

NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

8350 Main Street, 2nd Floor

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

AGENDA

October 22, 2019 – 6:15 PM

CALL TO ORDER

INVOCATION / PLEDGE

ROLL CALL

ADOPT AGENDA

CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.

AGENDA ITEMS:

1. Closed session pursuant to MCL 15.268(8)(h) to consider material subject to attorney-client privilege which is exempt from discussion or disclosure by state or federal statute +
2. Possible action as a result of Closed Session +

2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.

BOARD MEMBER COMMENTS

ADJOURNMENT

*Denotes previous backup; + denotes no backup in package

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

NORTHFIELD TOWNSHIP BOARD OF TRUSTEES
8350 Main Street, 2nd Floor
AGENDA
October 22, 2019 – 7:00 PM

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- CONSENT AGENDA
 - Approve Minutes of October 8, 2019 Special Meeting
 - Approve Minutes of October 8, 2019 Regular Meeting
 - Approve Senior Nutrition Program Contract Extension
 - Receive Township Manager Update
 - Receive Correspondence +
- ADOPT BALANCE OF AGENDA
- PRESENTATION

Washtenaw County Commissioner Sue Shink's update concerning the Board of Commissioners' public hearings on the governance of the Washtenaw County Road Commission
- AGENDA
 1. Resolution 19-612: Adoption of 2019 Master Plan – Action
 2. Resolution 19-615: Establish North Village Park for Public Use in Perpetuity – Action
 3. Review Building/Planning/Zoning Study to Consider In-house Personnel – Discussion
 4. Resolution 19-613: Fiscal Year 2019-20 Budget Amendment #1 – Action
 5. Health Insurance Plan Renewal
 - a. Resolution 19-614: Medical Insurance Opt-Out of Hard Caps – Action
 - b. Approve Health Insurance Plans for 2020 – Action
 - c. Determine Township Contributions to Employee Health Savings Accounts (HSAs) – Action
 6. Consider Contract Extension with Thomas Duke for sale of 75 Barker Rd. – Action
 7. Consider Purchase Offer for Township-owned Property on Coyle Road – Action

*Denotes previous backup; + denotes no backup in package

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8. Consider Recommendation from the Township Manager to Close the Township Office During the Week of December 23-27, 2019 – Action

9. Request to create a Retention Basin Survey - Action

➤ ANNOUNCEMENTS

➤ 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue or questions and answers. Please keep comments to 3 minutes or less.

➤ BOARD MEMBER COMMENTS

➤ ADJOURNMENT

*Denotes previous backup; + denotes no backup in package

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

NORTHFIELD TOWNSHIP
Township Board Special Meeting
Minutes
October 8, 2019

CALL TO ORDER

The meeting was called to order at 6:30 P.M. by Supervisor Chockley at 8350 Main Street.

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

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present (arrived at 6:56 P.M.)
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Township Attorney Paul Burns
Public Safety Director William Wagner
Township Manager Steven Aynes
Township Labor Attorney Stacy Belisle
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

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

FIRST CALL TO THE PUBLIC

None present.

CLOSED SESSION

- **Motion:** Chockley moved, Otto supported, that the Board go into closed session pursuant to MCL 15.265(8)(h) to consider material subject to attorney-client privilege which is exempt from discussion or disclosure by state of federal statute.

Several Board members said they were unaware of the reason for this meeting. In answer to a question, Belisle said providing additional information to the public would jeopardize the confidentiality of the matter, and the wording of the motion complies with Act governing such meetings.

Motion carried 6—0 on a roll call vote.

- **Motion:** Chockley moved, Beliger supported, that the Board return to open session.
Motion carried 7—0 on a roll call vote.

ACTION AS RESULT OF CLOSED SESSION

- **Motion:** Chockley moved, Chick supported, to accept the Labor Attorney's recommendation made in closed session. **Motion carried 7—0 on a roll call vote.**

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

None.

[Otto left the room].

ADJOURNMENT

- **Motion:** Chockley moved, Beliger supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote, Otto out of the room.**

The meeting adjourned at 7:06 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

**NORTHFIELD TOWNSHIP
Township Board
Minutes
October 8, 2019**

CALL TO ORDER

The meeting was called to order at 7:06 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE/INVOCATION

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

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present (left at 9:10 P.M.)
Jacki Otto, Trustee	Present (left at 9:15 P.M.)

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Planning Consultant Paul Lippens, McKenna Associates
Township Attorney, Bradford Maynes
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- **Motion:** Chockley moved, Manley seconded, that the agenda be adopted as presented. **Motion carried 6—0 on a voice vote, Otto out of the room.**

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Mary Czech, 9615 Main Street, John Gura, 7659 Edmund, Barbara Wutka, 5985 Leland, Stan Wutka, 5985 Leland, Dana Forrester, 9255 Lakewood, Craig Warburton, 450 W. Joy Road, James Trunko, 9255 Lakewood, and Dylan Atkinson, 17 Anna Drive, commented on the proposed marijuana ordinances.

Craig Warburton also commented on the involvement of some Board members in the local effort to ban marijuana businesses in the Township.

BOARD MEMBER RESPONSE

Dockett noted the Building Department operating in the red was discussed earlier this year, but the Board has not addressed it since then.

- **Motion:** Dockett moved, Zelenock seconded, to add the Building Department study on the next Board agenda as one of the first three agenda items.

Aynes noted the Board has directed that other things be on the next agenda and other items have been tabled recently.

Motion carried 7—0 on a voice vote.

Board members responded to specific comments from members of the public about the marijuana ordinances.

ADOPT CONSENT AGENDA

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

In answer to a question from Dockett, Aynes said the sale of some Township-owned lots to a resident is almost complete, and interest has been expressed in another lot by another buyer. Willis answered a technical question from Dockett and responded to a comment about extreme rainfall events.

Motion carried 7—0 on a voice vote.

CORRESPONDENCE AND ANNOUNCEMENTS

- Absentee ballot applications are available in the lobby and on-line, and election inspectors are needed for the November election.
- Kiwanis is holding a Chili Cook-off on November 2nd from 11:00 A.M. to 2:00 P.M..
- The Police Department Open House will be Sunday from 1:00 P.M. to 4:00 P.M.
- The Whitmore Lake Chamber of Commerce will be holding a fundraiser from 4:30 P.M. to 7:00 P.M. on October 16th to raise scholarship money for high school students.

AGENDA ITEMS

1.

**Approve Payment of Open Bills
(expected check run date 01-09-2019)**

- **Motion:** Chockley moved, Otto seconded, to approve payment of Open Bills (expected check run date 10/9/19) for a total of \$102,433.19 from all funds in the Municipal Investment Fund (MIF) account.

Dockett said attorney fees seem considerably higher than normal. It was noted the fees cover two months.

Motion carried 7—0 on a roll call vote.

2.

Resolution 19:612: Adoption of 2019 Master Plan

Planning consultant Paul Lippens noted this is the five year update required by State law.

In answer to questions, Lippens said:

- The implementation matrix referred to in a 2017 memo is addressed by integration into the plan.
- He does not remember how many comments were made by the public, but there were public engagement

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Public Safety Building; 8350 Main Street
October 8, 2019**

sessions, opportunities to comment on-line and by email, and public hearings. (Chick said all comments were considered and many integrated).

Board member comments included:

- The updated photos are very good, although a couple could still be improved.
- The plan is a good body of work.
- A suggestion to explain what leapfrogging is in the municipal service expansion policy section on page 35.
- On pages 35 and 74 there should be mention of the SAW grant and capital improvements.
- The KaBoom! grant should be mentioned on Page 68 where the non-motorized path is discussed.
- The language about the Capital Improvement Plan should be corrected to show that the Board approved a plan.
- On page 35 language should be corrected to state that all sewer tap fees were increased, not just fees for new businesses.
- The phrase "Foster the responsible use of land, preserve farmland and natural features, and to make best use of existing public services, utilities and infrastructure" is listed in essentially all areas, but should be removed from the Village Center and edited in the Residential section.
- The plan does not state how many working farms are in the Township or what percentage of land is farmed. [Zelenock said that is not data that is collected].

Concerns about delaying approval were discussed because of the effect it might have on at least one potential rezoning applicant. Lippens said the Master Plan is not an issue in that application.

It was agreed that Lippens will make the changes discussed and submit a revised draft for consideration at the next meeting.

- Chockley moved, Chick seconded, that Lippens make the changes discussed by the Board at this meeting and provide a revised copy for consideration by the Board at the next meeting.
Motion carried 7—0 on a voice vote.

Board members said this is overall a good document and thanked Planning Commissioners and Lippens for their work on it.

3.

**Treasury Management Service Master Agreement
And Positive Pay Service Agreement
with 1st National Bank in Howell**

- **Motion:** Zelenock moved, Chick seconded, to authorize the Treasurer to sign the Treasury Management Service Master Agreement and the Positive Pay Service Agreement with 1st National Bank in Howell at a cost of \$30 per month for a total of \$360 per year for the Positive Pay Service for the

Township's seven bank accounts.
Motion carried 7—0 on a voice vote.

4.

**Ordinance 19-66: Marijuana Zoning Regulations
to Amend the Zoning Ordinance**

The Board reviewed the revised draft prepared by Lippens to incorporate changes discussed by the Board at the last meeting. Comments included:

- The language on page 9 should be corrected to "In the AR district, the minimum lot size for Medical Class B, ~~Recreational Class B, Medical Class C, and Recreational Class C~~ growers shall be 10 acres: as discussed at the last meeting.
- There are concerns about possible misinterpretation of hours of operation as listed on pages 9 and 11.
- There was discussion about whether to act on this ordinance now or to wait until after the November 5th vote on the proposed marijuana business ban.
 - **Motion:** Beliger moved, Manley seconded, to include in the 1000 foot radius buffers child care facilities, places of worship, and libraries. **Motion failed 3—4 on a roll call vote, Chick, Zelenock, Dockett, and Otto opposed.**
 - **Motion:** Chick moved, Zelenock seconded, to establish a 500 buffer between schools and marijuana businesses.

There was discussion about whether a 1,000 foot buffer, if established by the school district, needs to be taken into consideration. Lippens recalled that Township attorney Burns had said the buffer is up to the Township's discretion.

Motion carried 4—3 on a roll call vote, Chockley, Manley, and Beliger opposed.

- **Motion:** Chockley moved, Beliger seconded, to table Ordinance 19:66 to November 12, 2019.
Motion carried 7—0 on a voice vote.

[Continued after item 5].

5.

**Ordinance 19-67: Marijuana Permit Regulations to
Add Chapter 23 to the Code of Ordinances**

There was discussion about whether new uses authorized by the State in their emergency rules would be allowed if they are not listed in the Township's ordinance. Lippens said the Township attorney should be consulted.

- **Motion:** Zelenock moved, Beliger seconded, to have the Township attorney verify that since the additional four uses listed in the new State rules are not listed in the Township ordinances they will not be allowed in the Township at this time. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

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Public Safety Building; 8350 Main Street
October 8, 2019**

- **Motion:** Chockley moved, Beliger seconded, to table Ordinance 19:67 until November 12, 2019.
Motion carried 7—0 on a voice vote.

4. (continued)

**Ordinance 19-66: Marijuana Zoning Regulations
to Amend the Zoning Ordinance**

- **Motion:** Chick moved that micro-businesses be allowed in Limited Industrial, General Industrial, and Agricultural districts, limited to one in each of those districts.

Lippens said he does not recommend that the number licenses be limited by district because that is not a time/place/manner standard.

[Dockett left the meeting].

Lippens said if the Board wants to allow microbusinesses in AR zoning in addition to LI and GI they should make that motion, or the Board could set other types of siting standards, such as to establish a specific separation distance (e.g. one mile) in AR zoning between micro-businesses, or limit the number within a specific distance of US_23, or allow them only on paved roads as was previously discussed.

[Otto left the meeting].

There was a brief discussion of whether these businesses should be allowed in the RTM district. Lippens said he will check his past drafts for discussion about that.

Motion died for lack of second.

The Board also briefly discussed the Pre-Application Questionnaire, the Application, and the scoring criteria. Lippens noted the questionnaire and application are administrative forms, and suggested that he work with Township staff on them.

- **Motion:** Zelenock moved, Chick seconded, to direct the Township Manager and the Building Department to work with the Township planner on the Pre-application Questionnaire and Marijuana Facility Permit Application.
Motion carried 5—0 on a voice vote.

- **Motion:** Chick moved, Zelenock seconded, to direct Mr. Lippens to investigate scoring criteria options from other communities and choose two to back to the Board for consideration.

There was discussion about when this needs to be done. It was agreed not to include a deadline in the motion.

Motion carried 4—1 on a roll call vote, Beliger opposed.

TRUSTEE/LIAISON REPORTS

- **Motion:** Beliger moved, Chick seconded, to approve the Trustee/Liaison Reports as included in the packet.

Chockley asked for Board member to provide input to her on priorities as discussed in her report.

Motion carried 5—0 on a voice vote.

SECOND CALL TO THE PUBLIC

Mary Devlin and Stan Wutka commented on statements made during the First Call to the Public and on the way the August 12th meeting about the referendum language regarding marijuana businesses was conducted. George Brown, 7868 Shady Beach, commented on the proposed marijuana ordinances.

BOARD MEMBER COMMENTS

Board members thanked the public for their participation, reminded residents to vote in November, and urged civil behavior by everyone regarding the marijuana business issue,

ADJOURNMENT

- **Motion:** Chockley moved, Beliger seconded, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting adjourned at 9:40 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/

Memo

To: Steven Aynes, Northfield Twp. Manager

From: Tami Averill, Community & Sr. Center Director

cc: Northfield Twp. Board of Trustees

Date: October 16, 2019

Re: Senior Nutrition Contract Renewal

Fiscal Year 2019/2020 for the Senior Nutrition Program is upon us, and the contract needs to be renewed.

The Washtenaw County Dept. of Community & Economic Development is instituting a new funding structure for this fiscal year. They will no longer be allotting \$8,000.00 per year to our program. Under the new structure they will be allotting \$6,750.00 to cover the cost of 3,000 meals at the rate of \$2.25 per meal. They will reimburse us for supplies up to \$750.00. The new yearly contract amount will total \$7,500.00. We will be reimbursed on a monthly basis with the cost of unused meals being deducted from the monthly payments at the same rate of \$2.25 per meal for seniors over the age of 60. Meals consumed by people under the age of 60 yrs. will be deducted at the cost of \$5.50 per meal.

Another change will be that the donations that we collect for meals will no longer be deposited to Washtenaw County. All the donations made by seniors and non-seniors for lunches will be deposited to the Community Center's Senior Nutrition account.

I believe this new structure will be very good for us. When they first proposed this new system, I started looking at our donation figures for the year. At that time, if the new system had been in place, our totals would have exceeded the \$8,000.00 stipend we have been receiving. Now that the new system has been explained to our seniors, daily lunch donations have increased even more.

We started the Senior Nutrition program here in 2015. It was welcomed with great enthusiasm by our Seniors and has grown in popularity each year. Our seniors receive nutritionally balanced meals on Mondays, Wednesdays and Fridays. Payment is by donation, so those that cannot afford to pay, still receive meals.

This program is so important to the health and well being of the seniors of Northfield Twp., not only for the nutritional benefits, but for the social benefits. Several our patrons attend for the

chance to get out of their homes and socialize with others, almost more than for the meals. One of our ladies shared with me that she was sitting at home alone, not eating well or often, worrying about health issues, and feeling sorry for herself. She made the decision to stop in one day and have lunch. Unless she has a medical appointment, she has been here for every lunch since. Those who attend chat, share stories and memories, stay and play Mah Jongg, work on our Sleeping Mats for the Homeless project, clip coupons that we send to a military base in Germany, and more. Most importantly, they enjoy themselves, renew old friendships, and make new friends.

"I love Sr. Lunch time. It gets those of us who are alone and don't want to cook all the time, out of the house. I enjoy it for the social time and the chance to talk and laugh and have a good time ...and the food is good!" - Shirley S.

I would like to see the Senior Lunch Program continue and expand. We continue to work towards adding the Home Delivered Meals to the program. I hope you consider the renewal of the Senior Lunch contract as important as I do. Please let me know if you have any questions or concerns.

Thank you,

Contract # _____

SERVICE CONTRACT - FEDERAL FUNDED

AGREEMENT is made this 24th day of September, 2019, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and **Northfield Township** located at **8350 Main St., Whitmore Lake MI 48189**("Contractor").

Federal Awarding Agency	Administration on Aging, Office of Services to the Aging
Federal / State Contract Number	75-0142-0-1-506
Federal Program Title	"Special Programs for the Aging Title III, Part C_Nutrition Services"
CFDA Number	93.045
Federal Funding %	100%

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

ARTICLE I - SCOPE OF SERVICES

The Contractor will be responsible for administering the congregate and/or home delivered meals programs for qualifying Washtenaw County residents in accordance with local, state, and federal requirements as outlined:

- Attachment A
- AAA1-B Request for Proposals and Operating Standards Manual FY 2020-2022.
- Senior Nutrition Program Policies & Procedures Manual
- Washtenaw County Staff & Volunteer Handbook

ARTICLE II - COMPENSATION

The County will pay the Contractor an amount contract amount not to exceed \$7,500

- 3000 Congregate Meals @ \$2.25 not to exceed \$6,750.
- Supply Reimbursement not to exceed \$750

The County agrees to make payments in monthly installments in accordance with the process and timeline in Attachment B, unless otherwise approved in writing by the parties. If at the end of the term of this Agreement there are unexpended portions of the contract amount, the unexpended funds will be retained by the County for reallocation to other purposes.

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

ARTICLE III - REPORTING OF CONTRACTOR

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

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

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

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

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

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

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

ARTICLE IV - TERM

This contract begins on October 1, 2019 and ends on September 30, 2020 *with an option to extend for two (2) additional one (1) year periods.*

ARTICLE V - PERSONNEL

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

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

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this

contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

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

ARTICLE VIII - INSURANCE REQUIREMENTS

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

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County and the Area Agency on Aging 1-B shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.
4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

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

Contract # _____

selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

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

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

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

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

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

ARTICLE XI - CONTINGENT FEES

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

ARTICLE XII – DEBARMENT AND SUSPENSION

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

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;

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

ARTICLE XIII – LOBBYING

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

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

ARTICLE XIV - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

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

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

ARTICLE XV - FEDERAL PROCUREMENT STANDARDS

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

ARTICLE XVI - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

ARTICLE XVII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$13.61 per hour with benefits or \$ 15.18 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2020 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVIII - EQUAL ACCESS

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

ARTICLE XIX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

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

ARTICLE XX - ASSIGNS AND SUCCESSORS

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

ARTICLE XXI - TERMINATION OF CONTRACT

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

Section 2 - In the event of any breach or default by the County or the Contractor of the terms and conditions of this Agreement, the party not in default will give written notice to the party in default specifying the acts and/or omissions constituting the alleged default or breach; if within fifteen (15) working days after issuance of such notice, the party in default has failed to cure such default, then in that event, the party not in default may terminate this Agreement and exercise such other rights as are provided herein and by law for breach of contract; provided, however, that if the alleged default can be cured by the performance of work or repairs or by some act, the performance of which requires a period of time, such default will be determined to have been cured if, within

the above-referenced fifteen (15) working days, the party allegedly in default has begun to cure the default and continues until such default is cured within a reasonable time.

ARTICLE XXII - PAYROLL TAXES

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

ARTICLE XXIII- PRACTICE AND ETHICS

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

ARTICLE XXIV- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXV - CHOICE OF LAW AND FORUM

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

ARTICLE XXVI-FEDERALLY REQUIRED PROVISIONS

When applicable, the following provisions shall apply to contracts funded in whole, or in part, by federal award monies:

For "federally assisted construction contracts" as defined by 41 CFR Part 60-1.3, Contractor must comply with the equal opportunity clause provided under 41 CFR 60—1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964—1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

For all prime construction contracts exceeding \$2,000.00 awarded by non-Federal entities, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3144, and 3146—3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be paid wages not less than once a week. The parties agree that the County will report all suspected or reported violations of this provision to the Federal awarding agency.

In addition, Contractor must also comply with the Copeland "Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Bidding or Public Work Financed in Whole or in Part by Loans or Grants from the United States") which prohibits Contractor or Subrecipient from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. County shall report all suspected or reported violations to the Federal awarding agency.

Contract # _____

If this contract exceeds \$100,000.00 and involves the employment of mechanics or laborers, Contractor shall comply with U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). To that extent, Contractor must compute the wages of each mechanic and laborer on the basis of a standard forty (40) hour work week with hours exceeding this standard to be paid at one and one half the standard hourly rate. In addition, Contractor agrees that no mechanic or laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

If the Federal award funding this Agreement meets the definition of "funding agreement" under 37 CFR, Sec. 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

If this Agreement and/or subgrant exceeds \$150,000.00, Contractor shall comply with all applicable standards, orders and/or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). The parties agree that the County shall report all violations of these Acts to the Federal awarding agency and the Regional Office of the Environmental Protection Agency ("EPA").

Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan's energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201).

Contractor agrees to comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), which prohibits the use of federal funds by the Contractor or subcontractor of a Federal contract, grant, loan or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the federal funds awarded under this Agreement.

The parties agree that County and Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include, for those items where the purchase price exceeds \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00, procuring only items designated in guidelines of the EPA at 40 CFR, Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program to procuring recovered materials identified in the EPA guidelines.

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ARTICLE XXVII - EXTENT OF CONTRACT

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

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
Teresa Gillotti (DATE)
Director, Office of Community
And Economic Development

Steven Aynes, Township Manager (DATE)

(DATE)

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

**Attachment A:
Scope of Services**

Service Name	Senior Cafe
Service Number	C-3
Service Category	Community/Nutrition
Service Definition	The provision of nutritious meals to older individuals in congregate settings.
Unit of Service	Each meal served to an eligible participant.

MINIMUM STANDARDS

Eligibility Criteria

Each program shall have written eligibility criteria that places emphasis on serving older individuals in greatest need and includes, at a minimum:

- The eligible person must be 60 years of age or older, or be the spouse or partner of a person 60 years of age or older
- Family members of an eligible adult who are living with a disability and permanently live with the eligible adult in a non-institutional setting
- Individuals living with disabilities who have not attained 60 years of age but who reside in housing facilities occupied primarily by older adults, at which Senior Café nutrition services are provided, may receive such services
- Non-older adult individuals living with disabilities who reside in a non-institutional household may accompany an eligible older individual and may participate on the same basis as the elderly participants
- Whether, at the provider's discretion, a non-senior volunteer who directly supports meal site and/or food service operations may be provided a meal. Such meals may be provided only after all eligible participants have been served and meals are available. A fee is not required for non-senior volunteer meals and such meals are to be included in NAPIS meal counts.
- Person-Centered Planning involves participant choice. Participants in the program can participate in both home-delivered and congregate programs at the same time. Proper documentation must be kept as to the home delivered meal schedule and the congregate schedule. An agreement between OCED and the partner site regarding participants who may be in both programs is required.
- Programs shall utilize a system for documenting meals served for purposes of NAPIS. Documentation for individuals receiving meals must clearly separate eligible participants from ineligible participants.

Non-eligible Meals

At the provider's discretion, persons not otherwise eligible may be served, if meals are available, and they pay the full cost of the meal. At the provider's discretion, a non-senior staff who directly supports meal site and/or food service operations may be provided a discounted meal. Such meals may be provided only after all eligible participants have been served and meals are available. The full cost includes raw food, preparation costs, and any administrative and/or supporting services costs. Documentation that full payment has been made shall be maintained; meals shall not be counted in NAPIS meal counts.

Home Delivered Meal Referrals

Each Senior Café nutrition provider shall be able to provide information relative to eligibility for home delivered meals and be prepared to make referrals for persons unable to participate in the Senior Café program, to those who appear eligible for a home delivered meals program.

Senior Cafe Meal Site Requirements

Each site shall be able to document:

- That it is operated within an accessible facility. Accessibility is defined as a participant living with a disability being able to enter the facility, use the rest room, and receive service that is at least equal in quality to that received by a participant not living with a disability. Documentation from a local building official or licensed architect is preferred. A program may also conduct accessibility assessments of its meal sites when utilizing written guidelines approved by OCED.
- That it complies with local fire safety standards. Each meal site must be inspected, by a local fire official, no less frequently than annually. For circumstances where a local fire official is unavailable after a formal (written) request, a program may conduct fire safety assessments of its meal sites when utilizing written guidelines approved by OCED.
- Compliance with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a Senior meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The program shall submit copies of inspection reports electronically on all facilities to the OCED within five days of receipt. It is the responsibility of the program to address noted violations promptly.

Meals per Day

Each site shall serve meals at least three days per week with a minimum annual average of 10 eligible participants per serving day. If the service provider also operates a home delivered meals program, home delivered meals sent from a site may be counted towards the 10 meals per day service level. Waivers to this requirement may be granted by OCED only when the following can be demonstrated:

- Two facilities must be utilized to effectively serve a defined geographic area for three days per week.

- Due to a rural or isolated location, it is not possible to operate a meal site three days per week.
- Seventy-five percent or more of participants at a meal site with less than 10 participants per day are in great economic or social need. Such meal sites must operate at least three days per week.

Site Establishment

Senior Café meal sites currently in operation by the program may continue to operate unless OCED determines relocation is necessary to more effectively serve socially or economically disadvantaged older persons. New and/or relocated meal sites shall be in an area which has a significant concentration of the over aged 60 population living at or below the poverty level or with an older minority or ethnic population comprising a significant concentration of the total over-60 population. AASA must approve, in writing, the opening of any new and/or relocated meal site prior to the provision of any meals at that site.

Site Closure

When a meal site is to be **permanently closed**, the following procedures shall be followed:

- The program shall notify OCED in writing of the intent to close a meal site
- The program shall present a rationale for closing the meal site which is based on lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources, or other justifiable reason.
- OCED shall review the rationale and determine that all options for keeping the site open or being relocated have been exhausted. If there remains a need for service in the area that was served by the meal site, efforts should be made to develop a new meal site and/or assist participants to attend another existing meal site.
- OCED shall approve in writing the closing of all meal sites operating with funds awarded from If a meal site to be closed is in an area where low-income and/or minority persons constitute 25% or more of the population, or if low-income and/or minority persons constituted more than 25% of meal participants served over the past 12 months, AAA1-b must also approve in writing the closing of the meal site.
- The program shall notify participants at a meal site to be closed of the intent to close the site at least 30 days prior to the last day of meal service.

Emergency Preparedness Training

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

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

Site Access, Maintenance and Security

Each program shall have written agreements with the owners of all leased facilities used as meal sites. Written agreements are recommended for donated facilities, but not required. The agreements shall address at a minimum:

- Responsibility for care and maintenance of facility, specifically including restrooms, equipment, kitchen, storage areas and areas of common use
- Responsibility for snow removal
- Agreement on utility costs
- Responsibility for safety inspections
- Responsibility for appropriate licensing by the Public Health Department
- Responsibility for insurance coverage
- Security procedures
- Responsibility for approval of outside programs, activities and speakers
- Other issues as desired or required

Posting Donation and Guest Fees

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the AASA Community Nutrition Services poster. A contractor may use its own poster if all required information is included and clearly presented. The poster shall contain the following information for each program:

- Name and phone number of the nutrition project director
- Suggested donation for eligible participants
- Guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the AASA poster

Additional information pertaining to the program shall not be displayed to cause any misunderstanding or confusion with information presented on the poster.

Assistive Eating Devices

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

Non-Approved Meals

Senior Café meal programs receiving funds through OCED/AAA1B/AASA may not contribute towards, provide staff time, or otherwise support potluck dining activities.

Project Council

Each program shall have a representative that is a member of the project council. The project council is comprised of program participants, to advise program administrators about services being provided. Program staff shall not be members of the project council.

Food Taken Out of Meal Site due to Illness

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

Second Meal Option

Nutrition providers may elect to offer second meals (2nd Meal) at specified dining sites. A second meal must meet the AASA nutrition standards and is defined as a:

- shelf-stable meal,
- a frozen meal,
- a meal that is low-risk for food borne illness.

A Senior Café meal participant may qualify for a second meal if the participant eats a regularly scheduled hot meal at the meal site and has requested a 2nd Meal following the nutrition provider's process; (i.e. phone request, sign up in advance).

The 2nd Meal is given to the participant when they leave the Senior Cafe site and differs from a ready-to-eat hot meal served on site at breakfast, lunch or dinner. It must be stored properly until the participant is ready to leave for the day. The 2nd Meal is to be counted as a congregate meal in all record keeping. Donations may be accepted for 2nd Meals.

Weekend Meal(s)- Nutrition providers may elect to offer weekend meals at specified dining sites. A weekend meal must meet the AASA nutrition standards and is defined as

The participant eats a regularly scheduled hot meal at the meal site

- The participant has requested a weekend meal following the nutrition provider's process; (i.e. phone request, sign up in advance)
- Donations may be accepted for weekend meals

A Senior Café meal participant may qualify for a weekend meal if:

- a shelf- stable meal,
- a frozen meal
- a meal that is low-risk for foodborne illness.
- The participant eats a regularly scheduled hot meal at the meal site
- The participant has requested a weekend meal following the nutrition provider's process; (i.e. phone request, sign up in advance)
- Donations may be accepted for weekend meals
- The Weekend Meal is given to the participant when they leave the Senior Café site and differs from a ready-to-eat hot meal served on site at breakfast, lunch, or dinner
- It must be stored properly until the participant is ready to leave for the day
- The weekend meal must meet the AASA nutrition standards
- The weekend meal is to be counted as a Senior Cafe meal in all record keeping
- Arrangements for weekend meal pick up should be made with the nutrition provider/site manager in advance

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Complimentary Programs/Demonstration Projects

AAA 1-B and nutrition providers are encouraged to work together to provide programming at the Senior Café meal sites that include activities and meals. OCED and nutrition meal providers may conduct a demonstration project to assess the feasibility of alternate delivery systems for Senior Cafe meals, such as but not limited to, providing a cold (box lunch) meal for persons that participate in an activity at the site that is not immediately before or after a scheduled meal time.

Demonstration projects must be approved by OCED/AAA1B/AASA prior to implementation. The program shall notify OCED in writing of the intent to conduct such a program. Providers are to allow adequate time with a minimal 45-day notice for administrative review.

Prayer

Older adults may pray before a meal that is at a site. It is recommended that each nutrition program adopt a policy that ensures that each individual participant has a free choice whether to pray either silently or audibly, and that prayer is not officially sponsored, led, or organized by persons administering the Nutrition Program or the meal site.

Service Name	Home Delivered Meals
Service Number	B-5
Service Category	In-home/Nutrition
Service Definition	The provision of nutritious meals to homebound adults who are normally unable to leave their homes unassisted, and for whom leaving home takes considerable and taxing effort.
Unit of Service	One meal served to an eligible participant.

STANDARDS

Person Centered Planning

Each program shall have a written policy/procedure that covers integrating person centered planning into the home delivered meals program. This may include, but is not limited to:

- Allowing HDM participants to attend congregate meals sites when they have transportation and/or assistance to the site.
- Providing diet modifications as requested by the participant when the nutrition provider can do so while following AASA guidelines.

Eligibility Criteria

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

- That to be eligible a person must be 60 years of age or older, or if indicated in the HDM assessment that it is in the best interest of the eligible person, the following persons may also receive a meal:
 - The spouse, partner, of an HDM eligible person, regardless of ages.
 - The unpaid caregiver of an HDM eligible person including a family member under the age of 60 who provides full time care for an eligible person.
- An individual living with a disability who resides in a non-institutional household with a person who is eligible to receive home delivered meals.
- That to be eligible a person must be homebound; i.e., normally is unable to leave the home unassisted, and for whom leaving home take considerable and taxing effort. A person may leave home for medical treatment; support groups; short, infrequent absences for non-medical reasons, such as a trip to the barber or to attend religions services; visits with friends or family.
- That to be eligible a person must be unable to participate in the congregate nutrition program on a regular basis because of physical or emotional difficulties.
- That to be eligible a person must be unable to obtain food or prepare meals for themselves because of:
 - A disabling condition, such as limited physical mobility, cognitive or psychological impairment, sight impairment, or
- Lack of knowledge or skill to select and prepare nourishing and well-balanced meals, or

- Lack of means to obtain or prepare nourishing meals, or
- Lack of incentive to prepare and eat a meal alone, or
- Lacks an informal support system: has no family, friends, neighbors or others who are both willing and able to perform the service(s) needed, or the informal support system needs to be temporarily or permanently supplemented.
- That the person's special dietary needs can be appropriately met by the program, as defined by the most current version of the USDA "Dietary Guidelines for Healthy Americans".
- That to be eligible a person must be able to feed himself/herself.
- That to be eligible a person must agree to be home when meals are delivered and contact the program when absence is unavoidable.
- At the provider's discretion, persons not otherwise eligible may be provided meals if they pay the full cost of the meal. The full cost of the meal includes raw food, preparation costs, and any administrative and/or supportive services costs. Documentation that full payment has been made shall be maintained. Eligibility criteria shall be distributed to all potential referring agencies or agencies and be available to the public upon request.

Effective Utilization of Site Resources

Each home delivered meal program shall demonstrate cooperation with other meal programs and providers and other community resources.

Meals per Day Determination

Each program may provide up to three meals per day to an eligible participant based on need as determined by the assessment. Providers are expected to set the level of meal service for an individual with consideration given to the availability of support from family and friends, changes in the participant's status or condition. This process must include person-centered planning, which may include allowing the participant to attend Senior Café meals when they have transportation and/or assistance to attend.

Serving Days per Week

Meals shall be available at least five days per week.

Liquid Meals

Nutrition providers may also make liquid meals available to program participants when ordered by a physician. The OCED/AAA 1-B dietitian must approve all liquid meals products to be used by the program. The program shall provide instruction to the participant, and/or the participant's caregiver and/or participant's family in the proper care and handling of liquid meals. Liquid supplements may be purchased with OAA Title III-C funds; however, liquid supplements may not be counted as a meal in NAPIS. Liquid supplements are a component of a meal, and may be requested by a participant, under the following conditions:

- A physician order, renewed every six months, stating the need for the additional supplement.
- A care plan for participants receiving liquid supplements with their meal should be developed in consultation with the participant's physician.
- A signed form, kept in the participant's file, indicating what parts of the meal the participant chooses to receive: beverage, main entrée, fruit, dessert, liquid supplement. The form must also include a statement acknowledging that the participant can reinstate any part of the meal at any time, upon request.

