2016 (RC16-454) is provided as follows.

2017 Road Commission Budget

Revenues

Michigan Transportation Fund	\$ 22,900,000
Federal/ State Funds	\$ 10,578,000
Trunkline Maintenance	\$ 2,370,000
Township Contributions	\$ 3,528,000
Other Contributions	\$ 4,970,000
Miscellaneous Income	<u>\$ 6,099,000</u>
Total	\$ 50,445,000

Expenditures

Administration	\$ 1,105,000
Operations	\$ 9,085,000
Engineering	\$ 2,935,000
Non-Departmental	\$ 7,926,000
Debt Service	\$ 1,473,000
Road Improvement Program	<u>\$ 31,051,000</u>
Total	\$ 53,574,000

Matching Funds

The Road Commission has allocated a total of \$700,000 for 2017 for the conventional Local Road Matching Program, which represents a \$200,000 increase over the 2016 program. This consists of a countywide allocation of \$592,308 for matching programs on local roads in all twenty townships based on the distribution formula used by the Michigan Department of Transportation to allocate local road funds to the 83 counties of Michigan. In addition to this, recognizing the fact that the urban local roads receive a higher allocation of Michigan Transportation Funds, \$107,692 is allocated based on the amount of urban local miles within eligible townships. Ann Arbor, Augusta, Dexter, Lima, Lodi, Northfield, Pittsfield, Salem, Saline, Scio, Superior, Sylvan, Webster, York and Ypsilanti Townships are within the urban area and are eligible for these additional matching funds.

The Road Commission has allocated \$200,000 for the 2017 Drainage Matching Program for local uncurbed, non-subdivision roads. The Road Commission has recognized the need for directing more resources towards improving the drainage along our local roads. The drainage matching program is in addition to the conventional local road matching program available to the Townships. Some of the key features of drainage matching program include:

- Funding distribution is based on the total uncurbed, non-subdivision local road centerline mileage for each township
- Eligible work activities are limited to uncurbed, non-subdivision local roads
- Eligible work activities include roadside berm removal, ditch establishment & restoration, small culvert installation, rehabilitation or replacement.

Replacement of local road culverts and bridges that require permits from the Michigan Department of Environmental Quality and/or the Washtenaw County Water Resources Commissioner's Office will be funded by the Road Commission at no greater than 50% of total cost. This funding source is separate from the conventional and other drainage matching funds identified herein and will be applied on a case-by-case basis in partnership with interested townships by formal, written agreement.

TOWNSHIP	2016 CONVENTIONAL LOCAL ROAD MATCHING PROGRAM	2017 CONVENTIONAL LOCAL ROAD MATCHING PROGRAM	2016 DRAINAGE MATCHING PROGRAM	2017 DRAINAGE MATCHING PROGRAM
Salem	\$ 16,425	\$ 22,989	\$ 10,493	\$ 10,493
Northfield	25,002	34,999	13,732	13,732
Webster	17,770	24,875	11,792	11,792
Dexter	16,023	22,429	6,932	6,932
Lyndon	11,995	16,791	10,048	10,048
Sylvan	13,443	18,826	11,489	11,489
Lima	15,447	21,623	12,745	12,745
Scio	37,425	52,389	7,157	7,157
Ann Arbor	10,580	14,810	3,833	3,833
Superior	31,412	43,672	8,793	8,793
Ypsilanti	104,177	146,131	5,924	5,924
Pittsfield	68,741	96,227	4,669	4,669
Lodi	22,623	31,668	12,879	12,879
Freedom	13,575	19,003	13,684	13,684
Sharon	10,442	14,617	9,971	9,971
Manchester	14,316	20,041	13,176	13,176
Bridgewater	11,765	16,470	11,481	11,481
Saline	9,504	13,305	8,125	8,125
York	27,206	38,161	8,521	8,521
Augusta	22,127	30,975	14,554	14,554
	\$ 500,000	\$ 700,000	\$ 200,000	\$ 200,000

*Totals do not equal sum of individual allocations due to rounding

The WCRC Matching Program is subject to the following conditions:

a) Township Assistance

In order to allow local road improvements to proceed in a timely manner, townships are asked to assist Road Commission personnel in acquiring necessary tree removal and grading permits, holding public hearings and coordinating any necessary property owner contacts.

b) Project Overruns

Road Commission staff will provide an estimated cost for each individual project to be included within the agreement between the township and the Road Commission. If, prior to

beginning an individual project, it is determined that the original cost estimate will not cover project costs, the Road Commission will notify the township to determine, if the township desires to proceed with the project with a reduced scope or an additional funding commitment. Budgets are closely monitored on each project and every effort is made to avoid overruns. Any unexpected project cost overrun shall be taken from any unexpended funds remaining in that township's total township agreement. If the overrun exceeds the total township agreement, the Road Commission may bill the township up to an additional 10 percent of the total agreement amount with the township. At the township's option, such overruns can be taken from the following years matching funds.

c) Billing Procedures

As has been the practice for the past several years, the first 40 percent of the total Matching Program for construction and heavy maintenance projects will be due in June or 30 days from receipt of the first invoice. A second 40 percent will be due in August or 30 days from receipt of the second invoice. A final billing will be due in December or 30 days from receipt of final invoice. Any credits due townships will be returned at the time of final billing or credited to the following year, as determined by the township. The above billing methods apply only to those projects considered to be construction and heavy maintenance and does not apply to dust control which will be billed at cost to the date at time of billing. Standard fringe and overhead rates will be applied as defined by PA 51 of 1951, as amended.

d) Primary Road Matching

Any township board may, at their option, request that a part or all of their allocated matching WCRC funds, along with an equal amount of township funds, be used on a Primary Road Project within their township boundaries.

e) Reallocation of Funds

Any township that has not notified the WCRC of their intent to utilize matching funds **on or before Friday, May 19, 2017** will forfeit the 2017 allocated matching money. The WCRC will determine the amount of unused matching funds and reallocate these funds to primary road maintenance.

f) Dust Control

Conventional matching funds can be used for dust control only for solid applications (spot or skip spraying is ineligible).

g) Local Matching Fund Carryover

If a township determines that they desire to carry over the funds allocated for a given year into the following year, the township must provide written notification to the Road Commission that they are requesting this carryover, and identify an eligible project for which the funds will be held. The Road Commission carry-over fund will be preserved for one year. Beyond this point the funds will be reallocated as stated in Paragraph e. The carryover option allows the township to accumulate the funds that are allocated with the previous year allocation; in other words, the carry over funds cannot exceed the previous year's allocation.

NORTHFIELD TOWNSHIP 2016 ACTIVITIES

LOCATION	PROJECT	WCRC COST	TOWNSHIP COST	TOTAL COST
<u>PRIMARY</u>				
Maintenance	Roads	\$ 146,897.96		\$ 146,897.96
Maintenance	Winter	123,899.04		123,899.04
Maintenance	Traffic	43,473.00		43,473.00
^Whitmore Lake Rd	Mill and Resurface	\$ 251,708.47		251,708.47
Sutton Rd	Chipseal	\$ 16,000.76		16,000.76
Whitmore Lake Rd btwn Joy and N Territorial	Chipseal	\$ 54,041.93		54,041.93
Whitmore Lake Rd btwn Five and Six Mile	Chipseal	\$ 23,730.24		23,730.24
Dixboro Rd btwn Joy and N Territorial	Chipseal	\$ 21,937.50		21,937.50
*Pontiac Trl	Mill, HMA Resurface and Sealcoat	\$ 182,624.75		182,624.75
		-		-
		\$ 864,313.65		\$ 864,313.65
* PA 283 Project				
^Federal Aid/State Aid				
<u>LOCAL</u>				
Maintenance	Roads	\$ 353,129.80		\$ 353,129.80
Maintenance	Winter	49,458.57		49,458.57
Maintenance	Traffic	16,332.51		16,332.51
Local Road	Dust Control	32,925.51	28,460.25	61,385.76
Township Wide	Ditching	5,710.08	14,717.91	20,427.99
Township Wide	Limestone	25,068.64	64,615.20	89,683.84
		-		-
		-	-	-
		\$ 482,625.11	\$ 107,793.36	\$ 590,418.47

WASHTENAW COUNTY ROAD COMMISSION

2017 DUST CONTROL

<u>MATERIAL</u>	<u>COST/GALLON APPLIED</u>
Contract Brine	\$0.165

NORTHFIELD TOWNSHIP OPTIONS

49.61 miles certified local gravel roads

Contract Brine

(Recommended application rate – 2,000 gallons per mile)

Two Solid Applications	198,440 gallons = \$ 32,742.60
------------------------	--------------------------------

For Information Only

2016 Use: 180,700 gallons Contract Brine
(2 solid applications)

NORTHFIELD TOWNSHIP

PROPOSED 2017 LOCAL ROAD PROJECTS

- **DIXBORO ROAD, FIVE MILE ROAD TO SIX MILE ROAD**
Work to include tree cutting, roadside berm removal, ditching, shaping the existing surface, placement of a 6" (C.I.P.) 23a limestone (approximately 3,650 tons) and associated project restoration.
Proposed Township Share Project with Salem Township.
Estimated project cost \$ 150,900
Estimated project cost to Northfield Township \$ 75,450
- **JOY ROAD, DIXBORO ROAD TO EARHART ROAD**
Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 4" (C.I.P.) 23a limestone (approximately 2,850 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.
Estimated project cost: \$ 139,400
Estimated cost to Northfield Township: \$ 69,700
- **JOY ROAD, EARHART ROAD TO PONTIAC TRAIL**
Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 4" (C.I.P.) 23a limestone (approximately 2,600 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.
Estimated project cost: \$ 105,900
Estimated cost to Northfield Township: \$ 52,950
- **JOY ROAD, PONTIAC TRAIL TO NOLLAR ROAD**
Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 5,250 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.
Estimated project cost: \$ 188,200
Estimated cost to Northfield Township: \$ 94,100
- **JOY ROAD, NOLLAR ROAD TO WHITMORE LAKE ROAD**
Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 5,000 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.
Estimated project cost: \$ 154,700
Estimated cost to Northfield Township: \$ 77,350

- **JOY ROAD, HELLNER ROAD TO MAPLE ROAD**
 Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 2,550 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.
 Estimated project cost: \$ 140,100
 Estimated project cost to Northfield Township \$ 70,050
- **JOY ROAD, WHITMORE LAKE ROAD TO HELLNER ROAD**
 Work to include ditching, roadside berm removal, tree cutting, culvert installations, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 4,950 tons) with associated dust control and project restoration. This is a proposed township share project with Ann Arbor Township.
 Estimated project cost: \$ 196,500
 Estimated project cost to Northfield Township \$ 98,250
- **JENNINGS ROAD, US-23 ON-RAMP TO E.O.P**
 Work to include ditching, roadside berm removal, pulverizing the existing surface, the placement of a 3" HMA resurfacing, placement of limestone shoulders and associated project restoration.
 Estimated project cost: \$ 230,200
- **JENNINGS ROAD, E.O.P. TO KEARNEY ROAD**
 Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 6,100 tons) with associated dust control and project restoration.
 Estimated project cost: \$ 271,100
- **JENNINGS ROAD, KEARNEY ROAD TO TOWNSHIP LINE**
 Work to include roadside berm removal, tree cutting, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 1,600 tons) with associated dust control and project restoration.
 Estimated project cost: \$ 84,900
- **SIX MILE ROAD, EARHART ROAD TO RUSHTON ROAD**
 Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 3,650 tons) with associated dust control and project restoration.
 Estimated project cost: \$ 147,100
- **NOLLAR ROAD, N. TERRITORIAL ROAD SOUTH 0.28 MILES**
 Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 1,100 tons) with associated dust control and project restoration.
 Estimated project cost: \$ 70,800

