

NORTHFIELD TOWNSHIP BOARD AGENDA
March 26, 2019 – 7:00 PM
8350 Main Street, 2nd Floor

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- PRESENTATIONS AND UPDATES
 - 1. Equalization Basin – Presentation of Key Points and Opportunity for Community Feedback
- TOWNSHIP MANAGER UPDATE *
- CORRESPONDENCE AND ANNOUNCEMENTS
- APPROVAL OF MINUTES of March 12, 2019 Board of Trustees Regular Meeting
- AGENDA ITEMS
 - 1. Resolution 19-602: Fiscal Year 2018/19 Budget Amendment #2
 - 2. Resolution 19-603: Appoint Fireworks Committee Representative to Obtain a Road Closure Permit for the 4th of July Fireworks from the Washtenaw County Road Commission
 - 3. Resolution 19-604: Appoint Fireworks Committee Representative to Obtain a Banner Permit for the 4th of July Fireworks from the Washtenaw County Road Commission
 - 4. Consider Exclusive Right to Sell Agreement with Thomas A. Duke Company for the Sale of 75 Barker
 - 5. Budget Items for Fiscal Year 2019-2020
- 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER COMMENTS
- ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

Proposed Equalization Basin at the Wastewater Treatment Plant and/or Sewer Line Project

The Wastewater Treatment Plant (WWTP) and the sewer lines have been evaluated by Engineer, Brian Rubel. The Wastewater Treatment Plant Superintendent is Dan Willis. Dan has worked at the plant for 41 years.

Brian Rubel has recommended the construction of both of these projects.

WWTP Equalization Basin

1. At the WWTP, an Equalization Basin is recommended to fully process high flows due to storm drainage/snow melt.
 2. The equalization basin would be a steel tank with 1.5 million gallons of capacity and additional piping, site improvements.
 3. The estimated cost of this project is \$3,360,000. For sale of bonds, it is recommended that this be rounded up to \$3.5 million. The estimated interest rate is 4%. The projected cost 100% financed over 20 years including interest totals \$5,153,600.
- The primary reason for constructing the Equalization Basin is to ensure that the WWTP can completely treat all flow coming into the plant ensuring the public welfare. This would benefit all current and future users of the sewer system and the WWTP.
 - The secondary reason is to enable the WWTP to be approved by the State to handle future growth. Under its current permit, the WWTP has limited capacity to accept new sewer customers.

Sanitary Sewer Line Replacement

1. This project would involve replacement of existing 18" sewer lines with limited disruption to the area by boring the path for sewers underground.
 2. The replacement pipes would be 21" or larger plastic or ductile iron pipe.
 3. The estimated cost of this project would be \$2,000,000. The estimated interest rate is 4%. The projected cost 100% financed over 20 years including interest totals \$2,939,800.
- The primary reason to construct this is to enable sewer service for future growth.

Alternatives Available

1. Approve proceeding with construction of both projects at this time.
2. Approve proceeding with construction of one project now and wait until later for the other project.
3. Delay both projects, pushing construction back to at least 2021.

Financial Impact to Users of the Sewer System

The current sewer billing rate is \$90.20/quarter for 1 REU (Residential Equivalency Unit). If both projects were to be approved, the quarterly sewer billing rate would increase by \$24.00 per quarter to \$114.20/quarter per REU.

The current tap-in fee is \$6,255. This fee is scheduled to increase to \$6,265 on July 1, 2019.

NORTHFIELD TOWNSHIP Township Board Minutes March 12, 2019

CALL TO ORDER

The meeting was called to order at 7:02 P.M. by Clerk Manley at 8350 Main Street.

PLEDGE

Trustee Beliger provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

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

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Community Center Director Tammy Averill
Township Manager Steven Aynes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

Beliger asked to add Kiwanis Proposal for 75 Barker to the agenda.

- ▶ **Motion:** Beliger moved, Dockett supported, that the Kiwanis proposal for 75 Barker be added to the agenda. **Motion failed 2—3 on a roll call vote, Dockett, Manley, and Zelenock opposed.**
- ▶ **Motion:** Manley moved, Otto supported, that the Wastewater Treatment and Parks and Recreation reports be pulled for discussion. **Motion carried 5—0 on a voice vote.**

WORKSHOP DISCUSSION ITEMS

1.