When liquid meals are the participant's sole source of nutrition, the following requirements must also be met.

- Diet orders shall include participant weight and be explicit as to required nutritional content;
- Diet orders must be renewed, by a physician, every three months;
- The care plan for participants receiving liquid meals shall be developed in consultation with the participant's physician.

Person-Centered Planning: HDM participants may elect to have all, or part, of the HDM delivered to them. Each nutrition provider should have a form that is updated every six months during the reassessment indicated if the participant has chosen to receive only part of the meal. The form should have the following, at a minimum:

- A statement that indicates that participant is choosing to opt out of the full meal, and then indicating which parts of the meal they would like
- A statement that the participant can opt back into the full meal at any time by notify the HDM office or telling the delivery people
- A signature, initials, or make of the participant
- The form should be kept in the participant's file

Home Visit Safety: Assessors, HDM drivers, delivery people and other nutrition program staff are not expected to be placed in situation where they feel unsafe or threatened. Nutrition providers shall create a "Home Visit Safety Policy" that addresses verbal and physical threats made to the assessor (s), drivers, or other program persons, by participants, family members, pets (animals) or others in the home during the assessment.

This policy should include, but is not limited to:

- Definition of a verbal or physical threat
- How a report should be made/who investigates the report
- What actions should be taken by the assessor or driver if they are threatened
- What warnings should be given to the participant
- What actions should be taken for repeated behaviors
- What information gets recorded in the chart
- Situations requiring multiple staff/volunteers

Assessment for Frozen Food Usage

The program shall verify and maintain records that indicate each participant can provide safe conditions for the storage, thawing, and reheating of frozen foods.

- Frozen foods should be kept frozen until it is to be thawed for use.
- Frozen food storage should be maintained at 0 degrees Fahrenheit.
- Each nutrition provider shall develop a system by which to verify and maintain these records and provide participants with food safety training as part of the nutrition education requirement for the HDM program.
- Frozen meals, with the approval of the AAA 1-B program manager may be provided by programs to participants based on individual need or where hot meal distribution is not logistically feasible or under emergency situations.
- Frozen meals must meet the food safety criteria as specified under the Michigan food law.
- Nutrition information for reading labels, reheating meals, and food safety shall be made available to those who receive frozen meals.

Contract # _____

- Route sheets to document the meals must state the meal was served as a frozen meal.

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

Attachment B:

- Program Agencies will be paid per meal served, with monthly invoices created by Washtenaw County. OCED will generate monthly invoices to be sent to sites to be printed on site letterhead, signed and returned to OCED for payment.
- Agencies will be billed at a cost of \$5.50 for meals ordered and consumed by participants under 60 years of age, participants that we do not have a current registration, meals served without receiving a signature from participant, or those that are ordered and not served. These meals will be deducted from the monthly payments.
- Outreach activities will occur to make local areas aware of programming through local marketing. OCED will assist with local marketing.
- OCED will contract with catering suppliers to provide all meals serving supplies for sites. This will be part of the catering contract and payable by OCED.
 - If caterer cannot provide needed supplies, site will email copies of original invoices for approved supplies to OCED. OCED will reimburse partner sites for all approved supplies used exclusively for the Senior Nutrition Program.
- Program partners will keep all donations, reporting to Washtenaw County the amount raised monthly, allowing for greater partner agency control of the funding needs of their community based program.
- Quarterly, OCED will review partner program donation reports and evaluate if current participant donation collections are on target or if additional support may be required.

Contract # _____

Township Manager's Report prepared by Steve Aynes for the October 22, 2019 Board Meeting

Request for Reimbursement for Sewer Backup Costs

I previously provided the Board information regarding a sewer backup at 9121 Lakewood Drive. Attached is the information I provided to the Board by e-mail on October 4, 2019. The Wastewater Treatment Plant Staff on the first occasion inspected the manholes and lines opening up the blockage in the sewer line. The incident was reported to the Township's insurance carrier. The underwriter investigated the matter and provided a denial of claim letter to both the property owner and to the Township. I discussed this with Mr. Ryan Spina and told him I would take this to the Township Attorney. Neither of us have the authority to authorize the payment of this claim. I then suggested to Mr. Spina that he contact the Board directly by the e-mail addresses on the Township web site. Meanwhile, I had forwarded this myself to the Board.

The next step operationally was the scheduling of the tv camera to be put through the sewer lines to confirm there was no further blockages. Before the tv process was done there was another incident. Mr. and Mrs. Spina advised that they were out of town and returned to find another backup with substantial odor. Dan Willis, WWTP Superintendent advised the couple to go to a hotel for the time needed for them to have a contractor clean up the result of the backup and the Township would cover the cost. This second situation Dan and I consider is separate because the WWTP staff had not tv'd the lines prior to the incident. The WWTP staff cleaned the lines at that time and were able to restore flow. I reported this to the insurance company, but I do not know if they will determine if the insurance coverage applies. I received a call from a neighbor who was expressing his concerns. Dan has left two messages and I have left one. The WWTP staff did not observe any problem in the yards of either property. This was checked at the request of Mr. Spina.

The staff put the tv through over 1500 feet of sewer line in multiple directions from this house on Thursday, October 17, 2019. No further blockages or even buildup of material was observed.

If the Board wants the staff to take any further action, please advise me of such. Regarding the 5 men who work at the WWTP, they provide outstanding service to the community 24/7. They are called out in all kinds of weather conditions. They actively work at continuing education and conferences. They are all licensed by the State of Michigan. They compare very well with the employees at the other three WWTP Plants I have supervised as Manager.

Washtenaw County Road Commission (WCRC) Roundabout Project in 2020 and 2021.

I attended a Public meeting at the Salem Township Hall regarding the proposed Roundabout due to be constructed at Pontiac Trail and 7 Mile start about June 15, 2020 and ending about 60 days later in mid-August. For these two months vehicles will be detoured around this intersection. I expect many people will follow their own detours which will increase traffic on roads in Northfield Township. The following summer they plan to construct another Roundabout at North Territorial Rd. and Pontiac Trail resulting in construction and detours from mid-June to mid-August.

Investigation of Public Complaints

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

Update Regarding Property Concerns

- **8005 Lakeshore Dr.** The Code Enforcement Officer and I have visited this site. A notice was sent to the owner regarding completing repairs to the front of the house before the end of October. The owner has now responded by putting up new Tyvek material on the front of the house.
- **424 East Shore Dr.** The owner was issued a building permit to construct a garage and the footer inspection was completed by the Building Official. The building permit for the house was issued and improvements inside the house are underway. Another concern was expressed by a neighbor about the location of the garage and the setbacks to the property lines. I had both the Building Official and Code Enforcement Officer visit the site and then returned to talk to me. Based on this conversation I had both of them go out to further investigate the concerns. We are actively watching the project.
- **Main St. and Barker Rd.** The owner has submitted proof of utility disconnection. His contractor submitted a letter regarding an early November date for demolition. This is still the plan

Drain Concern

Nancy & Maurice Warner have been in my office on several occasions to discuss an issue with a drain that they believe is blocked and flooding their property. They advised me that they had already contacted the drain commission who investigated the area. I have attempted to stop in to see the Warners, but am not able to knock on their door as their property is gated. I will continue to monitor the situation.

RE: Sewer Backup at 9121 Lakewood Dr.

Steven Aynes

Fri 10/4/2019 1:44 PM

To: Kathy Manley <manleyk@Northfieldmi.gov>; Lenore Zelenock <zelenockl@Northfieldmi.gov>; jchick711 <jchick711@aol.com>; Jacqueline Otto <ottoj@Northfieldmi.gov>; Board of Trustees <boardoftrustees@Northfieldmi.gov>

 1 attachments (528 KB)

Sewer Backup Claim for Ryan Spina.pdf;

Board Members,

In the past many communities were being overwhelmed with litigation involving claims by citizens of damage to their property by sewer backups. There were also law firms who pursued litigation similar to the many ads you see on tv soliciting clients.

The matter was addressed by state law changes. Any party filing a claim has to meet all five requirements.

Based on the insurance company's review of the claim and the applicable law, they denied the claim. I have attached the insurance's company's letter.

I met with Mr. Burns on Wednesday of this week about several items of Township Business including this. I don't expect Mr. Burns to recommend a change.

The last case that came to the Board was one where the citizen filed an insurance claim with their own company. They then approached the Township about paying the deductible on their policy. Ultimately the Board based a decision to pay the deductible when further research by Dan Willis showed that there had been a prior notice to the Township of a problem.

The homeowner told me he was not willing to file a claim with his insurance company. He stated that he had filed a claim on another matter previously with his insurance company. He expressed his opinion that filing this claim would result in cancellation of future coverage.

Any citizen can approach the Board on any matter. The Board can always overrule the decision of an insurance company, but this may result in future payments and/or litigation.

I am simply informing the Board of this situation so that the Board would not be surprised by the matter coming before the Board unexpectedly. Before I completed preparing this, I see that the citizen has contacted the Board.

Steve

Sent from Mail for Windows 10



**TOKIO MARINE
HCC**

Tokio Marine HCC - Public Risk Group
1700 Opdyke Court, Auburn Hills, Michigan 48326
main 248 371 3100 / 800 225 6561 facsimile 248 371 3091

September 18, 2019

Mr. Ryan Spina
9121 Lakewood Drive
Whitmore Lake, MI 48189

Re: Program: Michigan Township Participating Plan
Our Insured: Northfield Township
Date of Loss: 9/7/2019
Our Claim No: MI1 194089
Claimant: Ryan Spina

Dear Mr. Spina:

Tokio Marine HCC - Public Risk Group administers insurance claims on behalf of the U.S. Specialty Insurance Company ("USSIC") and the Michigan Township Participating Plan which provides the insurance coverage for Northfield Township. We received your claim in which you sustained property damage on September 7, 2019 when the Township's sewer main allegedly back flowed into your home.

Our investigation of this claim did not find liability on behalf of Northfield Township. Pursuant to the Governmental Immunity Act, MCL 691.1401 to 691.1419, (Public Act 222 of Public Acts of 2001), the Act states that "A governmental agency is immune from tort liability for the overflow or backup of a sewage disposal system unless the overflow or backup is a sewage disposal system event and the governmental agency is an appropriate governmental agency." In order for a claimant to collect compensation for the property damage caused by a sewer backup, the claimant must show that all of the following existed at the time of the event:

- (a) The governmental agency was an appropriate governmental agency.
- (b) The sewage disposal system had a defect.
- (c) The governmental agency knew, or in the exercise of reasonable diligence should have known, about the defect.
- (d) The governmental agency, having the legal authority to do so, failed to take reasonable steps in a reasonable amount of time to repair, correct, or remedy the defect.
- (e) The defect (means a construction, design, maintenance, operation, or repair defect) was the substantial proximate cause of the event and the property damage or physical injury.

According to Act 222 of Public Acts of 2001, all the above-referenced conditions must be met in order for the Michigan municipality to be liable. The cause of loss was "flushables" discarded into the sewer system. The Township is not responsible for what residents/businesses put into its system and/or the resulting property damage. The Township had no prior notice of any sewer problem. Upon notice, the Township responded within a reasonable amount of time, removed the blockage and solved the problem. Since

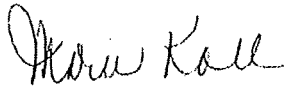
September 18, 2019

Page -2-

all of the above-referenced criteria have not been met, no liability exists on behalf of Northfield Township. In the absence of liability on behalf of Northfield Township, Tokio Marine HCC - Public Risk Group will be unable to pay for your property damage.

In communicating this position on behalf of the insured, Tokio Marine HCC - Public Risk Group does not waive and shall not be estopped from asserting additional defenses or further supporting its position on behalf of the insured. If you have additional information that you would like us to consider, please forward it to our attention for review.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marie Koll".

Marie Koll, AIC
Claims Adjuster

cc: Northfield Township, Ms. Jennifer Carlisle
Berends Hendricks Stuit Insurance Agency, Inc.

9121 Lakewood drive sewage issue

Ryan Spina <[REDACTED]>

Tue 9/24/2019 12:47 PM

To: Steven Aynes <ayness@Northfieldmi.gov>

📎 4 attachments (3 MB)

modern2.docx; AR plumbing.docx; invinvworkinv0540618710.PDF; modern.jpg;

To who this may concern;

My name is Ryan Spina. My wife and 2 young children live at 9121 Lakewood drive.

On Sept 7th 2019, I noticed that our basement had sewage in roughly 60% of the basement. We contacted a plumbing company who came out but could not resolve issue. After some investigation, the plumbers noticed there was a blockage in the main sewer line. I contacted the emergency line(northfield township) and crew members came out to investigate. After opening up some man hole covers, it was realized that barker road had a full blockage and a partial on Lakewood.

What ended up happening is there was a full blockage just after my house, resulting in our basement receiving all of my neighbors waste water/ raw sewage. By this time 85% of my basement was covered in raw sewage.

I spent 12 hours of my time cleaning out basement and throwing away all that came in contact with the sewage as most things were soaked.

Attached is some of the receipts.

Current list

Modernistic- 1207.04 Initial cleaning

Modernistic
Water, Mold & Mildew
800-809-1000
Fax 248-589-2660

Modernistic
Modernistic Water Restoration, LLC

Arrive Time: 9:45
Depart Time:

WOF
Tech 1: Harold H...
Tech 2: Steve H...

Customer: Miscog Stina
Address: 9121 Lakewood
City, State, Zip: Whiteland PA 15105
Primary Phone: 48185
Alt Phone:
Fax:
Phone:

SERVICE DESCRIPTION	QUANTITY	PRICE (\$)	UNIT	TOTAL
Standard Pricing - Mon-Fri (12AM - 5PM)				
Emergency Service Call	1	150.00	truck	
After Hours Pricing - Sat (12AM-7AM) Sun (All Day)				
Holiday Emergency Service Call	1	275.00	truck	
WATER EXTRACTION:				
Water Extraction (Clear Water) Hard Surface		0.22	sq ft	
Water Extraction (Gray Water) Hard Surface		0.37	sq ft	
Water Extraction (Black Water) Hard Surface		0.70	sq ft	
Water Extraction (Clear Water) Carpet		0.48	sq ft	
Water Extraction (Gray Water) Carpet		0.72	sq ft	
Water Extraction (Black Water) Carpet		1.16	sq ft	
Pumping Standing Water - Truck Mounted - per hour		200.00	sq ft	
Pumping of Standing Water		0.66	gallon	
2" Submersible Pump with Hose (per use)		48.00	sq ft	
TREATMENTS & SHOP SUPPLIES:				
Apply Antimicrobial Treatment	980	0.21	sq ft	205.80
Diff Holes for Wall Cavity Drying		0.42	holes	
Plastic Bag for Disposal of Contaminated Items		3.53	each	
Containment Barrier - Airlock / Decontamination Chamber		0.60	sq ft	
Containment Barrier - Zip Poles		1.50	each	
Peel & Seal Zipper		12.29	each	
Lay Flat Ducting		6.45	sq ft	
Powerwash Concrete / Tile	760	0.25	sq ft	190.00
Clean & Deodorize Carpet (Steps Not Included)		0.04	sq ft	
Clean & Deodorize Carpet (Steps Only)		3.48	steps	
Heat Drying / Pad Truck Load (including drying time (under 500 sq ft)		65.00	each	
Heat Drying / Pad Truck Load (including drying time (over 500 sq ft)		131.00	each	
PROTECTION & SAFETY:				
Personal Protection Equip - Tyvek suits, Gloves, Masks (per tech)	2	18.42	suits	36.84
Personal Protection Equip - Disposable Waterproof Boots (per tech)		8.85	pairs	
Personal Protection Equip - Disposable Plastic Goggles (per tech)		5.19	pairs	
Personal Protection Equip - Respirator Replacement Cartridge (per tech)		13.85	pairs	
Plastic Protection Covers (furniture, floors, misc)		0.35	sq ft	
LABOR:				
Extraction & Remediation Supervisor (Hourly x each Supervisor)	hrs	75.00	superv	
Extraction & Remediation Technician (Hourly x each Technician)	hrs 1.5	50.00	techn	75.00

NOTES:

DRYING EQUIPMENT:	QUANTITY	DAYS	PRICE (\$)	UNIT	TOTAL
Equipment Decontamination (Clear/Gray Water)		n/a	15.00	piece	
Equipment Decontamination (Black Water)		n/a	30.00	piece	
Equipment Setup or Take Down (no monitoring) *Standard Hours	7	n/a	8.00	piece	56.00
Equipment Setup or Take Down (no monitoring) *After Hours		n/a	11.00	piece	
Wood Floor Drying - Infrared Type (per day)		x	180.00	piece	
Phenoxi FireBird (electric heat-drying system) (per day)	1	x	200.00	piece	
D200 Dehumidifier (per day)	1	x	115.00	piece	
Air Mover (per day)	6	x	25.00	piece	
Radial Air Mover (per day)	1	x	30.00	piece	

Page 1 TOTAL 1,207.84

RYAN SPINA
MAEGAN M. SPINA
9121 LAKEWOOD DRIVE
WHITMORE LAKE, MI 48189

9/7/19

597

Date

CHECK AMOUNT

Pay to the
Order of

A & R Plumbing

\$ 325.00

THREE HUNDRED TWENTY FIVE DOLLARS

Dollars



Photo
Safe
Deposit
Details on back

For

BACK-UP

D.R.



Art Van Furniture

www.artvan.com

Invoice: 54 - 0618710
Date: 6/10/14

CLEARANCE CENTER
425 E EISENHOWER PKWY
ANN ARBOR MI 48108
(734) 747-7170
Repair & Service Call (800) 662-0038

Sold to:	Delivered to:	Salesperson:
Ryan Spina [REDACTED] [REDACTED] Home: [REDACTED] Work: () - [REDACTED] Cross Streets: Cpu Wi	Ryan Spina [REDACTED] [REDACTED] Home: [REDACTED] Work: () - [REDACTED]	33738 Sergey

TP	Qty	SKU#	Description	Delivery Date	F s	Via	Price	Extended Price	Reg Price	Saved
CP	1	300173694	Hudson Chocolate Sofa/Banner Chocolate	Tue 07/08			494.99	494.99	549.99	55.00
CP	1	300173696	Hudson Chocolate Chair/Banner Chocolate	Tue 07/08			404.99	404.99	449.99	45.00

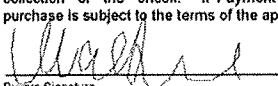
*****ATTENTION-CUSTOMER PICKUP*****

*You Must Check in at Guest Services in the Store Prior to Picking Up Your Merchandise - Proper ID is Required
Merchandise Must be Picked-Up on the Scheduled Date or it may be Returned to the Warehouse. Please Contact the Store if Any Changes Need to Made.
Pickup Hours: Via 053- ANN ARBOR AVF Daily 2:00pm - 8:00pm Sat 2:00pm - 8:00pm Sun 11:00am - 5:30pm

** Guest has Declined a Complete Care Protection Program **

** TO LEARN MORE ABOUT THE CARE AND PROTECTION FOR YOUR PURCHASE VISIT WWW.ARTVAN.COM/SERVICES
ALL MERCHANDISE SOLD AS-IS, SERVICE IS NOT AVAILABLE UNLESS A COMPLETE CARE PROGRAM IS PURCHASED

YOU SAVED: 100.00

Deposit Summary		Taxable Subtotal:	
Cash	.00		899.98
Check	.00	Sales Tax	54.00
GECC	.00	Non-Tax Subtotal:	.00
GECC Down Payment	.00	Invoice Total:	953.98
other Finance	.00	Deposit amount:	833.98
Credit Cards	833.98	Previous Paid:	120.00
Gift Certificate	.00	Invoice Balance:	.00
[REDACTED] 01094R 833.98		Amount Financed:	.00
I have had the opportunity to read Art Van's Terms and Conditions as printed on both sides of this invoice and I agree to them. If payment is made by check, delivery of title to the merchandise is subject to collection of the check. If Payment is made by credit card, the purchase is subject to the terms of the applicable credit agreement.  Buyer's Signature		Outstanding Balance:	.00

06/10/2014

Date

6/10/14 12:50:30

33738

1 of 1

Congratulations on Your Fine Furniture Purchase!
These terms and conditions not applicable to carpet or flooring.

Low Price Guarantee

If you can make an identical furniture purchase in our service area for a lower amount (including local delivery charges) within 30 days of your purchase date, we will refund the difference plus an additional 10% of the difference. See store for details.

Total Satisfaction Guarantee

"Trust the Leader" is more than a slogan...it is our commitment! If you are not satisfied with the appearance, fit or feel of your furniture and/or mattress purchase, we pledge to do the following:

Furniture:

- "In stock" cancellations prior to delivery or pick-up: have no return fees or delivery charges.
- "In stock" returns after delivery or pick-up: Must be made within 7 days of receipt to receive a refund. 15% return fee plus delivery charge will apply. Inspection may be required.
- Reselections of "In stock" merchandise: a return fee, equal to 15% of the cost of the original item, and a delivery fee plus or minus the difference in product cost.
- Damaged or defective merchandise:
 - Delivered merchandise: no return or delivery fee for inspected and authorized exchanges.
 - Pick-up merchandise: Must be returned to location of origin for service/exchange/refund or reselect. If delivery requested, delivery fee is charged.

Special or Custom Orders 25% deposit required at time of purchase, can be cancelled within 72 hours of the purchase, no charges will apply. After 72 hours, cancellation is subject to loss of 25% deposit. 7 day return policy for refund/reselection on custom orders only if merchandise is returned in new condition. Inspection may be required. 25% return fee plus a delivery fee will be charged.

Mattresses, Foundations and Sets:

Advanced sleep research has shown it may take several weeks for our bodies to adjust to the proper support of a new mattress. If you have met one of our 3 Total Satisfaction Comfort Guarantee purchase requirements and, after a minimum of 30 nights, you are unable to comfortably adjust to the support of your new mattress you have up to the 60th day from your original delivery date to make a one-time reselection. Reselections occurring before the 30 day "break in" period are charged an additional 15% early exchange fee, plus a delivery fee. Our 3 Comfort Guarantee purchase requirements are as follows:

- Option 1 (free recommended) You must purchase at least one properly fluffed premium pillow and at least one premium mattress protector to automatically qualify for our 30/60 day Comfort Protection Program at no extra charge entitling you to a Comfort reselection.
- Option 2 (\$40) You must purchase at least one premium mattress protector and our 30/60 Comfort Protection Program (\$40) to qualify for a reselection.
- Option 3 (\$119) When no premium mattress protection is purchased, you must purchase our 30/60 Comfort Protection Program (\$119) to qualify for a comfort reselection.

This one-time reselection feature is available only when one of the 3 options is selected per mattress and the Art Van Mattress Protector is used according to instructions. Please note: Delivery charges apply to all reselections. The Total Satisfaction Comfort Guarantee allows you to select another mattress/set of equal or greater value (if of greater value you must pay the difference). As one of America's largest bedding retailers we will have the right comfort choice for you.

Foundation exchanges due to height charged a 15% return fee plus delivery fee. No foundation exchanges due to height after 7 days.

Custom Order Bedding requires 25% deposit at purchase, can be cancelled within 72 hours with no fees applied. After 72 hours, cancellation subject to loss of 25% deposit. Custom Order bedding does not qualify for Comfort Guarantee.

Exclusions for furniture and bedding: Clearance Center merchandise, as-is items, floor samples, adjustable bed bases, mattress protectors, pillows, linens, promotional/accessory, and soiled beds cannot be refunded or reselected. Items delivered by carriers other than Art Van trucks and items used commercially are excluded as well as items mishandled/misused. Delivery fees not refundable.

Service

Delivery-Related Service - Any damage should be noted on your signed delivery receipt. Contact the Service Dept. within 48 hours at 1-800-662-0038. Depending on severity of the damage, we repair or, at our option, replace the item.

Art Van One-Year Service - Art Van is a factory-authorized service center for the furniture we sell. For one year after delivery, we offer free service on manufacturer's defects, for households within our service area. As your exclusive remedy, we repair the item or, at our option, replace it. Damage from use, such as scratches, tears, wear, color-fastness, and/or other types are not covered. Clearance Center purchases, floor samples, purchases delivered by carriers other than Art Van trucks and items used commercially are excluded from this service option.

Art Van Extended Coverage - In addition to One Year Free Service, you may purchase programs to protect your furniture such as 5-year Complete Care, leather, fabric, wood and mattress protections, as well as Clearance Center/floor sample coverage. See store or brochure for complete details.

Bedding - If product care instructions are missing from new bedding, please call the repair and service number on your receipt within 30 days of delivery.

Manufacturer's Coverage - Contact Art Van Service for information on any additional coverage.

Delivery within Art Van Service Area

We give you a time window for regular delivery. Due to delivery volume, a time guarantee cannot be made. Any changes in delivery date must be made 4-7 days in advance. On delivery day, please have the room cleared to make room for your new furniture. We place the items in the home, fully assembled (excluding ready-to-assemble), and remove packing materials. When new bedding is delivered, we remove your old bedding upon request.

Mattress Express: Next day delivery of in-stock bedding, which have been paid in full, can be scheduled at your request (subject to availability and weather). Online purchases are excluded. The invoice shows if Express delivery has been scheduled.

Delivery Outside of our Service Area Small items ship via UPS, and are delivered to your door only.

Larger items are delivered to your home by a home delivery carrier. You receive a phone call to arrange a delivery time. The delivery charge includes placement of the merchandise inside your home up a maximum of 2 flights of stairs, unpacking, the first 30 minutes of set up time and debris removal. Any other activities may require an additional fee.

You are notified before shipment of any items that will not be set up. On delivery day, please have the room cleared for delivery of your new items.

Please inspect your merchandise thoroughly upon delivery. Any damage or defect must be noted on your signed delivery slip and you contact us within three days of delivery. Depending on the severity of the damage, we will have the item repaired by a professional repair service at no charge to you; or, if the damage or defect cannot be repaired, we will arrange for replacement of the damaged piece.

If you wish to return any item for any reason other than delivery damage or defect, it must be in new condition, you must use our carrier and you will be responsible for the cost of the return delivery. Contact us to obtain the cost and procedures. If you need to cancel or make changes to your order, please do so within 48 hours. After carrier picks up your order for delivery, cancellations are assessed the transportation costs to have the items returned to our warehouses.

Merchandise Pick-up

You may pick up your items at our central warehouse or at some store locations. Items are provided in the factory packaging and may require some assembly. We help load your vehicle but are not responsible for any damage to your vehicle or to the merchandise transported. Merchandise not picked up at the store on the scheduled date may be returned to the warehouse and must be rescheduled for pick up. If Pick-up items require service/exchange/refund or reselect, items must be returned to store of origin. If delivery requested, delivery fee will be charged. Hours vary by location; please verify pick-up times.

Layaway

You may reserve the sale price of non-Clearance Center, regularly-stocked items and delay delivery for up to 60 days. A payment must be made every 14 days to keep the order in good standing or it may result in cancellation of the order. Merchandise on layaway is not physically held so the order may be cancelled if the manufacturer discontinues the item(s). On-line purchases cannot be put on layaway.

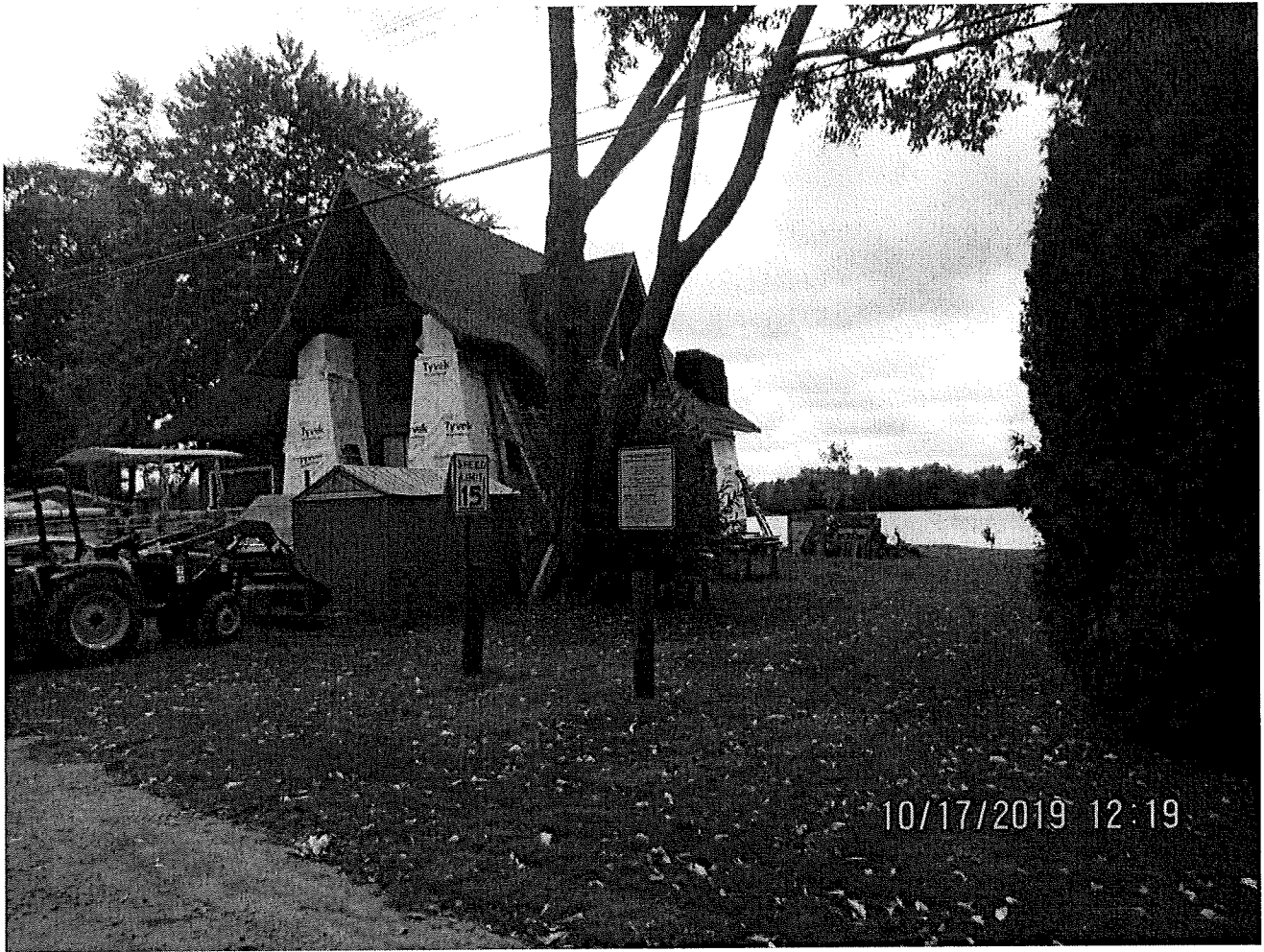
Refunds

Refunds made to purchaser only. Payments made by check refunded by our Corporate office after 14 calendar days from the original cancellation date. Cash refunds greater than \$100 refunded by Corporate check. All credit card refunds are returned to the card used in making the purchase. Proper identification is required for all refunds.

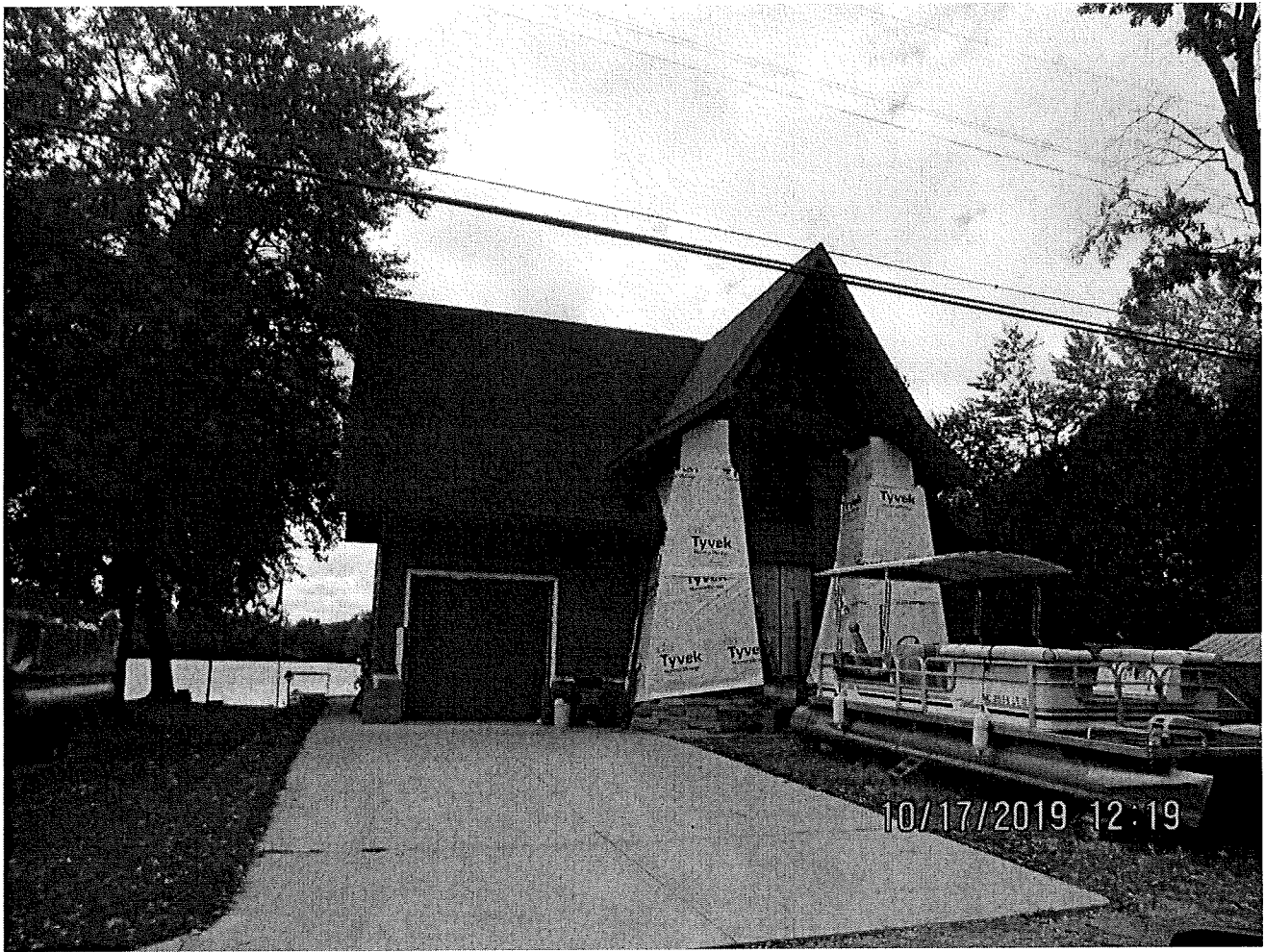
Exclusive Remedy & Other Limitations

ANY AND ALL IMPLIED WARRANTIES ON THIS PRODUCT, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, SHALL NOT EXCEED, IN DURATION THE TERM OF THIS LIMITED WARRANTY WHICH BEGINS WITH THE DATE OF DELIVERY TO THE CONSUMER. THE SERVICE TERMS STATED HERE SHALL BE THE CONSUMER'S SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF PRODUCT FAILURE DURING THE WARRANTY PERIOD.