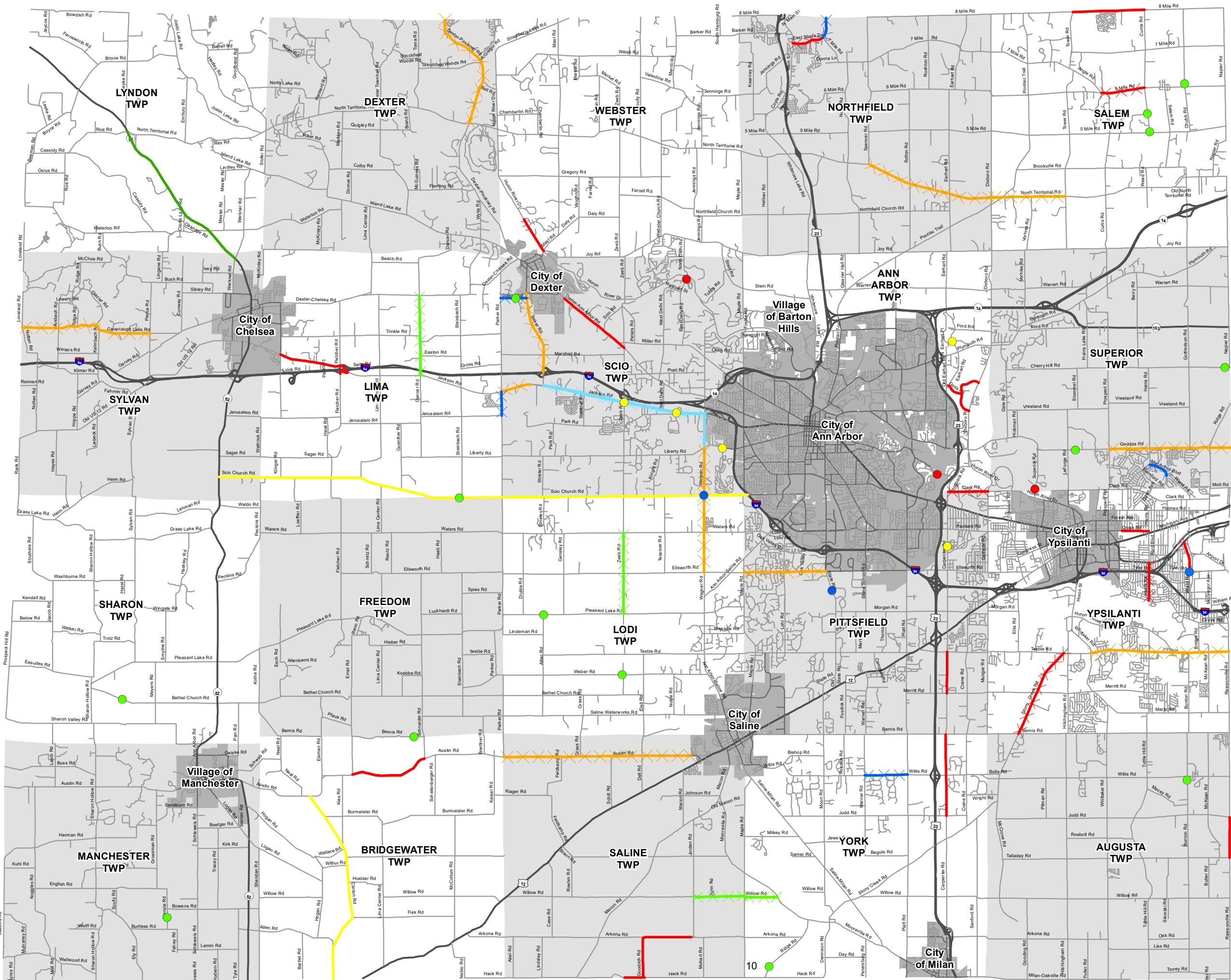
- **NOLLAR ROAD, NORTHFIELD CHURCH ROAD NORTH 1 MILE**
Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 6" (C.I.P.) 23a limestone (approximately 3,850 tons) with associated dust control and project restoration.
Estimated project cost: \$ 173,800
- **NOLLAR ROAD, NORTHFIELD CHURCH ROAD TO JOY ROAD**
Work to include ditching, roadside berm removal, tree cutting, shaping the existing surface, the application of 8" (C.I.P.) 23a limestone (approximately 5,350 tons) with associated dust control and project restoration.
Estimated project cost: \$ 173,400



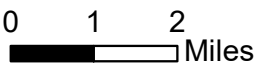
2017 Road & Bridge Improvement Projects

Legend - Project Type

- XXX Millage Project
- Mill/Overlay
- Pulverize/Overlay
- Chipseal
- Non-Motorized Path
- Limestone Overlay
- Safety & Signal Improvement
- Concrete Repairs
- Bridge/Culvert Replacement
- Bridge Deck Maintenance
- Intersection Project
- Safety & Signal Improvement



Printed: March, 2017

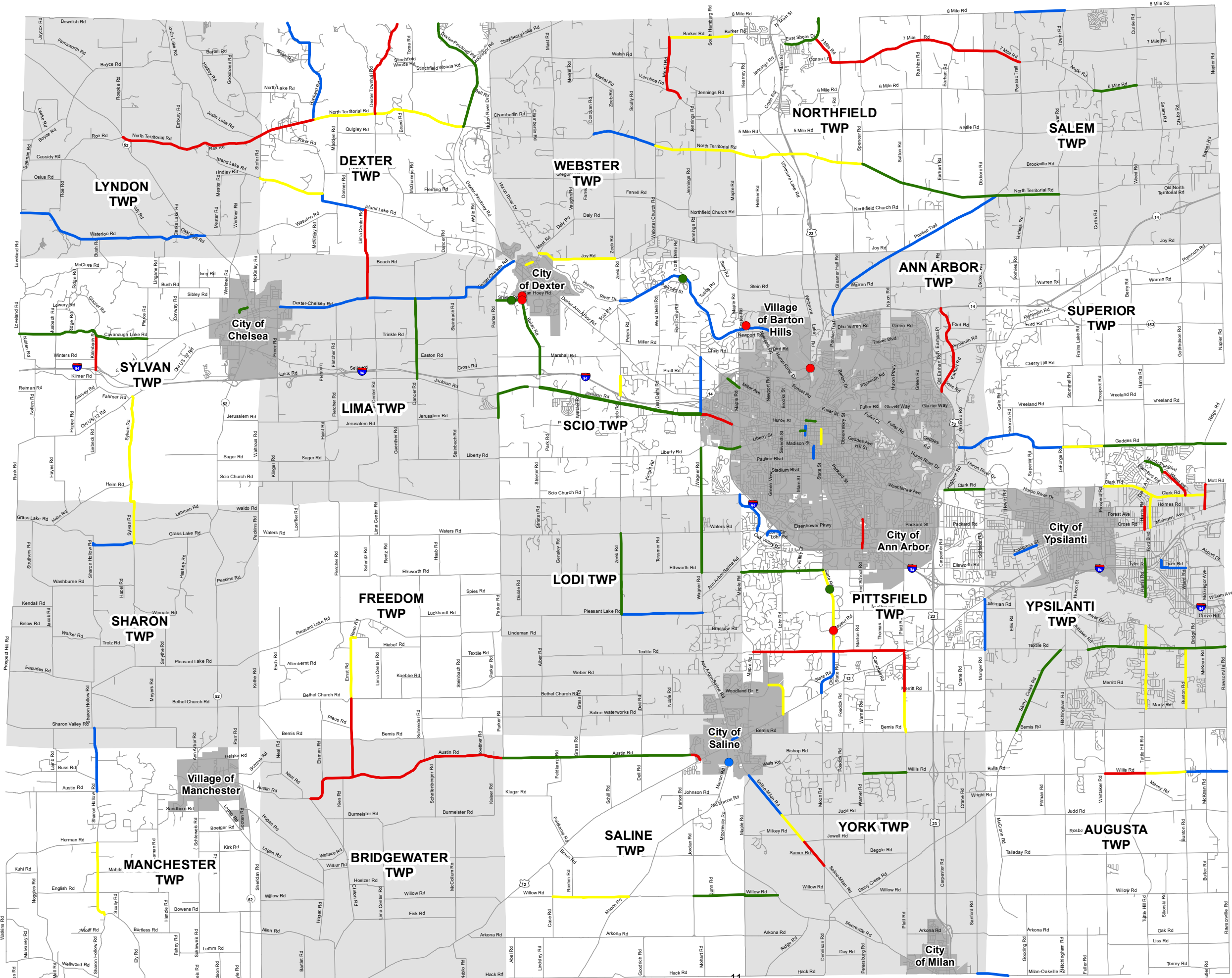




Washtenaw County
Road Millage Projects
2017-2020

Road Millage Projects

- 2017
- 2018
- 2019
- 2020



0 1 2 4 Miles

Updated: September 9, 2016

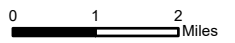
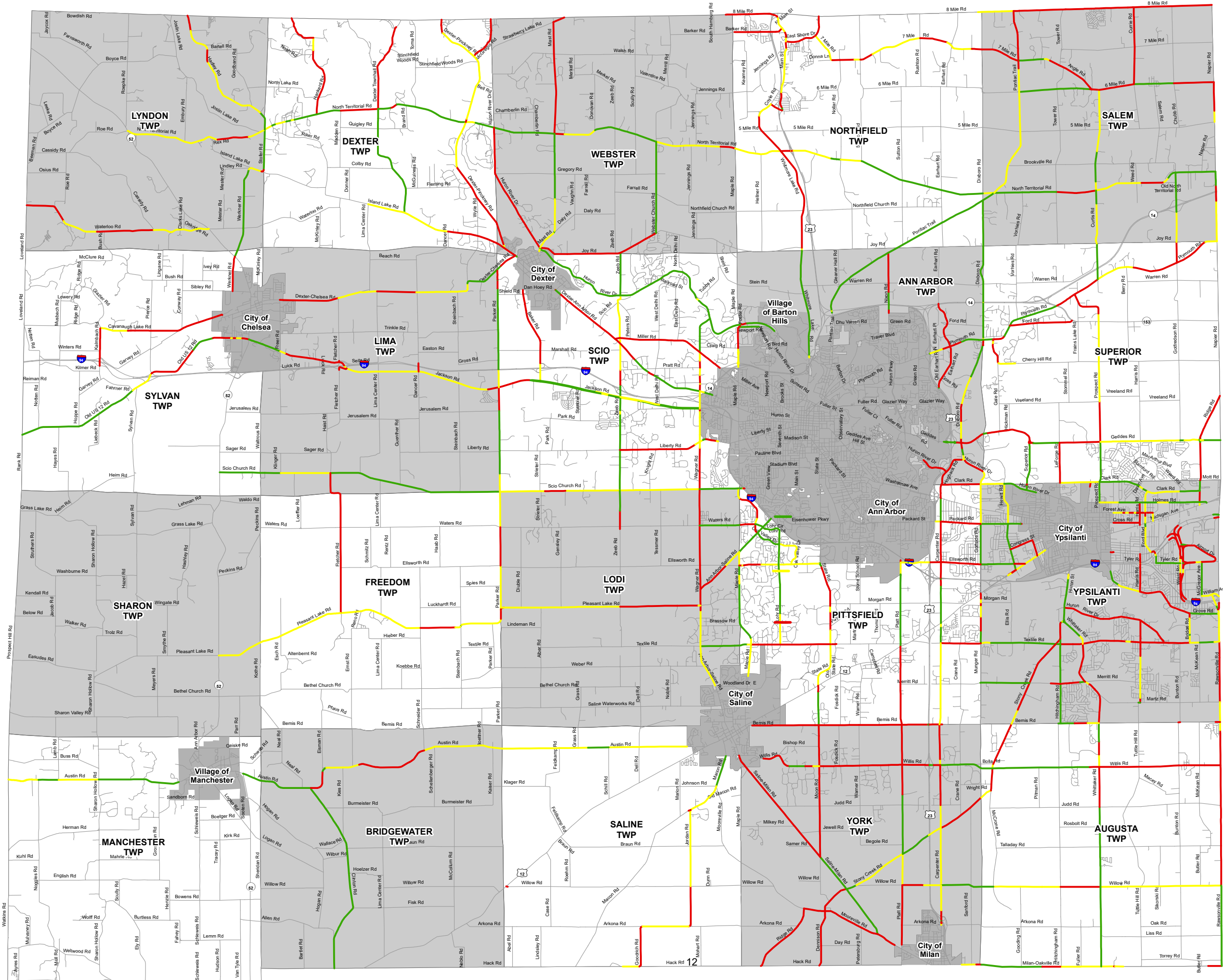




Federal Aid
Eligible Paved Roads

2016 Pavement Surface
Evaluations and Ratings
(PASER)

- Good - Routine Maintenance
150.2 Miles
- Fair - Capital Preventative
Maintenance
132.7 Miles
- Poor - Structural
Improvement
198.1 Miles





Northfield Township

Federal Aid Eligible Paved Roads

PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating ranges from 1- failed conditions, to 10 - brand new pavement. A pavement will only be a 10 the first year of its life, the second year it will automatically become a 9. Any condition of 8 or greater is considered to be a good condition; 7, 6 or 5 are fair; 4 or lower is poor.