Goals and Priorities for the Coming Year

Manager Aynes reviewed progress on the goals, and Board members made comments, including:

- Downtown Revitalization still needs to be a priority, with the North Village site separated out as a topic.
- Road and culvert repair and maintenance should be a priority, with priorities established, and responsibility for various project identified (Drain Commission, Road Commission, Township, etc.).
- The Township website needs improvement. It was agreed to have a proposal for an RFP on the next agenda, although there are concerns about using an outside vendor.

- Funding needs to be found for improvements to the Community Center (in addition to the grant being applied for) and for sidewalks on East Shore Drive.
- Improvements are needed to the building and zoning development process.

2.

Capital Improvement Plan (CIP)

Aynes noted a CIP is required each year by State law, and he reviewed the draft proposal. Board member comments included:

- The Township should get bids from an engineering firm other than Tetra Tech.
- Getting a proposal for the HVAC system for the Public Safety Building should be included.
- Information about acquisition costs for additional land for the nature park should be included.
- It would be helpful to have specific information about "other road improvements" and contributions from the Washtenaw County Road Commission included.
- The cost for a sewer plant retention basin should be updated.
- Roads and other infrastructure maintenance should be priorities.

FIRST CALL TO THE PUBLIC

Tim Saville, 7705 Whitmore Lake Road, Mary Devlin, 9211 Brookside, Margaret Riddell, 65141 W. Eight Mile, George Brown, 7868 Shady Beach, and Anne Zinn, 11451 Fairlane Drive, Green Oak Township, spoke in opposition to the sale of 75 Barker Road due to the loss of public parking and the need for Kiwanis to use the space. Dianne Jazdzyk, U of M Health System, spoke in support of the Medication Take-back program.

BOARD MEMBER RESPONSE

Board members asked about the status of a police officer who resigned and the legal opinion about the Township's donation toward preservation of a farm, supported the use of 75 Barker by Kiwanis, clarified that the Board motion about the sale of 75 Barker did not include demolition, noted a trail in the North Village park is open for use by the public, and suggested that the process for establishing Board agendas be added to goals.

Aynes said he will research past motions granting permission to Kiwanis to use 75 Barker.

TOWNSHIP MANAGER REPORT

Aynes reviewed his written report.

CORRESPONDENCE AND ANNOUNCEMENTS

Manley reviewed the written information about the Master Plan Draft, Board of Review, and the Public Information Meeting on Wastewater Treatment Plan Equalization Basin.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
March 12, 2019**

APPROVAL OF MINUTES

Three corrections were made.

Dockett objected to the Supervisor voting against a motion to preserve her right to bring the matter back for further consideration and Otto questioned a statement by Ric Lawson regarding Huron River Watershed Council input on the WWTP DEQ permit.

- ▶ **Motion:** Otto moved, Beliger supported, that the minutes of the February 26, 2019 Regular Board Meeting be approved as amended.
Motion carried 5—0 on a voice vote.

ACTION AGENDA ITEMS

1a.

Wastewater Treatment Plant Report

In answer to a question, Aynes explained that he submitted a claim to the Township's insurance company for the deductible on a homeowner's policy for sewer clean-up that was the fault of the Township. Aynes said small claims of this type do not affect premiums significantly; Dockett disagreed.

Dockett said the average daily flows at the sewer plant indicate there is not a capacity problem. Superintendent Willis said the problem is days of heavy rain which results in stormwater infiltration. Beliger said several stormwater inlets on East Shore are hazards; Manley asked that this be passed on to the County.

1b.

Parks and Recreation Report

In answer to a question, Beliger said she believes a sign for the North Village Park will be completed this year in cooperation with the schools.

1.

Allow Community Center to Participate in Medication Take-back Event

- ▶ **Motion:** Manley moved, Beliger supported, for Northfield Township to sponsor a drug take-back event at the Community Center with the stipulation that the Township be reimbursed by the Michigan Institute for Clinical and Health Research (MICHHR) for the cost of the police presence there.