Art Van makes no warranty beyond what is contained in writing. Some states do not allow limits on how long an implied warranty lasts, so this limitation may not apply to you. This warranty gives you specific legal rights and you may also have other rights, which vary state to state.



Lakeshore



Lakeshore

Memo

From: Marlene Chockley, Supervisor

Subject: Presentation by Washtenaw County Commissioner Sue Shink concerning the Board of Commissioners' public hearings on the governance of the Washtenaw County Road Commission

Date: October 16, 2019

Commissioner Sue Shink has offered to brief the Township Trustees on four governance options that they are considering for the Washtenaw County Road Commission. Several members of the Board of Trustees were interested in hearing from her so we have scheduled her presentation for the October 22, 2019 Board of Trustees meeting.

Commissioner Shink may not be able to arrive at the meeting at the time the presentation is scheduled due to a prior commitment however. Although her presentation is listed at the beginning of the agenda, if she is not there, I will ask the Board to accommodate her presentation when she arrives.

Attachments:

October 10, 2019 email from Sheryl Siddall, Managing Director of the Washtenaw County Road Commission

Powerpoint presentation

Marlene Chockley

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Sent: Thursday, October 10, 2019 4:53 PM
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Cc: Fuller, Douglas; Fuller, Barbara; Green, Rodrick; Kizer, Emily
Subject: Washtenaw County Board of Commissioners Scheduled Public Hearings on Road Commission Structure

Good Afternoon-

Last night the Board of County Commissioners (BOC) passed a resolution to set dates for two public hearings to receive comment on whether the BOC should transfer the duties of WCRC to the BOC. The scheduled dates for the public hearings are Wednesday, October 23 at 6:45 p.m. and Wednesday, November 6 at 6:45 p.m.

My understanding is that the BOC is reviewing four governance options for the Washtenaw County Road Commission, including:

1. Retain the current system
2. Change road commission board members from appointed to elected
3. Expand the road commission board from three to five members
4. Transfer road commission duties to the BOC

I did speak under public comment during the meeting last night and asked the county commissioners to talk with their township officials as they are soliciting input on our structure since we value our townships partners in the work that we do.

Please feel free to give me a call if you have any questions or reach out to Greg Dill, county administrator, about the upcoming public hearings and overall review of our structure by the BOC.

Thanks,

Sheryl



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100 years
serving the people of
Washtenaw County

Sheryl Soderholm Siddall, P.E.
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WASHTENAW COUNTY ROAD COMMISSION

Governance Options

Washtenaw County Working Session
Thursday, 9.19.19

1

AGENDA

1. What is a County Road Agency?
2. Michigan Legislature (current & proposed)
3. Governance Options for Consideration
4. Current Organizational Structure
5. Financial Overview
6. Funding (MTA & Millage)
7. Roads Funding Subcommittee
8. State of Michigan Road Commissions / County Departments
9. Governance Options for Consideration
10. Next Steps

2

What is a County Road Agency?

(per Michigan County Road Association)

- A countywide governmental agency comprised of staff and a three- or five-member board of directors:
 - Responsible for safe, efficient roads and bridges. Works collaboratively with county, township and municipal governments, as well as local business communities and economic development agencies, industries and the public.
 - Exist to maintain safe and efficient roads and bridges for the people of Michigan (P.A. 283, 1909). County road agencies "own" 75 percent of Michigan's road miles, which means 90,000 miles of roads and 5,700 bridges.
 - Perform maintenance work under contract for the Michigan Department of Transportation in 63 counties.
- Michigan has the **fourth-largest system of local roads in the US** and one of only about 20 states that must manage several freeze-thaw cycles per year and months of snow and ice.
- County road workers are government employees. They're usually on the job by 7 a.m., and on-call 24/7 and 365 days a year as road conditions dictate.

3

MICHIGAN LEGISLATURE - Current

In accordance with 1851 PA 156 by amended section 11 (MCL 46.11), as amended by 2016 PA 77...

Before January 1, 2020, by majority vote of the members of the county board of commissioners elected and serving in a county with an appointed board of county road commissioners, pass a resolution that transfers the powers, duties, and functions that are otherwise provided by law for the appointed board of county road commissioners of that county to the county board of commissioners. The resolution is subject to the requirement in section 6(9) of chapter IV of 1909 PA 283, MCL 224.6. The appointed board of county road commissioners of that county is dissolved on the date specified in the resolution adopted under this subdivision, and the county board of commissioners is authorized to receive and expend funds as allowed under 1951 PA 51, MCL 247.651 to 247.675. If the powers, duties, and functions of the board of county road commissioners of a county are transferred to the county board of commissioners of that county under this subdivision and the powers and duties of the office of county drain commissioner of that county had previously been transferred to the board of county road commissioners as provided in section 21(3) of the drain code of 1956, 1956 PA 40, MCL 280.21, then the county board of commissioners of that county shall reestablish, by resolution, the office of county drain commissioner as an elected office. The resolution reestablishing the office of county drain commissioner shall provide for the appointment of an acting county drain commissioner for that county who shall hold office until the next general election at which a county drain commissioner will be elected as provided in chapter X of the Michigan election law, 1954 PA 116, MCL 168.191 to 168.211.

4

MICHIGAN LEGISLATURE - Proposed

- 8.28.19 - Michigan Senate passed two bills (SB 322 & SB 323) to remove the sunset deadline of January 1, 2020 for Counties to take action on bringing its local road commission in-house and essentially make it a County department.
- The legislation would allow County Commissions to continue to consider whether they should take over road responsibilities.
- Counties that have taken over road operations have reported some overall savings.
- Concerns stated by certain Counties that have reviewed the option include employee pension and health care plan funding.

5

Governance Options for Consideration

1. Expansion of Road Commission from 3 to 5 Members
2. Transfer of Road Commission Duties to the County Board of Commissioners (deadline for action is prior to 1.1.2020)
3. Change Road Commission Members from Appointed to Elected Positions
4. Retain current system

6

WCRC Organizational Structure

- Governed by a three (3) member Board of County Road Commissioners appointed by the Washtenaw County Board of Commissioners.
- Day-to-day operations are overseen by a Managing Director and carried out by approximately 130 employees.
- Divided into three departments: Operations, Engineering, and Administration.
- Approximately 75 positions within the Operations Division are recognized under the Technical, Professional and Office workers Association of Michigan (TPOAM) as follows:
 - Laborer (Maintenance), Laborer-Janitor, Assistant Buildings & Grounds Maintenance Person, Assistant Sign Erector, Light Truck Driver, Rest Area Attendant, Assistant Storekeeper, Heavy Truck Driver, Sign Erector, Yard Worker, Mechanic Helper/Lubricator, Tire Service & Repair Person, Heavy Equipment Operator, Signal Technician I & II, Buildings & Grounds Maintenance Person, Group Leader I (Signs), Group Leader I & II (Maintenance), Mechanic, Group Leader III (Shop), Group Leader III (Signals), and Signal Electrician.

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WCRC Organizational Structure cont.

- Employees are provided with the following benefits:
 - Health & Well-Being:
 - Medical, Dental, Prescription Drugs, Vision, Employee Assistance Program
 - Retirement:
 - MERS defined benefit program based on hire date
 - Leaves:
 - Short- and Long-term Disability, Vacation (paid time off), Bereavement, Holidays
 - Financial:
 - Flexible Spending Accounts, Health Care Savings Program, Tuition Reimbursement and other miscellaneous reimbursements

8

Road Funding

- The primary source of revenue to county road agencies comes from the Michigan Transportation Fund (MTF). All state fuel taxes, vehicle registration fees and other transportation-related fees are deposited into the MTF and distributed according to Public Act 51.
- The following was reported for FY 2017/18 (10.1.17 - 9.30.18) for Washtenaw County:

County	Mileage Transfer Amount (\$)	Michigan Transportation Fund (\$)	Snow Removal Payments (\$)	Local Program Fund (\$)	Total (\$)
Washtenaw	\$0.00	\$25,620,906.13	\$0.00	\$604,140.46	\$26,225,046.59

- Additional revenues include Federal/State funds, Trunkline Maintenance, Township Contributions and Other Contributions (e.g., County-wide millage, Washtenaw County Parks & Recreation), and Miscellaneous Income (e.g., permit / subdivision activities).

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Road Funding cont.

- 2019 Budget as amended following 2nd quarter:

Revenues	Budget
Michigan Transportation Fund	\$28,000,000
Federal/State Funds	\$13,285,000
Trunkline Maintenance	\$3,375,000
Township Contributions	\$11,401,000
Other Contributions	\$8,616,000
Miscellaneous Inc.	\$2,514,000
TOTAL	\$67,191,000
Expenditures	Budget
Administration	\$1,295,000
Operations	\$9,970,000
Engineering	\$3,222,000
Nondepartmental	\$8,334,000
Debt Service	\$2,395,000
Project Expenditures	\$46,993,000
TOTAL	\$71,209,000
Revenues Over/(Under) EXP	(\$4,018,000)

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WCRC Financial Overview

- Operating Budget - \$71+ million
 - Contribution to Fund Balance
 - 2018 \$6.6 million for future years projects
 - Proposed Use of Fund Balance
 - 2019 \$4 million
 - 2020 \$2.8 million
 - 2021 \$2.1 million
- Current fund balance (2018 audit) = \$20,598,829:

• Nonspendable items of Inventory & Prepaids	\$2,456,167 (11.9%)
• Committed - for construction	\$496,874 (2.4%)
• Assigned - intended use of fund balance	\$16,701,866 (81%)
• Unassigned	\$943,922

11

WCRC Financial Overview cont.

- Pension Liability - administered by MERS
 - 2018 \$27,666,716 (57.76% funding ratio)
- OPEB Liability - administered by MERS
 - 2018 \$15,828,172 (42.09% funding ratio)
- Capital Assets

• Gross	\$501,250,260 (\$455M is transportation infrastructure)
• Accumulated Depreciation	\$232,171,809
• NET	\$299,309,494 (includes land of \$30,231,043)
- NOTE:
 - Road Equipment & Other Equipment
 - Asset value totaling \$24.1 million
 - Accumulated depreciation of \$18 million
 - Reflects a depreciation of 75%
 - Useful life & Replacement schedule would indicate needing to replace sometime in next 3-5 years

12

Washtenaw County Road Millage

- 7.6.16, the BOC authorized resolution #16-103
 - Placed a 0.50-mill road levy on the 11.8.16 ballot and certified the ballot question
 - 4-year tax levy (expires with 2020 operations)
 - To provide funding to maintain, reconstruct, resurface, or preserve roads, bike lanes, streets, and paths.
- 11.8.16 General Election Results

YES	70.94%
NO	29.06%
- Millage Collection (County-wide, inclusive of non-motorized transport)

• 2017	\$7,446,295.70
• 2018	\$7,670,593.24
• 2019	\$7,992,456.73
• 2020	\$8,396,035.35 (estimated)

NOTE: there are 30 other Counties that have active road millages in the State of Michigan

13

State of Michigan Road Commissions / County Departments

- Each of Michigan's 83 counties has authority for its county roads, and in 77 counties that responsibility lies with a county road commission.
 - **Wayne** and **Macomb** counties abolished their road commissions after they became charter counties.
 - **Ingham, Jackson, Calhoun** and **Berrien** counties (Berrien was the most recent) transferred the road commission authority to the County Commission after the law with the sunset was enacted.

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Governance Options for Consideration

1. Expansion of Road Commission from 3 to 5 Members
2. Transfer of Road Commission Duties to the County Board of Commissioners (deadline for action is prior to 1.1.2020)
3. Change Road Commission Members from Appointed to Elected Positions
4. Retain current system

15

Expansion of Road Commission from 3-5 Members

- Permitted by Michigan Law (MCLA 224.6).
- Must hold at least 1 public hearing before voting to expand, and such hearing must be properly noticed under the Open Meetings Act at least 28 days prior to the hearing being held.
- BOC must give written notice to the Road Commission, and notice should be provided on the County's website.
- A vote on the expansion can occur the same evening as the public hearing, so long as the public hearing has concluded.
- Road Commission membership may not be less than 3 members and no more than 5 members.

NOTE:

- The Washtenaw County Road Commission is currently comprised of three (3) Road Commissioners appointed by the Washtenaw County Board of Commissioners for six (6) year terms.
- It is a violation of the Open Meetings Act for two (2) Road Commissioners to speak and confer with each other on road related issues based on the current Washtenaw County Road Commission Board structure.
- No member of the BOC shall be eligible to the office of County Road Commissioner (incompatible offices).

16

Transfer of Road Commission Duties to the County Board of Commissioners

- The Board of Commissioners, by Resolution, may transfer the powers of an appointed Road Commission to the County Board of Commissioners (MCLA 224.6(7); MCLA 46.11(s))
 - Existing Road Commission would be dissolved and the powers of the Road Commission would be transferred to the Board of Commissioners
 - Establish a Road Department within the County's existing structure
- Must hold at least 2 public hearings before adopting a Resolution transferring the power of the Road Commission to the Board of Commissioners
- Any transfer of powers from the Road Commission to the Board of Commissioners must be done prior to January 1, 2020
- Once the Road Commission's powers have been transferred to the Board of Commissioners and the Road Commission is dissolved, it may be reinstated by the Board of Commissioners by having the Board of Commissioners adopt the County Road Law by Resolution or submitting the issue of adopting the County Road Law to the electors of the County.

17

Change Road Commission Members from Appointed to Elected Positions

- Under the State's County Road Law, Road Commission members must generally be elected (MCLA224.6(1))
- Counties with at least 12 surveyed townships may have Road Commission members appointed by the County Board of Commissioners
- Washtenaw County currently has appointed Road Commissioners
- Case law and attorney general opinions indicate that it is legal to change the method of selecting Road Commissioners from an appointed to an elected body.

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Retain Current System

- Maintain current organizational structure as separate legal entity.

19

NEXT STEPS

20

MCKENNA



September 3, 2019

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

MEMORANDUM: Northfield Master Plan

Honorable Trustees,

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

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

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

Respectfully submitted,

MCKENNA ASSOCIATES

Paul Lippens, AICP
Director of Transportation and Urban Design

Irvin Wyche,
Assistant Planner

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

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RESOLUTION OF ADOPTION

Northfield Township Master Plan

Resolution# 19-612

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

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

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

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

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

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

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

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

Motion by: _____

Supported by: _____

AYES: _____

NAYS: _____

ABSENT: _____

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk



NORTHFIELD TOWNSHIP MASTER PLAN

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

prepared by McKenna

October 15, 2019



ACKNOWLEDGMENTS

BOARD OF TRUSTEES 2019

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

PLANNING COMMISSION 2019

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

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01.

INTRODUCTION

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

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

HOW TO USE THIS PLAN



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

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

WHAT THIS PLAN CONTAINS

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

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

Planning Process

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

Table 1: Milestones and Input Participation

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



02.

REGIONAL CONTEXT

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

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






MAP 1 Regional Context

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



0 2.5 5 10
Miles

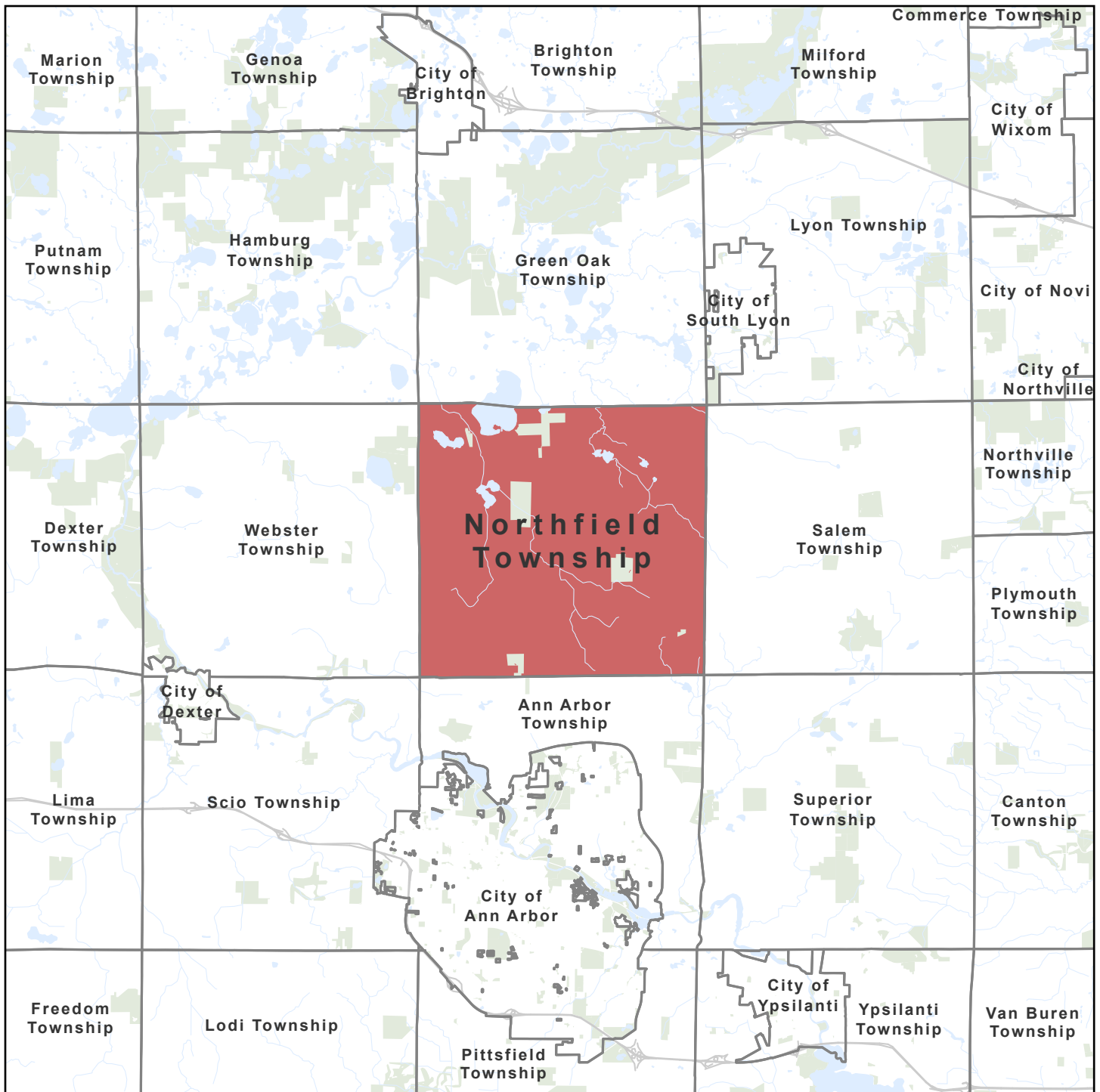
SOURCES
Basemap Source: Michigan Geographic
Framework 2019, SEMCOG 2019
Data Source: McKenna 2019

REGIONAL SETTING



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

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







MAP 2

Adjacent Municipalities

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

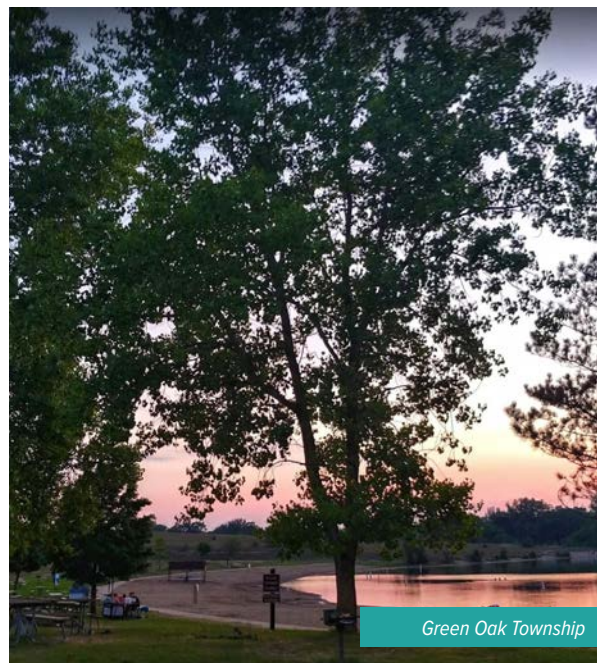
Legend

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



0 0.5 1 2
Miles

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





03.

NORTHFIELD TOWNSHIP GUIDING PRINCIPLES

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

VISION STATEMENT

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

STATEMENT OF MISSION AND PURPOSE

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

STATEMENT OF VALUES

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



04.

EXISTING LAND USE AND COMMUNITY PLANS

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

PAST PLAN INITIATIVES

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

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

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

NORTH VILLAGE MASTER PLAN (2017)

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

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

DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK (2017)

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

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

FAÇADE IMPROVEMENT PROGRAM

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

PARKS AND RECREATION PLAN (2015)

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

EXISTING LAND USE

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

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

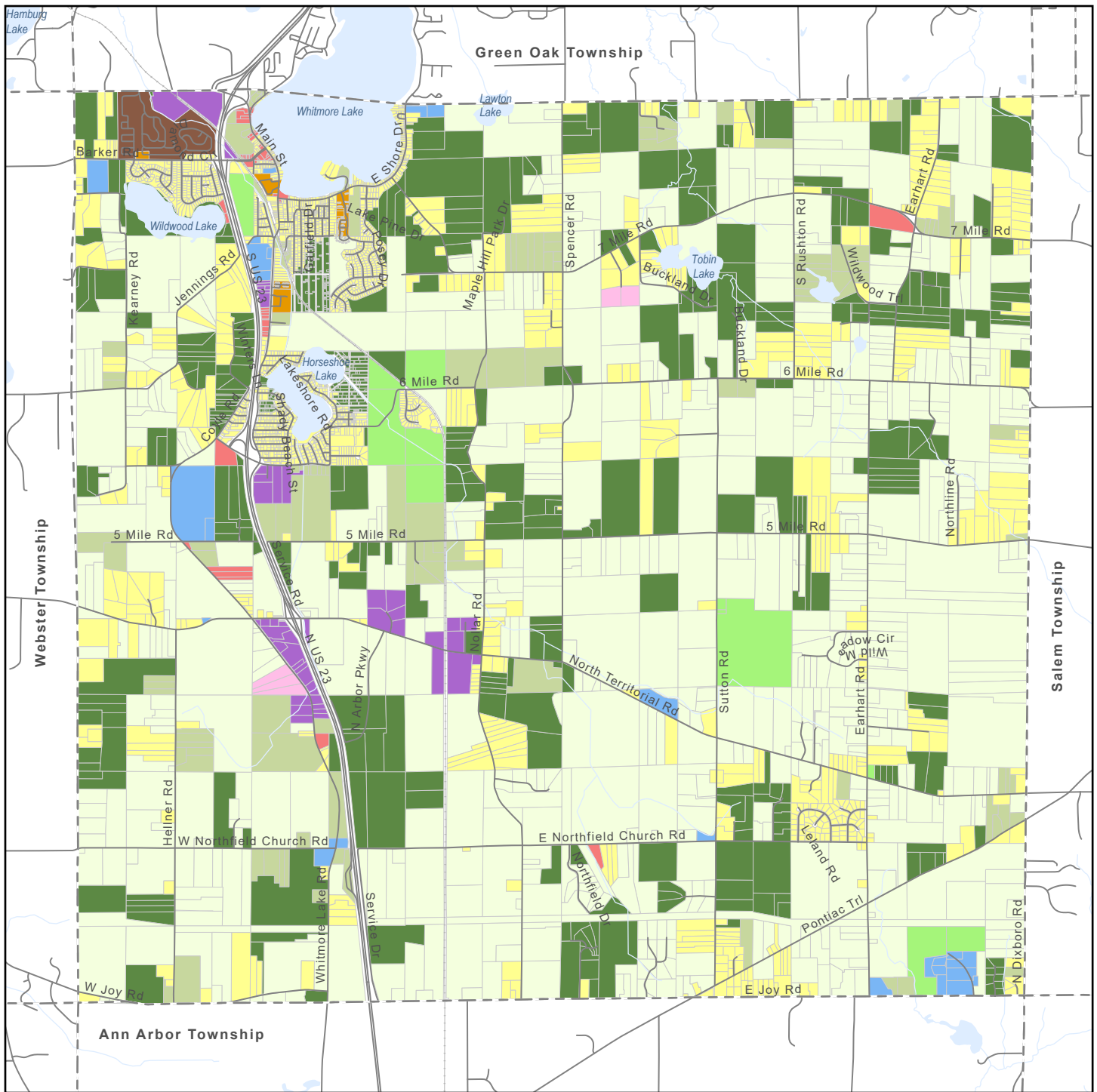
Table 2: Land Use/Land Cover

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

Source: SEMCOG

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

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



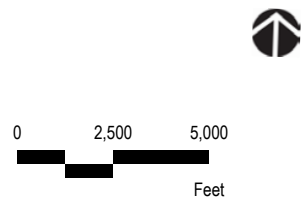
MAP 3 Existing Land Use

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



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

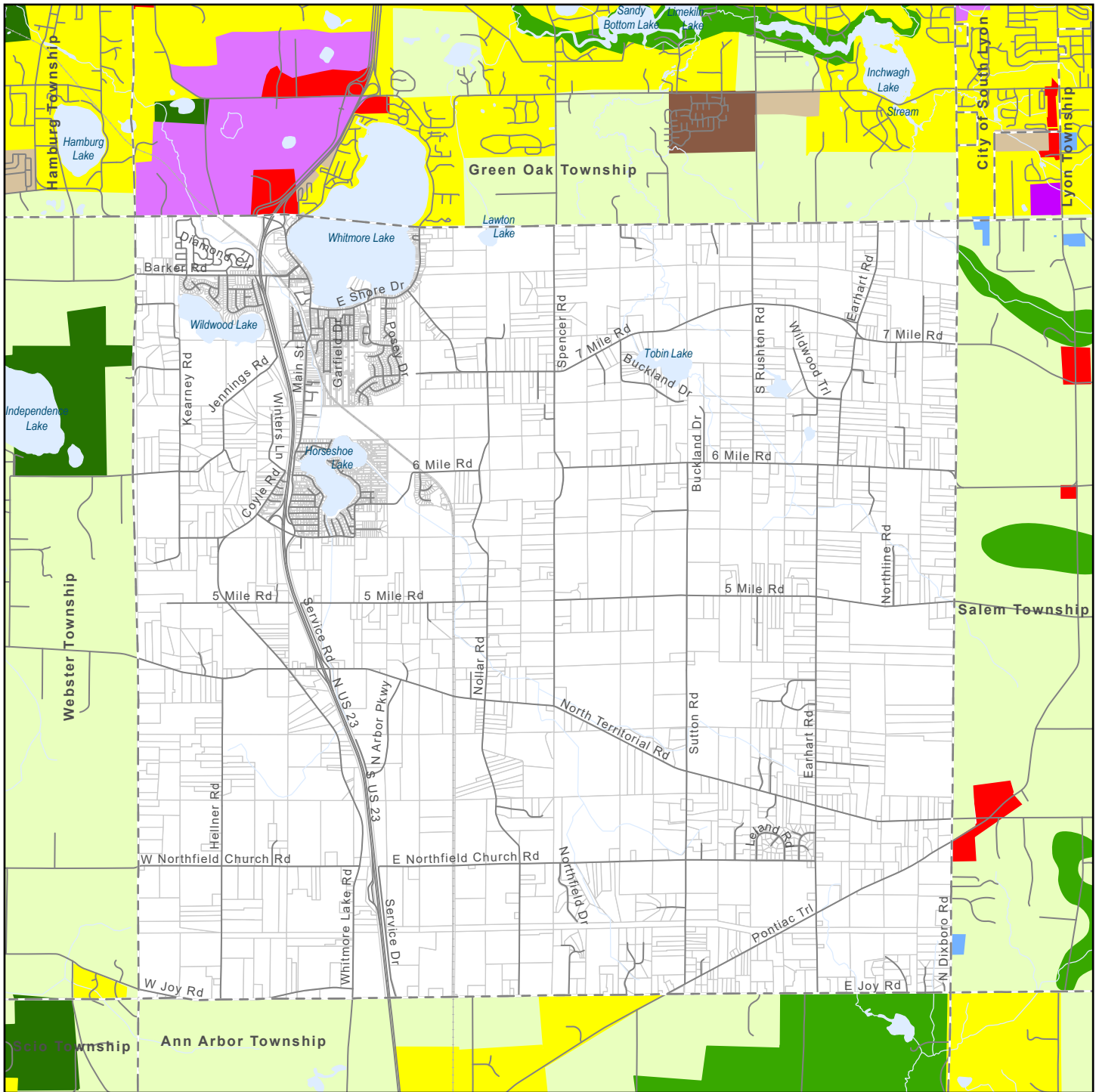


NEIGHBORING COMMUNITIES

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

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





MAP 4 Surrounding Future Land Use

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



0 2,500 5,000
Feet

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



GROWTH MANAGEMENT INITIATIVES

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

Washtenaw County Initiatives

2004 WASHTENAW COUNTY COMPREHENSIVE PLAN

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

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

WASHTENAW AREA TRANSPORTATION STUDY (WATS)

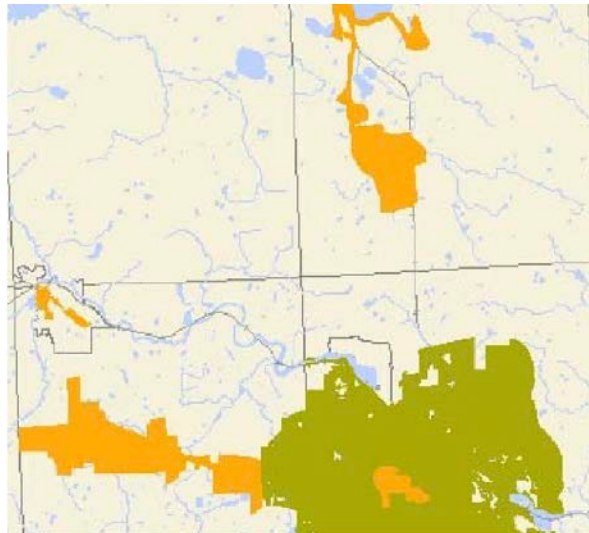
The Washtenaw Area Transportation Study has provided a 2045 Long Range Transportation Plan for the County. The plan includes goals and capital and operating improvement projects which involve reconstruction or resurfacing, transit improvements, intersection and widening projects, as well as future non-motorized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



2010 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

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

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



- Local Government Downtown Development Authorities
- Core Communities

2007 TRANSIT PLAN FOR WASHTENAW COUNTY

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

2018 WASHTENAW COUNTY NON-MOTORIZED PLAN

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



Focusing Growth on Northfield Township's Downtown

2002 DOWNTOWN DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

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

2017 NORTH VILLAGE MASTER PLAN

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

2017 DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

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





05.

COMMUNITY GOALS AND POLICIES

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

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

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

Public Participation efforts are described in greater detail in the following sections.