- PASER based on 2016 ratings and project improvements
- Private and Gravel roads not rated.

THE RIGHT FIX AT THE RIGHT TIME

The WCRC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.

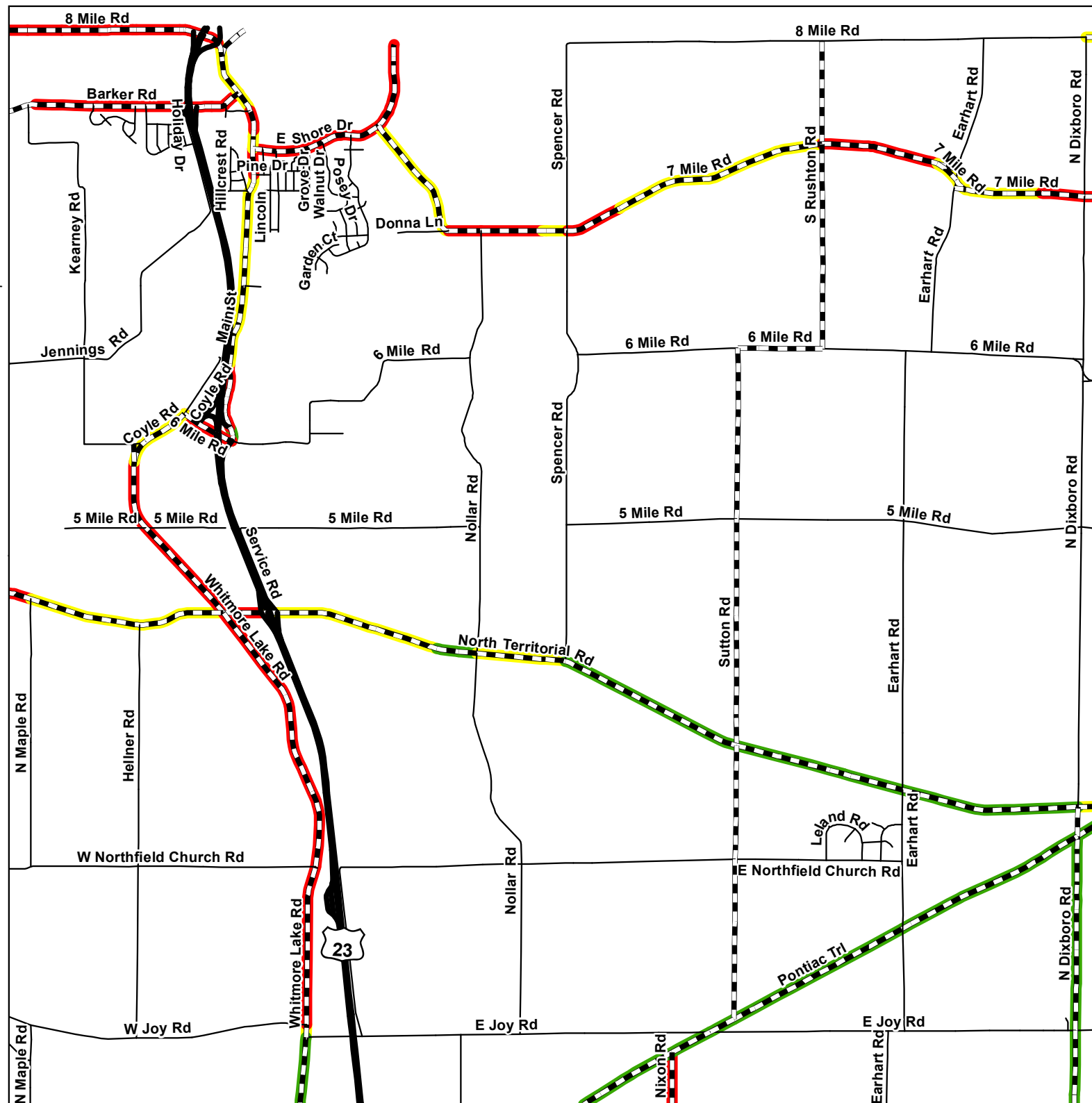
Road Classification

- State Trunkline
- County Primary
- County Local
- City
- City/Village Boundary

Road Ratings

- Good (10, 9, 8)
- Fair (7, 6, 5)
- Poor (4, 3, 2, 1)

0 0.5 1 Miles





Northfield Township

Paved Local & Non-Federal Aid Roads

PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating ranges from 1- failed conditions, to 10 - brand new pavement. A pavement will only be a 10 the first year of its life, the second year it will automatically become a 9. Any condition of 8 or greater is considered to be a good condition; 7, 6 or 5 are fair; 4 or lower is poor.

- PASER based on 2015 ratings and project improvements
- Private and Gravel roads not rated.

THE RIGHT FIX AT THE RIGHT TIME

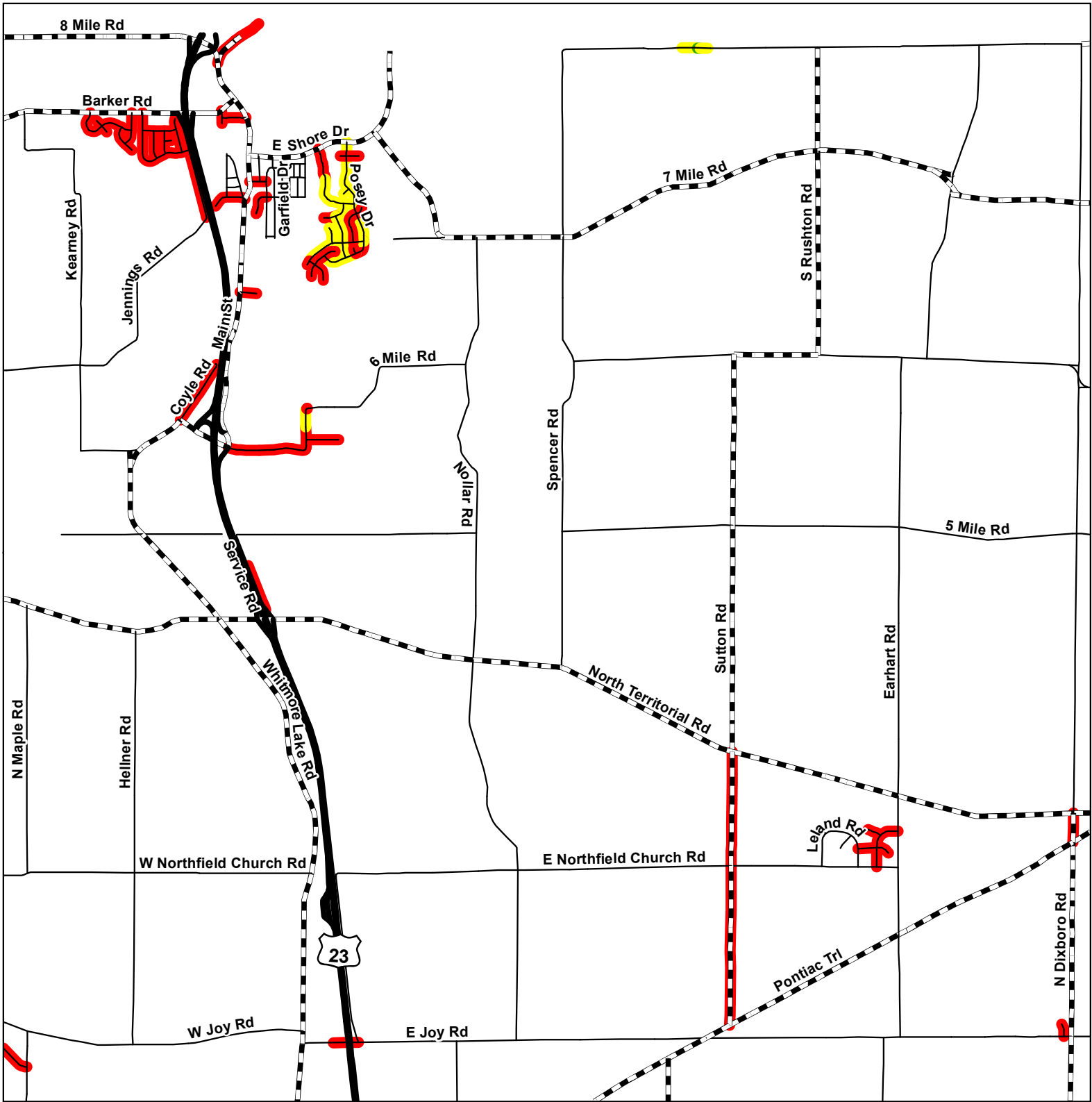
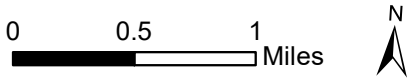
The WCRC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.

Road Classification

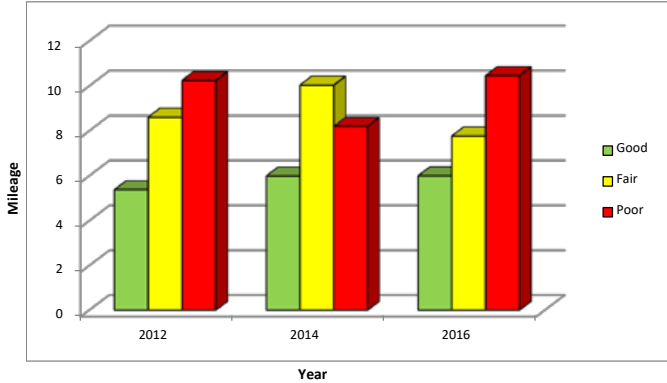
- State Trunkline
- County Primary
- County Local
- City
- City/Village Boundary

Road Ratings

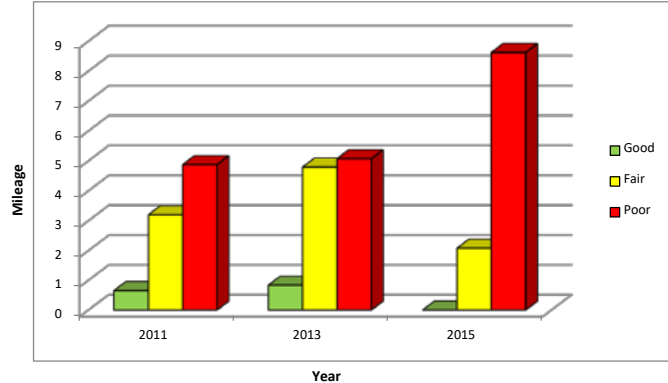
- Good (10, 9, 8)
- Fair (7, 6, 5)
- Poor (4, 3, 2, 1)