Dianne Jazdyk from MICHHR answered questions and noted the event will be April 27th from 10:00 A.M. to 2:00 P.M.

Motion carried 5—0 on a voice vote.

2.

**Hiring of Full-time Police Officer:
Charles (Nick) Nicholas Piatt**

- ▶ **Motion:** Manley moved, Beliger supported, to approve the hiring of Full-time Police Officer Charles (Nick) Nicholas Piatt contingent upon successful completion

of background check and final interview with Chief Wagner and Lt. Smith starting at salary Step 1 at a rate of \$42,879.30 annually.

Motion carried 5—0 on a voice vote.

3

Finalize Employee Handbook

Otto reviewed the process followed for updating the Handbook over the last several months.

- ▶ **Motion:** Otto moved, Beliger supported, to accept the Employee Handbook as presented.

There was discussion about several sections, including (a) the proposed one year, rather than two year, limit on accrual of PTO and what the cost will be to switch to one year, (b) several corrections that appear not to have been made, (c) language regarding harassment, (d) language regarding cost of living pay increases, and (e) specific WWTP certifications and pay provisions.

Otto withdrew her motion.

- ▶ **Motion:** Zelenock moved, Manley supported, to table approval of the Employee Handbook until a list of changes that were made as well as the expected cost of the potential new policy of keeping only one year of PTO time for employees are provided to the Board.
Motion carried 4—0 on a voice vote.

4.

Explore Possibility of In-Office Building Official/Zoning Administrator Position

- ▶ **Motion:** Zelenock moved, Otto supported, to authorize the Township Manager to provide a Building Official/Zoning Administrator job description, provide a salary range for this position including benefits, and compare the proposed salary and benefits to the present cost incurred by the Township for these functions by the April 9th Board meeting.

There was discussion about the possibility of turning over some of these functions to the County and how that would affect Northfield Township staffing.

- ▶ **Amendment to Motion:** Beliger moved, Zelenock supported, to amend the motion to add, "And investigate the option of directing the public to the County for these functions and an analysis of the impact this would have on existing personnel and budgets," both by the April 23rd Board meeting.
Amendment to motion carried 5—0 on a voice vote.

- ▶ **Amended motion:** Zelenock moved, Otto supported, to authorize the Township Manager to (a) provide a Building Official/Zoning Administrator job description, provide a salary range for this position including benefits, and compare the proposed salary and benefits to the present cost incurred by the Township for these functions, and (b) investigate the option of directing the public to the County for these functions and an analysis of the impact this would have on existing personnel and budgets by the April 23rd Board meeting.
Amended motion carried 5—0 on a voice vote.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
March 12, 2019**

**5.
Draft Ethics Policy**

Otto referred to the draft and noted this is recommended by the Michigan Township's Association. Board member comments included discussion about the prohibition on accepting gifts from vendors, the lack of enforcement mechanism, and language in sections 3.29 and 3.31 (as opposed to protection of the rights of individuals). It was agreed that Board members will provide their input to Otto.

**6.
Draft Building Use Policy**

Aynes referred to his memo of March 6th and the sample policies from Pittsfield Township and Hamburg Senior Center. The Board discussed a variety of topics including deposits, priority for use, and which properties the policy will cover.

- ▶ **Motion:** Zelenock moved, Beliger supported, that Board members provide input on the draft Building Use Policy by March 31st.
Motion carried 5—0 on a voice vote.

**7.
Clarify Process for Sale of 75 Barker Road**

Dockett said the Township should provide title insurance and a well inspection, a commission of 6%-10% is acceptable, and only a cash sale should be accepted. Paul Burns said the property needs to be sold as-is, and he will bring a listing agreement with a broker for the Board to approve.

Zelenock noted the Planning Commission recommends that the Board reconsider the sale of the property as it is a vital piece of property for the Township. The Board discussed implications of following the Downtown Strategic Action Plan, including whether the property can be split and the costs of razing the existing building and building a new one, and said the Board has studied this issue extensively and is elected by the residents.