2018 AND 2019 PUBLIC PARTICIPATION



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

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

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

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

2010 – PREVIOUS PUBLIC PARTICIPATION INCORPORATED

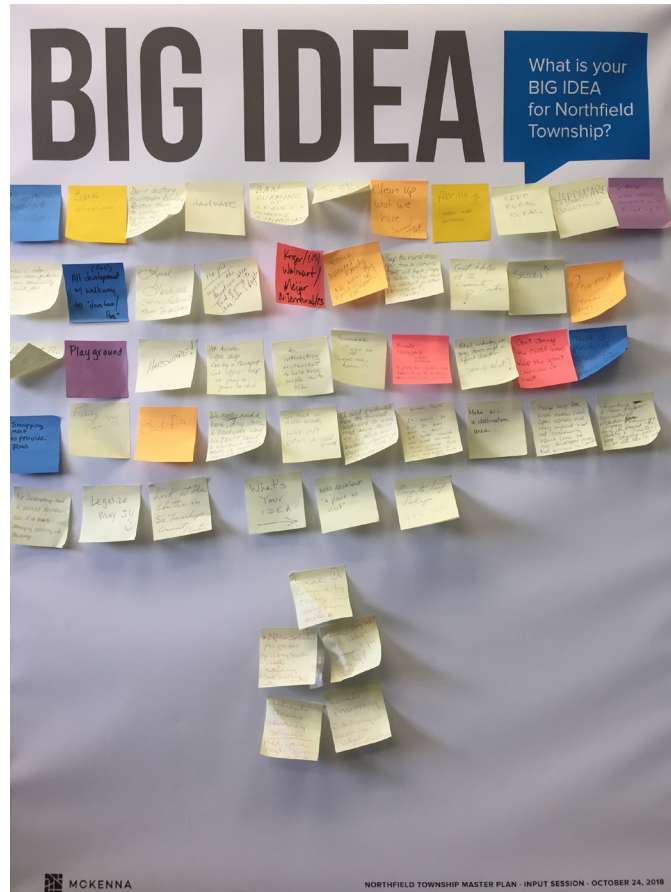
Public events in 2010 helped formulate goals and objectives that were validated in the charrette held eight years later. In 2010, public participation was sought through a mailed survey of residents, two (2) planning fairs conducted in the summer of 2010, and a public hearing conducted by the Planning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

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

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

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

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









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

Master Plan Survey

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

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

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

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

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

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

NORTHFIELD TOWNSHIP GOALS

The following statements reflect the primary goals of Northfield Township:

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

GOAL:

AGRICULTURAL / OPEN SPACE

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

POLICIES:

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



GOAL:

NATURAL RESOURCES

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

POLICIES:

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



GOAL:

RESIDENTIAL DEVELOPMENT

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

POLICIES:

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



GOAL:

VILLAGE CENTER

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

POLICIES:

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



GOAL:

MIXED USE DEVELOPMENT

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

POLICIES:

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

GOAL:

COMMERCIAL / INDUSTRIAL DEVELOPMENT

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

POLICIES:

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



GOAL:

TRANSPORTATION

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

POLICIES:

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



Municipal Service Expansion Policies

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

1. In order to promote orderly growth within the Township, only areas adjacent to and contiguous to the current service boundary should be considered as the preferred area for expansion of municipal services. The “leapfrogging” of Township areas to provide municipal services which create an island of services within the Township should be strongly discouraged. The idea of contiguous development requires that municipal services expand from one fully-developed area to the next area.
2. The Township should implement the resulting policy of the 2015 capacity study. Any expansion shall be bound by capital improvements needs identified in that study.
3. Where expansion of facilities is proposed, the Township should follow the recent practice of passing the costs of expansion on to those reaping the benefits of that expansion through special assessment districts, Residential Equivalent Units (REU) charges, and other similar mechanisms, or as required by law.
4. As a part of this policy, the Township should continue to follow the formal municipal service expansion policy adopted by the Board on November 12, 2013. In addition to the policy, municipal sewer service should not be extended beyond those areas planned for medium density residential.
5. The Township received a Stormwater, Asset Management, and Wastewater (SAW) Program grant of more than \$500, 000. The Township completed an evaluation of its assets and the 2015 capacity study.



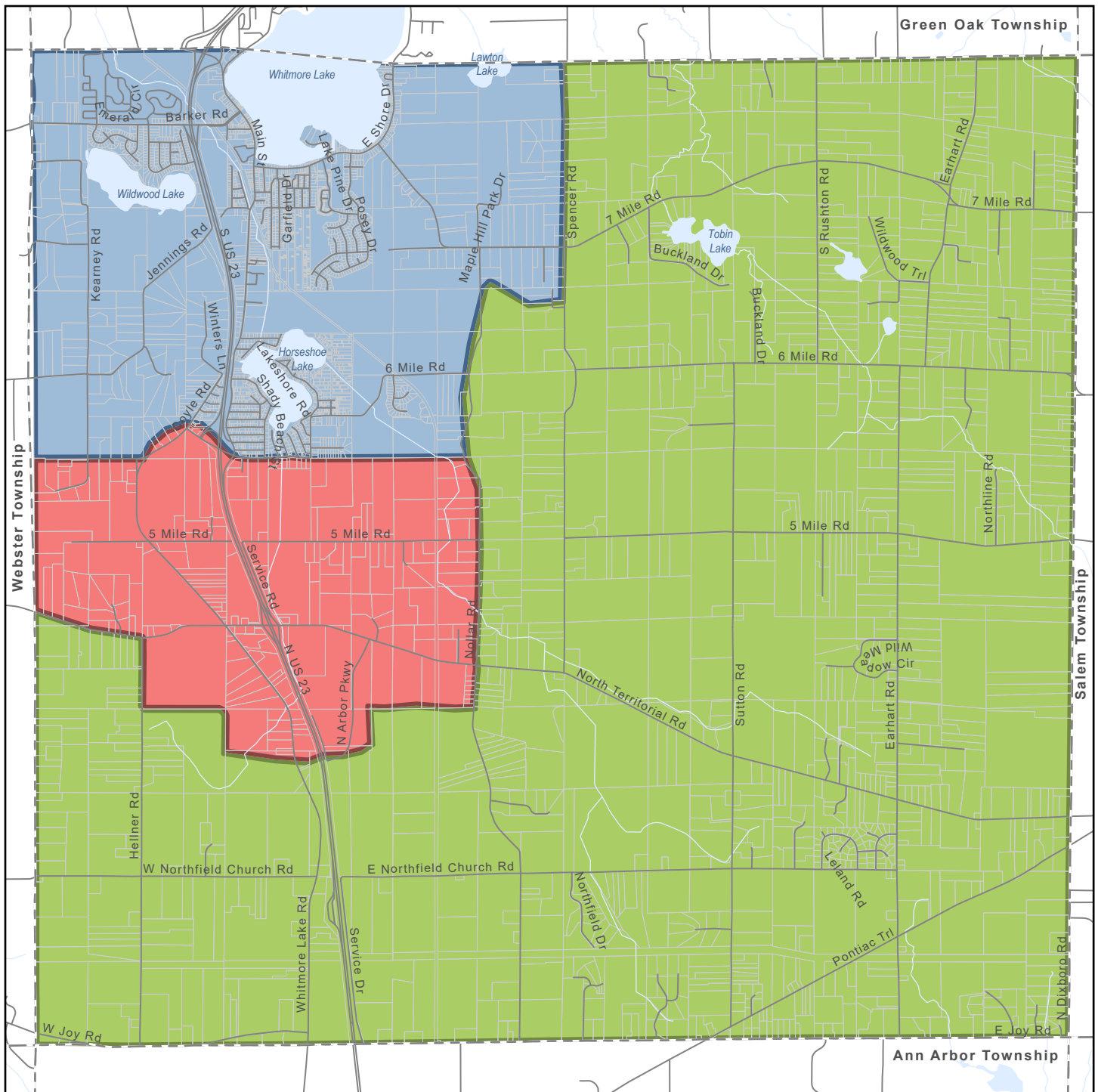
06.

TOWNSHIP SUB-AREA PLANS

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

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

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



Map 5 Sub-Area Map

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



0 1,250 2,500 5,000
Feet

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

LAND PRESERVATION SUB-AREA

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

Characteristics

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



Development Strategies

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

Design Guidelines

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



CENTRAL US-23 INTERCHANGES SUB-AREA

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

Characteristics

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



Development Strategies

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

Design Guidelines

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



LAKES SUB-AREA

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

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

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

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

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

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

Characteristics

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



Development Strategies

VILLAGE CENTER

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

MIXED USE

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

COMMERCIAL

1. Regional-scale retail service uses may be permitted only where adjacent to the US-23 at Eight Mile Road interchange.

GENERAL

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

Design Guidelines

VILLAGE CENTER

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



GENERAL

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



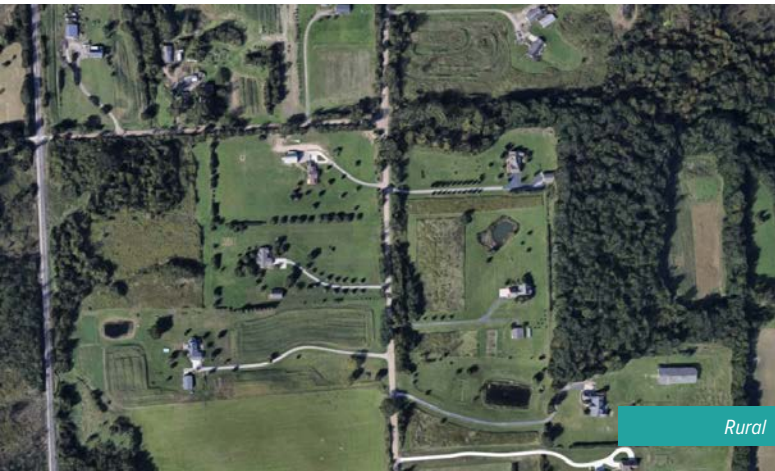


07.

FUTURE LAND USE PLAN

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

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

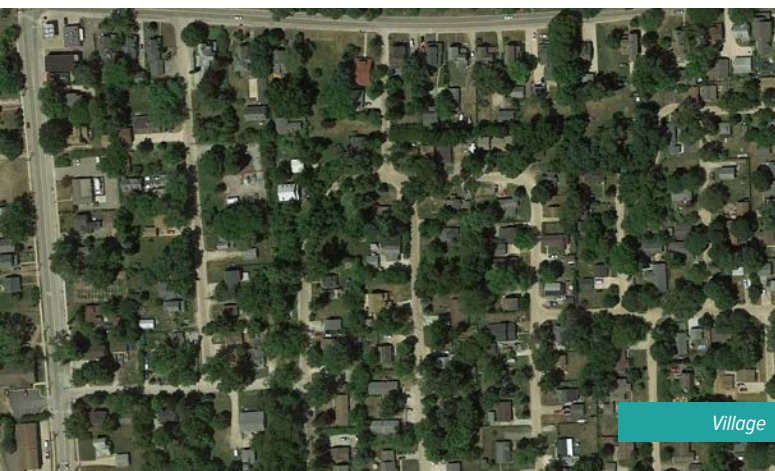


In general, the Township's master plan includes a gradation of development densities across the rural-urban spectrum, which considers the agricultural and sensitive natural resources of the Township. The Master Land Use Plan for Northfield Township identifies three patterns of development: rural, suburban,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

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



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

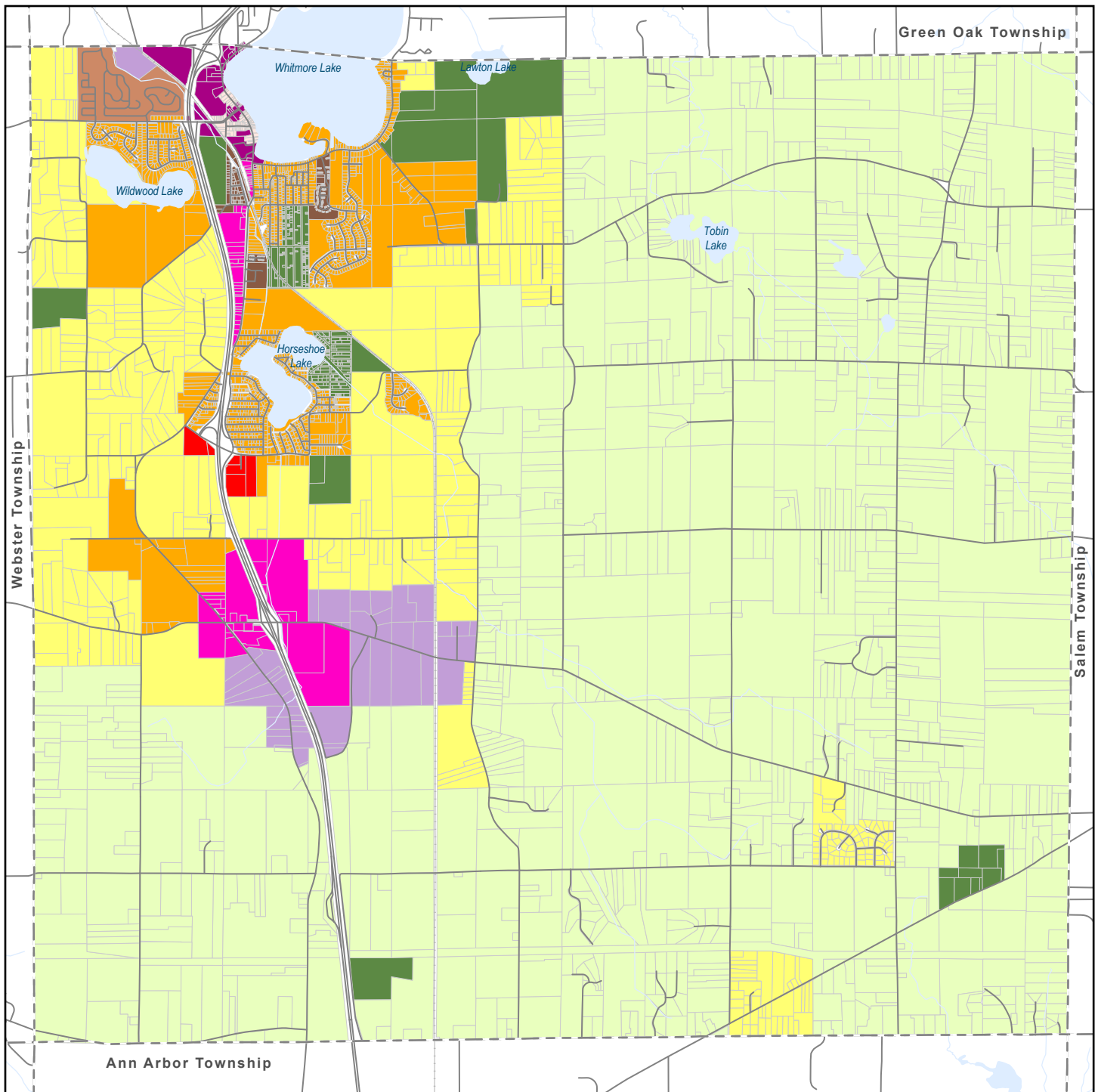


The village pattern includes areas of the Township that are contiguous to Whitmore and Horseshoe Lakes. They encompass higher density developments, which are located near Downtown Whitmore Lake. Sewer infrastructure systems are available in this area and could potentially be expanded in the future. An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

FUTURE LAND USE CATEGORIES

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





MAP 6 Future Land Use

Northfield Township,
Washtenaw County, MI

June 9, 2019

Legend

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



0 1,250 2,500 5,000
Feet

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



AGRICULTURAL LAND USE



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

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

Relationship to Physical and Natural Features:

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

Most Compatible Uses: Desirable land uses and

elements of the Agricultural designation include:

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

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

RESIDENTIAL LAND USES

Low Density Residential Land Use

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

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

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

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

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

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



Medium Density Residential Land Use

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

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

Where sewer service is not currently available, expansion shall only occur in accordance with the Township's Municipal Service Expansion Policy as described in this Master Plan. Further, it is the policy of this plan that no areas of the Township be brought into the sewer service area without meeting the Policy requirements adopted by the Board on November 12, 2013.

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

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

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

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

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

High Density Residential Land Use

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

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

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

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

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

Most Compatible Zoning Districts: The HDR land use category would coincide with all other residential zoning designations that have access to and are serviced by municipal sewer services.



Mobile Home Park Land Use

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

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

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

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

- Mobile home dwellings

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



VILLAGE CENTER LAND USE

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

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

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

Relationship to Physical and Natural Features:

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

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

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

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

MIXED USE LAND USE

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

Description: The Mixed Use designation is focused on the Lakes and Central Whitmore Lake Road US-23 Interchange Sub-Areas.

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

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

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

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

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

MIXED USE - NORTH (MU-N)

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

Description: The Mixed Use - North designation is focused on the Lakes Sub-Area.

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

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

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

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

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



MIXED USE - SOUTH (MU-S)

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

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

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

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

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

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

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

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

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

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

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

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



COMMERCIAL LAND USE

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

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

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

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

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

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



INDUSTRIAL LAND USE

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

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

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

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

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

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

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

RECREATION/CONSERVATION LAND USE

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

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

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

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

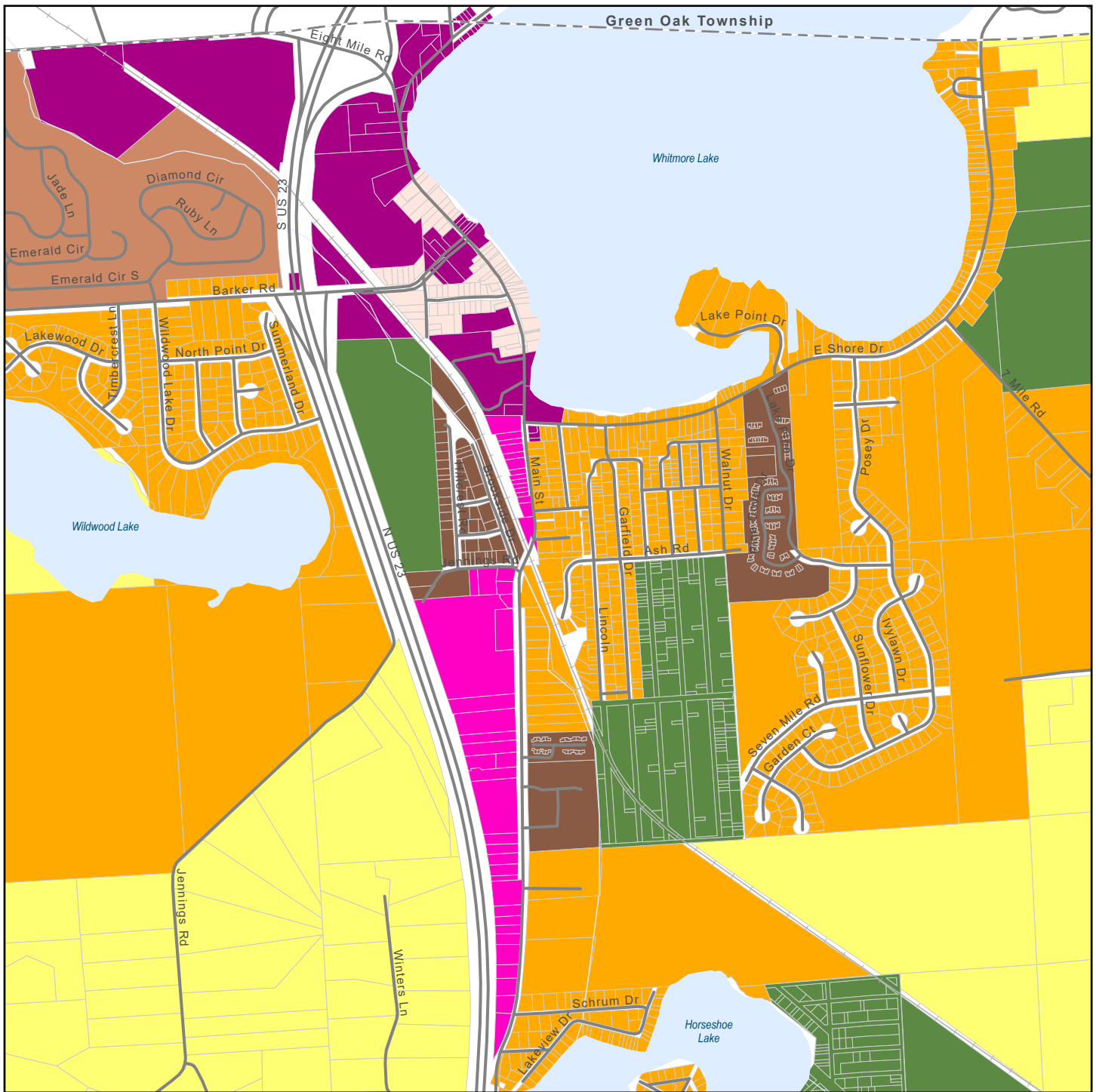
- Public or private conservation area;
- Active and passive recreational facilities; and
- Low density single-family residential land use.

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

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

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

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



MAP 7 DowntownFuture Land Use

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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

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Feet

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



08.

TRANSPORTATION PLAN

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

ROADWAY NETWORK

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

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

Roads are classified as follows:

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

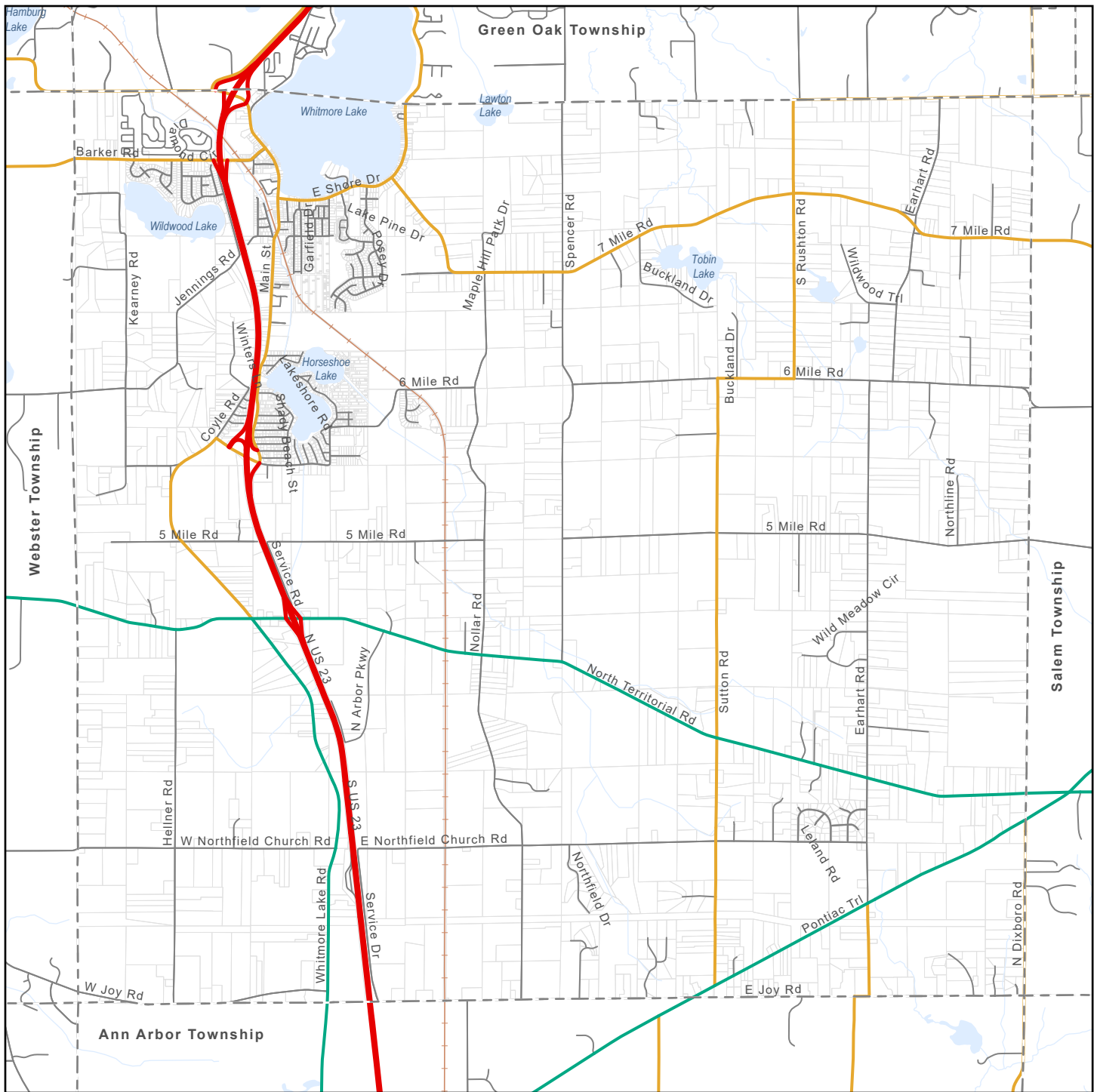
The classifications listed in the Functional Road Classification Map (Map 8) correspond to the National Functional Classification Map for Washtenaw County used by the Michigan Department of Transportation (MDOT). The road classification determines whether the road is eligible for federal aid. “Federal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

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

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

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

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



MAP 8 Functional Road Classification

Northfield Township,
Washtenaw County, MI

February 14, 2019
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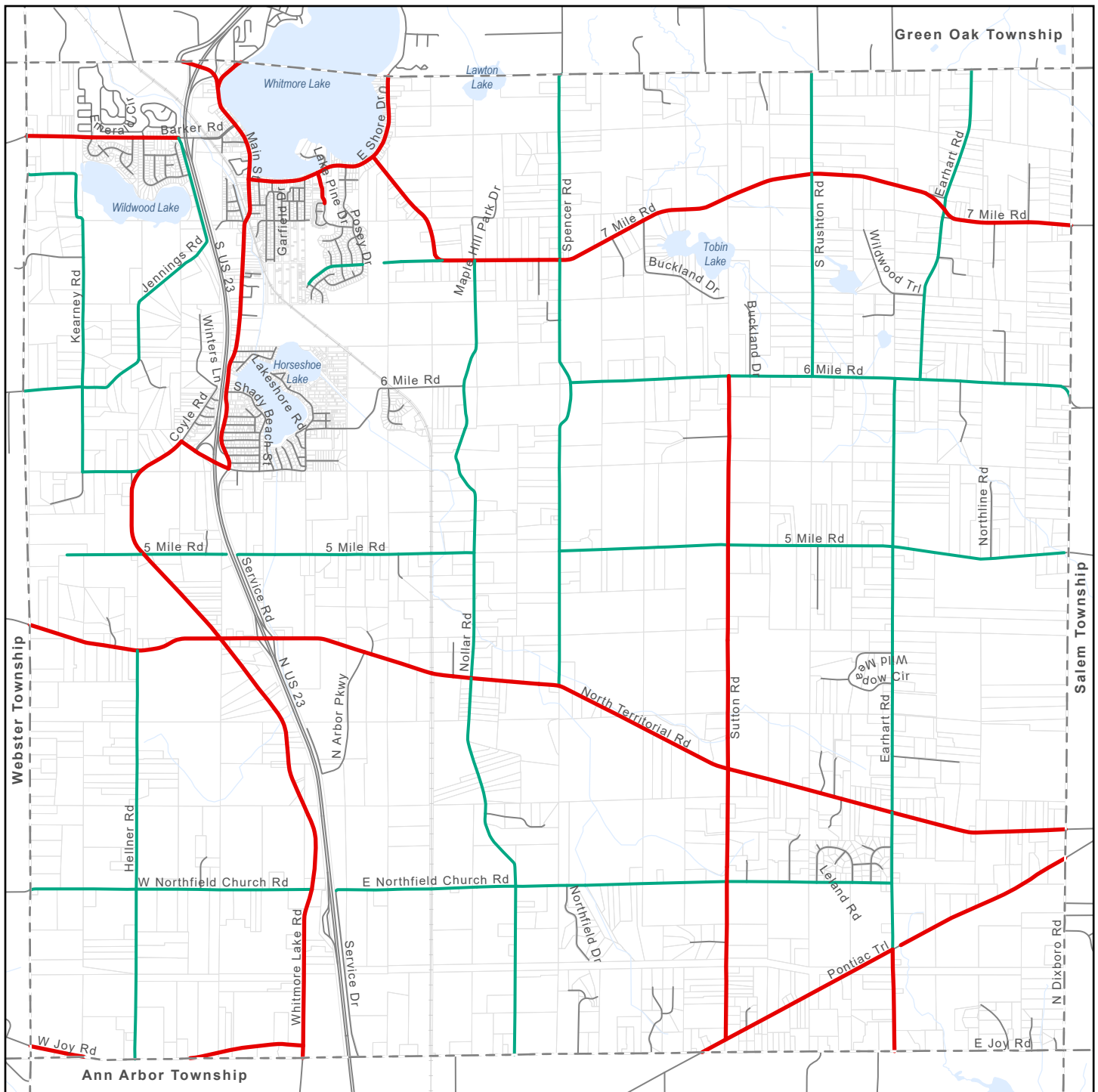
Legend

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



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Feet

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



MAP 9

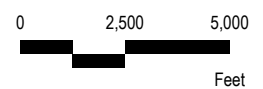
Washtenaw County Future Right-Of-Way

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



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

ACCESS MANAGEMENT

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

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

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



NON-MOTORIZED PLAN



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

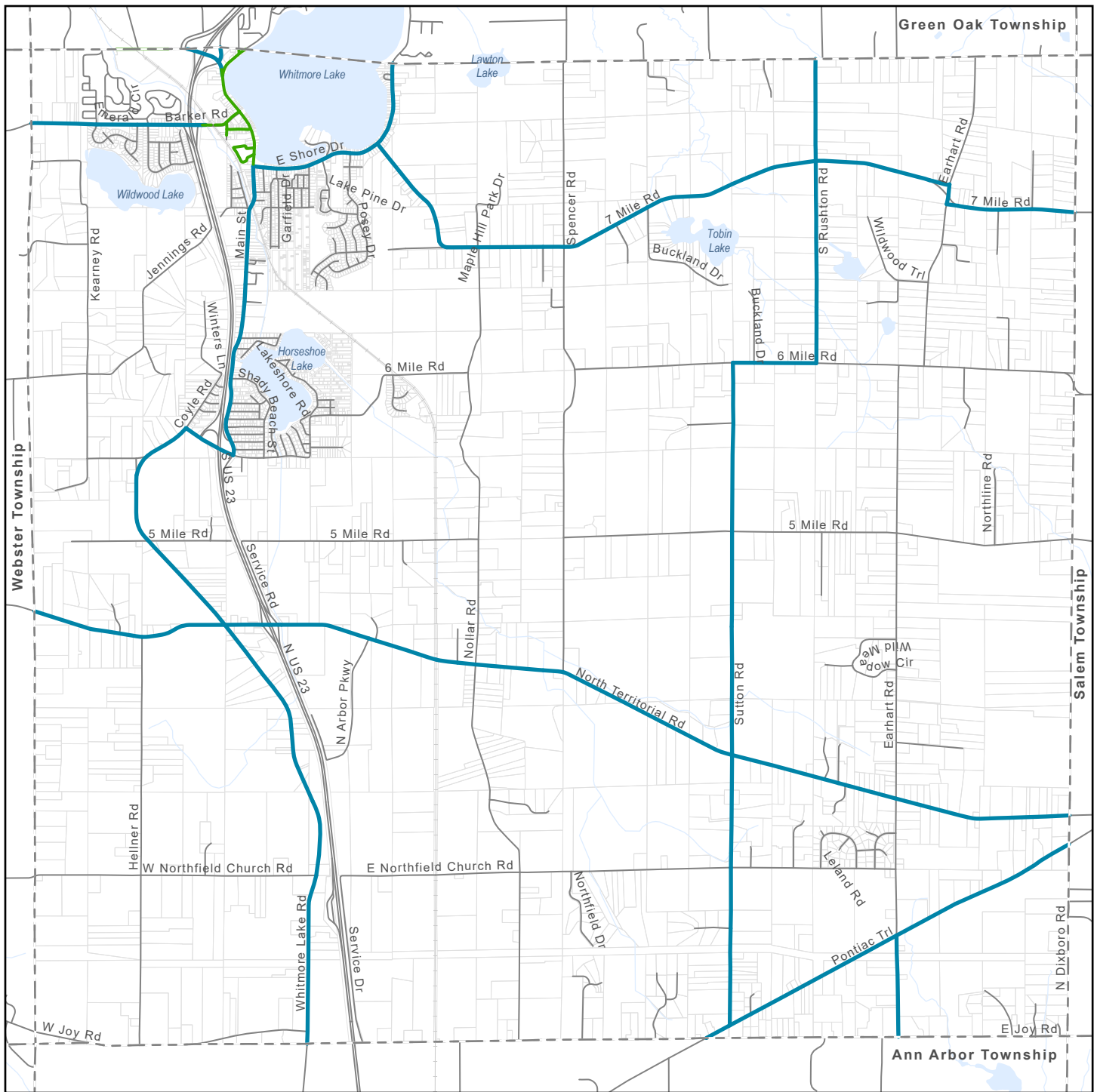
The Non-Motorized Plan is intended to guide non-motorized facility planning, design, and construction for Northfield Township. The plan is implementation-oriented and utilizes community and stakeholder involvement and input. This type of plan is also intended to serve as a foundation for future grant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

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

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

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

Additional local non-motorized pathway improvements are also highlighted on the map. They address non-motorized improvements recommended in the downtown plan for Northfield Township. The non-motorized improvements for Northfield are different from other improvements because they were identified by the Township and not the county. The improvements are also more pedestrian-friendly and consider the proximity of the park, downtown, and the waterfront. The Township priority improvements are highlighted on the map in green. The Northfield Township recently received a \$41,000 KaBOOM! grant for educational and play opportunities along the Barker Road Non-Motorized Path.



MAP 10

Non-Motorized Pathways

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



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Feet

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



NORTHFIELD TOWNSHIP

POLICE
DEPARTMENT
TOWNSHIP

FIRE
DEPARTMENT
OFFICES

8350

IMPLEMENTATION

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

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

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

ZONING REQUIREMENTS

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

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

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

ZONING ADJUSTMENTS

Zoning Adjustments for Master Plan Implementation:

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

POLICY INITIATIVES FOR MASTER PLAN IMPLEMENTATION:

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

AGRICULTURAL TOURISM



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

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

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

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

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

Purposes:

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

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

CAPITAL IMPROVEMENT PLAN



The Michigan Planning Act (PA 465 of 2006, as amended) authorizes master plans and the creation of a planning commission. Once a planning commission has drafted and adopted a Master Plan, in whole or in part, the act requires that all public works occurring within the municipality be submitted to the Township Planning Commission for approval of the project. This would include items such as sanitary sewers, water lines, road improvements, and bridge improvements. These public works and capital improvement projects must be coordinated and reviewed for consistency with the Master Plan. The Township recently adopted a new Capital Improvement Plan for 2019-2024 which should be reviewed and updated annually.