Federal Aid Road Ratings

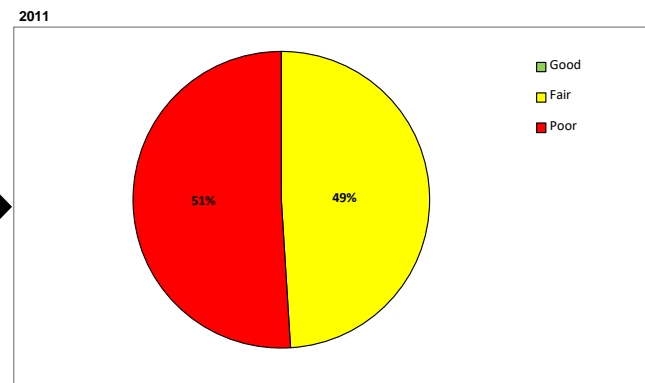
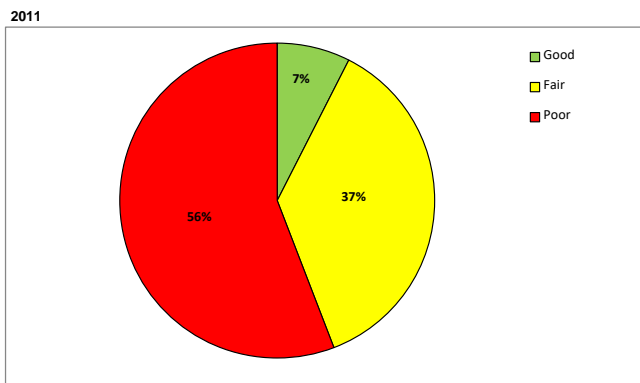
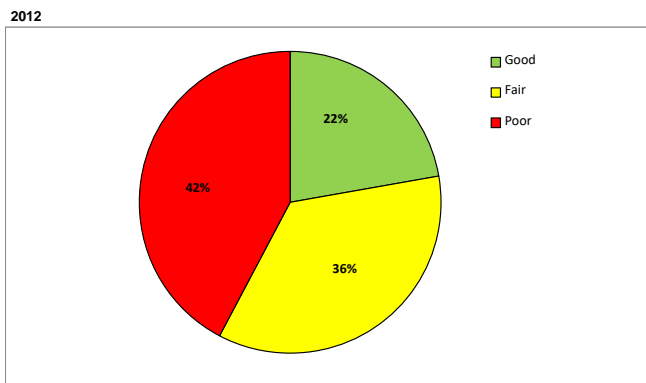
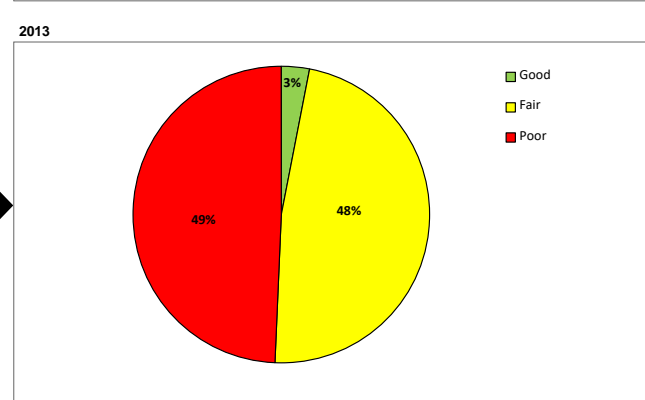
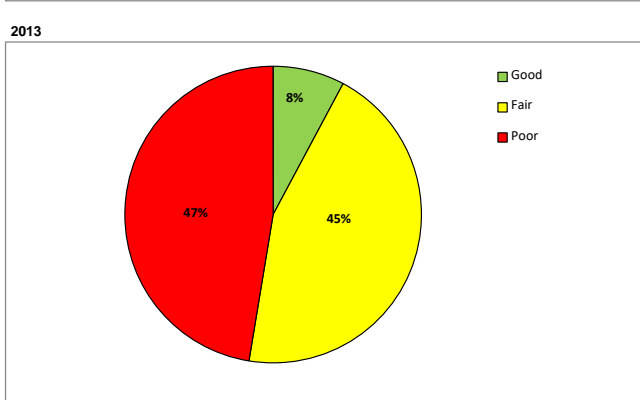
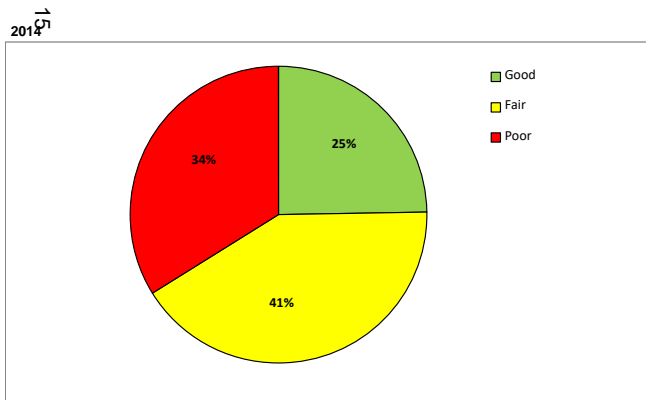
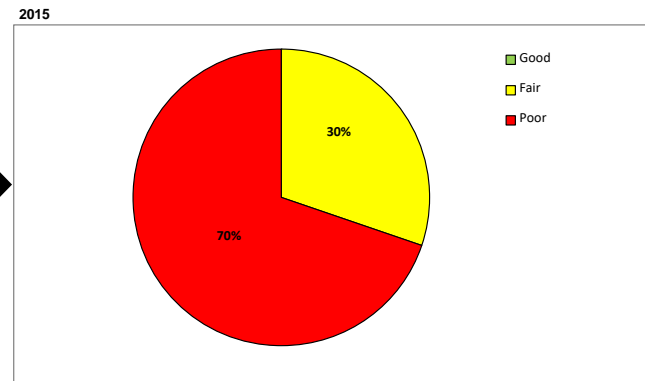
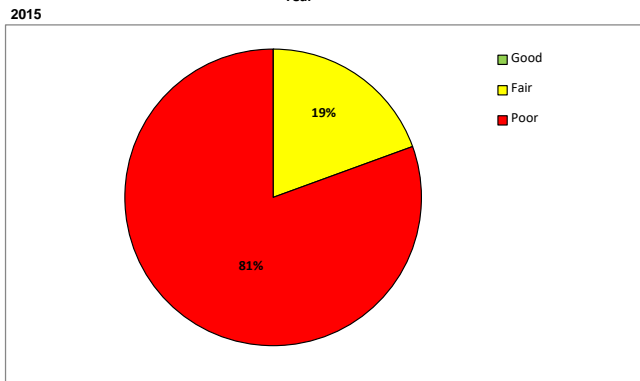
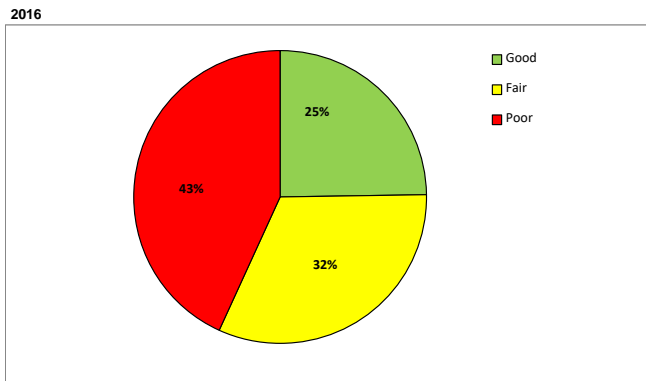


Local & Non Federal Aid Road Ratings



Northfield Township

Local Subdivision Road Ratings



Funding Local Road Improvements: Options for Townships

Townships are not legally required to contribute to the construction, reconstruction or maintenance of county roads. However, Act 51 does limit how much state funding the Road Commission can spend on local county road construction. Often WCRC is limited to no more than 50% of the project's total cost. The other 50% of a project's cost must come from a "local source" – which often takes the form of a township contribution.

While the recently approved countywide millage and new state revenue will help improve our primary road system, we still have 1,060 miles of local roads that need maintenance and repairs. Washtenaw County is not alone in its challenges securing needed funding. Looking beyond county lines, we see townships throughout Michigan turning to township millages or special assessment districts as a tool to generate the revenue needed to repair and maintain roadways.

In 2016, 75 townships throughout Michigan placed a road millage on the ballot. 93% of the millages passed; 70 passed, and only five failed. The average rate of passage was 67% of voters. We saw our county-wide millage pass by 71% during the November election. We have found that voters tend to support road taxes when there is a detailed plan and a commitment to raise and keep the funds local.

Described below are three options available to townships to raise revenue that can match WCRC's contributions on local road improvements:

Act 51 Millage

Act 51 established the Michigan Transportation Fund (MTF) which distributes state-generated funds to county road agencies, cities/villages and the Michigan Department of Transportation. Act 51 also outlines two options for townships to raise revenue for the maintenance and improvement of local roads.

- Township boards can levy a property tax of no more than 3 mills in any year, without a vote of the people, for the maintenance or improvement of county roads within the township.
- With voter approval, township boards may levy a property tax of no more than 6 mills in any year for the maintenance or improvement of county roads within the township.

Read more in Act 51, section 247.670 "UNEXPENDED BALANCES OF TOWNSHIP FUNDS; APPROPRIATION FOR LOCAL ROAD MAINTENANCE OR IMPROVEMENT"

Township-wide Millage

Section 6 of Article IX of the Constitution of Michigan of 1963 authorizes townships to levy millages with a majority vote of the people. Ypsilanti Charter Township used this option in 2016 to place Proposition C on the ballot to fund recreation, bike paths, sidewalks, roads, parks and general operating purposes. The measure passed with 58% of the vote.

Special Assessment Districts: Township-wide or Neighborhood-to-Neighborhood

Public Act 188 of 1954 allows townships to pay for road improvements through a special assessment district (SAD). Act 188 outlines a specific process for levying a SAD. Scio Township's Board approved a township-wide SAD in 2013 which will raise \$500,000 annually for ten years and will fund improvements on all the gravel roads in the township. Numerous other townships in Michigan have taken this approach. Scio and Lodi Township have also approved neighborhood SAD projects, which are generally initiated by neighbors in a specific subdivision.

TOWNSHIP CONTRIBUTION SUMMARY 2012 - 2016

TOWNSHIP			TOTAL 2012			TOTAL 2013			TOTAL 2014			TOTAL 2015			TOTAL 2016	5 Year Average	Contributions
																	per Capita
ANN ARBOR			\$ 54,000			\$ 122,000			\$ 224,919			\$ 43,175			\$ 112,300	\$ 111,278.80	\$ 27.36
AUGUSTA			\$ 202,000			\$ 203,000			\$ 192,169			\$ 158,618			\$ 190,800	\$ 189,317.40	\$ 28.07
BRIDGEWATER			\$ 34,000			\$ -			\$ 40,306			\$ 54,651			\$ 30,400	\$ 31,871.40	\$ 19.04
DEXTER			\$ 105,000			\$ 82,000			\$ 536,784			\$ 55,724			\$ 22,200	\$ 160,341.60	\$ 26.54
FREEDOM			\$ 45,000			\$ 57,000			\$ 31,716			\$ 51,334			\$ 47,100	\$ 46,430.00	\$ 32.51
LIMA			\$ 51,000			\$ 70,000			\$ 117,285			\$ 118,676			\$ 171,300	\$ 105,652.20	\$ 31.95
LODI			\$ 415,000			\$ 141,000			\$ 483,502			\$ 67,065			\$ 602,000	\$ 341,713.40	\$ 56.41
LYNDON			\$ 23,000			\$ 16,000			\$ 45,285			\$ 19,390			\$ 38,500	\$ 28,435.00	\$ 10.45
MANCHESTER			\$ 128,000			\$ 47,000			\$ 64,246			\$ 77,675			\$ 59,000	\$ 75,184.20	\$ 30.34
NORTHFIELD			\$ 62,000			\$ 84,000			\$ 93,195			\$ 109,907			\$ 99,800	\$ 89,780.40	\$ 10.89
PITTSFIELD			\$ 792,000			\$ 393,000			\$ 880,819			\$ 907,340			\$ 841,100	\$ 762,851.80	\$ 22.01
SALEM			\$ 296,000			\$ 1,042,000			\$ 459,327			\$ 425,626			\$ 525,400	\$ 549,670.60	\$ 97.68
SALINE			\$ 92,000			\$ 110,000			\$ 143,066			\$ 159,024			\$ 180,900	\$ 136,998.00	\$ 72.26
SCIO			\$ 1,245,000			\$ 833,000			\$ 1,108,452			\$ 1,269,480			\$ 1,015,000	\$ 1,094,186.40	\$ 66.44
SHARON			\$ 34,000			\$ 20,000			\$ 14,755			\$ 24,306			\$ 26,800	\$ 23,972.20	\$ 13.80
SUPERIOR			\$ 280,000			\$ 322,000			\$ 324,001			\$ 244,797			\$ 491,300	\$ 332,419.60	\$ 25.46
SYLVAN			\$ 10,000			\$ 8,000			\$ 26,852			\$ 73,968			\$ 38,100	\$ 31,384.00	\$ 11.08
WEBSTER			\$ 153,000			\$ 89,000			\$ 16,019			\$ 15,765			\$ 190,500	\$ 92,856.80	\$ 14.67
YORK			\$ 34,000			\$ 108,000			\$ 418,883			\$ 460,000			\$ 121,800	\$ 228,536.60	\$ 26.24
YPSILANTI			\$ 4,970,000			\$ 2,794,000			\$ 2,510,384			\$ 1,048,026			\$ 826,800	\$ 2,429,842.00	\$ 45.54
			\$ 9,025,000			\$ 6,541,000			\$ 7,731,965			\$ 5,384,547			\$ 5,631,100	\$ 6,862,722.40	\$ 33.44