It was agreed Aynes and Burns should bring to the next meeting whatever listing proposals they can get.

**8.
Payment of Open Bills**

- ▶ **Motion:** Manley moved, Otto supported, to approve payment of Open Bills (expected check run date of 3/13/19) for a total of \$144,735.64 from all funds in

the Municipal Investment Fund (MIF) account.
Motion carried 5—0 on a voice vote.

**9.
Check Disbursement Report for Paid Bills**

- ▶ **Motion:** Manley moved, Otto supported, to accept the Check Disbursement Report for Paid Bills (check date from 2/7/19 to 3/7/19) for a total of \$317,563.14 from all funds in the Municipal Investment Fund (MIF) account.

There was discussion about a payment to the Washtenaw Road Commission for consultation about making changes to a sidewalk in front of the Public Safety Building. Aynes said he will check with the Post Office about possibly moving the location of the mailbox rather than changing the sidewalk.

Motion carried 5—0 on a voice vote.

CONSENT AGENDA

- ▶ **Motion:** Otto moved, Beliger supported, to receive the Fire, Police Wastewater Treatment, Community Center, Code Enforcement, and Financial and Fund Balance reports. **Motion carried 5—0 on a voice vote.**

TRUSTEE/LIAISON REPORTS

- ▶ **Motion:** Manley moved, Otto supported, to receive the ZBA, Planning Commission, Parks and Recreation Board, Land Preservation Committee, and Treasurer's reports. **Motion carried 5—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

Margaret Riddell, 65141 W. Eight Mile, and Jim Nelson, 7777 Sutton Road, spoke in opposition to the sale of 75 Barker Road. George Brown suggested that the Township consider selling some of its vacant properties.

BOARD MEMBER COMMENTS

Board members made comments about possible disposition of unneeded Township-owned properties, the Board's decision to sell 75 Barker Road and impediments to redeveloping it per adopted plans, and the desire to make 75 Barker Road available for Kiwanis use.

ADJOURNMENT

Manley adjourned the meeting at 10:43 P.M.

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

Approved by the Township Board on _____, 2019.

Kathleen Manley, Clerk

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

NORTHFIELD TOWNSHIP
8350 Main St.
734-449-2880

To: Township Board

Date: March 21, 2019

From: Yvette Patrick

RE: Amendment #2

Attached you will find a schedule showing amendments to the budget for the Fiscal Year ending 2019. The amendments have brief explanations as to why they are being done. The proposed amendments affect the General Fund, Barker Rd Rental Property Fund and Downtown Development Authority Fund.

Thank You,

Yvette Patrick
Controller – Northfield Township

RESOLUTION NO. 19-602

**TOWNSHIP OF NORTHFIELD, MICHIGAN
A RESOLUTION OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY,
MICHIGAN, AMENDING THE 2019 BUDGET**

WHEREAS, in the appropriation of funds for the year 2019 there is a need to amend the General Fund, and;

WHEREAS, in the appropriation of funds for the year 2019 there is a need to amend the Barker Rd Rental Property Fund, and;

WHEREAS, in the appropriation of funds for the year 2019 there is a need to amend the Downtown Development Authority Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES, WASHTENAW COUNTY that the following amendment be approved:

See Attached Amendment Schedule

DULY RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, THIS 26TH DAY OF MARCH 2019.

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP

Amendment #2

FYE 2019

AMENDMENT #2	
Increases	Decreases

GENERAL FUND - #101

REGULAR AMENDMENT

REVENUE

Remove Reimbursement for Elections. 2018-19 Elections Not Reimbursable.
Remove Kaboom Grant for Sidewalk Project which was not accepted

14,900
60,000

Total Revenue Amendments

0 74,900

EXPENDITURES

Move Consultant Fees for Land Study to Other Professional Fees and Reduce by Half. Second half of work to be done FY 2019-2020
Remove Kaboom Grant for Sidewalk Project which was not accepted

1,500
60,000

Total Expenditure Amendments

0 61,500

Total Recommended Amendments

(13,400)

FYE 2018 Beginning Contribution to Fund Balance

(47,037)