MUNICIPAL SERVICE EXPANSION



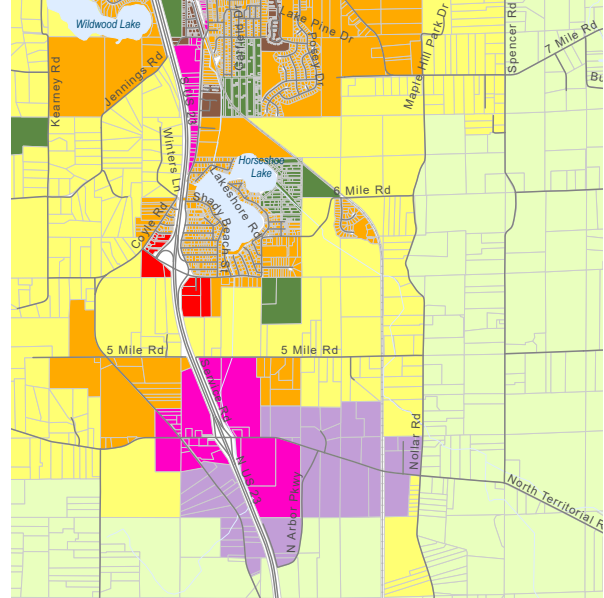
The Township should review its municipal service expansion policy based in part on the goals of this Plan and the report given by the engineering consultant, Tetra Tech, regarding the cost of sewer expansions. The review of this policy should occur prior to the rezoning of property requiring sewer service. With the 2018 receipt of a State of Michigan SAW Grant, the Township has also undertaken an assessment of its sewer service assets to better manage its maintenance and replacement and plan for any necessary expansion.

PLAN EDUCATION



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

PLAN UPDATES



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



10.

BACKGROUND SUMMARY

POPULATION TRENDS AND GROWTH

Population

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

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

Population Growth and Density

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

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

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

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

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

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

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

HOUSEHOLDS

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

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

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

Through 2045, SEMCOG also projects that:

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

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

Table 5: Population and Household, 1990-2045

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

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

Housing Characteristics and Development Trends

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

Table 6: Housing Units by Type, 2010-2015

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

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

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

Table 7: Housing Tenure, 2010-2015

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

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

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

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

Table 8: Residential Building Permits, 2008-2018

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

Source: SEMCOG, Northfield Township Building Records.

Age Profile

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

Table 9: Age, 2010-2045

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

* Age group 5-17

** Age group 18-24

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

Racial Profile

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

Table 10: Race and Hispanic Origin, 2016

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

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



11.

SOCIO-ECONOMIC CHARACTERISTICS

EDUCATIONAL ACHIEVEMENT

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

INCOME

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

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



EMPLOYMENT INDUSTRIES

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

Table 11: Employment by Industrial Sector, 2015

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

Source: SEMCOG.



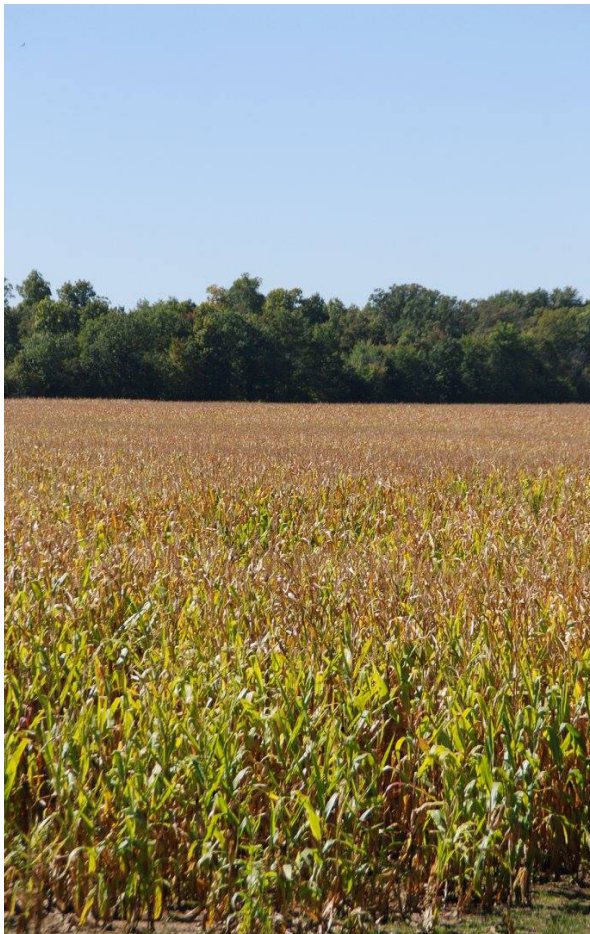


12.

PHYSICAL CHARACTERISTICS

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

GEOLOGY, TOPOGRAPHY, AND SOILS



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

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

WATER RESOURCES

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

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

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

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

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

Flood plains

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

Wetlands

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

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

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

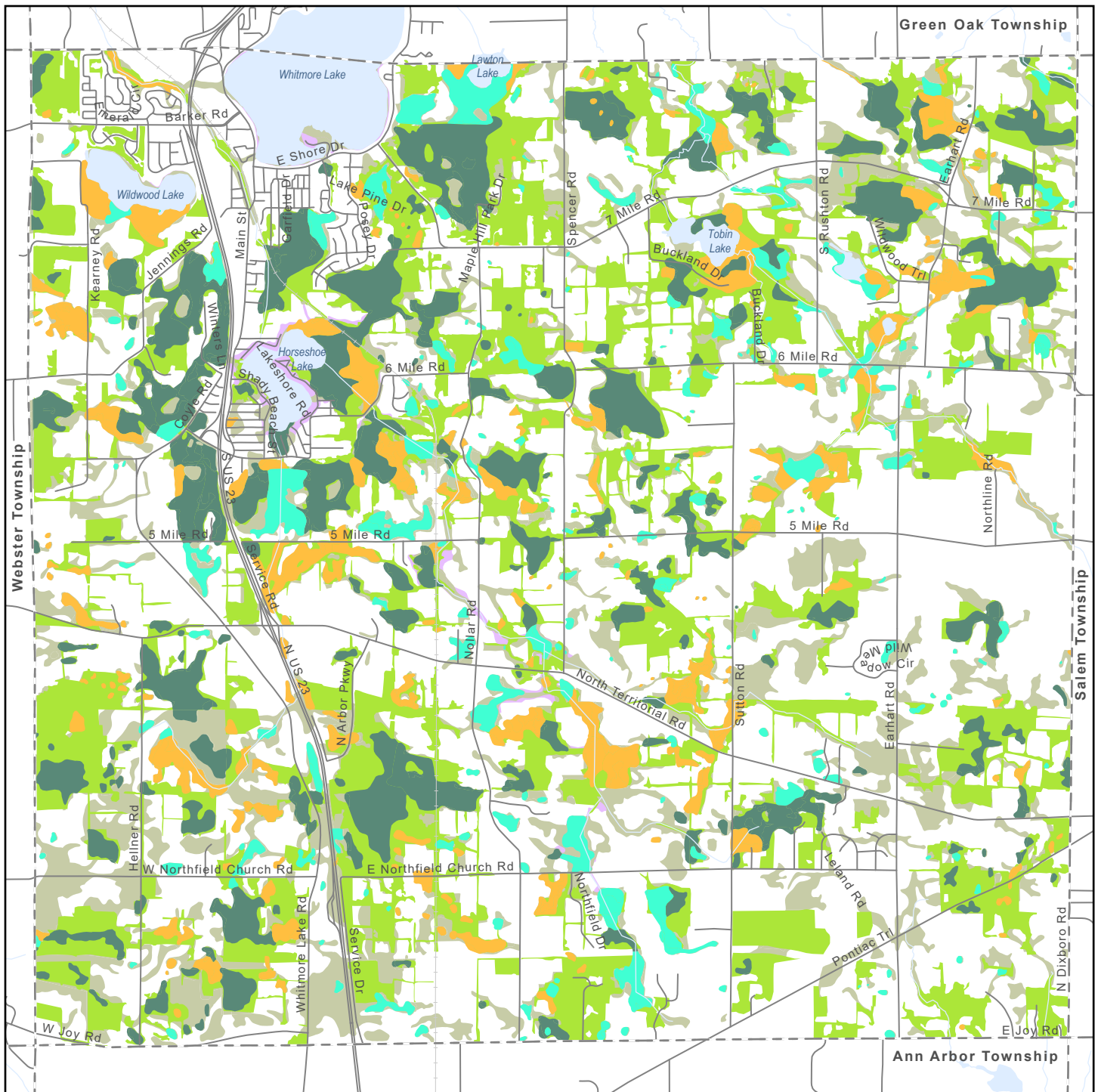
The Forested wetland class is characterized by woody vegetation that is twenty (20) feet or taller. Forested wetlands are most common in the Eastern United States and in those sections of the West where moisture is relatively abundant particularly along rivers and in the mountains. They occur only in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

Woodlands

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

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





MAP 11

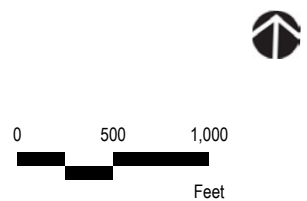
Natural Features

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



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

Farmland

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

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

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

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

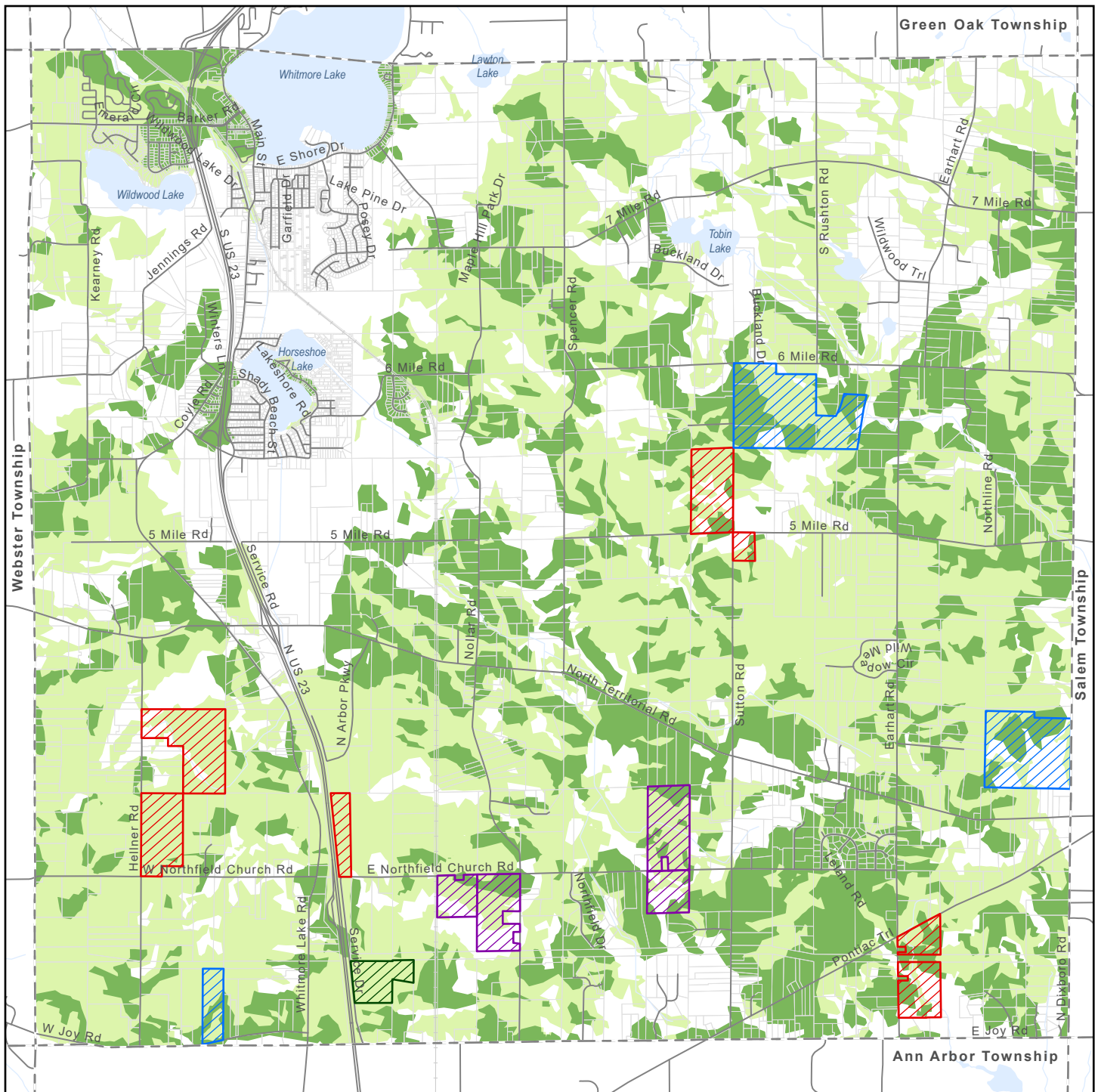
(P.A. 116) Michigan Farmland and Open Space Preservation Act properties are designed to preserve farmland and open space through agreements that restrict development and provide tax incentives for program participation. The Act enables a farm owner to enter into a Development Rights Agreement with the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

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

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

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
















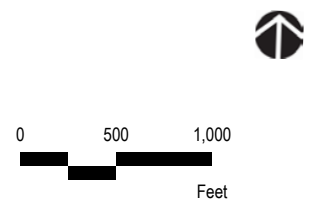
MAP 12 Farmland Classification

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

Legend

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



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



Historic and Scenic Resources

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

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

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

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

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

COMMUNITY FACILITIES AND SERVICES



Government Facilities

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

Police and Fire Services

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

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

Wastewater, Utilities, and Solid Waste

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

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



Public Transportation

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

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



Downtown Development Authority

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

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



Schools

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

Library

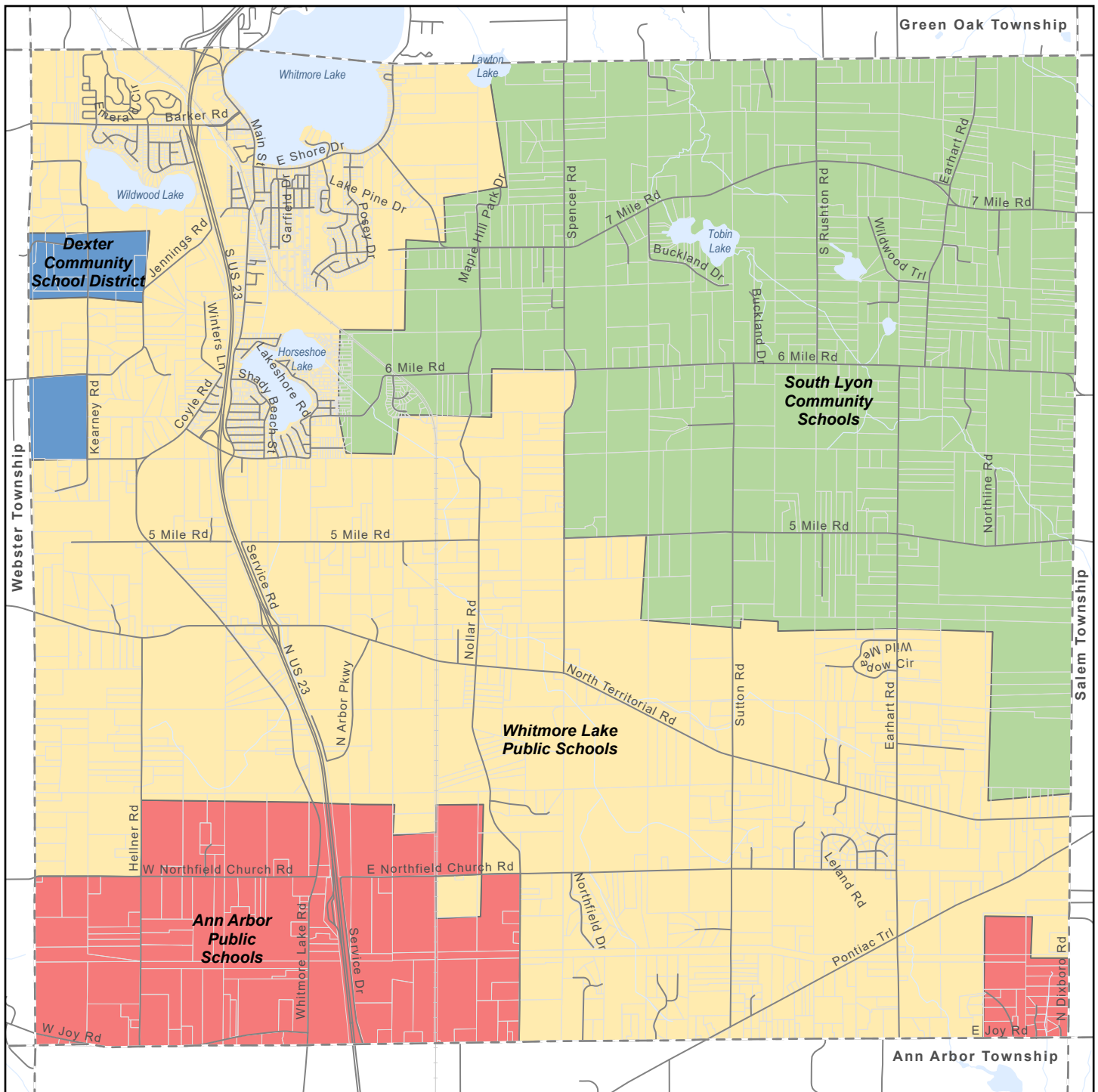
The Northfield Township Area Library is located at 125 Barker Road. The library provides many community-oriented programs and events for residents of all ages. Their website allows residents to access research, genealogy, card catalog, and renewal information from home as well.

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



Parks, Open Spaces, and Recreation

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



MAP 13

School Districts

Northfield Township,
Washtenaw County, MI

February 14, 2019
DRAFT

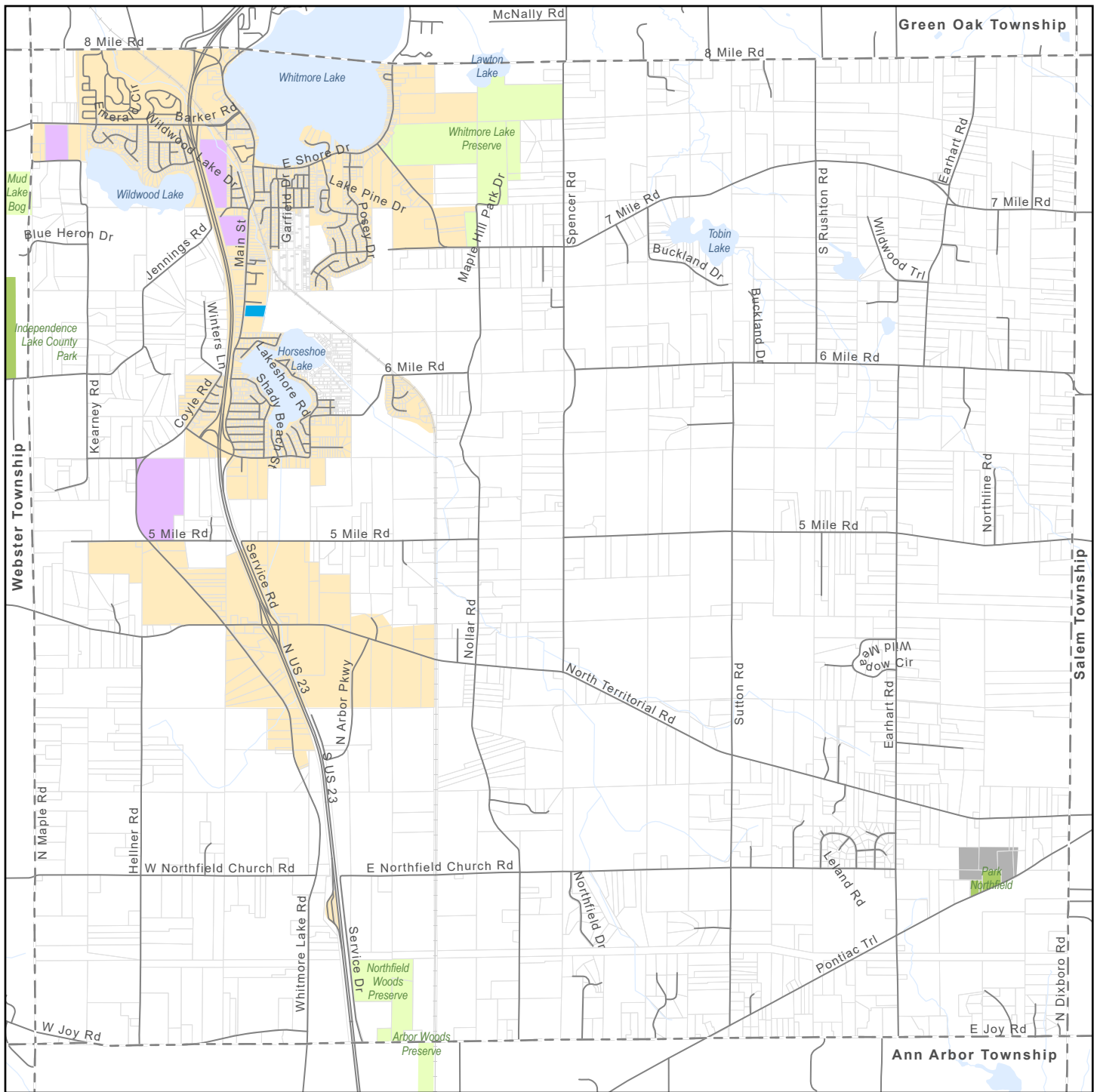
Legend

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



0 500 1,000
Feet

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















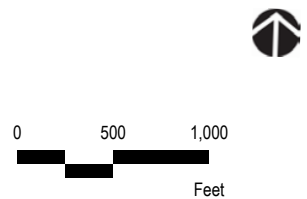
MAP 14 Community Facilities

Northfield Township,
Washtenaw County, MI

September 3, 2019

Legend

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



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



235 East Main Street, Suite 105
Northville, Michigan 48167
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www.mcka.com

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

MCKENNA



October 15, 2019

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

MEMORANDUM: North Village Committee Report and Recommendation

Honorable Trustees,

The North Village Committee has been meeting to discuss two separate qualifications and concept plans submitted by Livonia Builders and A.R. Brouwer. The committee prepared the following lists of pros and cons for each group and a recommendation for a preferred developer.

Note: The committee's recommendation did not consider or review the value of financial offer submitted by Livonia Builders which was submitted directly to the Board. A. R. Brouwer has not submitted an offer.

A: Livonia Builders: Pros and Cons

Pros:

- Aesthetics of single-family units per project examples and qualifications
- A reasonable number of rental units. The developer will retain ownership and management of the multifamily condos
- The public park is concentrated in one place and utilizes space to enhance the lake while including a need to complete these elements in phase 1.
- The development model will not need tax-breaks, it will pay full taxes, hook up fees, etc.
- Two exits onto main street
- Parking from Baker, Main, and by the park 60 to 75 spaces. Additionally, the single family structures have parking in driveways
- Township holds commercial properties for later sale and the value of that land may increase due to the development

Cons:

- No exit onto Barker
- Does not have a perimeter trail
- It doesn't indicate a separation between rear yards and park and the single-family homes are proposed to be accessed via front driveways rather than alley's
- Does not have experience or interest in developing mixed-use buildings

Overall, the committee provided feedback to the Livonia Builders Team that they were impressed by the candid approach and willingness to be a partner with the Township to guarantee success for North Village. The committee liked the design qualities of the single-family units completed by Livonia Builders and particularly their work in finishing the Cherry Hill Village development in Canton. The Committee noted that the single-family

HEADQUARTERS
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MCKA.COM

Communities for real life.

houses, though not consistent with the North Village Plan, were desirable as presented and did maintain a substantial amount of park land on the North Village Site.

B: A.R. Brouwer: Pros and Cons

Pros:

- Large amount of community parking, including parking for public amenities and downtown.
- High quality perimeter trail with detailed thought about linking and programming public spaces.
- Three access and egress roads; one onto Barker and two onto main.
- An excellent plan for the retail / mixed use development on main, included in the first phase of development
- Demonstrated local success in developing commercial and mixed-use buildings
- High quality professional renderings that demonstrate a substantial effort to understand the site constraints and opportunities
- A series of pocket parks spread throughout the site to offer residential amenities.

Cons:

- At this time no details on project phasing or financials or a commitment to when park amenities would be built
- No single-family homes; the condos will likely be for sale to homeowners
- The public park is not concentrated in one space
- 90+ apartments were seen as excessive, but additionally, the placement of these structures on the site was too much of a focus on the site design

Overall, the committee provided feedback to the A.R. Brouwer Team that they presented strong qualifications and a concept plan that included many of the desired elements of the North Village Plan. The two major criticisms were that the concept plan split the park area rather than concentrating it on the front of the site and that the apartments were too prominent of a site feature.

C: Committee Recommendation:

Based on the review of the two concepts submitted by Livonia Builders and A. R. Brower the Committee makes the following recommendations:

1. The North Village Committee recommends that the Board split approximately 4 acres, extending approximately 400 ft. west of Main Street, and including the waterfront, from the site commonly known as the North Village. This area should be retained for the development of a public park and mixed-use building(s) fronting on Main Street, consistent with the North Village Plan.
2. The North Village Committee that the Board pass a resolution committing to the development of the North Village park on an approximately 4 acres site, extending approximately 400 ft. west of Main Street, and including the waterfront within a two-year time-frame and parallel to any offer expected to develop private land in consistent with the North Village Plan. Further, the committee recommends that the resolution state that the aforementioned area remain a park in perpetuity, excepting a piece that may be developed for access roads and mixed-use buildings.

RESOLUTION TO ESTABLISH NORTH VILLAGE PARK

Northfield Township, Michigan

Resolution# 19-615

WHEREAS, the Northfield Township Planning Commission and Board of Trustees have created and endorsed the North Village Master plan, which expresses the community's preferred development program for the site, commonly referred to as North Village, and to amend the Plan as needed, and

WHEREAS, the North Village Master Plan is recommended for adoption as part of the 2019 Northfield Master Plan by the Planning Commission, which is empowered by Public Act 33 of 2008, as amended, to make and adopt a Master Plan for the physical development of the Township, and

WHEREAS, the Northfield Township Board of Trustees has developed a request for proposals and subsequent request for qualifications, to seek qualified private sector partners interested in developing the site in ways that are consistent with the North Village Master Plan, and

WHEREAS, the Northfield Township Board of Trustees has formed a North Village Subcommittee to work with interested developers to review and refine development concepts and make recommendations to the Board, and

WHEREAS, the North Village Subcommittee has reviewed the qualifications of two interested firms and consistently found that the preservation of approximately 4 acres, extending approximately 400 ft. west of Main Street and including the waterfront, on the site commonly known as the North Village for development of a public park and mixed-use building(s) fronting on Main Street would be consistent with the North Village Master Plan, and

WHEREAS, the North Village Subcommittee has further concluded that committing to the timely development of public park amenities, to be held in perpetuity, is paramount to achieving successful implementation of the North Village Plan,

NOW THEREFORE BE IT RESOLVED, the Northfield Township Board of Trustees hereby commits to the development of the North Village park on an approximately 4 acres site, extending approximately 400 ft. west of Main Street, including the waterfront, within a two-year time-frame and concurrent with any offer accepted to develop private land consistent with the North Village Plan. This area shall remain a park in perpetuity, excepting a piece that may be developed for access roads and mixed-use buildings.

BE IT FURTHER ORDERED, that the Township Manager is authorized to work with the Township Attorney, Engineer, and Planner to develop a legal description for the property retained and that that description may be modified during site development as necessary to facilitate development consistent with the North Village Plan.

Motion by: _____

Supported by: _____

AYES: _____

NAYS: _____

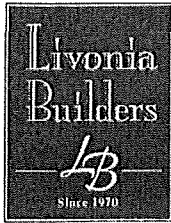
ABSENT: _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the Northfield Township Board of Trustees on the _____ day of _____, 2019

Marlene Chockley,
Northfield Township Supervisor

ATTEST:

Kathleen Manley,
Northfield Township Clerk



4952 Dewitt, Canton, MI 48188 • Phone: (734) 397-9140 • Fax: (734) 397-8653

Livonia Builders is extremely excited to enter into an agreement with Northfield Township to develop The North Village. Although there are many possibilities on what to do with the property, the name identifies what it should feel like, a Village. With a blend of various size homes, multifamily product, mixed use commercial, a large focal point park and an inviting beach for both the residents of the Village and the residents of the community. Not only is it very important what is built there, but it is just as important what the product looks like, a Village feel product is a must. Large porches, reduced setbacks from the road help make that Village feel come to life.

This type of development will make the community grow by bringing more residents into the community to help support the local businesses on Whitmore Lake. The Village could and should be a catalyst to jump starting new and redevelopment along Whitmore Lake. The proposed development will bring people of all ages to the Village, empty nesters, young families and older families. All bases are covered and will always be since when the current resident moves out the same type of buyer will move in and will continue the cycle. More students will be added to the local school districts as well.

Livonia Builders is more than qualified to handle a project of this size and see it go from start to finish. If given the opportunity, Northfield township will recognize Livonia Builders as a premier partner to have in the community such as the communities of Saline, Canton, Plymouth, Pittsfield and the Communities of the past Livonia, Novi, Woodhaven and Ypsilanti Township. We sincerely hope that The Board of Trustees seriously considers having Livonia Builders help turn the North Village into a reality.

Sincerely,

Danny Veri
Managing Member- Livonia Builders

North Village

The vision Livonia Builders has for North Village is a blend of larger lot, single family homes, duplex condos or smaller lot, single family homes, townhouse buildings for lease that serve both the empty nester and small families, mixed use commercial property, a public beach and a large park that is in direct view of Whitmore Lake.

The single-family homes will be designed of the new urbanism architectural style as mentioned in the Downtown Strategic action plan. We have experience in developing and building this type of product. We developed and built over 200 homes in Cherry Hill Village of Canton. This development consists of reduced front yard setbacks and narrower streets to bring people back in time. Large front porches and smaller lots make for a more inviting and tight knit community. Sidewalks through out the development and reduced front yard setbacks invite people to walk the community and get to know their neighbors.

The townhouse buildings will also carry forward the new urbanism architecture. These buildings are designed to serve the empty nester with 1 story, 2 bedroom and 2 bath layouts, along with serving the growing family with 3 bedroom, 2.5 bath 2 story units. Our plan is to offer these units for lease and we offer a homebuyer savings program to try to get them into a new home. We design the interiors like our single-family homes, with high-end finishes', which helps keep our residents far longer than the national average. By tying in the townhouses with the single-family homes, it only continues our tradition of making our communities feel like neighborhoods. The townhouses will also be broken up into different size buildings and different colors, similar to the single-family homes.

The duplex ranch style condos will invite a senior type buyer. With all the features on the first floor, these 2 bedroom, 2 bath condos will add charm to the neighborhood and carry forward the new urbanism architecture.

The smaller lot single-family homes will feel a very large void in housing, the starter home. There are currently no new, single-family homes in the entire area starting around \$200,000. We believe our process will allow us to do this and help bring young families into the community.

The mixed-use properties are located in two areas. These will likely be a blend of office and retail establishments. The same style of architecture will be carried forward. We will try to focus on getting the types of businesses that are needed for the area.

The public beach and Park will be the focal points of the property. The park makes up approximately 2+ acres of open space, sidewalks, benches and a gazebo. The beach will be public access beach with a fishing pier, benches and boat slips. There is also another 2 acres designated for the retention pond for the site, which adds to more open space.

Revenue and Community Benefits

The blending of the different types of housing offers various forms of tax benefits to Northfield Township. The smaller single-family homes will likely sell for an average dollar amount of \$215-225,000. That would generate approximately 191,224 in tax revenue annually. The larger homes will likely sell for an average of \$375,000 each. With 15 of the estate style homes, that would generate another \$113,709 in revenues. The leased townhomes will likely generate another \$77,951 in revenue. Finally the two mixed-use buildings will likely generate another \$17,583 in revenue. If the two-unit condo design is chosen over the small lot single family, the tax revenue will drop about \$30,000. In total, this development will likely generate approximately \$400,467 in additional tax revenue to Northfield Township. See the chart below for details

Sale Price	Taxable Value	Mileage	Unit Total	Total Tax Revenue
\$220,000	\$110,000	40.43	43	\$191,224
\$375,000	\$187,500	40.43	15	\$113,709
Townhomes	\$35,000	58.61	38	\$77,951
Mixed Use	\$150,000	58.61	2	\$17,583

Estimated annual tax revenue \$400,467

The other exciting and beneficial element to this concept is the number of children it will add to the school system. The smaller lot product will bring young families with young kids. They will likely have 2 children that will be or become elementary age before looking for a larger home. Each of those kids will generate approximately \$8,000 each for the Whitmore Lake school system. With an average of 2 children per home, that will generate 86 children and \$688,000 towards the school system. The larger or Estate size homes will also generate an average of 2 kids but they will be slightly older. That would also generate another \$240,000 in school revenue. And finally we will go to the for lease townhomes. We will have 22- 3 bedroom units. In our other 3 bedroom communities, we average at least 1 child in each unit. That would add another \$176,000 to school revenue. In total, with the averages listed above, the school system should gather another 138 students and \$1,104,000 in student revenue. The other thing to consider is, the size and style of these homes will continue to generate the same type of family structure that will start there. This is a lifestyle type of development.

Finally, for the commercial element to grow and thrive, people need to move into the area. With the above averages, this residential project will bring 98 new families to the area that can be upwards to 278 additional people to help the storefronts prosper. Not to mention all the local revenue that will be generated during the construction process.

Livonia Builders Information

Livonia Builders was established in 1970 by Lidia and Donato Veri and is currently celebrating its 49th year in business. Danny Veri and Michael Joss currently run Livonia Builders and have since 1995. Since it's beginning, Livonia Builders has developed vacant land in various communities in Wayne, Oakland and Washtenaw counties. Livonia Builders has built Industrial buildings, Commercial buildings, Office buildings, Apartment Communities, Condo communities, a Mixed Use building and well over 1000 single-family homes. Their specialty is taking vacant land through development and then through construction. As you can see, Livonia Builders has experience in building and developing all types of properties.

Currently Livonia Builders owns 3 apartment communities, 1 Industrial Building, 25 vacant single family lots, are building and part owner of a 4th apartment community in Canton as well as vacant land for 55 attached Condos in Chelsea.

Livonia Builders owns approximately 35 million dollars in assets with only 4 million dollars in debt service. We are very low leveraged but have multiple investment sources if needed.