Five year avg. 2012 - 2016

\$ 6,862,722

03/08/2017

2016 Summary of Paved Local and Subdivision Roads Needs for each TOWNSHIP

TOWNSHIP	Crack Seal Road Miles	Crack Sealing at \$8k/mi	Surface Treatment Road Miles	Surface Treatment at \$32k/mi	Mill & Overlay Road Miles	Mill & Overlay at \$190k/mi	Pulverization & Pave Road Miles	Pulverization & Pave at \$ 320k/mi	Total Needs for Local & Subd Paved Roads	2016	2014
										Average 10 year Expenditure Needs for Paved Roads	Average 10 year Expenditure Needs for Paved Roads
ANN ARBOR	0.4	\$ 3,200	0.5	\$ 16,000	2.0	\$ 380,000	2.1	\$ 672,000	\$ 1,071,200	\$ 107,120	\$ 90,100
AUGUSTA	1.6	\$ 12,800	2.8	\$ 89,600	0.1	\$ 19,000	2.0	\$ 640,000	\$ 761,400	\$ 76,140	\$ 57,245
BRIDGEWATER	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 160,000	\$ 160,000	\$ 16,000	\$ 15,000
DEXTER	0.0	\$ -	2.2	\$ 70,400	5.4	\$ 1,026,000	3.0	\$ 960,000	\$ 2,056,400	\$ 205,640	\$ 196,000
FREEDOM	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 160,000	\$ 160,000	\$ 16,000	\$ 15,000
LIMA	0.0	\$ -	1.0	\$ 32,000	2.2	\$ 418,000	0.8	\$ 256,000	\$ 706,000	\$ 70,600	\$ 46,190
LODI	0.2	\$ 1,600	0.0	\$ -	4.2	\$ 798,000	6.7	\$ 2,144,000	\$ 2,943,600	\$ 294,360	\$ 210,700
LYNDON	0.0	\$ -	0.0	\$ -	0.2	\$ 38,000	0.0	\$ -	\$ 38,000	\$ 3,800	\$ 600
MANCHESTER	0.0	\$ -	0.0	\$ -	0.6	\$ 114,000	0.0	\$ -	\$ 114,000	\$ 11,400	\$ 15,900
NORTHFIELD	0.0	\$ -	2.1	\$ 67,200	5.0	\$ 950,000	1.8	\$ 576,000	\$ 1,593,200	\$ 159,320	\$ 119,290
PITTSFIELD	8.4	\$ 67,200	29.5	\$ 944,000	27.6	\$ 5,244,000	5.9	\$ 1,888,000	\$ 8,143,200	\$ 814,320	\$ 521,750
SALEM	0.9	\$ 7,200	0.3	\$ 9,600	2.4	\$ 456,000	1.0	\$ 320,000	\$ 792,800	\$ 79,280	\$ 22,020
SALINE	0.0	\$ -	0.0	\$ -	0.6	\$ 114,000	0.7	\$ 224,000	\$ 338,000	\$ 33,800	\$ 21,900
SCIO	2.6	\$ 20,800	2.5	\$ 80,000	4.9	\$ 931,000	6.2	\$ 1,984,000	\$ 3,015,800	\$ 301,580	\$ 285,750
SHARON	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	\$ -	\$ -	\$ -
SUPERIOR	4.3	\$ 34,400	4.8	\$ 153,600	9.9	\$ 1,881,000	7.2	\$ 2,304,000	\$ 4,373,000	\$ 437,300	\$ 238,650
SYLVAN	0.8	\$ 6,400	0.6	\$ 19,200	11.1	\$ 2,109,000	2.1	\$ 672,000	\$ 2,806,600	\$ 280,660	\$ 266,800
WEBSTER	0.2	\$ 1,600	0.0	\$ -	0.8	\$ 152,000	0.4	\$ 128,000	\$ 281,600	\$ 28,160	\$ 23,400
YORK	2.3	\$ 18,400	7.5	\$ 240,000	7.8	\$ 1,482,000	5.5	\$ 1,760,000	\$ 3,500,400	\$ 350,040	\$ 343,610
YPSILANTI	13.3	\$ 106,400	59.3	\$ 1,897,600	29.2	\$ 5,548,000	6.3	\$ 2,016,000	\$ 9,568,000	\$ 956,800	\$ 461,800
TOTALS	35.0	\$ 280,000	113.1	\$ 3,619,200	114.0	\$ 21,660,000	52.7	\$ 16,864,000	\$ 42,423,200	\$ 4,242,320	\$ 2,951,705

Summary of Gravel Local Roads Needs for each TOWNSHIP

TOWNSHIP	Local Gravel Road Miles	Local Gravel Road Needs at \$90k/mi	Subdivision Gravel Road Miles	Subd. Gravel Road Needs at \$ 60k/mi	Total Needs for Local & Subd Gravel Roads	Average 10 year Expenditure Needs for Gravel Roads
ANN ARBOR	10.7	\$ 963,000	5.6	\$ 336,000	\$ 1,299,000	\$ 129,900
AUGUSTA	48.7	\$ 4,383,000	2.0	\$ 120,000	\$ 4,503,000	\$ 450,300
BRIDGEWATER	38.7	\$ 3,483,000	0.0	\$ -	\$ 3,483,000	\$ 348,300
DEXTER	23.4	\$ 2,106,000	2.0	\$ 120,000	\$ 2,226,000	\$ 222,600
FREEDOM	46.7	\$ 4,203,000	0.0	\$ -	\$ 4,203,000	\$ 420,300
LIMA	41.6	\$ 3,744,000	0.0	\$ -	\$ 3,744,000	\$ 374,400
LODI	41.0	\$ 3,690,000	0.6	\$ 36,000	\$ 3,726,000	\$ 372,600
LYNDON	35.2	\$ 3,168,000	2.5	\$ 150,000	\$ 3,318,000	\$ 331,800
MANCHESTER	46.2	\$ 4,158,000	0.9	\$ 54,000	\$ 4,212,000	\$ 421,200
NORTHFIELD	45.7	\$ 4,113,000	3.9	\$ 234,000	\$ 4,347,000	\$ 434,700
PITTSFIELD	11.2	\$ 1,008,000	3.2	\$ 192,000	\$ 1,200,000	\$ 120,000
SALEM	36.8	\$ 3,312,000	1.0	\$ 60,000	\$ 3,372,000	\$ 337,200
SALINE	28.5	\$ 2,565,000	0.3	\$ 18,000	\$ 2,583,000	\$ 258,300
SCIO	22.8	\$ 2,052,000	10.7	\$ 642,000	\$ 2,694,000	\$ 269,400
SHARON	34.9	\$ 3,141,000	0.0	\$ -	\$ 3,141,000	\$ 314,100
SUPERIOR	30.9	\$ 2,781,000	0.9	\$ 54,000	\$ 2,835,000	\$ 283,500
SYLVAN	27.1	\$ 2,439,000	1.0	\$ 60,000	\$ 2,499,000	\$ 249,900
WEBSTER	41.3	\$ 3,717,000	2.2	\$ 132,000	\$ 3,849,000	\$ 384,900
YORK	26.9	\$ 2,421,000	1.8	\$ 108,000	\$ 2,529,000	\$ 252,900
YPSILANTI	4.0	\$ 360,000	0.3	\$ 18,000	\$ 378,000	\$ 37,800
TOTALS	642.3	\$ 57,807,000	38.9	\$ 2,334,000	\$ 60,141,000	\$ 6,014,100

Summary of Revenue Generated with a TOWNSHIP Wide Special Assessment District (SAD)

TOWNSHIP	Parcel Count (2013)	Revenue at \$ 70/parcel	Revenue at \$ 80/parcel	Revenue at \$ 90/parcel	Revenue at \$ 100/parcel	Revenue at \$ 110/parcel	Revenue at \$ 120/parcel
ANN ARBOR	1,850	\$ 129,500	\$ 148,000	\$ 166,500	\$ 185,000	203,500	222,000
AUGUSTA	3,590	\$ 251,300	\$ 287,200	\$ 323,100	\$ 359,000	394,900	430,800
BRIDGEWATER	1,150	\$ 80,500	\$ 92,000	\$ 103,500	\$ 115,000	126,500	138,000
DEXTER	3,560	\$ 249,200	\$ 284,800	\$ 320,400	\$ 356,000	391,600	427,200
FREEDOM	1,180	\$ 82,600	\$ 94,400	\$ 106,200	\$ 118,000	129,800	141,600
LIMA	1,900	\$ 133,000	\$ 152,000	\$ 171,000	\$ 190,000	209,000	228,000
LODI	2,650	\$ 185,500	\$ 212,000	\$ 238,500	\$ 265,000	291,500	318,000
LYNDON	1,660	\$ 116,200	\$ 132,800	\$ 149,400	\$ 166,000	182,600	199,200
MANCHESTER	3,000	\$ 210,000	\$ 240,000	\$ 270,000	\$ 300,000	330,000	360,000
NORTHFIELD	4,620	\$ 323,400	\$ 369,600	\$ 415,800	\$ 462,000	508,200	554,400
PITTSFIELD	12,300	\$ 861,000	\$ 984,000	\$ 1,107,000	\$ 1,230,000	1,353,000	1,476,000
SALEM	3,490	\$ 244,300	\$ 279,200	\$ 314,100	\$ 349,000	383,900	418,800
SALINE	1,350	\$ 94,500	\$ 108,000	\$ 121,500	\$ 135,000	148,500	162,000
SCIO	6,000	\$ 420,000	\$ 480,000	\$ 540,000	\$ 600,000	660,000	720,000
SHARON	1,160	\$ 81,200	\$ 92,800	\$ 104,400	\$ 116,000	127,600	139,200
SUPERIOR	6,000	\$ 420,000	\$ 480,000	\$ 540,000	\$ 600,000	660,000	720,000
SYLVAN	1,780	\$ 124,600	\$ 142,400	\$ 160,200	\$ 178,000	195,800	213,600
WEBSTER	3,240	\$ 226,800	\$ 259,200	\$ 291,600	\$ 324,000	356,400	388,800
YORK	3,170	\$ 221,900	\$ 253,600	\$ 285,300	\$ 317,000	348,700	380,400
YPSILANTI	20,740	\$ 1,451,800	\$ 1,659,200	\$ 1,866,600	\$ 2,074,000	2,281,400	2,488,800
TOTALS	84,390	\$ 5,907,300	\$ 6,751,200	\$ 7,595,100	\$ 8,439,000	9,282,900	10,126,800

Township Taxable Valuation Data

	Township	2013 Taxable Valuation	Millage Amount			
			0.50	1.00	2.00	3.00
	Ann Arbor	\$482,650,050	\$241,325.03	\$482,650.05	\$965,300.10	\$1,447,950.15
	Augusta	\$200,848,017	\$100,424.01	\$200,848.02	\$401,696.03	\$602,544.05
	Bridgewater	\$94,334,800	\$47,167.40	\$94,334.80	\$188,669.60	\$283,004.40
	Dexter	\$339,238,532	\$169,619.27	\$339,238.53	\$678,477.06	\$1,017,715.60
	Freedom	\$100,953,350	\$50,476.68	\$100,953.35	\$201,906.70	\$302,860.05
	Lima	\$189,957,624	\$94,978.81	\$189,957.62	\$379,915.25	\$569,872.87
	Lodi	\$376,429,300	\$188,214.65	\$376,429.30	\$752,858.60	\$1,129,287.90
	Lyndon	\$130,967,000	\$65,483.50	\$130,967.00	\$261,934.00	\$392,901.00
	Manchester	\$180,313,050	\$90,156.53	\$180,313.05	\$360,626.10	\$540,939.15
	Northfield	\$343,517,940	\$171,758.97	\$343,517.94	\$687,035.88	\$1,030,553.82
	Pittsfield	\$1,603,066,200	\$801,533.10	\$1,603,066.20	\$3,206,132.40	\$4,809,198.60
	Salem	\$370,938,387	\$185,469.19	\$370,938.39	\$741,876.77	\$1,112,815.16
21	Saline	\$103,804,000	\$51,902.00	\$103,804.00	\$207,608.00	\$311,412.00
	Scio	\$1,259,961,600	\$629,980.80	\$1,259,961.60	\$2,519,923.20	\$3,779,884.80
	Sharon	\$101,044,997	\$50,522.50	\$101,045.00	\$202,089.99	\$303,134.99
	Superior	\$550,559,700	\$275,279.85	\$550,559.70	\$1,101,119.40	\$1,651,679.10
	Sylvan	\$174,551,900	\$87,275.95	\$174,551.90	\$349,103.80	\$523,655.70
	Webster	\$411,799,400	\$205,899.70	\$411,799.40	\$823,598.80	\$1,235,398.20
	York	\$347,969,500	\$173,984.75	\$347,969.50	\$695,939.00	\$1,043,908.50
	Ypsilanti	\$1,037,151,347	\$518,575.67	\$1,037,151.35	\$2,074,302.69	\$3,111,454.04
	Total	\$8,400,056,694	\$4,200,028.35	\$8,400,056.69	\$16,800,113.39	\$25,200,170.08

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Lenore Zelenock, Marlene Chockley and Jennifer Carlisle
Date: 4/20/2017
Re: Controller position

Dear Township Board,

We conducted 8 interviews for the Controller position. At this time we would like to recommend for hire Yvette Davis at a rate of \$45.00 per hour to work an average of 20 hours per week. Pending Board approval, Yvette would be able to begin in the office on May15th. Her resume is attached.