FYE 2018 Ending Contribution to Fund Balance

(60,437)

Beginning Fund Balance

1,145,888

Ending Fund Balance

1,085,451

BARKER RD RENTAL PROPERTY FUND - #214

REGULAR AMENDMENT

REVENUE

- None

Total Revenue Amendments

0 0

EXPENDITURES

75 Barker Appraisal

3,000

Total Expenditure Increases

3,000 0

Total Recommended Amendments

(3,000)

FYE 2018 Beginning Contribution to Fund Balance

3,835

FYE 2018 Ending Contribution to Fund Balance

835

Beginning Fund Balance

9,960

Ending Fund Balance

10,795

DOWNTOWN DEVELOPMENT AUTHORITY - #248

REGULAR AMENDMENT

REVENUE

- None

Total Revenue Amendments

0 0

EXPENDITURES

Increase Grounds/Cleaning/Janitorial Services to account for Portable Toilets at North Village

500

Total Expenditure Increases

500 0

Total Recommended Amendments

(500)

FYE 2018 Beginning Contribution to Fund Balance

(37)

FYE 2018 Ending Contribution to Fund Balance

(537)

Beginning Fund Balance

34,970

Ending Fund Balance

34,433

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Jennifer Carlisle
Date: 3/19/2019
Re: Resolution 19-603 & 19-604 for 4th of July Fireworks

Dear Township Board,

The 4th of July Fireworks Committee has submitted their Civic Event Application for the 4th of July fireworks display. The date of the event will be Saturday, July 6th, with a rain date of Sunday, July 7th. The Fireworks Committee is requesting a temporary Road Closure of Main St. for the event from Barker Rd. to Eight Mile Rd., as well as placement of a banner across Main St. by the Post Office. Both of these requests require permits from the Washtenaw County Road Commission.

The following two resolutions are to give township approval to the Whitmore Lake 4th of July Fireworks Committee for their two requests, and to assign Committee President, Allen Walblay, as the representative authorized to apply for the permits with the Road Commission.

Sincerely,

Jennifer Carlisle
Asst. to Northfield Township Manager

RESOLUTION No. 19-603

**NORTHFIELD TOWNSHIP, MICHIGAN
RESOLUTION REGARDING A TEMPORARY ROAD CLOSURE
REQUESTED BY WHITMORE LAKE 4th OF JULY FIREWORKS
COMMITTEE**

Minutes of a regular meeting of the Township Board of the Township of Northfield, Washtenaw County, Michigan held on March 26, 2019

Present: _____

Absent _____

WHEREAS, the Whitmore Lake 4th of July Fireworks Committee is requesting the temporary road closure of Main Street between Barker Road and Eight Mile Road on Saturday, July 6, 2019 for the 4th of July fireworks display from 8:00pm until 11:00pm, with a rain date of Sunday, July 7, 2019 from 8:00pm until 11:00pm;

WHEREAS, the Township of Northfield has approved the temporary closure of Main Street as indicated; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Northfield Township Board of Trustees designates and agrees that Allen Walblay - Representative of Whitmore Lake 4th of July Fireworks Committee be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

RESOLUTION IS DECLARED ADOPTED BY ROLL CALL VOTE

Kathleen Manley
Northfield Township Clerk

Date

****RESOLUTION ACCEPTED AND APPROVED: ___ to ___ ****

RESOLUTION No. 19-604

**NORTHFIELD TOWNSHIP, MICHIGAN
RESOLUTION REGARDING PLACEMENT OF AN EVENT BANNER
REQUESTED BY WHITMORE LAKE 4th OF JULY FIREWORKS
COMMITTEE**

Minutes of a regular meeting of the Township Board of the Township of Northfield, Washtenaw County, Michigan held on March 26, 2019

Present: _____

Absent _____

WHEREAS, the Whitmore Lake 4th of July Fireworks Committee is requesting the placement of an event banner across Main Street at 9725 Main Street for the 4th of July fireworks display scheduled for July 6, 2019, with a rain date of July 7, 2019, and;

WHEREAS, the Township of Northfield allows street banners advertising a public event to be displayed 14 days prior to and seven days after the public event, and;

WHEREAS, the Township of Northfield has approved the placement of the banner requested by the 4th of July Fireworks Committee on Main Street as indicated; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Northfield Township Board of Trustees designates and agrees that Allen Walblay - Representative of Whitmore Lake 4th of July Fireworks Committee be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this placement of an event banner.