Danny Veri and Michael Joss also have over 4 million dollars in personal assets as well. Sound financial practices are what Livonia Builders was founded on and still carries forward.

Livonia Builders is also a highly regarded builder in multiply communities. Pittsfield Township, City of Saline, Plymouth Township and Canton Township are all communities that give Livonia Builders a gold star because we always do what we say we are going to do.

Below is a list of references at the communities below:

1. Canton Township Supervisor Patrick Williams 734 394-5200
2. Canton Township Planner Jeff Goulet

3. City of Saline- Mayor Brian Marl 734 429-4907

4. City of Saline - City Manager- Todd Campbell

5. Pittsfield Township- Head building official Kurt Weiland 734 829-3101

6. Mark Lewis- Head building official Plymouth Twp 734 354 3210

Trade reference of Livonia Builders and time doing business together

1. N A Mans Lumber 734 714-5800 Doug Mans -48 years together
2. Kurtis Kitchen and Bath- 734 522-7600 Howard Kuretzky 40 years
3. Firmbuilt Construction- 248 477-3770 Ted Drosockey 40 years

We have multiple suppliers and contractors that we have been doing business with for over 20 years. We get good people and we keep them.

Development Team

Livonia Builders will be the main contact and organizer for the development of the project. The long relationships with suppliers and tradesmen will continue with some reaching back as far as 48 years with an average of 15 years working with Livonia Builders. We are planning on building the entire site out however considering letting a second party come in for the mixed use product.

The Financial people involved are Livonia Builders principals of Michael Joss and Danny Veri along with the financial contributions of Michael Ferrantino.

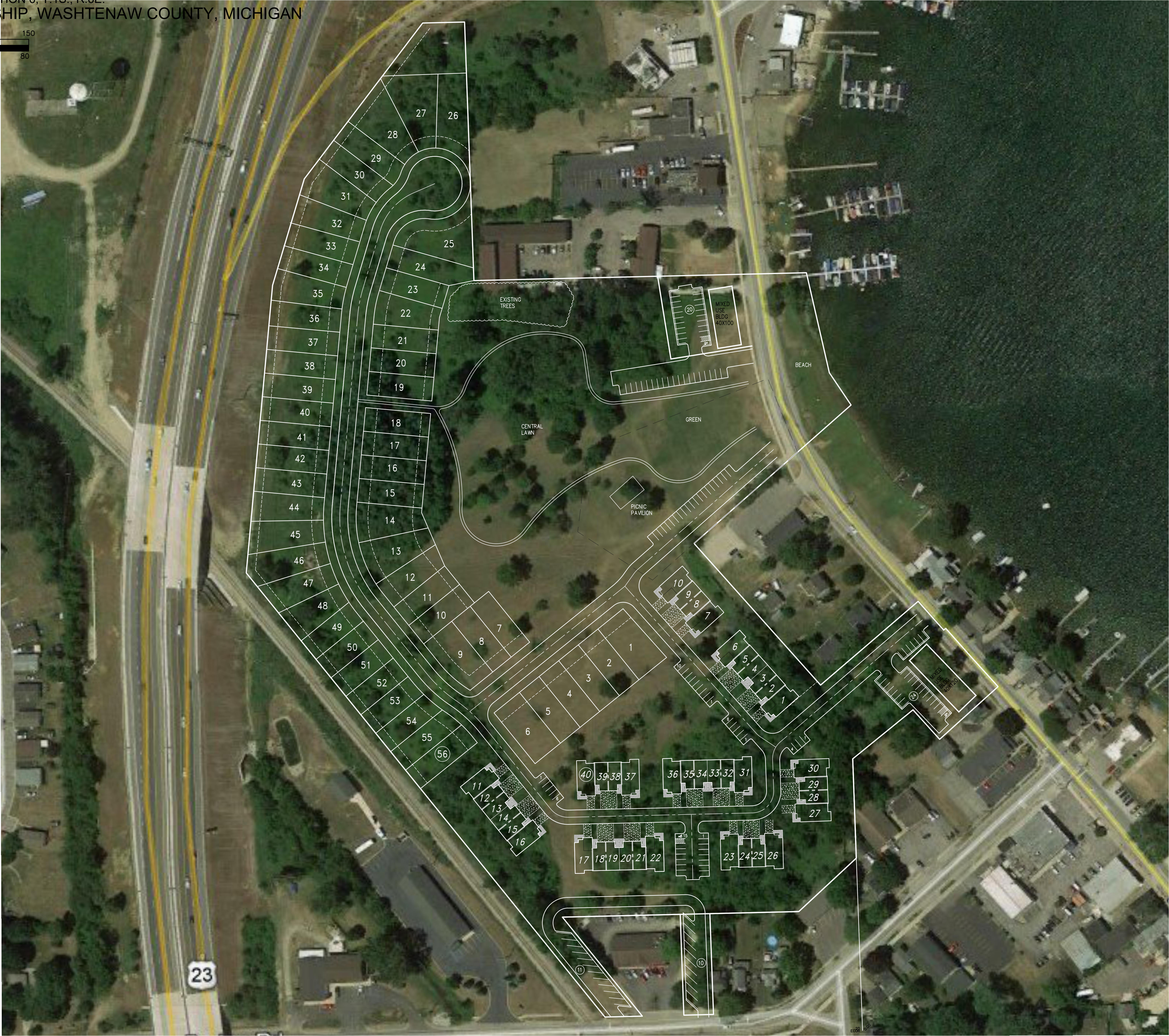
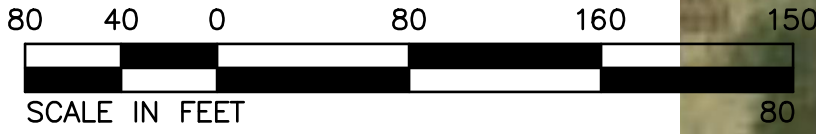
Legal Council will be Kevin Kohls of Kevin Kohls and Associates. Kevin has a long history in Real estate law and will be easily able to navigate the terms of this agreement and the documents needed for the sales of the individual homes.

Dimensional Design will do Architectural drawings. They have been Livonia Builders architect for a large majority of the homes and apartments built over the last 15 years.

Most Recent Developments- Last 15 years

Cascade Point Saline- 16 unit apartments \$3,000,000
Ravines of Plymouth- 68 unit apartment/condo complex - \$15,000,000
Cypress Ridge- Saline 27 single family homes \$9,500,000
Cherry Hill Village- Canton 220 homes \$66,000,000 (on going for 10 years)
Blue Heron Pointe- Pittsfield 64 apartments \$12,800,000
The Ridge- Canton 32 single family homes \$12,650,000
Torrey Hill- Canton 27 single family homes \$8,775,000
Torwood- Saline 28 single family homes \$8,400,000
Grand Oaks- Canton- 24 single family homes \$7,200,000
Arlington Park- Canton- 36 single family homes \$12,600,000
Northgate of Canton- 90-unit apartment \$18,000,000
Enclave Apartments- Pittsfield \$6,400,000

MIXED RESIDENTIAL CONCEPT
PART OF THE NE 1/4 OF SECTION 6, T.1S., R.6E.
NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN



SITE DATA:

MIXED USE BUILDING 1 (NORTH):
4000 S.F.
PARKING PROVIDED:
1/200 SF = 20 SPACES

MIXED USE BUILDING 2 (SOUTH)
4800 S.F.
PARKING PROVIDED:
1/200 SF = 24 SPACES

40' X 110' LOTS: 56 UNITS
2-6 UNIT TOWNHOME AREA: 40 UNITS

TOTAL: 96 UNITS

RESIDENTIAL DEVELOPMENT
SINGLE FAMILY AND MULTI FAMILY
PART OF THE NORTHEAST 1/4 OF SECTION 6, T.1S., R.6E.,
NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

ENGINEERS, SURVEYORS
MLP
AND ASSOCIATES, INC.

Michael L. Priest & Associates, Inc.
40655 Koppemick Road, Canton, MI 48187
phone: (734) 459-8560
fax: (734) 459-2585

STATUS:
REVISIONS

JOB NO. 201902

DATE: 07-10-2019
P.L.: EMP
ENG: EMP
SURV. AEC
CAD: EMP
DRAFTSMAN: J.C. & G.S.
SCALE: 1" = 80'

PROPRIETOR
TKB HOLDINGS, LLC
DANNY VERI
4902 DEWITT SUITE 101
CANTON, MI 48188
734-347-3434

SHEET

RFQ Supplemental Information for
North Village Site and Park Property
October 15, 2019



October 15, 2019

Northfield Township
Township Manager
Steve Aynes
8350 Main Street
Whitmore Lake, MI 48189

RE: RFQ for North Village Site and Park Property

Dear Mr. Aynes,

Thank you for taking the time to meet with A.R. Brouwer Company LLC and our team over the last two months. Through these meetings we have gained valuable insight into the vision for the North Village development and what is important to the community.

Based on these meetings our concept plan has been refined. We believe the current version addresses many of the Townships Master Plan goals such as mixed-use, efficient land use and improved public amenities such as pathways and public spaces. Our mix of owner-occupied units and rental units combined with the commercial buildings will achieve the North Village vision and support the economic surge Northfield Township imagines. We understand the importance of increasing the student population for Whitmore Lake Public Schools and anticipate an increase of approximately 144 students or a potential \$1,152,000 annually.

We are currently evaluating the economics of the development and intend to submit a purchase offer. We are reviewing the tax implications of the project for the Township in order to have a clear picture of the economic benefits that our project can provide. We are also evaluating the construction costs associated with this major downtown development.

Thank you for working with us on this process. We hope that you will consider postponing any action on purchase offers to allow us to submit a qualified and complete offer for your consideration.

Included with this correspondence are the proposed floor plans and elevations for the various buildings and tax information for your review. We believe they clearly indicate our progress towards a qualified purchase offer.

We look forward to continuing to work with the Township's elected officials, staff and volunteers to achieve the North Village vision.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Steve Brouwer". The signature is fluid and cursive, with the first name "Steve" and last name "Brouwer" clearly distinguishable.

Steve Brouwer and the North Village Team

PROPERTY TAX PROJECTIONS
NORTH VILLAGE DEVELOPMENT
NORTHFIELD / WHITMORE LAKE
DRAFT OCTOBER 14, 2019

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>ASSUMPTIONS & NOTES</u>
<u>BROUWER MIXED USE DEVELOPMENT</u>									
FOR SALE HOUSING	48 Units	\$0	\$6,162	\$104,602	\$215,479	\$332,916	\$342,903	\$354,949	Taxes on land only 2021 Taxes on buildings commence 2022 \$300,000 Average Price in 2019/2020 \$150,000 Assessed amount @ 50% 41.0821 mi \$6,162 Taxes per unit Annual inflation Taxes on land only 2021, building 2022 Taxes on land only 2021, building 2023 59.0821 Mills
COMMERCIAL / RETAIL BUILDING #1		\$0	\$5,908	\$91,670	\$94,420	\$97,252	\$100,170	\$103,175	
COMMERCIAL / RETAIL BUILDING #2		\$0	\$5,170	\$5,325	\$32,280	\$33,249	\$34,246	\$35,274	
APARTMENTS		\$0	\$0	\$64,593	\$66,531	\$68,527	\$70,582	\$72,700	82 Units 5% Payment in Lieu (PILOT) Average Rc \$1,375 Per unit 90% Effective revenue after vacancy and utils. Annual inflation
TOTAL TAXES - BROUWER DEVELOPMENTS (excludes town owned community components)		\$0	\$17,240	\$266,189	\$408,710	\$531,943	\$547,902	\$566,098	
** TAXES FOCUSED ON LOCAL IMPACT (47% - excludes State, County and regional portion)		\$0	\$8,275	\$127,771	\$196,181	\$255,333	\$262,993	\$271,727	







MATCHLINE - SEE SHEET 1

Main Street

Storm Water Area

Residential Homes 3

Mixed Use 2

Parking
35 Spaces

Parking
89 Spaces

Residential Homes 2

Residential Homes 3

Residential Homes 1

PHASE I

Residential Apartments 1 (3 Story)
850-900 Square Feet Per Unit
40 Units per Building
Parking Required: 80, Parking Provided: 90
Residential Apartments 2 (3 Story)
850-900 Square Feet Per Unit
42 Units per Building
Parking Required: 84, Parking Provided: 89
TOTAL: 82 UNITS

Mixed Use 1 (2 Story)
11,700 Square Feet Total
Parking Required: 74, Parking Provided: 74
Passive Community Green Space
Active Community Green Space
Beach & Marina Terrace
Storm Water Areas
Trail System

PHASE II

Residential Homes 1
Duplex Unit 1,250 Square Feet per Unit
18 Units
Residential Homes 2
Duplex Unit 1,400 Square Feet per Unit
12 Units
Residential Homes 3
Duplex Unit 1,600 Square Feet per Unit
18 Units
TOTAL: 48 UNITS

Mixed Use 2 (2 Story)
3,200 Square Feet Total
Parking Required: 16, Parking Provided: 35

Storm Water Areas
Marina & Fishing Pier

PARKING

On-Street Parking
68 Spaces

**Additional Mixed Use and
Residential Apartment Parking**
19+10+5 = 34 Spaces

Total Public Parking
68+34 = 102 Spaces

OPEN SPACE

35% TOTAL OPEN SPACE

Barker Road



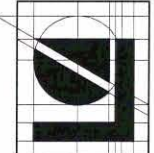
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DATE PLOTTED: 10/11/2014
LINDHOUT ASSOCIATES architects aia pc
THIS DOCUMENT AND THE SUBJECT MATTER CONTAINED THEREIN IS PROPRIETARY AND IS NOT TO BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL



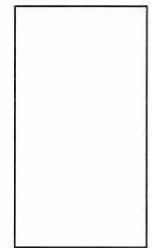
STREETFRONT RENDERING

APARTMENT FLOOR PLAN AND ELEVATION STUDY

SCALE: 1/8" = 1'-0"



Lindhout Associates
architects aia pc
10465 citation drive, brighton, michigan 48116-9510
www.lindhout.com (810)227-5686 fax (810)227-5655



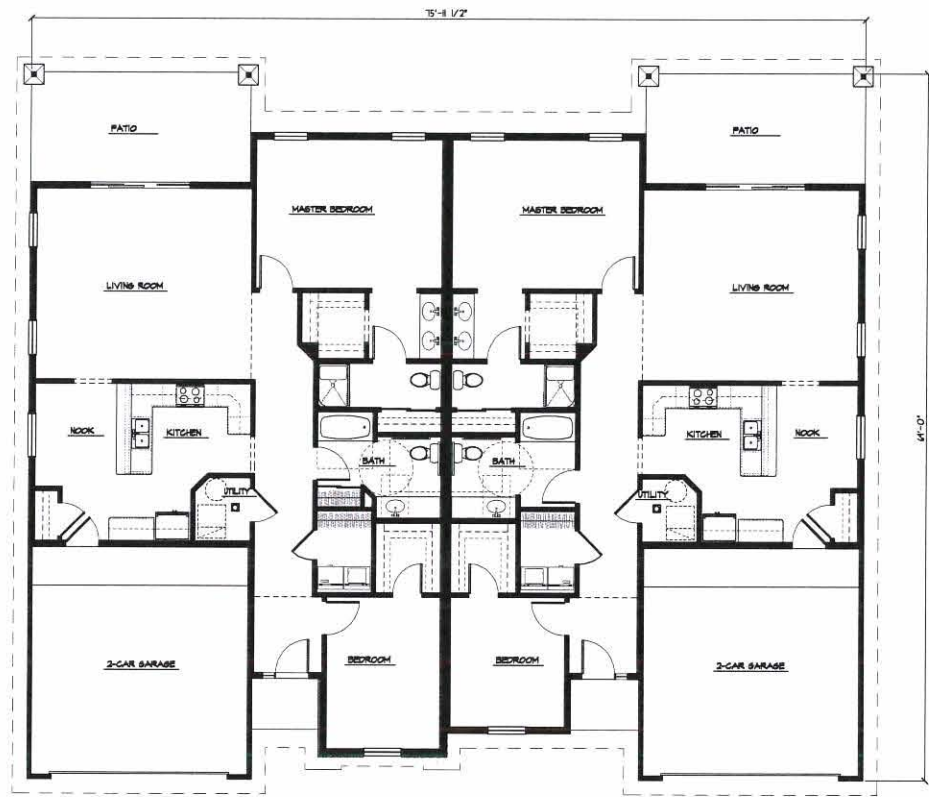
TOWNSHIP REVIEW
Issued for

DR: []
CK'D: []
APP'D: []
10-14-2014
date

NEW DEVELOPMENT FOR:
A.R. BROUWER - NORTH VILLAGE
MAIN ST., NORTHFIELD TOWNSHIP, MI
APARTMENT STUDY

A1.1
1909B

FILE LOCATION: H:\BROWER\NORTH VILLAGE\NORTH VILLAGE\A2.1.dwg
DATE PLOTTED: 10/02/09
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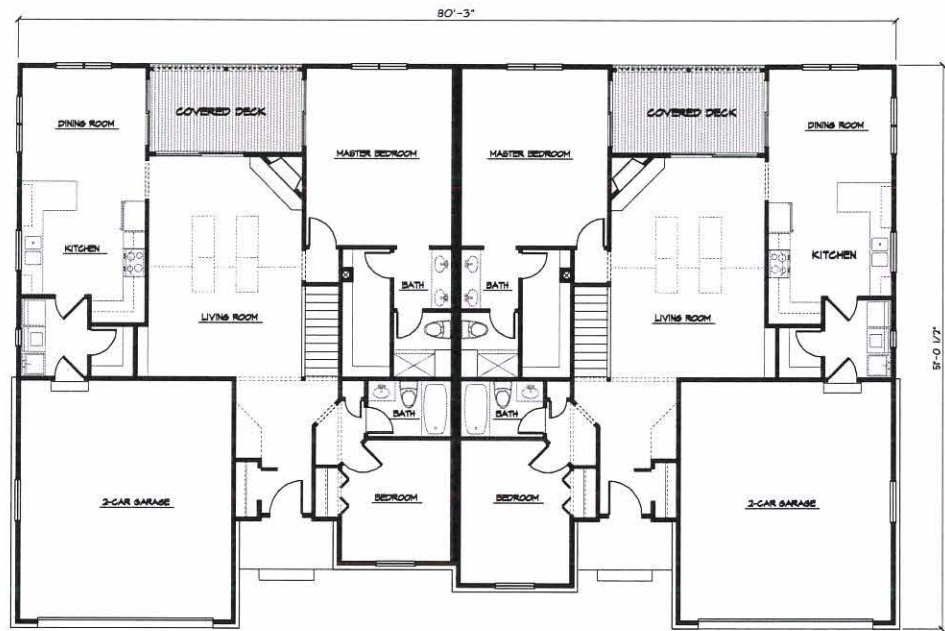


1 DUPLEX PLAN - SLAB ON GRADE OPTION
A2.1 SCALE: 1/8" = 1'-0"

PROPOSED BUILDING AREA
FLOOR AREA = 4,076 sq.ft.
GARAGE = 423 sq.ft.
TOTAL: 4,499 sq.ft.



2 SAMPLE DUPLEX IMAGE - SLAB ON GRADE OPTION
A2.1 NOT TO SCALE



3 DUPLEX PLAN - BASEMENT OPTION
A2.1 SCALE: 1/8" = 1'-0"

PROPOSED BUILDING AREA
FLOOR AREA = 3,615 sq.ft.
GARAGE = 451 sq.ft.
TOTAL: 4,066 sq.ft.



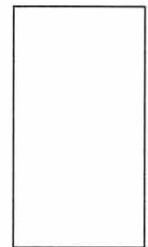
4 SAMPLE DUPLEX IMAGE - BASEMENT OPTION
A2.1 NOT TO SCALE

DUPLEX FLOOR PLAN AND ELEVATION STUDY

LINE LEGEND			
(Solid line)	NEW CONSTRUCTION	(Dashed line)	EXISTING TO REMAIN
(Dotted line)	HIDDEN WORK	(Dash-dot line)	EXISTING TO BE REMOVED



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TOWNSHIP REVIEW
Issued for

dr: bsa
ck: ck
app'd: app'd
10-14-2009
date

NEW DEVELOPMENT for:
A.R. BROWER - NORTH VILLAGE
MAIN ST., NORTHFIELD TOWNSHIP, MI
DUPLEX STUDY

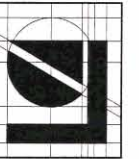
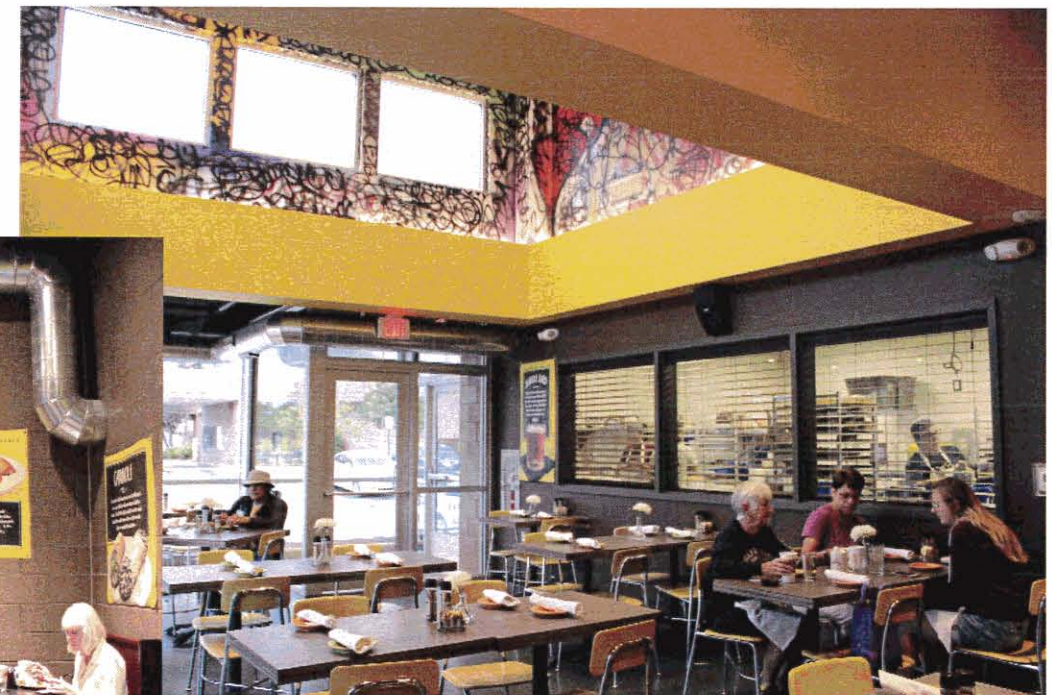
A2.1
19093



SCALE: 1/8" = 1'-0"



The image shows the interior of a bakery cafe. On the left, a red wall features a large window and a counter displaying various pastries. A sign on the wall reads "BUTTER CRUSSANT". A person is seated at a table on the right, and another person is standing near the counter. The counter is filled with various pastries, including croissants and breads. The overall atmosphere is warm and inviting.



To: Board
From: Steve Aynes, Township Manager
RE: Building Department Expenses/Revenues and Alternatives for Funding
Date: October 17, 2019

Below is a comparison of the current revenues and expenditures from the Building Department Fund, and what the estimated revenues and expenditures would be if we were to outsource our Building Department functions to Washtenaw County Building Department.

<u>Current Building Department</u>	<u>County Building Department</u>
Current Budgeted Revenues	Proposed Revenues Received by Northfield Twp
\$ 83,000	\$ 0.00
Current Budgeted Expenditures	Proposed Expenditures by Northfield Twp to County
\$ 134, 115	\$ 0.00 (No fee from the county)
	Savings to the Township
	\$ 60,000 (Estimated cost for Inspections – see attached spreadsheet)
	Balance of Remaining Expenditures (current budgeted expenditures – estimated savings)
	\$ 74,115
Balance Supported by General Fund	Balance To Be Supported by General Fund
\$ 51,115	\$ 74,115

For both options, the General Fund could continue to pay for the difference. Currently, an alternative to using General Funds to cover the entire balance would be to increase the rates in the fee schedule. For

example, if the current rates generate \$83,000, each 10% increase in rates would generate \$8,300. To cover the entire \$51,115 would require an increase in rates of about 60%.

If we were to outsource to the County Building Department, there would be no Building Department revenues received. The option of raising rates is not available in this case. We would either have to subsidize the full \$74,115 by using the General Fund, or cut staff and services from the Township.

I would recommend that we continue serving our community by maintaining the current in-house Building Department. I further recommend that the fee schedule be evaluated and adjusted as needed to cover expenditures from the Building Department. Additionally, we should re-evaluate time spent by employees on Building Department functions to see if moneys being distributed to the different departments/employees for salaries is accurate. Another area to be evaluated is how we can increase the efficiency and decrease turn-around time in the building department.

Building, Planning, and Zoning Comparison of Alternatives for Providing Services to Northfield Township Citizens and Contractors

	Services Provided	Cost to Twp.	Pros	Cons	Risk
Building Department					
Current Operations					
Building Official	Contract with Pittsfield Township for Building Official Services from Kurt Weiland	\$ 25,000 Budget	<ul style="list-style-type: none"> •Experienced in Northfield and Pittsfield Township. •Licenses and Professional Affiliations included. •Lives in Northfield Township. •Part Time. •Paid only for time worked. •Cost to Township increases or decreases based on amount of construction activity. Not paying for set costs even when construction is not substantial such as during a recession. 	<ul style="list-style-type: none"> •Citizen Complaints about process and time involved in securing permits. • Does not hold regular office hours 	<ul style="list-style-type: none"> •Services may not be available if workload increases substantially in Full Time Position with Pittsfield Township.
Building Department Employees	Building/Planning and Zoning Coordinator and portions of other employees time for Building Department	\$ 69,943 Budgeted	<ul style="list-style-type: none"> •Experienced in Northfield Township and prior training, education, experience. •Regular office hours provide accessibility to public. •Backup support by other employees. •Positive comments received from contractors and citizens. 	<ul style="list-style-type: none"> •Citizen Complaints about process and time involved in securing permits. •Expense greater than revenue so would need to be supported by General Fund money. 	<ul style="list-style-type: none"> •Employees may seek other positions or retire. Would need time to train new employees which would affect quality of service.
Inspectors	Part Time Independent Contractors for Building Inspections and Trade Inspections	\$ 25,000 Budgeted	<ul style="list-style-type: none"> •Experienced in Northfield Township and prior training, education, experience. •Paid per inspection - Not paying for set costs when construction is not substantial, such as during a recession 	<ul style="list-style-type: none"> •Scheduling issues may cause complaints • Do not hold Office Hours 	<ul style="list-style-type: none"> •Turnover may result in difficulty securing inspectors
Engineers	Contracted As Needed	\$ 3,000 Budgeted	<ul style="list-style-type: none"> •Experience. •Not paying for set costs even when construction is not substantial such as during a recession •No concern with Turn-over – Contracted agency would provide additional engineers if one leaves their employment 	<ul style="list-style-type: none"> • Length of time to review and respond. 	<ul style="list-style-type: none"> • May be assigned a less experienced member of the firm.

	Services Provided	Cost to Twp.	Pros	Cons	Risk
Option 1 - Contracting Services					
Contract with Washtenaw County Building Department	Would provide all building department services	No direct costs.	<ul style="list-style-type: none"> •No liability for Building Inspection services. •Eliminates contracting outlined under current operations above. •Employee(s) could be reassigned to other duties. This may cut expenses through downsizing and/or reducing functions currently provided by outside contractors. •Reduce workload and number of visitors to the reception area. •County provides building department services to 5 Townships (Augusta, Lodi, Saline, Scio, and Webster) and one City (Dexter) in County. Other Townships in area provide this service through their counties. 	<ul style="list-style-type: none"> •Eliminates from FY 2019/20 Budget \$ 83,000 of proposed revenues, but only approximately \$ 60,000 of proposed expenditures. •Inconvenience to citizens. •Face to face involvement will be reduced. •May make access to information for other Township operations more difficult. •Some property owners may decide to not secure permits for construction due to inconvenience. •No Township Building inspectors to notify Assessor or Zoning Administrator for construction without permit. 	<ul style="list-style-type: none"> •Difficulty enforcing Ordinances •Reduced interaction with Zoning Administrator, Code Enforcement Officer, and other consultants and staff •Possible increase to processing time and/or turn-around time for permits
Contract with McKenna or another outside provider	Would provide inspection services. Would continue current employee support for other building department functions	\$50,000 budgeted for inspections (At \$ 75/hr. this would be about 650 hrs.)	<ul style="list-style-type: none"> •Continue with office hours for current employee, but could add office hours for contractor staff at the quoted rate. •Hours used would fluctuate depending on construction activity. •Adjust expenses to changes such as a recession •Contractor provides personnel on a continuing bases regardless of changes in their staffing. Therefore, contractor responsible to not have interruptions in service. 	<ul style="list-style-type: none"> •Unless all building permit fees were adjusted, General Fund would still be supporting the building inspection and Building Official services. •Support from employee and support employees would still continue as currently budgeted. 	<ul style="list-style-type: none"> •Possible poor performance of contractor resulting in eventual termination of contract. This might result in interruption in service.
Option 2 - Direct Hire					
Building Official	Would provide Building Official services, but would still use part time inspectors	Estimated \$ 80-100,000 salary and benefits	<ul style="list-style-type: none"> •Scheduled Office Hours for the Building Official and present staff. •Convenience for public and staff to talk to Building Official 	<ul style="list-style-type: none"> •Increased expense. •May be difficult to recruit and keep a qualified employee. •Would require time for new employee to become acquainted with Northfield Township and current Building Department activity. •Limited Office Space 	<ul style="list-style-type: none"> • Hiring and retention may be difficult. Current Job Market has lots of openings and a limited number applicants.

	Services Provided	Cost to Twp.	Pros	Cons	Risk
Planning/Zoning Services					
Current Operations					
McKenna and current employees.	Provides Planning Consultant and Zoning Administrator Services	Budget is \$ 162,414 which also includes code enforcement	<ul style="list-style-type: none"> • Scheduled hours for employees. • Could increase Zoning Administrator Office hours at a rate of \$ 60/hr. from 4 hours per week to 8 hours. The 4 hour increase would cost \$ 12,480 per year based on 52 weeks. • Continuity of convenient service to citizens provided by consultant and township employees 	<ul style="list-style-type: none"> • Complaints received regarding time needed by consultant and staff to process zoning requests and the cost. • Revenue is only budgeted at \$ 12,500 while expenses are budgeted at \$ 162,414. The difference is provided by the General Fund 	<ul style="list-style-type: none"> • Consultant performance. • Retention of Employees
Option 1 - RFP for other Contractors					
Other Consultants	Provides Planning Consultant and Zoning Administrator Services	Unknown	<ul style="list-style-type: none"> • May improve service and reduced cost 	<ul style="list-style-type: none"> • May be reduced service and more cost 	<ul style="list-style-type: none"> • Consultant performance. • Retention of Employees • Cost may go up
Option 2 - Direct Hire					
Hire Planner/Zoning Administrator	Provides Planning Consultant and Zoning Administrator Services in house	Estimated cost to hire new employee would be in the \$ 80-100,000 range	<ul style="list-style-type: none"> • Increased office hours. • Improved accessibility by citizens and staff 	<ul style="list-style-type: none"> • Lead time to learn about Northfield Township. • Performance would be uncertain. 	<ul style="list-style-type: none"> • Recruitment and retention might be difficult.

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY AS OF 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
287-000-478	SOIL FILL PERMITS	1,400	0	500	0	0	#DIV/0!
287-000-481	SIGN PERMITS	100	0	0	0	0	#DIV/0!
287-000-484	BUILDING PLAN REVIEW FEES	4,188	5,500	4,445	5,500	0	0
287-000-485	BUILDING PERMIT FEES	38,811	35,000	41,909	35,000	0	0
287-000-486	CONTRACTOR'S REGISTRATION	2,540	2,500	2,175	2,500	0	0
287-000-488	TRADE PERMIT FEES	42,083	40,000	33,030	40,000	0	0
287-000-626	COPY & FOIA INCOME	5	0	38	0	0	#DIV/0!
287-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	0	0	#DIV/0!
Totals for dept 000-		89,127	83,000	82,096	83,000	0	0
TOTAL ESTIMATED REVENUES		89,127	83,000	82,096	83,000	0	0
APPROPRIATIONS							
Dept 226-PERSONNEL							
287-226-703	BUILDING SALARIES	0	26,401	19,308.66	27,457	1,056	4.00%
	60% OF Building/Planning/Zoning Coordinator Salary Plus 4% Raise						
287-226-715	SOCIAL SECURITY	626	2,020	1,206.78	2,100	80	3.98%
287-226-716	HOSPITALIZATION	0	16,404	1,451.08	17,552	1,148	7.00%
	7% Increase over prior year						
287-226-717	LIFE/DISB. INSURANCE	0	574	58.62	617	43	7.50%
	7.5% Increase over prior year						
287-226-718	BUILDING PENSION	0	3,572	1,624.32	2,746	(826)	-23.13%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY AS OF 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
287-226-731	WORKERS COMP INSURANCE	570	480	-	480	0	0
287-226-927	ALLOCATE TO DEPARTMENTS	56,772	17,819	-	18,991	1,172	6.58%
	30% of Front Desk Wages and 10% of Township Manager Wages and Benefits						
Totals for dept 226-PERSONNEL		57,969	67,270	23,649.46	69,943	2,673	3.97%
Dept 261-GOVERNMENT SHARED SERVICES							
287-261-725	BUILDING INSPECTIONS	16,562	25,000	13,400	25,000	0	0
287-261-737	PLAN REVIEW	3,019	3,000	4,072	3,000	0	0
287-261-738	MISC BUILDING ADMINISTRATION	635	500	75	500	0	0
Totals for dept 261-GOVERNMENT SHARED SERVICES		20,216	28,500	17,547	28,500	0	0
Dept 270-LEGAL/PROFESSIONAL							
287-270-722	CONTROLLER	2,403	2,519	0	2,672	153	6.07%
	(5% of Total Cost)						
287-270-802	AUDIT FEES	900	900	900	900	0	0
	(5% of Total Cost)						
287-270-806	ENGINEER	1,510	0	0	0	0	#DIV/0!
287-270-823	ZONING ADMINISTRATION	0	1,000	0	1,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		4,813	4,419	900	4,572	153	3.46%
Dept 301-OPERATING COSTS							
287-301-725	ELECTRIC, PLUMB & MECH INSPECTIONS	28,575	25,000	21,150	25,000	0	0
287-301-727	SUPPLIES	420	500	0	500	0	0
287-301-818	CONTRACTUAL SERVICES	0	0	0	0	0	#DIV/0!