Sincerely,

Lenore Zelenock – Twp. Treasurer

Marlene Chockley – Twp. Supervisor

Jennifer Carlisle – Administrative Assistant

Yvette Patrick

Phone: [REDACTED] Westland, MI 48185
Email: [REDACTED]

Objective: To obtain a full time where I can utilize my proven accounting, human resource and employee management background, coupled with demonstrated project management success. To become part of a winning team, bringing a unique perspective and enhancing an organization.

Summary of Qualifications and Skills:

- Highly developed skills and familiarity with working in a team environment.
- Experience managing all aspects of human resources communication, as well as correspondence with Federal and State agencies.
- Demonstrated experience in assembling budgets, forecasts, expenses, and overall financial planning.
- History of effective communication both verbal and written form with people from diverse backgrounds and all walks of life, while maintaining confidentiality.
- Expert with Quickbooks Payroll and entire Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook.

Professional Experience

The Good Steward Company – Partner Clinton Township, MI

November 2016 - Present

- Small Business Consultant working with local small businesses in the following areas:
 - Grant Writing
 - Human Resources
 - Fundraising
 - Donor Management
 - Accounting Services
 - Budgeting
 - Accounts Payable
 - Accounts Receivable

General Filters, Inc. – Senior Accountant Novi, MI

June 2016 - Present

- Oversight of all accounting functions including accounts receivable, accounts payable, bank reconciliations, payroll, year-end closing and financial reporting.
- Consolidation of Monthly International Financial Reports for multiple subsidiaries.
- Working with consultants and third parties to oversee tax preparation for International Manufacturing Company with multiple subsidiaries.
- Oversight of Financial aspects of Inventory Reconciliation.
- Responsible for all general ledger entry, analysis and adjustments using the accrual method of accounting in accordance with Generally Accepted Accounting Principles (GAAP). This includes monthly balance sheet and income statement adjustments and analysis.
- Internal human resource representative, administering employee benefits, department of labor changes, compensation review and disciplinary actions.

Trinity Community Care – Executive Director Shelby Township, MI

June 2015 – June 2016

- Oversee operations for free medical and dental clinic by creating business infrastructure, implementing healthcare best practices and building sustainable funding model through donor cultivation, grant writing and other means..
- Manage clinical and administrative volunteer staff in accordance with legal, financial and healthcare guidelines.
- Assist in building board governance model and equipping board of directors with operational insight.
- Build community awareness in healthcare needs, current laws and changing policies.
- Manage all human resources, financial, legal and operational business matters.
- Advocate for the poor and uninsured, while staying current on healthcare trends and legislation.
- Build strategic partnerships with local health systems, businesses, government bodies and other potential supporters through time, funding or other means.

MOST Ministries – Business Manager Ann Arbor, MI

April 2011-May 2015

- Assist with annual budgeting, forecasting, financial planning, and reporting for international outreach ministry.
- Human Resources coordinator managing employee benefits, health insurance, compensation and communications with Federal and State government offices.
- Managed all aspects of day to day accounting responsibilities including accounts receivable, accounts payable, and payroll processing.
- Key point of contact for IT related issues, set up, and network maintenance.
- Property management liaison for ministry and tenants.

MOST Ministries – Team Administrator

Ann Arbor, MI

January 2014-May 2015

- Responsible for planning travel, lodging, meals, and all logistical concerns for mission trips throughout South and Central America.
- Training coordinator for Team Leaders, as well as managing recruiting efforts to place leaders and volunteers on mission teams.
- Developing reporting metrics and tracking team statistics, progress, and road maps for training and improvement programs.
- Facilitate, manage, and lead ministry and mission meetings, providing recaps, materials, and organizing communications and materials.

Brown and Brown of Detroit Insurance Agency - Administrative Assistant
Sterling Heights, MI

August 2010 – April 2011
June 2005 – November 2007

- Performed accounts receivable functions such as receiving and depositing cash, recording transactions, balancing and reconciling accounts.
- Managed accounts payable functions including payroll distribution and auditing vendor invoices, including direct bill and commission statements.
- Provide timely and accurate explanations of variances or discrepancies between forecasts and final financial results.
- Responsible for data entry, physical inventory counts and auditing, as well as assisting with annual budget and forecast planning and presentations.

Education

Fraser High School - Fraser, MI

August 2001 – May 2005

Diploma

Albion College - Albion, MI

April 2005 – May 2007

Major: Accounting/Business Administration

University of Michigan-Dearborn - Dearborn, MI

August 2007 – December 2010

Bachelor's Degree, Accounting

Minor: English

Certifications

Currently pursuing Certified Management Accountant (CMA) and Professional in Human Resources (PHR) Certifications.

DRAFT

Northfield Township Township Manager Job Description

SUMMARY

The Township Manager is an appointed executive and works directly with the Township Board and various departments of the Township. It is the policy of Northfield Township that the Board of Trustees enacts policies of the Township, and the Manager carries out such directive. In general, it is the Manager's role to oversee the day to day administration of Northfield Township Government. The Manager's Office is responsible for overseeing the administrative departments that are not under statutory authority of an elected official. The most important duty of the Manager is to facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens.

RESPONSIBILITIES

- Prepares, presents, and administers the annual operating and capital improvement township budgets in consultation with the supervisor and keeps the board fully advised at all times of the township's financial condition and needs;
- Manages and administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management;
- As Chief Administrative Officer, develop and implement operational efficiencies and cost effectiveness by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff;
- Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing Board agendas as recommended;
- Manages township initiatives, works, and related projects as assigned by the Township Board;
- Ensures the implementation and enforcement of all laws, Township ordinances, policies and directives related to public service administration operations;

- Management and oversight on union and non-union contract administration and execution as assigned by the Township Board;
- Provides for customer service excellence and proper public relations to ensure the efficient delivery of township administration services and effective handling of citizen inquiries, concerns and complaints;
- Provide policy analysis and report on legislative changes and programs impacting Northfield Township, responding to inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press;
- Facilitate intergovernmental relations, working with community partners, county, state and federal jurisdictions and agencies;
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion;
- Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate;
- Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies as needed as directed by the board;
- Provide general oversight of all functions of the Township and on the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees;
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines;
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board;
- Perform other duties as assigned by the Township Board.

Current Responsibility Language	Proposed Responsibility Language	Recommend Removal	Comments
Under the Uniform Budget and Accounting Act, maintain responsibility and oversight of the preparation of the annual budget	Prepares, presents, and administers the annual operating and capital improvement township budgets in consultation with the supervisor and keeps the board fully advised at all times of the township's financial condition and needs.		It is the supervisor in the absence of a manager who has been specifically assigned this duty. Prefer B, but add after "In consultation with the supervisor,"
Serve as Personnel Manager	Manages and administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management.		Prefer B
Act as Personnel Officer for the Township. Responsible for performance reviews of all department heads and non-union personnel			
Serve as Chief Administrative Officer	As Chief Administrative Officer, develop and implement operational efficiencies and cost effectiveness by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff.		
Manage departmental and enterprise managers			Prefer B
Direct section administrators			
Develop and implement operational administrative procedures and programs designed to increase efficiency and reduce costs.			
Coordinate with the Clerk's Office, development of Township Board agenda and background information, and assist in establishing Board agendas following their recommendations	Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing Board agendas as recommended.		
Manage Township projects and initiatives	Manages township initiatives, works, and related projects as assigned by the Township Board.		Prefer B
Recommend administrative policies, projects, procedure, ordinance, and planning objectives to the Township Board	Ensures the implementation and enforcement of all laws, Township ordinances, policies and directives related to public service administration operations.		
Ensure implementation of Township policy and procedure			
Ensure all departments, enterprises, and administrative functions operate consistent with State and Federal Laws			
Administer Union and Non-Union Contracts	Management and oversight on union and non-union contract administration and execution as assigned by the Township Board.		
Oversee all contract administration			Prefer B

Oversee Freedom of Information Act coordinator, maintain responsibility for F.O.I.A. denials		Recommend to remove - this is a statutory duty of the Supervisor and the Supervisor can delegate the management and coordination of F.O.I.A requests.	MAC Note: This is not a statutory duty of the supervisor anymore. The BOT appoints a staff member or a board member and can compensate them.
Investigate citizen complaints	Provides for customer service excellence and proper public relations to ensure the efficient delivery of township administration services and effective handling of citizen inquires, concerns and complaints.		Prefer B
Provide policy analysis to Township Board on proposed legislation and programs	Provide policy analysis and report on legislative changes and programs impacting Northfield Township, responding to inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.		
Review and report on legislative changes affecting Northfield Township, responding to citizen inquiries as well as inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.			Prefer B
Facilitate intergovernmental coordination	Facilitate intergovernmental relations, working with community partners, county, state and federal jurisdictions and agencies.		Prefer B
Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion.	Attend all meetings of the Township Board of Trustees and provide key information related to the financial and operational agenda topics for discussion.		Prefer A
Develop and implement operational administrative procedures and programs designed to increase efficiency and reduce costs.	Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate;		Prefer B
Coordinate and provide support for the activities of the Township's Commissions and Committees	Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies as needed.		Prefer B, but add "as directed by the Board."
Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees	Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees		"on" the Township Board's behalf
Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines	Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines		
Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.	Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.		
Perform other duties as required	Perform other duties as assigned by the Township Board.		Prefer B

NORTHFIELD TOWNSHIP

At a regular meeting of the Township Board of Northfield Township, Washtenaw County, Michigan, held at the Township Hall on April 25, 2017 at 7 p.m. Michigan time there were:

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____
and supported by _____:

**RESOLUTION TO INITIATE A 5 YEAR LAKE IMPROVEMENT PROJECT
FOR THE TOWNSHIPS OF GREEN OAK AND NORTHFIELD
THROUGH THE WASHTENAW COUNTY BOARD OF PUBLIC WORKS**

WHEREAS, Northfield Township, County of Washtenaw, State of Michigan (the "Township") has determined along with the Township of Green Oak, County of Livingston, State of Michigan (together the "Townships") that it is necessary for the public health, safety and welfare of the Townships to implement a Lake Improvement Project for Whitmore Lake (the "Project") all as preliminarily described in Appendix A attached hereto; and

WHEREAS, it has been determined that it is not desirable for the Townships to implement and finance the Project alone; and

WHEREAS, the County of Washtenaw (the "County") has established a Department of Public Works (the "DPW") under the terms of Act No. 185, Public Acts of Michigan, 1957, as amended ("Act 185"), with authority to acquire and finance improvements such as the Project for public corporations within the County; and

WHEREAS, the cost of the Project will be distributed among benefited property owners in each Township through the establishment of a special assessment district by the Washtenaw County Board of Public Works, and

WHEREAS, it is necessary to engage professional services for this project in order to coordinate state permitting, project bidding and project oversight, and

WHEREAS, the cost of these services and all other costs associated with the implementation of the Project, including administrative expenses of the DPW, will be reimbursed from the proceeds of the special assessments that will be collected from the properties benefiting from the Project.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. It is hereby determined that it is undesirable for the Townships to undertake the Project alone.
2. The Township hereby requests the assistance of Washtenaw County in the implementation and financing of the Project under the terms of Act 185, the Project to be operated, administered and maintained by the Washtenaw County DPW with assistance from the Townships.
3. The Townships agree to maintain an advisory committee and a local contact to advise and assist the DPW in the implementation of the Project.
4. The Township and all agents and employees shall cooperate with the DPW in the establishment of a special assessment district to pay for the total cost of the project.
5. The Township hereby agrees to reimburse the County and the DPW for all expenses incurred in connection with the Project; should the financing and implementation of the Project not be completed for any reason whatsoever.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: _____

NO: _____
ABSTAIN: _____

THE RESOLUTION WAS THEREUPON ADOPTED.