RESOLUTION IS DECLARED ADOPTED BY ROLL CALL VOTE

Kathleen Manley
Northfield Township Clerk

Date

****RESOLUTION ACCEPTED AND APPROVED: ___ to ___ ****

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Steve Aynes, Township Manager
Date: 3/21/2019
Re: Sale of Property at 75 Barker Rd.

At the last meeting, the Board directed Township Attorney, Paul Burns, and me to secure a commercial real estate company to list the property at 75 Barker Rd. for sale.

It is my understanding that the Board voted to sell 75 Barker without any restrictions.

Mr. Burns and I secured a proposed "Exclusive Right to Sell" agreement with Thomas A. Duke Company to serve as the Broker for Northfield Township. See attached.

In the meantime, I was contacted by Michael Acho expressing interest in buying the property. I asked him to put in writing his expression of interest in purchasing the property. See attached.

In addition to Thomas A. Duke Company, I also contacted Signature Realty. I have not received their proposed agreement, but I expect to receive this agreement on Friday, March 22.

Both Thomas A. Duke Company and Signature Realty are active commercial realtors in this area.

EXCLUSIVE RIGHT TO SELL

In consideration of the THOMAS A. DUKE COMPANY (hereinafter referred to as "Broker") undertaking to find a Purchaser for the herein described property, the undersigned Seller(s) hereby grant Broker the exclusive right to sell said property from the date hereof on the following terms and conditions, or any other terms and conditions acceptable to Seller(s).

Location and Description: 75 Barker Road, Northfield Twp., MI.

Sale Price and Terms: \$_____ .00

Listing Term Commences: ____ / ____ / ____ Listing Term Ends: 12/31/19

Additional Conditions: N/A

If a Purchaser is obtained for said property by anyone, including the Seller(s), during the life of this contract, at the price and conditions herein named, or upon any other price, terms, exchange, conveyed or otherwise transferred to which Seller(s) consent, Seller(s) agree to pay Broker a commission equal to 6% of the sale price payable at closing.

The Seller(s) represent and warrant that they are the exclusive holders of the interest to be conveyed hereunder, have good marketable title, or that they are the duly authorized agents of the holders of said interest and are specifically empowered to enter into this contract and to convey the interest set forth and promise to provide at closing all parties required to sign the final closing documents. This contract shall be binding upon execution by Seller(s) or their agents and the Broker or their agent. Seller(s) understand that Broker is relying upon these warranties and representations in their efforts to find a Purchaser.

If during the Listing Period negotiations involving the sale of the Property have commenced and are continuing, then the Listing Period shall be extended for a period through the termination of such negotiations or the consummation of such transaction.

Furthermore, Broker shall be entitled to such compensation if the property is sold, leased, conveyed or otherwise transferred within one hundred eighty (180) days after the termination of this authority, or any extension thereof (which shall include re-listings), to anyone with whom the Broker has had negotiations with or to anyone who has been shown the property during the term of this Agreement, or any extension thereof, and whose name appears on a list of prospective Purchasers to be submitted by Broker to Seller within ten (10) business days following the expiration or termination of this Agreement. This extension shall apply to options to purchase granted before the authority terminates or during such 180-day period after termination of authority and the option is exercised after the termination of said 180-day extension. Seller is advised to treat Broker's clients as exclusions to any future listings with another Broker.

Known defects or violations of law: See Attached.

The Broker is hereby authorized to place an "Available" sign on said property.

As required by law, discrimination because of religion, race, color, national origin, age, sex, disability, familial status or marital status on the part of the Broker, Seller or Lessor is prohibited.