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY AS OF 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
287-301-850	COMMUNICATION	487	500	402	500	0	0
287-301-910	INSURANCE & BONDS	0	900	0	900	0	0
287-301-927	ALLOCATE TO DEPARTMENTS	4,195	4,200	0	4,200	0	0
Totals for dept 301-OPERATING COSTS		33,677	31,100	21,552	31,100	0	0
Dept 412 - PLANNING/ZONING DEPT							
287-412-823	ZONING ADMINISTRATION	150	0	0	0	0	#DIV/0!
Totals for dept 301-OPERATING COSTS		150	0	0	0	0	#DIV/0!
TOTAL APPROPRIATIONS		116,825	131,289	63,648	134,115	2,826	2.15%
NET OF REVENUES/APPROPRIATIONS - FUND 2		(27,698)	(48,289)	18,448	(51,115)	(2,826)	5.85%
BEGINNING FUND BALANCE		171,326	143,628	143,628	95,339		
ENDING FUND BALANCE		143,628	95,339	162,076	44,224		
				Fund Balance 73%	Fund Balance 33%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
ESTIMATED REVENUES							
Dept 412-PLANNING/ZONING DEPT							
101-412-477	ZONING COMPLIANCE PERMITS	12,450	9,500	6,800	9,500	0	0
	Projection based on prior year budgets.						
101-412-607	ZONING ADMINISTRATIVE FEES	0	0	0	0	0	#DIV/0!
101-412-608	VARIANCES/APPEALS	4,235	2,000	2,975	2,000	0	0
	Projection based on prior year budgets.						
101-412-609	REZONING/CONDITIONAL USE PMTS	0	0	750	0	0	#DIV/0!
101-412-612	TAX ABATEMENT FEES	0	0	0	0	0	#DIV/0!
101-412-614	PLANNING FEES	1,875	0	0	0	0	#DIV/0!
	These Funds are now being applied to escrow accounts for specific projects.						
101-412-629	ZONING COPIES	0	0	83	0	0	#DIV/0!
101-412-637	SPLIT APPLICATIONS	405	1,000	(650)	1,000	0	0
	Projection based on prior year budgets.						
101-412-671	REIMBURSEMENT/OTHER INCOME	680	1,500	0	0	(1,500)	-100.00%
	Concept Meetings now covered by the Township.						
Totals for dept 412-PLANNING/ZONING DEPT		19,645	14,000	9,958	12,500	(1,500)	-10.71%

APPROPRIATIONS

Dept 412-PLANNING/ZONING DEPT

101-412-701	ZONING SALARIES	0	17,601	10,896	18,301	700	3.98%
	40% of Bldg/Planning/Zoning Coordinator Salary Plus 4% Raise						
101-412-707	ZBA SALARIES	15,625	6,000	3,744	6,000	0	0
101-412-715	SOCIAL SECURITY	1,407	3,396	2,863	4,445	1,048	30.87%
101-412-716	HOSPITALIZATION	0	7,132	8,090	7,631	499	7.00%
101-412-717	LIFE/DISB INSURANCE	0	267	381	287	20	7.65%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
101-412-718	ZONING PENSION	0	1,760	1,083	1,830	70	4.00%
101-412-723	RECORD SEC	6,260	9,620	6,160	7,020	(2,600)	-27.03%
	(Recording Sec - \$195/Mtg x 36 Mtgs)						
101-412-726	PLANN COMM	9,700	16,800	9,200	16,800	0	0
	Seven members of planning commission paid \$100 per mtg; 24 mtgs per year						
101-412-727	SUPPLIES	0	0	0	0	0	#DIV/0!
101-412-741	UNIFORMS/GEAR & ALLOWANCE	0	2,000	0	0	(2,000)	-100.00%
101-412-800	OTHER PROFESSIONAL FEES	0	1,000	0	1,000	0	0
101-412-801	PLANNER FEES	41,538	47,250	54,002	47,250	0	0
101-412-809	CODE ENFORCEMENT	200	20,800	13,800	33,800	13,000	62.50%
	(C.E. Officer \$25/Hr x 25 Hrs/Wk x 52 Weeks) Plus 4% Increase						
101-412-818	CONTRACTUAL SERVICES	0	0	0	0	0	#DIV/0!
101-412-823	ZONING ADMINISTRATION	16,025	12,000	18,140	12,000	0	0
	(8 Hrs. Every Weeks @ \$60/Hr. 52 weeks)						
101-412-851	POSTAGE	267	250	374	250	0	0
101-412-860	FUEL & MILEAGE	810	750	760	1,000	250	33.33%
	Increase for Code Enforcement full year mileage						
101-412-900	PRINTING & PUBLICATIONS	2,952	2,500	1,929	2,500	0	0
	Mlive Ads						
101-412-910	INSURANCE & BONDS	1,000	0	0	0		
101-412-927	ALLOCATE TO DEPARTMENTS	27,054	0	0	0	0	#DIV/0!
101-412-956	MISCELLANEOUS	0	500	0	500	0	0
101-412-957	TRAINING & DEVELOPMENT	0	1,800	490	1,800	0	0
Totals for dept 412-PLANNING/ZONING DEPT		122,837	151,426	131,912	162,414	10,988	7.26%

Interactive Voice Response (IVR)

(734) 222-3720

The IVR Phone System is available
24 hours/day to:

- Schedule Inspections
- Cancel Inspections
- Retrieve Inspection Results

Use a touch-tone phone and call the IVR
phone number. You will need the Permit
Number to use the IVR system. The Voice
Permits system will prompt you through the
steps during your call. At the end of the call
you will be issued a confirmation number.

More detailed instructions on using the IVR
system are available at the Building
Inspection office and on the website at
<http://buildinginspection.ewashtenaw.org>.

Washtenaw County Building Inspection

Western County Service Center

705 N. Zeeb Rd.
Ann Arbor, MI 48107-8645

Phone: (734) 222-3900

IVR: (734) 222-3720

Fax: (734) 222-3930

Hours of operation:
8:30 a.m. - 5:00 p.m.
Monday - Friday

<http://buildinginspection.ewashtenaw.org>



July 2012



Washtenaw County Building Inspection Services



Building Inspection Services



Staff

Use of full-time and on-call inspection staff to accommodate inspection and plan review volume.

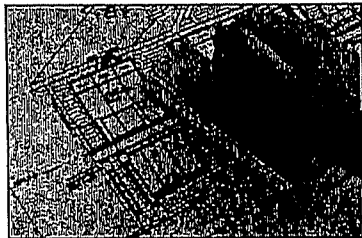
Timing

Building and Trade (plumbing, mechanical and electrical) inspections within 24-48 hours.

2-hour time frame the morning of scheduled inspections upon request.

Plan Review

Both Commercial and Residential Plan Review performed.



Online Services

Online permits available for all trades (plumbing, mechanical and electrical).

Online permits available for Building (roofing, siding, and windows only).

Inspection results available online for viewing within 24 hours of inspection completion.

Ability to view online all permit and inspection documentation related to any specific property.

Collaboration

Collaboration with Local Units of Government relative to Zoning Approval, Soil Erosion, Environmental Health and WC Road Commission prior to building permit issuance.

Set Back Inspections to comply with jurisdictional zoning ordinance (if agreed upon with Local Unit).

Damage Assessment

Washtenaw County Building Inspection is the official Damage Assessment Team for the Washtenaw County Emergency Operations Center and is activated during emergency situations such as the recent tornado event in Dexter.



Building Inspector/Official Don Schnettler working with fireman Tim Andrews following the March 15, 2012 Dexter tornado. Photo courtesy Kimberly P. Mitchell/DFP.

Enforcement

Construction Code Board of Appeals.

Code Enforcement as it relates to Public Act 230.



WASHTENAW COUNTY BUILDING INSPECTION
705 N ZEEB RD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Phone (734) 222-3900 Fax (734) 222-3930
24 hour inspection requests (734) 222-3720

FEE SCHEDULE EFFECTIVE DATE: JANUARY 1, 2010

BUILDING PERMITS:

Estimated Cost of Construction

Fee

Residential:

\$1,000 to \$10,000.....	\$ 110.00 minimum permit fee (Up to a maximum of two (2) inspections) Includes residential roofing, siding, and work requiring one inspection only.
Over \$10,000.....	\$ 110.00 plus \$6.00 per thousand or fraction thereof over \$10,000 \$10,000-\$20,000 (Up to a maximum of (3) Inspections) Over \$20,000 (Up to a maximum of nine (9) inspections; one of each inspection required based on plan reviewer's determination)
Commercial:	\$ 110.00 plus \$7.00 per thousand or fraction thereof over \$1,000 (Unlimited inspections)

ADDITIONAL INSPECTION FEE:

Inspections requested or required that exceed the maximum
limit for a specific permit

\$50.00

PLAN REVIEW FEES:

Projects under \$20,000 cost of construction	\$ 35.00
All commercial and all residential projects over \$20,000 cost of construction	\$ 75.00 per hour of actual plan review time spent w/one hour minimum
Separate plan review such as; Fire Suppression and Fire Alarms	\$ 75.00 per hour of actual plan review time spent w/one hour minimum

BUILDING PERMIT APPLICATION FEE:

\$ 30.00

BUILDING PERMIT GIS FEE:

\$ 5.00

SET BACK INSPECTION FEE:

Required for Augusta Township and Lodi Township ONLY

\$50.00

at this time. Inspection for compliance with minimum set backs according to the local township zoning ordinance

CERTIFICATE OF OCCUPANCY FEES:

Permanent C of O.....\$100.00 per unit
to be paid at the time of building permit issuance
Temporary C of O.....\$200.00 per unit per (30) day increment

A new Temporary C of O Fee will be charged for each (30) day increment beyond temporary certificate expiration

PLAN REVISIONS:

Will be charged a \$50.00 application fee along with charges based on fees listed above for increased cost of construction amount and applicable plan review time spent

PERMIT REACTIVATION:

If a permit has expired, which means there has been no inspection activity for a period of 180 days, a fee of \$50.00 will be required to reactivate the permit. If there are multiple permits for a project, each expired permit will require reactivation.

If there has been no activity on a permit for a period of 180 days from the date of issuance, the permit will expire and the permit holder will be required to begin the process over. **Fees paid on permits prior to expiration are not refundable.**



WASHTENAW COUNTY BUILDING INSPECTION (734) 222-3900
705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Fax (734) 222-3930
Inspection Line (734) 222-3720 – (IVR) automated system – 24 hours a day
http://www.ewashtenaw.org/government/departments/building_inspection/

March 13, 2018

Marlene Chockley, Northfield Township Supervisor
8350 Main Street
P.O. Box 576
Whitmore Lake, MI 48189

Good Morning Marlene,

Thank you so much for contacting me to discuss the possibility of Washtenaw County Building Inspection providing building inspection services to Northfield Township.

The normal hierarchy for a Building Inspection department begins at the local level. If there is no department at the local level it goes to the county level and if the county does not have a Building Inspection Department it goes to the state level by default.

Washtenaw County currently provides Building Inspection services to Augusta Township, City of Dexter, Saline Township, Scio Township, Lodi Township, Webster Township and electrical inspections for the City of Saline. I would encourage you to contact any or all of them to gauge the service we provide and their satisfaction with those services.

There are a couple of items we do not provide:

- We do not provide zoning reviews/approvals
- We do not *prepare* designs and/or blueprints.

Let me tell you what we can do for your township:

- We provide code enforcement as it relates to the Building Code but NOT for local ordinances, such as blight, etc. We cooperate and assist zoning officers with respect to unsafe conditions such as hoarding, fire, dilapidated structures, etc.
- Research of problems and complaints from contractors and the general public regarding commercial and residential buildings, building construction and code compliance. We Respond to and resolve complex and sensitive building issues.

With the municipalities that we currently serve, Zoning and site plan approvals are done at the local level (either in house or contracted out). Customers are required to submit to our office a copy of the approved zoning compliance, (2) sets of approved site plans, along with (2) sets of structural drawings stamped and approved by the local zoning office. Permits are not issued without those prior approvals.

- We are always willing to meet customers on-site or at the township offices by appointment, at their convenience. Since office time involves plan review, report writing and data entry using county software and equipment, it is preferable that office time be at the county office.

Washtenaw County currently provides services for Soil Erosion, Environmental Health (on-site sewage and well), food licensing, restaurant Inspections and other programs at our location on Zeeb Rd. We are all located in the same office. I believe this would be an easy transition for your citizens since they already have to come here for the above services.

- (2) Building Inspectors on staff w/Building Official Certification
- (1) Part time Building Inspector
- (2) Electrical Inspectors – (1) full time (1) on-call
- (2) Plumbing Inspectors – (1) three days per week and (1) on-call
- (3) Mechanical Inspectors – (1) three days per week and (2) on-call
- All inspectors on staff are certified in plan review with numerous years of experience.
- Our Inspectors often explain, interpret, and provide information to owners, contractors, developers, engineers and architects and other interested parties regarding building code requirements, construction procedures and offers assistance in making application for permits.
- Work cooperatively with the area Fire Marshall prior to issuing certificate of occupancy to commercial buildings/businesses.
- Public Access to our document management system to look up parcel history.
- Public Access to our permitting system to check permits, inspection results, etc.
- 24/7 Inspection Scheduling through our interactive voice response phone system.
- Customer service Monday through Friday from 8:30 a.m. to 5:00 p.m.
- Inspector office hours every day from 8:00 a.m. to 9:00 a.m.
- Provide (2) hour window for inspection times on the day of a scheduled inspection.
- On line permitting services for electrical, plumbing and mechanical permits along with building permits not requiring plan review (roofing, siding and windows).
- In house plan review services.
- In house Construction Code Board of Appeals. Several other municipalities, including Northfield Township, above and beyond the six jurisdictions where we are the enforcing agency currently use our Board of Appeals when necessary.
- Appear in court to present testimony regarding building code violations on code enforcement cases.

- Set back inspections. (This is optional) A lot of jurisdictions have their zoning officer do set back inspections but we can do them if you would like.
- Change of Occupancy permits and inspections.
- Change of Use permits and inspections.
- Respond to FOIA requests for building department records, research files, provide copies in accordance with the public act.
- We can provide monthly reports with permit totals and whatever information you want to see on the report. We currently send monthly reports to all of the assessors for the municipalities where we are the enforcing agency.

At your request I have attached our current fee structure. Building Permit fees have not been increased since 2010. Trade permit fees (electrical, plumbing and mechanical) have not been increased since 2005. Trade fees are listed on the attached permit applications.

To allow us to provide these services there would be no cost to your city. We assume all liability.

As with any change there would be some logistics that would have to be worked out but I am confident that we can iron those out cooperatively to provide a smooth transition. If you have any more questions or need further clarification on anything I would be happy to address your issues. You can contact me any time by email at schmitt@ewashtenaw.org or by phone at 734-222-3892.

Thank you again for your consideration. I hope we can be of service to you and your township.

Sincerely,

Deb Schmitt, Director
Washtenaw County Building Inspection
705 N Zeeb Road
P.O. Box 8645
Ann Arbor, Michigan 48107-8645

734-222-3892



WASHTENAW COUNTY BUILDING INSPECTION (734) 222-3900
705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Fax (734) 222-3930
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PLEASE READ IF YOU ARE SUBMITTING AN APPLICATION FOR A RESIDENTIAL BUILDING PERMIT

**IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE A COMPLETE
SUBMITTAL WHEN APPLYING FOR A BUILDING PERMIT.**

**BUILDING PERMITS CANNOT BE ISSUED WITHOUT REQUIRED INFORMATION
AND APPLICABLE APPROVALS FROM OUTSIDE AGENCIES.**

1. A Building Permit application with all sections completed.
2. Both sets of plans must have an approval stamp or signature by the applicable township or city zoning official and a copy of the zoning compliance form must be submitted.
3. Approval from the Washtenaw County Health Department is required if parcel has an onsite septic system and there will be an increase in the number of bedrooms or any increase in the footprint including additions and new accessory structures. 734-222-3800.
4. Washtenaw County Soil Erosion and Sedimentation Control permit for earth changes within 500 feet of a surface water's edge and disturbing 225 square feet or more and all earth changes that disturb one (1) or more acres. Earth changes less than 225 square feet in total earth disturbance may be eligible for a waiver. Contact the Soil Erosion Program for additional information 734-222-6860 or www.ewashtenaw.org/soilerosion
5. Approval/Waiver from the Washtenaw County Road Commission if a new driveway will be installed.
6. Contractor's license (both company and individual if under business name) or homeowner affidavit
7. Two sets of construction plans showing:
 - a) footings
 - b) foundation
 - c) floor plans
 - d) elevations
 - e) cross section (include structural elements, insulation, sheathing, weather proofing, and finish materials)
 - f) door and window locations
 - g) structural details
 - h) lumber sizes, spans and spacings
 - i) all information required per the MI Energy Code: *insulation material and R-values, fenestration U-factors, mechanical system type and efficiency*
 - j) before and after floor plans for remodels/alterations
 - k) site plan showing size and location of proposed and existing structures, distances from lot lines, well and septic system, any adjacent water courses or wetlands.

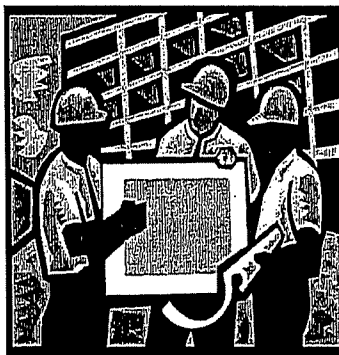
**NO FINAL INSPECTIONS WILL BE
SCHEDULED UNTIL ALL FEES ARE
PAID**

EXPIRATION/CANCELLATION OF A PERMIT:
A permit shall become invalid if the authorized work is not complete within 6 months after issuance. A permit will be closed with a status of not approved if no inspections are requested and conducted within six months after issuance.

WASHTENAW COUNTY
BUILDING INSPECTION
P.O. BOX 8645
705 NORTH ZEEB RD
ANN ARBOR, MI 48107-8645
<http://www.washtenaw.org/buildinginspection>

OFFICE PHONES
734-222-3900 MAIN LINE
734-222-3720 IVR
734-222-3930 FAX

...For additional information, forms, links, directions,
etc., please visit our website
buildinginspection.ewashtenaw.org



***Multiple Transactions—** When scheduling multiple transactions, only (1) confirmation number will be issued for the entire call. Do not respond YES for a confirmation number until you are ready to terminate the entire call. When the system asks "Would you like a confirmation number", and you respond with NO it will then prompt you to enter another permit number.

WASHTENAW COUNTY BUILDING INSPECTION



**INTERACTIVE
VOICE RESPONSE**
*** I * V * R ***

(734) 222-3720

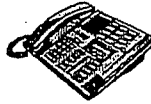
AUTOMATED BUILDING INSPECTION SYSTEM

In an ongoing commitment to improve customer service, Washtenaw County Building Inspection has installed an *Interactive Voice Response* telephone computer system for inspection requests, until midnight, 7 days a week.

WELCOME

THE IVR SYSTEM WILL ALLOW YOU TO USE YOUR TOUCH TONE PHONE TO:

- o Schedule Inspections
- o Cancel Inspections
- o Retrieve Inspection Results



IVR TELEPHONE NUMBER is: (734)

222-3720

There are 7 ports available for incoming calls.

YOU WILL NEED:

- o The Permit Number (including letter prefix)
- o All permit numbers begin with a (3) letter prefix (Example: BLD2001-00135)

YOU WILL BE PROMPTED THROUGH THE ENTIRE PROCESS. PRESS (*) AT ANY TIME FOR MORE INFORMATION.

CHOOSE FROM THE FOLLOWING OPTIONS:

- o Press (1) Schedule An Inspection
- o Press (2) Cancel An Inspection
- o Press (3) Obtain Inspection Results
- o Press (*) Additional Information
- o Press (#) Disconnect And Hang Up

The *Voice Permits™* system will prompt you through the steps during your call. You may perform *multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

PLEASE UNDERSTAND THAT:

If Your Permit Begins With The Letters BLD, Press (1)
If Your Permit Begins With The Letters ELE, Press (2)
If Your Permit Begins With The Letters MEC, Press (3)
If Your Permit Begins With The Letters PLM, Press (4)

*See back page for multiple transactions

Then:

Enter The 9 Digit Numerical Portion Of Your Permit Followed By The (#) Key And Follow The Prompts.

Thank You For Using The IVR System.

INSPECTION TYPE CODES

CODE	INSPECTION	PRIOR INSPECTIONS REQUIRED
BUILDING (STRUCTURAL)		
010	FOOTING/POSTHOLES	
115	FOUNDATION RE-INFORCEMENT	
120	SUBSOIL	
130	BACKFILL	
135	SUBSOIL & BACKFILL	
140	ROUGH BUILDING	240, 350, 420, 440, 450
143	MASONRY-BRICK VENEER INSPECTION	
146	FRRCI-FIRE RATED INSPECTION	
150	INSULATION	
160	SITE BUILDING	
170	MASONRY FIREPLACE	
199	FINAL BUILDING	220, 299, 320, 399, 430, 499

ELECTRICAL		
210	TEMPORARY SERVICE	
220	PERMANENT SERVICE	
225	PERMANENT SERVICE & ROUGH ELECTRIC	
230	UNDERGROUND ELECTRIC	
235	UNDERGROUND & ROUGH ELECTRIC	
240	ROUGH ELECTRIC	
245	LOW VOLTAGE ROUGH	
250	SITE ELECTRICAL	
295	LOW VOLTAGE FINAL	
299	FINAL ELECTRIC/PERMANENT SERVICE	

PLUMBING		
310	UNDERGROUND PLUMBING	
315	UNDERGROUND PLBG & ROUGH	
320	SEWER INSPECTION (SEWER HOOK-UP)	
325	SEWER & ROUGH PLUMBING	
330	WATER SERVICE (WATER HOOK-UP)	
331	SEWER & WATER SERVICE	
345	SHOWER PAN	
350	ROUGH PLUMBING	
360	SITE PLUMBING	
398	FINAL PLUMBING & WTR/SWR	
399	FINAL PLUMBING	

MECHANICAL		
410	L P GAS TEST UNDERGROUND	
420	ROUGH PRE-FAB FIREPLACE	
430	FINAL PRE-FAB FIREPLACE	
440	ROUGH MECHANICAL	
450	GAS TEST	
460	UNDERGROUND MECHANICAL	
470	SITE MECHANICAL	
471	GAS TEST & UNDERGROUND	
472	GAS TEST & ROUGH MECHANICAL	
473	PRE-FAB ROUGH & ROUGH & GAS TEST	
474	PRE-FAB ROUGH & GAS TEST	
495	PRE-FAB ROUGH & ROUGH MECHANICAL	
496	PRE-FAB FINAL/FINAL MECHANICAL	
499	FINAL MECHANICAL	

RESULT CODES		
CAN	INSPECTION CANCELLED	
DIS	INSPECTION FAILED-NO FEE ASSESSED	
DONE	INSPECTION PASSED	
FAIL	INSPECTION FAILED W/FEE	
P/A	PARTIAL APPROVAL	
RFND	PERMIT REFUNDED	
VOID	PERMIT VOIDED	

CAUTION CAN, DIS AND P/A RESULT CODES MAY ALSO HAVE ADDITIONAL FEES ASSESSED

ALSO NOTE THAT WE DO HAVE DAILY LIMITS ON INSPECTIONS. IF THOSE LIMITS HAVE BEEN REACHED THE SYSTEM WILL GIVE YOU THE NEXT AVAILABLE DATE.

IMPORTANT: Permit Holders, make sure rough electric, plumbing, mechanical, gas test, and pre-fab fireplace inspections are done before calling for the rough building inspection. If the rough building inspection is called in before the other rough inspections, the rough building inspection will not be approved and a \$50.00 re-inspection fee will be assessed.

Also: Make sure final electric/permanent service, plumbing, mechanical, final pre-fab fireplace, and sewer inspections are done before calling for the final building inspection.



NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Township Board

Date: October 15, 2019

From: Yvette Starbuck

RE: Amendment #1

Attached you will find a schedule showing amendments to the budget for the Fiscal Year ending 2020. The amendments have brief explanations as to why they are being done. The proposed amendments affect the General Fund, Medical Rescue Fund, Downtown Development Authority and Wastewater Treatment Plant Fund.

Thank You,

Yvette Starbuck
Controller – Northfield Township

RESOLUTION 19-613

**TOWNSHIP OF NORTHFIELD, MICHIGAN
A RESOLUTION OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY,
MICHIGAN, AMENDING THE 2020 BUDGET**

WHEREAS, in the appropriation of funds for the year 2020 there is a need to amend the General Fund.

WHEREAS, in the appropriation of funds for the year 2020 there is a need to amend the Medical Rescue Fund.

WHEREAS, in the appropriation of funds for the year 2020 there is a need to amend the Downtown Development Authority Fund.

WHEREAS, in the appropriation of funds for the year 2020 there is a need to amend the Waste Water Treatment Plant Fund.

BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, 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 22ND DAY OF OCTOBER 2019.

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP

Amendment #1
FYE 2020

		<u>AMENDMENT #1</u>	
		<u>Increases</u>	<u>Decreases</u>
<hr/>			
<u>GENERAL FUND - #101</u>	<u>TRANSFER AMENDMENT</u>		
- None			
		<u>0</u>	<u>0</u>
	<u>REGULAR AMENDMENT</u>		
<u>REVENUE</u>			
Kaboom Grant (101-000-590)		47,550	
Total Revenue Amendments		<u>47,550</u>	<u>0</u>
<u>EXPENDITURES</u>			
Township Manager Cell Phone Expense (June - December 2019) (101-172-850)		350	
Unemployment Benefits (101-265-721)		50	
Kaboom Grant (101-000-590)		47,550	
Total Expenditure Amendments		<u>47,950</u>	<u>0</u>
Total Recommended Amendments		<u>(400)</u>	
FYE 2020 Beginning Contribution to Fund Balance		<u>(49,333)</u>	
FYE 2020 Ending Contribution to Fund Balance		<u>(49,733)</u>	
Beginning Fund Balance		<u>1,145,888</u>	
Ending Fund Balance		<u>1,096,155</u>	
<hr/>			
<u>MEDICAL RESCUE FUND - #216</u>	<u>TRANSFER AMENDMENT</u>		
- None			
		<u>0</u>	<u>0</u>
	<u>REGULAR AMENDMENT</u>		
<u>REVENUE</u>			
- None			
Total Revenue Amendments		<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>			
Commission on Sale of Fire Truck (216-270-827)		9,000	
Total Expenditure Increases		<u>9,000</u>	<u>0</u>
Total Recommended Amendments		<u>(9,000)</u>	
FYE 2020 Beginning Contribution to Fund Balance		<u>97,081</u>	
FYE 2020 Ending Contribution to Fund Balance		<u>88,081</u>	
Beginning Fund Balance		<u>1,016,369</u>	
Ending Fund Balance		<u>1,104,450</u>	
<hr/>			

NORTHFIELD TOWNSHIP

Amendment #1

FYE 2020

		AMENDMENT #1	
		<u>Increases</u>	<u>Decreases</u>
<u>DOWNTOWN DEVELOPMENT AUTHORITY - #248</u>			
<u>TRANSFER AMENDMENT</u>			
Move \$2,000 from Other Professional Fees (248-301-800) to Training & Development (248-301-957)		1,500	1,500
Total Transfer Increases/Decreases		<u>1,500</u>	<u>1,500</u>
<u>REGULAR AMENDMENT</u>			
<u>REVENUE</u>			
- None			
Total Revenue Amendments		<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>			
- None			
Total Expenditure Increases		<u>0</u>	<u>0</u>
Total Recommended Amendments		<u>0</u>	
FYE 2020 Beginning Contribution to Fund Balance		<u>(3,585)</u>	
FYE 2020 Ending Contribution to Fund Balance		<u>(3,585)</u>	
Beginning Fund Balance		<u>34,970</u>	
Ending Fund Balance		<u>31,385</u>	
<hr/>			
<u>WASTEWATER TREATMENT PLANT FUND - #571</u>			
<u>TRANSFER AMENDMENT</u>			
- None			
<u>REGULAR AMENDMENT</u>			
<u>REVENUE</u>			
- None			
Total Revenue Amendments		<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>			
Installation of new phone system (571-301-850)		3,500	
Total Expenditure Increases		<u>3,500</u>	<u>0</u>
Total Recommended Amendments		<u>(3,500)</u>	
FYE 2020 Beginning Contribution to Fund Balance		<u>(381,065)</u>	
FYE 2020 Ending Contribution to Fund Balance		<u>(384,565)</u>	
Beginning Fund Balance		<u>7,209,377</u>	
Ending Fund Balance		<u>6,824,812</u>	

To: Northfield Township Board
From: Steven Aynes
Date: 10/15/19
Re: 2019-2020 Health Insurance Renewal and HSA Contribution

Dear Township Board,

It is the time of year to once again take a look at the health insurance options the township provides for our employees. Our health insurance plan year runs from December 1st through November 30th each year, with our open enrollment period being the month of November. MCL 15.563, as amended by 2013 Public Act 270, sets a limit each year on the amount that a public employer may contribute to a medical benefit plan, commonly known as the "hard cap". The township has the option to opt out of staying within the hard cap limits set by the state. In years past, we have opted out of the hard caps and have covered the full cost of health insurance premiums for our employees. If we choose to once again opt out of the hard caps, we are required by Public Act 152 of 2011 to opt out in the form of a resolution.

- * It is my recommendation that the township continues to cover the full health insurance premium costs for our employees by approving Resolution 19-614 to opt out of the 2019 hard caps.

Marlene, Jennifer and I met with Jack Schmitz from Burnham & Flower to review the township's health insurance options. His summary is attached. We had asked him to give us pricing on both PPO and HMO options. While the HMO and POS options listed are less costly, they do require the individual to have a Primary Care Physician and to get referrals from that Physician for any outside care (i.e. specialists). When we polled the individuals who currently take the township's insurance, more than half of those individuals' doctors were not listed as a Primary Care Physician under the plans being considered.

The benefits offered by our two current PPO plans are remaining the same for the next year with a 9.2% increase in premium costs. We had budgeted for a 7% increase in premiums for this upcoming year.

- * I am recommending that we continue with the two plans currently being offered to our employees: Simply Blue HSA Silver \$2700, and Simply Blue HSA Bronze \$6300.

The Board also needs to determine what the township's contribution toward our employee's Health Savings Accounts (HSAs) will be for this year.

- * I am recommending that we continue to offer our employees an Employer Contribution to their HSAs at the same rates as last year.

	Single	Couple	Family
Silver	\$1300	\$2625	\$3950
Bronze	\$2070	\$4150	\$6200

Respectfully Submitted,

Steven Aynes, Township Manager

RESOLUTION NO. 19-614

**A RESOLUTION OF THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES TO OPT OUT
OF THE RESTRICTIONS MANDATED BY PUBLIC ACT 152 OF 2011
ON PUBLIC EMPLOYER'S PAYMENTS FOR MEDICAL BENEFITS PLANS**

WHEREAS, on September 28, 2011, Governor Rick Snyder signed Senate Bill 7 into law, which created Public Act 152 of 2011; and

WHEREAS, Public Act 152 of 2011 provides for certain limitations on the amount that public employers may contribute toward the annual cost of medical benefit plans that cover their employees as follows:

- for plans beginning on or after January 1, 2019, restricts public employers from paying an aggregate annual amount (hard cap) of no more than \$18,232.31 per family, \$13,980.75 per couple and \$6,685.17 for individuals for employee plans; and
- allows that a governing body may choose to implement a 20% employee copayment for the total cost of the plan instead of the hard cap; and
- allows that by a two-thirds majority vote, the governing body may opt out of the hard cap and 20% copayment required by the Act and not incur any penalties; and

WHEREAS, the Township of Northfield Board of Trustees approved providing medical benefit plans to Township employees at a cost that exceeds the hard cap, and does not require a 20% employee copayment; and

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES, that pursuant to the provisions of PA 152 of 2011, Section 8(1), the Township of Northfield exercises its right to opt out of the requirements of the Act for the plan year beginning December 1, 2019 by two-thirds majority vote of this Board in support of this resolution.

ROLL CALL VOTE:

AYE: _____

NAY: _____

ABSENT: _____

PASSED AND RESOLVED by the Northfield Township Board of Trustees, Northfield Township, Michigan, on this 22nd day of October, 2019.