TOWNSHIP CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of Northfield Township, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township at a special meeting held on _____, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the Township Board in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Kathleen Manley, Township Clerk

[SEAL]

APPENDIX A

PROJECT DESCRIPTION

The Project will provide lake improvement to Whitmore Lake in Washtenaw and Livingston Counties in order to provide control of non-native invasive weeds and including other items that will provide enhanced recreational opportunities for lake properties. The project shall include chemical application and monitoring during the 5 year project. It shall also include all necessary regulatory approvals and studies for the application.

The total cost of the Project over a five-year period is estimated at \$454,000.

**Northfield Township
Public Safety**

Memo

To: Township Board of Trustees

From: Bill Wagner *BW*

CC: Jen Carlisle

Date: April 11, 2017

Re: Hiring of part time contract employee Tim Saville

Please consider the approval of the attached contract for part time employment of Tim Saville. There are various building and property projects of Northfield Township that need attention. These projects don't fall under any particular department responsibility and I would like to hire a person as a part time, contract, employee to work on some of these projects. Tim Saville has done a few small projects for the township (mostly volunteer) and I would like to hire him to complete many others with compensation. Before any work is completed we will confirm his insurance is in place. On another note Tim is already on the Township Insurance policy as a volunteer.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into as of the _____ day of _____ 2017, between the Township of Northfield (the "Township") and Tim Saville, 7705 Whitmore Lake Rd., Whitmore Lake, MI 48189 ("Consultant").

1. Independent Contractor. Subject to the terms and conditions of this Agreement, the Township engages Consultant as an independent contractor to perform the services set forth herein, and the Consultant hereby accepts such engagement. Nothing contained herein or any document executed in connection herewith, shall be construed to create an employer-employee, partnership, or joint venture relationship between the Township and Consultant. Consultant is an independent contractor and not an employee of the Township. The compensation set forth in Paragraph 3 shall be the sole consideration due Consultant for the services rendered hereunder. It is understood that the Township will not withhold any amounts for payment of taxes from the compensation of Consultant. Consultant, or any member, agent, or employee of Consultant will not represent to be, or hold themselves out as, an employee of the Township, and Consultant acknowledges absolutely no right or entitlement in or to any of the pension, retirement or other benefit programs now or hereafter available to the Township's employees. Any and all sums subject to deductions, if any, required to be withheld and/or paid under any applicable state, federal or municipal laws or regulations shall be Consultant's sole responsibility and Consultant shall indemnify and hold Township harmless from any and all damages, claims and expenses arising out of or resulting from any claims asserted by any taxing authority as a result of or in connection with said payments.

2. Duties. The Consultant will serve as the: **NORTHFIELD TOWNSHIP PART-TIME CONTRACTUAL MAINTENANCE WORKER**

The Part-Time Maintenance Worker serves at the direction of the Supervisor/Township Manager/Director of Public Safety.

SUMMARY OF DUTIES, ACTIVITIES AND RESPONSIBILITIES

The Consultant is responsible for performing duties as assigned that may include but not limited to, general cleaning, painting, maintaining and repairing township owned facilities and properties.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The assigned duties for the Part-time Contractual Maintenance Worker will include a variety of tasks as determined by the Supervisor/Township Manager/Director of Public Safety. The Part-time Contractual Maintenance Worker shall provide service in such a manner that optimum results are achieved in relation to the resources of the Township. The Part-time Contractual Maintenance Worker will report directly to the Supervisor/Township Manager/Director of Public Safety, and shall fulfill any other duties reasonably requested by the Township and agreed to by the Part-time Contractual

Maintenance Worker. Consultant shall not be entitled to compensation for time spent traveling to and from Township facilities.

3. Term. This Agreement shall commence on April ____, 2017, and shall terminate on September __, 2017, unless earlier terminated by either party hereto. This Agreement may be terminated at will upon fifteen (15) days prior written notice by the Township Board, the Township Manager or Consultant. This Agreement shall automatically renew every six months, for a term of six months, unless either party provides written notice of termination fifteen (15) days prior to the expiration of the Agreement.

4. Compensation. As full compensation for the services performed by Tim Saville, as representative for Consultant, the Township shall pay the Consultant at the hourly rate of \$20.00, for work done not using contractor's equipment. If the contractor is utilizing his equipment, the hourly rate shall be \$25.00. This shall be agreed upon before each task is assigned. The total hours per week shall not exceed 16 hours, unless directed by the Supervisor/Township Manager/Director of Public Safety. Compensation shall only be provided for periods when Tim Saville is providing services for the Township, not inclusive of lunch hour or breaks.

5. Expenses. Consultant shall bill and the Township shall reimburse Consultant for all reasonable gasoline expenses incurred in providing services under this Agreement within the Township. The gasoline expense includes only the actual cost of gasoline used in providing services in the Township, and does not include gasoline used going to and from the Township, and is not a mileage expense.

6. Documentation of Efforts. To assure performance of its obligations hereunder, and for proper payment for work performed, Consultant shall provide the Township monthly invoices, which shall be due by the 5th day of the following month, and shall identify and describe by date the services performed, the hours expended, and any other pertinent information requested by the Township.

7. Consultant's Taxpayer I.D. Number. The taxpayer I.D. number of the Consultant is _____

8. Insurance. Consultant shall carry general liability, automobile liability, workers' compensation and employer's liability insurance in an amount deemed acceptable by the Township's insurance carrier, and shall add the Township as an additional insured on such policies. If Consultant fails to carry such insurance in adequate amounts, it shall indemnify and hold harmless the Township, its agents and employees from and against any damages, claims, and expenses arising out of or resulting from work conducted by Consultant and its agents or employees.

9. Competent Work. All work will be done in a competent fashion in accordance with applicable standards of the profession and all services are subject to final approval by a representative of the Township prior to payment.

10. Representations and Warranties. The Consultant will make no representations, warranties, or commitments binding the Township without the Township's prior consent, and has no authority to do so.

11. Legal Right. Consultant covenants and warrants that Consultant has the legal right to enter into this Agreement and to perform in accordance with its terms without violating the rights of others or any applicable law and that Consultant has not and shall not become a party to any other agreement of any kind which conflicts with this Agreement.

12. Waiver. Failure to invoke any right, condition, or covenant in this Agreement by either party shall not be deemed to imply or constitute a waiver of any rights, condition, or covenant and neither party may rely on such failure.

13. Conflicts of Interest. The Consultant represents that it is free to enter into this Agreement and that this engagement does not violate the terms of any agreement between the Consultant and any third party.

14. Successors and Assigns. This Agreement is not assignable without the written consent of the Northfield Township.

15. Choice of Law. The laws of the state of Michigan shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

16. Notice. Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, in the first class mail of the United States properly addressed to the appropriate party at the address set forth below:

A. Notices to Consultant:

Tim Saville
7705 Whitmore Lake Rd.
Whitmore Lake, MI 48178

B. Notices to the Township:

8350 Main Street
P. O. Box 576
Whitmore Lake, Michigan 48189

Any party hereto may change its address for purposes of this paragraph by written notice.

17. Headings. Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

18. Waiver. Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

19. Assignment. The Consultant shall not assign any rights under this Agreement, or delegate the performance of any duties, without the prior written consent of the Township.

20. Modification or Amendment. No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

21. Entire Understanding. This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

22. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

Township of Northfield

Tim Saville

By: _____
Its:

By: _____

BOOST YOUR BUYING POWER

There are many opportunities to collaborate with the state and other local governments. By pooling together purchases, volumes rise and costs are driven down. Check the Website regularly for opportunities to collaborate with the state on upcoming bids and provide feedback on desired products and services.

Other Cost—Saving Services

- Energy Purchasing
517.373.8530
- Print and Mail Services
517.322.6980
- State and Federal Surplus Property Programs
517.334.8271

Learn more

To learn more about cooperative purchasing opportunities with the state, visit our website at www.michigan.gov/mideal.

Scan with your smartphone to
access the MiDEAL website



MiDEAL



State of Michigan
Department of Technology, Management & Budget
Procurement
525 West Allegan, 1st Floor
Lansing, Michigan 48909
517.284.7000

MiDEAL@michigan.gov

BOOST YOUR BUYING POWER

with State Contracts

COLLABORATIVE PURCHASING

Local governments can use state contracts to cut costs associated with purchasing and eliminate the time needed to post, analyze, and award bids. With membership in MiDEAL, local government, educational institutions, and nonprofit hospitals find opportunities for smart business.

What is MiDEAL?

The MiDEAL Extended Purchasing Program allows local units of government to use state contracts make purchases at the same terms, conditions and prices.

Who can join and how?

- Counties
- Cities
- Townships
- Villages
- School districts
- Universities
- Community colleges
- Nonprofit hospitals

Benefits

MiDEAL offers a number of valuable benefits to its members.

Best-value purchasing process

- Vendors' experience, qualifications, service and delivery are all considered, ensuring a fair price and high-quality product.

Time and Money Savings

- Members save on duplication of the administrative costs and time needed to find the right contractor. Participants may choose from more than 300 online contracts.

Support for Michigan businesses

- Michigan businesses hold the majority of the state's contracts.

All departments benefit

- Once an organization purchases an annual membership, staff in all departments may use it.

Vendor-direct contact

- Local governments work directly with the contractor. Once a group has membership, it's ready to use contracts and realize big savings.

"MiDEAL has worked for the city of Hartford in saving time and being cost effective. There is no reason for us not to continue using the program."

- Yemi Akinwale; City Manager of Hartford

Contract Opportunities

The contracts listed below are only a few of the dozens available to MiDEAL members:

- Road salt
- Vehicles
- Computers
- Tires
- Law enforcement
- Fuel and gas
- Office supplies
- "Green" products
- Lighting
- Business consulting
- Lawn and turf
- Janitorial supplies
- Hardware and tools
- Furniture and carpet
- Cell phones
- Software
- Copiers
- Design and engineering services

Annual Member Fees

The MiDEAL Extended Purchasing Program is funded through membership fees and in some cases, contract administrative fees. Each member pays an annual rate, based on population or organization type.

Counties, Cities, Townships & Villages by Population

1-10,000	\$180
10,001-50,000	\$230
50,001-100,000	\$270
100,000-150,000	\$360
150,001-200,000	\$435
200,000 and above	\$510

Colleges & Universities

\$270

School Districts

\$180

Nonprofit Hospitals

\$180



[MI DEAL](#) / [LOCAL GOVERNMENT RESOURCES](#)

Resources for Local Government

- [Michigan Building Products List](#)
- [State and Federal Surplus Property](#)
- [Post Jobs: Pure Michigan Talent Connect](#)
- [Run a Background Check: ICHAT](#)
- [Mail and Delivery Services](#)
- [Print and Graphic Services](#)
- [Vehicle and Travel Services](#)
- [Corporation Division Business Entity Search](#)
- [Purchase Products from Michigan State Industries](#)
- [Records Management Assistance](#)
- [Michigan Public Purchasing Officers Association](#)

[Michigan.gov Home](#) | [MiDEAL Home](#) | [DTMB](#)

[Policies](#) | [Michigan News](#) | [ADA](#)

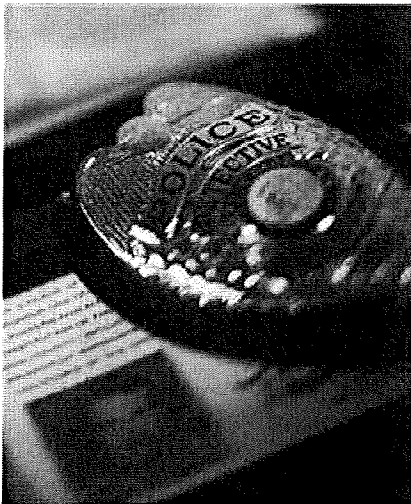
Copyright 2017 State of Michigan

MI DEAL / LAW ENFORCEMENT PURCHASING

Law Enforcement Purchasing

The State of Michigan MiDEAL Program is an excellent place for law enforcement agencies to purchase goods and services. There are currently over 30 MiDEAL contracts that are specifically for law enforcement use.