Seller(s) agree to provide any and all information, currently in Seller's possession, which Broker deems necessary for the sale of the subject property. All information provided by the Seller(s), including but not limited to Leases and contracts involving the property, is represented to be true and accurate. The Broker will

and is entitled to rely upon all information provided by Seller(s), and Seller(s) will indemnify and hold Broker harmless from liability incurred by reason of inaccurate information provided by Seller(s).

Seller(s) shall provide access to the property at reasonable hours.

The sale price and terms have been established by the Seller(s), and the Broker has agreed to market the property accordingly. The Broker has not made an appraisal and makes no representations or guaranty that the price or terms reflects the fair market value of the property.

This Agreement shall inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the respective parties. Receipt of a copy hereof is hereby acknowledged.

The undersigned hereby executed this Agreement on the ___ day of _____, 2019.

ACCEPTED:

SELLER(S):

THOMAS A. DUKE COMPANY

By: Mark W. Szerlag, CCIM
Its: Partner

ACHO ASSOCIATES, LLC ACHO BROTHERS, LLC

March 21, 2019

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

RE: 75 Barker Road, Whitmore Lake, MI 48189

Dear Northfield Township Board of Trustees,

Please allow this letter to serve as an indication of interest in purchasing the property at 75 Barker Road from the Township. The Acho family owns the adjoining property to the east which includes Polly Market at 9589 Main Street, the property to the south of Polly which includes 9567 and 9571 Main Street, as well as the barn behind those buildings whose address is 35 Barker Road.

Our family has operated Polly Market and owned properties in the Township for 50 years. In fact, I remember when the building at 75 Barker was a firehouse and often preparing sandwiches from our deli for the firefighters. We consider ourselves part of the fabric of the community and intend to remain so.

We are interested in 75 Barker Road because we think we are best poised to own and possibly redevelop the entire parcel. Our ideas are very preliminary, of course, but if we could acquire the property for a reasonable value, we'd like to redevelop the entire corner. Subject to zoning and such, we envision a multi-story, mixed use development. It would include a new Polly Market as the anchor and our other current tenants, Jump in Time Tack and Domino's Pizza. As well as a bank, a laundromat, pharmacy and other retail.

A second and/or third floor could be office space and perhaps even residential condominiums. With such proximity to the lake, if we could get lake access, we think that residential units would be very desirable in that location.

[REDACTED]
Bloomfield Hills, MI
48301 U.S.A

PHONE [REDACTED]

FAX [REDACTED]

EMAIL [REDACTED]

It is very early in the planning stages, and there is much due diligence and analysis ahead, but the Acho family is very interested in doing its part to improve and enhance the downtown Whitmore Lake area. We think that we are a natural fit to own the parcel at 75 Barker Road, so please allow us the opportunity to discuss the purchase with you.

Whitmore Lake and Northfield Township have been home to our family businesses for a long time and we plan to stay for many decades to come.

Thank you for your consideration.

Sincerely,



Michael Acho
Managing Partner


Bloomfield Hills,
MI 48301
U.S.A.

PHONE 
FAX 
EMAIL 

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Budget Items for Fiscal Year 2019-2020
Date: March 26, 2019

Trustees,

We have begun the budget process for fiscal year 2019-2020 and expect to have a presentation at the second meeting in April.

Last year there were some concerns that having money set aside in a line item requires the board to spend it. Consequently, several regularly funded items were removed from the budget resulting in having to amend the budget later.

Action requested: Should we include the following items in the 2019-2020 draft budget?

People's Express	\$10,000
Parks and Recreation	\$ 5,000
Clean Up Day	\$ 2,000
Membership Dues	\$10,200

Note: If the funds are not spent by the end of the fiscal year, they roll over into the next fiscal year.

Staff raises to be considered in April

Mr. Aynes has been tasked with providing us a salary study in order to bring our rates in line with the market to reduce turnover and improve morale. A cost of living raise would be about 2%. Our staff work very hard to serve our residents and should be considered for an appropriate increase.

Building fees need to be reassessed

Our building and planning fees do not cover Mary Bird's salary and the expenses of the department. We need to have the fees reassessed to determine if they are appropriate.

Action requested: Have the planning commission study our fee schedule and provide us their recommendation.

Thank you for your consideration.

Marlene Chockley