For a list of all law enforcement related contracts, look under "Law Enforcement and Public Safety"



[Ammunition](#)

[Video Surveillance](#)

[Tasers](#)

[Body Armor](#)

[Speed Measurement Devices](#)

[Blood/Urine Tests](#)

MI DEAL / *ALL CONTRACTS* CONTRACTS

Airports

- Sand, Runway Dried & Non-Heated

Auction Services

- Internet Auction Services
- Live Auctioneering Services

Business Process Review/Lean Process Improvement Pre-Qual

- Business Process Review (BPR) Lean Process Improvement (LPI) Prequalification Program

Clothing and Textiles

- Uniforms

Communications

- Mobile Device Management (MDM) Solution
- 2-Way Radio and Wireless Equipment
- Audio, Video, and Web Conferencing Solutions
- Avaya PBX Maintenance Parts and Service
- Cable/Phone Materials and Installation
- Cell Phones and Accessories
- Commercial Broadband, Cable TV, and Basic Internet
- Data Communications Products & Services

- Local, Long Distance and Toll Free Voice Services and Equipment including landlines
- Pager Acquisition and Service
- Telcom Design Services

Consulting and Emergency Manager Services

- Consulting Services
- Consulting, Municipal Management and Restructuring Services
- Pension Actuarial and Consulting Services
- Shared Services Consolidated (Building Assessment Services)
Prequalified Vendors

Fuel/Gasoline/Propane

- Compressed Gases
- Fuel Card Services
- Gas and Fuel
- Liquid Propane

Furniture/Carpet

- Carpet Tiles and Installation
- Office Furniture

Grounds/Park Equipment/Services

- Earth Moving and Work Zone Safety Equip and Road Maintenance Equip.
- Lawn & Garden- Heavy Duty Equipment and Maintenance

Hardware/Electrical/Building Supplies

- Building Materials - Misc. Hardware
- Hand and Power Tools
- Hardware/Electrical/Safety Supplies
- Lighting and Electrical Supplies

Healthcare, Vision, Dental and Pharmacy Benefits

- Claims Processing and Administration-Retiree Dental Care Plan
- Health Care Third Party Reviewer
- Healthcare Contracts
- Long Term Care Compliance and Other Health Services Related Audits

IT Products and Services

- Computers-New Michigan Master Computing Program Contracts

MISC. IT

- Adult Services Authorized ASAP Application Support
- Aerial Imaging Services
- COTS PPM Solution MDOT
- Campground Central Reservation System
- Cisco Customer Premises Equipment-Network Routing Equipment
- Customer Flow Management System
- Data Warehouse Business Intelligence
- Digital Incident Response (DIR) System
- Digital Signature Solution
- Disposal of IT Assets
- Elections Technology Consultant
- Electronic Medical Record (EMR) SAAS System
- Enterprise Asset Management Solution
- Enterprise Security Training
- Financial Institution Data Matching (FIDM) Alliance solution
- Fuel Tax Tracking System-Treasury Cigarette/Tobacco and Motor
- Fully Integrated eProcurement System
- Grant Electronic Monitoring System (GEMS)
- HVAC Maintenance & Repair Service
- Health Insurance Technology Project Control Office Services
- IBM Initiative/Infosphere Master Data Management (MDM)Support Services
- IT Research and Advisory Services
- Implement New Case Management System
- Information Technology Training Services

- Laboratory Information Management System (LIMS) for DNA
- Licensing of Financial and Academic Data Analytics Tools for Michigan School Districts
- Lights-Out Co-Location Data Center
- MDOS Remittance Processor Development
- MiWaters
- Michigan Election Core Comp. Application
- Michigan State Historic Preservation Office System
- Michigan Storage Platforms and Infrastructure
- Miovision Processing
- Modified Adjusted Gross Income (MAGI) Eligibility Determination Service
- Pre-Qualified Program for Project Control Offices
- Public Service Broadband Consulting
- Real Time Monitoring and Log Analysis System
- Record Storage Services for Quad Counties
- Rural Health Fiber Optic Network
- Salesforce.com & AppExchange Partner Subscription Licensing and Services Enterprise Contract
- Transparency Website for State Budget Office
- USA Herds Enhancements & Maintenance
- Uniform-Modernized Commercial Code (UCC) System
- Unisys & Mainframe Environment Support
- Vendor Managed Services
- Voting System Hardware, Firmware, Software and Service
- Vulnerability Assessment Services (VAS)

Indefinite-Scope, Indefinite-Delivery Contracts

- Architectural and Engineering Services
- Building Commission Services
- Design Build
- Environmental Expanded Triage
- Environmental Services
- Lab Testing Vendor List
- Materials Testing, Quality Control, and Geotechnical Engineering
- Security System Design - Project Mgmt ISID

Insurance and Banking Services

- Captive Insurance Company Actuarial and Financial Examinations-Prequalification
- Credit and Debit Card Processing Services
- Electronic Prisoner Services for Electronic Deposits
- Financial Accounting and Auditing Services Prequalification
- Financial Examination and Analysis Services Prequalification Program
- Financial and Insurance Actuarial Services-Prequalification Program
- IT Surplus Recovery
- Insurance Brokerage and Risk Management Services
- Life Insurance Administration Services
- MSHDA Financial System
- Michigan Achieving A Better Life Experience (ABLE) Savings Program (MiABLE)
- Performance Based Child Welfare Actuarial Services
- Procurement Card Services
- Student Financial Aid System
- Student Financial Services (SFS) System
- Student Loan Delinquency Mgmt Pilot Program Services
- Tax Form Production & Personalization
- Treasury Debt Management

Janitorial Supplies/Disposable Paper Products

- Janitorial & Industrial Supplies
- Paper Products-Disposable
- Trash Bag Liners

Laboratory Supplies

- Laboratory Supplies

Law Enforcement and Public Safety

- 2-Way Radio and Wireless Equipment
- Ammunition/Weapons
- Blood & Urine Alcohol and Sexual Assault Kits

- Body Armor
- Court Reporting Services
- DNA Profile Analysis
- Defibrillators-Automated External (AED)
- Drug Testing Services
- Electronic Monitoring Program-Alcohol Monitoring Devices and Support
- Electronic Monitoring Program-Global Positioning System (GPS)and/or Radio Frequency (RF) Monitoring Devices and Support
- Fence Detection Systems
- Fuses/Flares
- Hamilton Robotics Consumables, Equipment, Service/Maint Agreements and Repair
- Hazardous Material Clean-Up Services
- Live Scan System
- Polygraph Testing Services
- Preliminary Breath Testers
- Public Safety and Emergency Preparedness Equipment and Related Services
- Sex Offender Registry Software
- Speed Measurement Devices
- Taser
- Transport Services for Prisoners and Detainees
- Video and Audio Surveillance Systems

Marketing and Advertising/News

- Advertising Services
- Digital Media Marketing and Advertising Services
- MiPage Marketing Services
- Michigan Education Trust (MET) Marketing and Advertising Services
- News Services - Gongwer
- Statewide Electronic Newswire Services

Medical Supplies

- Cholestech Equipment, Supplies and Service for WISEWOMAN Screening Sites
- Defibrillators-Automated External (AED)

- Electronic Medical Records
- HIV-1 Oral Specimen Collection Devices
- Medical Imaging Equipment, Installation and Services
- Medical Specimen Courier Services
- Medical Supplies
- Medical Transcription Services
- Michigan Automated Prescription System (MAPS)
- Michigan Emergency Medical Services Information System (MEMSIS)
- Pharmaceutical Distribution-MMCAP Statewide
- Testing for Chlamydia and N. Gonorrhoeae

Miscellaneous Services

- Caseload Ratio Work Study for Foster Care
- Child Care Providers Business Trainings
- Cost Allocation Plan Services to assist in analysis and preparation of annual reporting requirements
- Customer Satisfaction Survey
- DHS Asset Test Service
- Data Entry Services
- Early Childhood Data Governance Structure
- Electronic Prisoner Services
- Employee Engagement Survey
- Fleet Management Services
- GED Testing Materials and Services
- Great Start to Quality Evaluation and Validation Study
- Invasive Carp Challenge
- Legal Research/Personal Information
- Oral Language Interpretation and Document Translation Services
- Program Management Office (PMO) Staffing Services for Pre-Qualification Program
- Project Manager for Performance Based Funding
- Student Loan Default Aversion Services-MiDEAL
- Temporary Employment Services
- Title Search and Tax Forfeiture Related Services

Moving Services

- Brokerage Services - Real Estate
- Moving of Office Equipment and Supplies

Office - Mailing Supplies/Equipment/Services

- Agfa Pre-Press Supplies
- Confidential Record Destruction
- Copiers and Supplies
- High-Speed Simplex Continuous Feed Printers
- Mailing System
- Microfilm and Microimaging
- Office Supplies
- Package Delivery

Printing

- Print Pre-Qualified Vendors

Road and Highway Maintenance

- Agricultural By Product Anti Icing
- Calcium Magnesium Acetate
- Deicer Liquid
- Ice Control Sand
- Reflectorized Sheeting and Traffic Marking Tape
- Salt General-Lower Peninsula
- Salt, Bulk Rock
- Survey Grade Equipment
- Towable Snowplows

Software

- CORE Software, Services, Maintenance and Support
- Case Management System Software for DHS
- Construction Codes Software
- ERP Hosting, Managed Services, Software License and Maintenance Agreement
- Enterprise Fraud Detection Software

- GIS Software Maintenance and Support
- Intelligrants Software Maintenance and Support
- NICE Maintenance, Services and Software License Agreement
- Oracle Software and Support
- Orion Rhapsody Software Support Services
- Pre-Qualified IT Services Program for Software Modernization-Custom Software Development
- Prevailing Wage and Labor Compliance SaaS Solution
- Sex Offender Registry Software
- Software Maintenance and Support
- Toll Bridge Software
- Traffic Data Management System
- Video Management Software Solution System
- iyeCrash and iyeCitation Software Maintenance and Support

Travel Services

- Travel Services

Vehicles/Tires/Parts

- Aerial Towers and Accessories
- Aluminum Substrate for License Plate Production
- Equipment Up-Fitting
- Fleet Management Services
- Tires
- Vehicle Data Access Service-Used Car Guide
- Vehicle Hauling and Cleaning Services
- Vehicles
- Winter Maintenance Truck Build Up Parts

[Michigan.gov Home](#) | [MiDEAL Home](#) | [DTMB](#)

[Policies](#) | [Michigan News](#) | [ADA](#)

From: Michael Magda

Date: 5/29/2012 10:17:16 AM

To: Sam Iaquinto; Mark Stanlajczo; Michele Manning; William Wagner Jr; Deb Mozurkewich;
michaelmagda@hotmail.com

Subject: Application Process????

Sam,

My thoughts of the application process are:

1. First Round

Elected Officials review and pull applications for further review from the initial pool.

2. Second Round

- Oral interview

Questions by the Board in an open meeting

Question taken from a pool of questions submitted by Board

Candidate maybe given 1 point per Board member for every question answered correctly.

- Score Applications
- All application scored by Elected Officials using:

Master Degree or higher =5 points

BS= 3 points

AS=1 points

- Experience as a Twp./City Manager:

10+ years = 5 points

5-10 years = 3 points

0-5 years = 1 point

- Experience as manager in a non-governmental agency:

10+ years = 3 points

5-10 years = 2 points

0-5 years = 0 point

- Extra credits for experience in Grant writing, Labor negotiations, etc.

3 points

3. Third Round

- Oral interview

Questions by the Board in an open meeting

Question taken from a pool of questions submitted by Board

Candidate maybe given 1 point per Board member for every question answered correctly.

One member from the top five candidates, chosen by Board to become Twp. Manager

Michael J. Magda

1045 St. Andrews Ct.

Whitmore Lake, Mi 48189

Home 734-449-0347

Cell 734-395-0190

*Magda/Iaquinto
use this criteria
to rate candidates
5/1/12, moz*

6/12/2012

MAXIMUS Interview Sheet										Lead Interviewer : [insert Hiring Manager]		
Title: [insert position] Date: [insert date]			Recruiting	Management Decision		Recruiting				Staffing		Management
Candidate	Education / Experience	Candidate Source	Resume Received/ App Applied	Proceed to Interview	Disposition Reason	Interview Scheduled	Interview Date	Make Offer	Disposition Reason	Background Check	Start Date	Additional Comments

Recruitment Source

100 State Employment Ser
200 Employee Referral
300 College Placement Off
399 Internal Candidate
401 News Paper Ad
402 Internet
240 Other

Disposition Code

1-___* Declined Job Offer
2-___* Did not want to relocate
3-___* Did not want to travel
4-___* Hired/Started Work
5-___* Internal candidate selected
6-___* Now show interview
7-___* Does not meet basic requirements
8-___* Not interested
9-___* Other candidate selected
10-___* Salary requirements too high
11-___* Offer declined
12-___* Moved to another requisition

Fill in the blank with the letter corresponding to the reason the applicant was not qualified:

a cannot work legally
b incompatible availability
c poor work history
d poor communication skills
e work experience
f education
g technical/analytical skills
h unprofessional or poor appearance/hygiene
i lack of flexibility in salary or terms, conditions, or privileges or employment