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

Medical Plan Group

Current
Current
\$ 239,392⁷²

Proposed
Renewal
\$ 256,327²⁴ +7.1%

Medical Plan Design

Blue Cross/Blue Shield
Simply Blue HSA PPO Silver \$2700

Blue Cross/Blue Shield
Simply Blue HSA PPO Bronze \$6350

BlueCross BlueShield of Michigan
Simply Blue HSA PPO Silver \$2700

BlueCross BlueShield of Michigan
Simply Blue HSA PPO Bronze \$6650

	Single		Family		Single		Family		Single		Family		Single		Family	
Deductible	\$	2,700	\$	5,400	\$	6,350	\$	12,700	\$	2,700	\$	5,400	\$	6,650	\$	13,300
Employee Coinsurance		20 %		20 %		0 %		0 %		20 %		20 %		0 %		0 %
Out-of-Pocket Max	\$	5,000	\$	10,000	\$	6,350	\$	12,700	\$	5,000	\$	10,000	\$	6,650	\$	13,300
Employer Funding	\$ -	1,300	\$ -	3,950	\$ -	2,070	\$ -	6,200	\$ -	1,300	\$ -	3,950	\$ -	2,070	\$ -	6,200
Net Out-of-Pocket Max	\$	3,700	\$	6,050	\$	4,280	\$	6,500	\$	3,700	\$	6,050	\$	4,580	\$	7,100
Employee Annual Prem	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0
Employee Max Ann. Cost	\$	3,700	\$	6,050	\$	4,280	\$	6,500	\$	3,700	\$	6,050	\$	▲4,580	\$	▲7,100

Medical Copays

Primary Care	\$ - 20% After Deductible
Specialty Care	\$ - 20% After Deductible
Urgent Care	\$ - 20% After Deductible
Emergency	\$ - 20% After Deductible
Out-Patient Hospital	\$ - 20% After Deductible
In-Patient Hospital	\$ - 20% After Deductible

Rx
Integrated with Medical
Tiers \$15, \$50, 50%, 20%

Copay

Primary Care	\$ - 0% After Deductible
Specialty Care	\$ - 0% After Deductible
Urgent Care	\$ - 0% After Deductible
Emergency	\$ - 0% After Deductible
Out-Patient Hospital	\$ - 0% After Deductible
In-Patient Hospital	\$ - 0% After Deductible

Integrated with Medical
-- , -- , -- , --

Copay

Primary Care	\$ - 20% after deductible
Specialty Care	\$ - 20% after deductible
Urgent Care	\$ - 20% after deductible
Emergency	\$ - 20% after deductible
Out-Patient Hospital	\$ - 20% after deductible
In-Patient Hospital	\$ - 20% after deductible

Integrated with Medical
\$15*, \$50*, 50%*, 20%*, 25%*

Copay

Primary Care	\$ 0 \$0 after deductible
Specialty Care	\$ 0 \$0 after deductible
Urgent Care	\$ 0 \$0 after deductible
Emergency	\$ 0 \$0 after deductible
Out-Patient Hospital	\$ 0 \$0 after deductible
In-Patient Hospital	\$ 0 \$0 after deductible

Integrated with Medical
\$0*, \$0*, \$0*, \$0*, \$0*

	8	Prem	ER	EE	6	Prem	ER	EE	8	Prem	ER	EE	6	Prem	ER	EE
Enrollment																
Employee Only	1	\$ 500 ⁵³	100 %	\$ 0 ⁰⁰	1	\$ 421 ⁶⁰	100 %	\$ 0 ⁰⁰	1	\$ 722 ²⁸	100 %	\$ 0 ⁰⁰	1	\$ 281 ³⁹	100 %	\$ 0 ⁰⁰
Employee + Spouse	2	\$ 1,051 ¹⁰	100 %	\$ 0 ⁰⁰	2	\$ 885 ³²	100 %	\$ 0 ⁰⁰	2	\$ 1,307 ⁷⁸	100 %	\$ 0 ⁰⁰	2	\$ 1,390 ⁵⁹	100 %	\$ 0 ⁰⁰
Family	5	\$ 1,401 ⁴⁶	100 %	\$ 0 ⁰⁰	3	\$ 1,180 ⁴³	100 %	\$ 0 ⁰⁰	5	\$ 1,437 ¹⁴	100 %	\$ 0 ⁰⁰	3	\$ 1,056 ²²	100 %	\$ 0 ⁰⁰
Ann. Insurance Premium		\$ 115,320 ³⁶				\$ 68,802 ³⁶				\$ 126,282 ⁴⁸ ▲				\$ 74,774 ⁷⁶ ▲		
Employer Prem Contribution		\$		115,320 ³⁶		\$		68,802 ³⁶		\$		126,282 ⁴⁸		\$		74,774 ⁷⁶
Budgeted HRA + HSA		\$		+ 0 ⁰⁰ + 26,300 ⁰⁰		\$		+ 0 ⁰⁰ + 28,970 ⁰⁰		\$		+ 0 ⁰⁰ + 26,300 ⁰⁰		\$		+ 0 ⁰⁰ + 28,970 ⁰⁰
Employer Ann. Cost		\$		141,620³⁶		\$		97,772³⁶		\$		▲152,582⁴⁸		\$		▲103,744⁷⁶

Medical Plan Group

Proposed
BCN Options
\$ 220,345⁸⁴ -8.0%

Proposed
Priority POS Options
\$ 229,786⁸⁴ -4.0%

Medical Plan Design

BlueCross BlueShield of Michigan
BCN HSA Silver \$2700/20% (Employee)

BlueCross BlueShield of Michigan
BCN HSA Bronze \$6650/0% (Employee)

Priority Health
PriorityHSA POS 3000

Priority Health
PriorityHSA POS 6650

	Single		Family		Single		Family		Single		Family		Single		Family	
Deductible	\$	2,700	\$	5,400	\$	6,650	\$	13,300	\$	3,000	\$	6,000	\$	6,650	\$	13,300
Employee Coinsurance		20 %		20 %		0 %		0 %		30 %		30 %		0 %		0 %
Out-of-Pocket Max	\$	5,000	\$	10,000	\$	6,650	\$	13,300	\$	6,550	\$	13,100	\$	6,650	\$	13,300
Employer Funding	\$ -	1,300	\$ -	3,950	\$ -	2,070	\$ -	6,200	\$ -	1,300	\$ -	3,950	\$ -	2,070	\$ -	6,200
Net Out-of-Pocket Max	\$	3,700	\$	6,050	\$	4,580	\$	7,100	\$	5,250	\$	9,150	\$	4,580	\$	7,100
Employee Annual Prem	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0	\$ +	0
Employee Max Ann. Cost	\$	3,700	\$	6,050	\$	▲4,580	\$	▲7,100	\$	▲5,250	\$	▲9,150	\$	▲4,580	\$	▲7,100

Medical Copays

Copay	
Primary Care	\$ -- 20% after deductible
Specialty Care	\$ -- 20% after deductible
Urgent Care	\$ -- 20% after deductible
Emergency	\$ -- 20% after deductible
Out-Patient Hospital	\$ -- 20% after deductible
In-Patient Hospital	\$ -- 20% after deductible

Rx

Tiers

Copay	
Primary Care	\$ 0 \$0 after deductible
Specialty Care	\$ 0 \$0 after deductible
Urgent Care	\$ 0 \$0 after deductible
Emergency	\$ 0 \$0 after deductible
Out-Patient Hospital	\$ 0 \$0 after deductible
In-Patient Hospital	\$ 0 \$0 after deductible
Integrated with Medical	
	\$4*, \$15*, \$40*, \$80*, 20%*, 20%*

Copay	
Primary Care	\$ 0 \$0 after deductible
Specialty Care	\$ 0 \$0 after deductible
Urgent Care	\$ 0 \$0 after deductible
Emergency	\$ 0 \$0 after deductible
Out-Patient Hospital	\$ 0 \$0 after deductible
In-Patient Hospital	\$ 0 \$0 after deductible
Integrated with Medical	
	\$0*, \$0*, \$0*, \$0*, \$0*, \$0*

Copay	
Primary Care	\$ -- 30% after deductible
Specialty Care	\$ -- 30% after deductible
Urgent Care	\$ -- 30% after deductible
Emergency	\$ -- 30% after deductible
Out-Patient Hospital	\$ -- 30% after deductible
In-Patient Hospital	\$ -- 30% after deductible
Integrated with Medical	
	\$5*, \$60*, \$80*, 20%*, 20%*

Copay	
Primary Care	\$ 0 \$0 after deductible
Specialty Care	\$ 0 \$0 after deductible
Urgent Care	\$ 0 \$0 after deductible
Emergency	\$ 0 \$0 after deductible
Out-Patient Hospital	\$ 0 \$0 after deductible
In-Patient Hospital	\$ 0 \$0 after deductible
Integrated with Medical	
	\$0*, \$0*, \$0*, \$0*, \$0*

Enrollment

Employee Only

Employee + Spouse

Family

Ann. Insurance Premium

Employer Prem Contribution

Budgeted HRA + HSA

Employer Ann. Cost

	8	Prem	ER	EE
Employee Only	1	\$ 595 ⁶⁵	100 %	\$ 0 ⁰⁰
Employee + Spouse	2	\$ 1,078 ⁵¹	100 %	\$ 0 ⁰⁰
Family	5	\$ 1,185 ¹⁹	100 %	\$ 0 ⁰⁰

	6	Prem	ER	EE
Employee Only	1	\$ 238 ⁹¹	100 %	\$ 0 ⁰⁰
Employee + Spouse	2	\$ 1,074 ²⁶	100 %	\$ 0 ⁰⁰
Family	3	\$ 896 ⁷⁵	100 %	\$ 0 ⁰⁰

	8	Prem	ER	EE
Employee Only	1	\$ 619 ³⁴	100 %	\$ 0 ⁰⁰
Employee + Spouse	2	\$ 1,121 ³⁹	100 %	\$ 0 ⁰⁰
Family	5	\$ 1,232 ³³	100 %	\$ 0 ⁰⁰

	6	Prem	ER	EE
Employee Only	1	\$ 254 ⁶⁷	100 %	\$ 0 ⁰⁰
Employee + Spouse	2	\$ 1,198 ⁴¹	100 %	\$ 0 ⁰⁰
Family	3	\$ 955 ⁹³	100 %	\$ 0 ⁰⁰

\$ 104,143⁴⁴ ▼

\$ 60,932⁴⁰ ▼

\$ 108,285⁴⁸ ▼

\$ 66,231³⁶ ▼

	\$	104,143 ⁴⁴
	\$	+ 0 ⁰⁰ + 26,300 ⁰⁰
Employer Ann. Cost	\$	▼130,443⁴⁴

	\$	60,932 ⁴⁰
	\$	+ 0 ⁰⁰ + 28,970 ⁰⁰
Employer Ann. Cost	\$	▼89,902⁴⁰

	\$	108,285 ⁴⁸
	\$	+ 0 ⁰⁰ + 26,300 ⁰⁰
Employer Ann. Cost	\$	▼134,585⁴⁸

	\$	66,231 ³⁶
	\$	+ 0 ⁰⁰ + 28,970 ⁰⁰
Employer Ann. Cost	\$	▼95,201³⁶

Medical Plan Group

Proposed
HAP PPO HSA Options
\$ 249,239⁶⁸ +4.1%

Proposed
VEBA
\$ 278,256⁴⁰ +16.2%

Medical Plan Design

	HAP HAP 2500 PPO (HSA)		HAP HAP 5500 PPO (HSA)		VEBA PPO HSA \$2700		VEBA PPO HSA \$6650	
	Single	Family	Single	Family	Single	Family	Single	Family
Deductible	\$ 2,500	\$ 5,000	\$ 5,500	\$ 11,000	\$ 2,700	\$ 5,400	\$ 6,650	\$ 13,300
Employee Coinsurance	20 %	20 %	20 %	20 %	20 %	20 %	0 %	0 %
Out-of-Pocket Max	\$ 5,500	\$ 11,000	\$ 6,650	\$ 13,300	\$ 5,000	\$ 10,000	\$ 6,650	\$ 13,300
Employer Funding	\$ - 1,300	\$ - 3,950	\$ - 2,070	\$ - 6,200	\$ - 1,300	\$ - 3,950	\$ - 2,070	\$ - 6,200
Net Out-of-Pocket Max	\$ 4,200	\$ 7,050	\$ 4,580	\$ 7,100	\$ 3,700	\$ 6,050	\$ 4,580	\$ 7,100
Employee Annual Prem	\$ + 0	\$ + 0	\$ + 0	\$ + 0	\$ + 0	\$ + 0	\$ + 0	\$ + 0
Employee Max Ann. Cost	\$ ▲4,200	\$ ▲7,050	\$ ▲4,580	\$ ▲7,100	\$ 3,700	\$ 6,050	\$ ▲4,580	\$ ▲7,100
Medical Copays	Copay		Copay		Copay		Copay	
Primary Care	\$ -- 20% after deductible		\$ -- 20% after deductible		\$ -- 80% Coverage after Deduc...		\$ --	
Specialty Care	\$ -- 20% after deductible		\$ -- 20% after deductible		\$ -- 80% Coverage after Deduc...		\$ --	
Urgent Care	\$ -- 20% after deductible		\$ -- 20% after deductible		\$ -- 80% Coverage after Deduc...		\$ --	
Emergency	\$ -- 20% after deductible		\$ -- 20% after deductible		\$ -- 80% Coverage after Deduc...		\$ --	
Out-Patient Hospital	\$ -- 20% after deductible		\$ -- 20% after deductible		\$ --		\$ --	
In-Patient Hospital	\$ -- 20% after deductible		\$ -- 20% after deductible		\$ --		\$ --	
Rx	Integrated with Medical		Integrated with Medical		Integrated with Medical		Integrated with Medical	
Tiers	20%*, 20%*, 20%*, 20%*		20%*, 20%*, 20%*, 20%*		\$15, \$50, 50%, 20%, 25%, --		-- , -- , -- , -- , -- , --	
Enrollment	8	Prem	ER	EE	8	Prem	ER	EE
Employee Only	1	\$ 732 ⁵⁵	100 %	\$ 0 ⁰⁰	1	\$ 608 ⁵⁷	100 %	\$ 0 ⁰⁰
Employee + Spouse	2	\$ 1,326 ³⁸	100 %	\$ 0 ⁰⁰	2	\$ 1,661 ⁷²	100 %	\$ 0 ⁰⁰
Family	5	\$ 1,457 ⁵⁹	100 %	\$ 0 ⁰⁰	5	\$ 1,577 ⁰⁵	100 %	\$ 0 ⁰⁰
Ann. Insurance Premium	\$ 128,079 ³⁶ ▲		\$ 65,890 ³² ▼		\$ 141,807 ¹² ▲		\$ 81,179 ²⁸ ▲	
Employer Prem Contribution	\$ 128,079 ³⁶		\$ 65,890 ³²		\$ 141,807 ¹²		\$ 81,179 ²⁸	
Budgeted HRA + HSA	\$ + 0 ⁰⁰ + 26,300 ⁰⁰		\$ + 0 ⁰⁰ + 28,970 ⁰⁰		\$ + 0 ⁰⁰ + 26,300 ⁰⁰		\$ + 0 ⁰⁰ + 28,970 ⁰⁰	
Employer Ann. Cost	\$ ▲154,379 ³⁶		\$ ▼94,860 ³²		\$ ▲168,107 ¹²		\$ ▲110,149 ²⁸	

To: Board

From: Steve Aynes, Township Manager

RE: Proposed Extension of Listing for Sale of 75 Barker.

Date: October 17, 2019

At the February 26, 2019 meeting (minutes Item 3, pages 2-3) the Township Board approved listing 75 Barker St. for sale with a Commercial Realtor for 6 months at a listing price of \$275,000. This commenced April 23, 2019. The listing will expire soon. The Real Estate Company is asking for an extension.

One purchase offer was made during this time, but it was regarding a marijuana retail sales business. The Board rejected the offer.

The board needs to decide whether to extend the current listing agreement, and whether to keep the listing price at the current rate. If the board chooses not to extend the agreement, it needs to be decided what the next steps are in regard to 75 Barker. I would recommend extending the listing agreement for an additional 6 months.

Draft Motion Options: I _____ move, seconded by _____ to

- A. extend the listing agreement with Thomas A. Duke for the sale of 75 Barker with a listing price of \$ _____ to expire April 23, 2020, and to authorize the Township Manager to sign the agreement extension.
- B. not extend the listing agreement with Thomas A. Duke for the sale of 75 Barker.

LISTING AGREEMENT EXTENSION

This is to confirm the extension of the current Listing Agreement, for the property known as **75 Barker Road**, Whitmore Lake, Michigan, between NORTHFIELD TOWNSHIP (Seller) and the Thomas A. Duke Company (Broker) dated April 23, 2019.

This extension commences from the expiration of the current Agreement and expires April 23, 2020. All terms and conditions remain in full force and effect.

Agreed to on this _____ day of _____, 2019.

Northfield Township

By: Steven Aynes
Its: Northfield Township Manager

Agreed to on this 9 day of OCTOBER, 2019

Thomas A. Duke Company

Mark Szerlag
By: Mark Szerlag
Its: Partner

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: \$275,000.00
Listing Term Commences: 4/23/19
Listing Term Ends: 180 days from mutual acceptance of this agreement.
Additional Conditions: The second floor is unsafe to occupy currently.

In the event the owner enters into a formal Purchase Agreement with ~~ACHO ASSOCIATES, LLC~~ ~~ACHO BROTHERS, LLC~~ during the initial listing term and the transaction closes, no commission shall be due to the Thomas Duke Company.

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.

Revised 1/9/03

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 25 day of APRIL, 2019.

ACCEPTED:

SELLER(S):

THOMAS A. DUKE COMPANY


By: Mark W. Szerlag, CCIM
Its: Partner


By: Steve Aynes
Its: Northfield Township Manager

OLD TOWNSHIP HALL - FOR SALE

75 BARKER ROAD, WHITMORE LAKE, MI 48189



EXCLUSIVELY LISTED BY:

MICHELLE GROBLER

Associate

mgrobler@thomasduke.com

JOHN PORTH

Vice President

jkporth@thomasduke.com

THOMAS DUKE COMPANY
COMMERCIAL PROPERTY

EXECUTIVE SUMMARY: Old Township Hall | Whitmore Lake, MI 48189



OFFERING SUMMARY

Sale Price: \$275,000

Lot Size: 0.87 Acres

APN: B -02-05-254-002

Total Building Size: 4,571

Zoning: WLD-DD

Price / SF: \$60.16

Location Description: Downtown Whitmore Lake

PROPERTY HIGHLIGHTS

- This value add opportunity of the Northfield Township's former fire station is located in downtown Whitmore Lake.
- A tenant occupies approximately 1,431 SF and is on a month-to-month however they are willing to sign a long term lease agreement.
- The remainder of the space is vacant.
- The downtown sub-district is intended to promote a unified vision for transforming the historic commercial core of the Whitmore Lake community focused on mixed-use development, increased land use intensity, and improved public amenities.

DEMOGRAPHICS

1 Mile

5 Miles

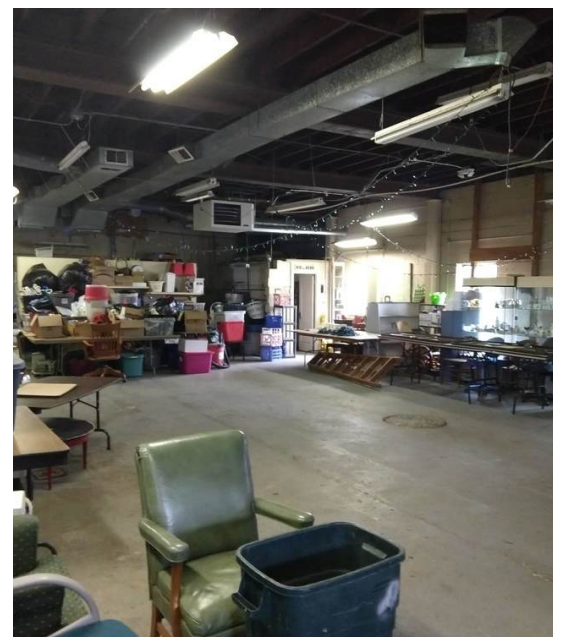
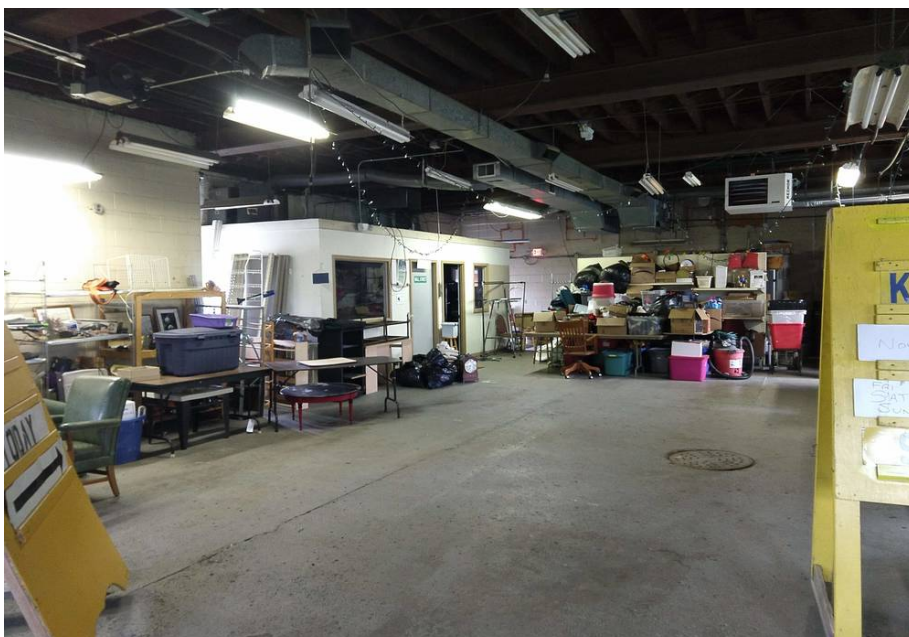
10 Miles

Total Households:	733	11,428	74,047
Total Population:	1,830	29,836	193,247
Average HH Income:	\$67,734	\$82,208	\$86,226

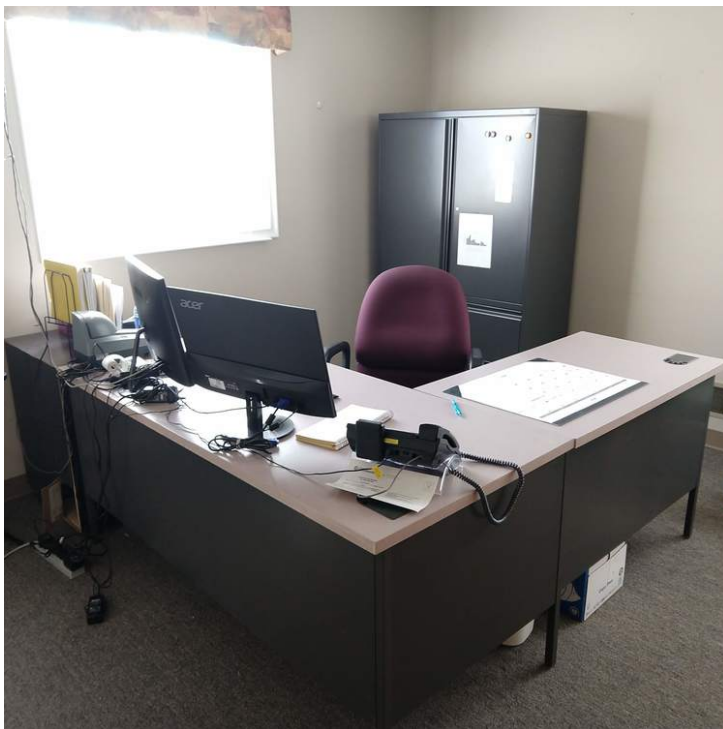
PROPERTY DETAILS: Old Township Hall | Whitmore Lake, MI 48189

SALE PRICE		\$275,000	
LOCATION INFORMATION		PROPERTY DETAILS	
Building Name	Old Township Hall	Property Type	Office
Street Address	75 Barker Road	Property Subtype	Office Building
City, State, Zip	Whitmore Lake, MI 48189	Zoning	WLD-DD
County/Township	Washtenaw	Lot Size	0.868 Acres
		APN#	B -02-05-254-002
		Traffic Count	9368
BUILDING INFORMATION		UTILITIES & AMENITIES	
Building Size	4,571 SF	Utilities Description	Sewer and water
Price / SF	\$60.16		
Number Of Floors	2		

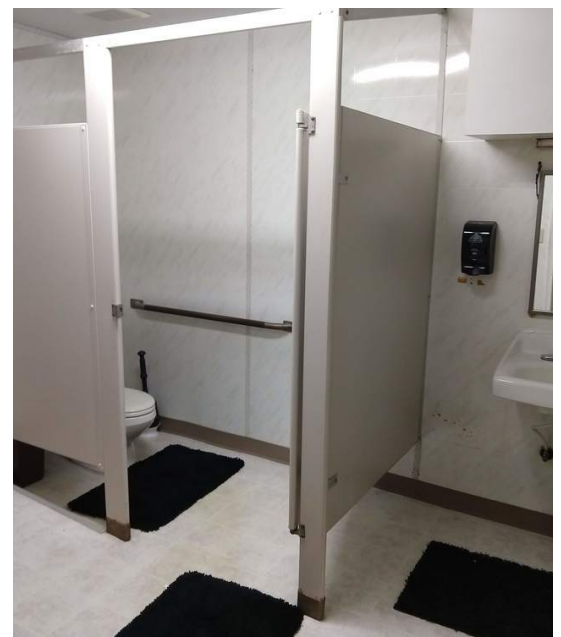
ADDITIONAL PHOTOS: Old Township Hall | Whitmore Lake, MI 48189



ADDITIONAL PHOTOS: Old Township Hall | Whitmore Lake, MI 48189



ADDITIONAL PHOTOS: Old Township Hall | Whitmore Lake, MI 48189



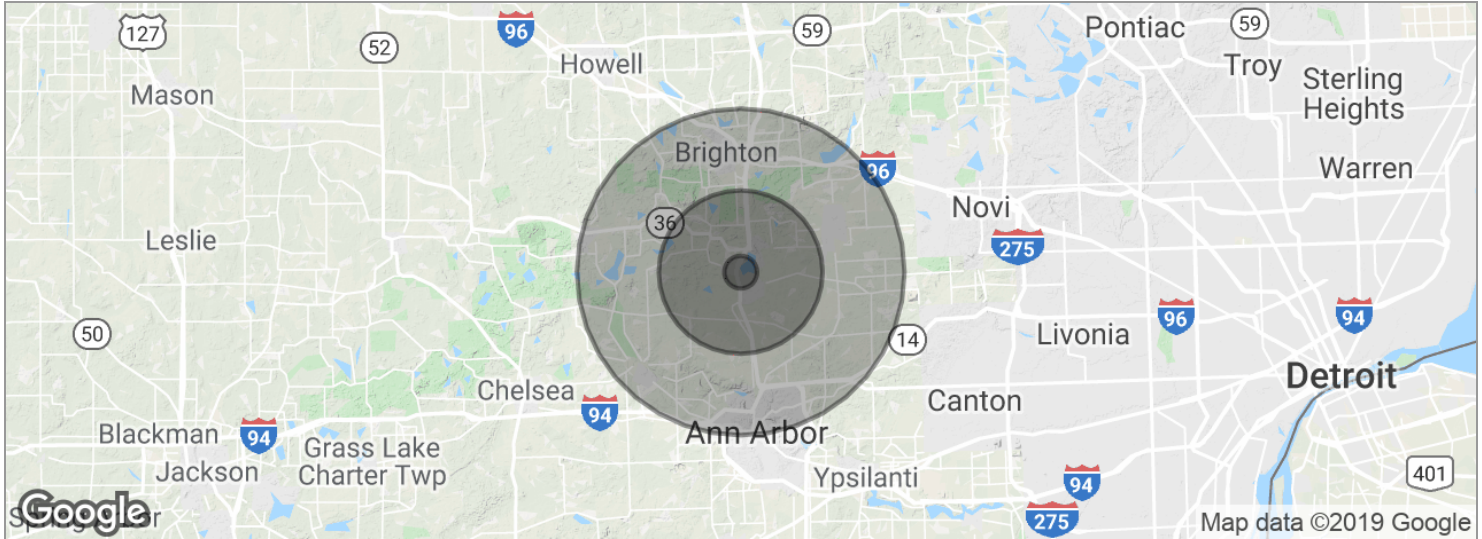
AERIAL MAPS: Old Township Hall | Whitmore Lake, MI 48189



75 BARKER - RETAILER MAP: Old Township Hall | Whitmore Lake, MI 48189



DEMOGRAPHICS MAP: Old Township Hall | Whitmore Lake, MI 48189



POPULATION	1 MILE	5 MILES	10 MILES
Total population	1,830	29,836	193,247
Median age	37.0	40.6	38.2
Median age (male)	35.1	39.7	37.5
Median age (Female)	39.0	41.4	38.8
HOUSEHOLDS & INCOME	1 MILE	5 MILES	10 MILES
Total households	733	11,428	74,047
# of persons per HH	2.5	2.6	2.6
Average HH income	\$67,734	\$82,208	\$86,226
Average house value	\$149,239	\$224,032	\$277,201

* Demographic data derived from 2010 US Census

WASHTENAW COUNTY: Old Township Hall | Whitmore Lake, MI 48189

WASHTENAW COUNTY, MI

"Quality of Life" is a critical factor in helping Ann Arbor / Ypsilanti area achieve its consistent inclusion in "Top Cities" lists. By any standard, Ann Arbor and Ypsilanti area uncommonly blessed with the elements that make for a full and enriching life, whether it's looking at arts and cultural events, recreational activities, educational resources or opportunities to explore the traditions and lifestyles of people of diverse nationalities and cultures.

Arts and cultural resources, ranging from nationally recognized institutions to locally based organizations. The theater is a vibrant part of the community, both on a national scale and through small theater groups offering community involvement. Opportunities to experience music, the visual arts, and other art forms are endless. The town is a regular stop on the circuit for nationally known folk singers and jazz musicians as well as an exciting venue for emerging artists. Over a dozen museums explore art, science, and history with professionalism and innovation.

Washtenaw County 27 cities, villages and townships are home to about 325,000 citizens in urban, suburban, and rural settings. This mix of different settings provides many opportunities for education, recreation, business, agricultural, and home life.

COUNTY INFORMATION

Total Area: 720 square miles

Population (2017): 367,627

COUNTY HIGHLIGHTS

- Home to 2 large universities - University of Michigan and Eastern Michigan University.
- Public schools rank among the top ten in the nation.

WHITMORE LAKE: Old Township Hall | Whitmore Lake, MI 48189



Whitmore Lake boasts extreme beauty, with rolling countryside, centennial farms, and a rural character that feels miles away but only minutes from the City. Whitmore Lake, one of the premier lakes in Southeast Michigan, with 750 acres of open water accommodates all sports, including fishing, boating, water skiing, etc. It is a census-designated place and unincorporated community in the U.S. state of Michigan. The community spans the boundary between Green Oak Township in Livingston County and Northfield Township in Washtenaw County. The United States Census Bureau has defined a census-designated place (CDP) with this name for statistical purposes, which has no legal status as an incorporated municipality. The population was 6,423 at the 2010 census.

The community is located about 9 miles (14 km) north of Ann Arbor and about 9 miles (14 km) south of Brighton. It is situated around the shores of Whitmore Lake, and the CDP also includes the area around the smaller Horseshoe Lake to the south, Lawton Lake to the east and Monahan Lake to the northeast. U.S. Highway 23 forms the western edge of much of the CDP.

Each year Whitmore Lake hosts a weekend-long celebration for Independence Day. In 2011 it marked its 52nd year with the theme "Ignite the Spirit of America". Typical events include a fireworks display over the lake, a boat parade, a ski show performed by the Whitmore Lake Water Ski Club, a running/swimming race, and many other events.

The Michigan Pond Hockey Classic is an annual adult pond hockey tournament held on Whitmore Lake. Established in 2008, the event raises funds for families and schools to support youth participation in athletics.

MICHELLE GROBLER BIO: Old Township Hall | Whitmore Lake, MI 48189

MICHELLE GROBLER

Associate

mgrobler@thomasduke.com

Direct: 248.476.5406 x1106 | **Cell:** 734.829.7131

PROFESSIONAL BACKGROUND

Long before she became a commercial real estate broker, Michelle was honing the profession's key skills: communication, negotiation, and problem-solving. For a decade she was the residential property manager for a large Ann Arbor-based company. There she managed a cast of thousands in her oversight of 900 rental units, most of them housing students. That meant negotiating and finalizing lease agreements between property owners and tenants; meeting with city administrators to be sure that regulations, codes, and compliance issues were addressed; designing and executing marketing campaigns; and coordinating maintenance and repair services. In fact, it was with her assistance that a maintenance department operating at a loss began to turn a profit for the company.

But Michelle saw that she could accomplish even more for property investors by becoming a broker. As a member of the Duke Company's Washtenaw County team she now uses her exceptional interpersonal, organizational, and marketing skills to identify opportunities for both buyers and sellers, owners and tenants, then to help them take full advantage of those opportunities. Rather than the fast-paced, high-turnover relationships that characterize the rental market, Michelle can now build long-term, trusted relationships with her clients. That's her greatest satisfaction.

THOMAS DUKE COMPANY
37000 Grand River Ste. 360
Farmington Hills, MI 48335
248.476.3700

To: Board

From: Steve Aynes, Township Manager

RE: Purchase Offer for Township Property on Coyle Road

Date: October 17, 2019

The Township received the attached offer to purchase township-owned property at the corner of Coyle Rd. and Delaware St. (parcel B-02-18-120-008) from Brandy and James Marender. Mr. & Mrs. Marender live in the apartment building adjacent to the parcel.

The Board has stated that they want the scattered properties owned by the Township sold if the Township has no use for them. Parcel B-02-18-120-008 is one of the parcels identified as one to be sold. One idea the Board has discussed is to sell the properties to adjacent property owners.

The attached offer is to purchase this parcel for \$300. The assessed value for the property is \$700. The market value as determined by the Assessor is \$1,400 (twice the assessed value). Please see the enclosed information regarding the assessment.

The perspective buyers have told me that they have been mowing, cleaning up debris, and in other ways maintaining the lot. They suggested that their investment in the property should be considered towards the purchase price.

Their suggested use for the parcel is to put in a building for commercial use. The property is presently zoned SR-2 for single family housing. From an initial review of the permitted uses in the SR-2 district, the only commercial use mentioned was for in home occupation. The property dimensions would also be an issue due to the required setbacks. The property owner or other party with the consent of the owner would most likely need to apply for a variance if they wanted to build on this parcel.

With the last sale of township-owned property, the Board required the buyer to pay all of the expenses of the purchase including the cost of the title search.

Options available to the Board include the following:

- Accept this offer and sell the property as is.
- Approve a counteroffer with a different sales price.
- Decline the offer and advertise the sale of the property to provide for competitive bids.
- Decline the offer, keep the property, and utilize it for a public purpose.

I would recommend that the Board decline the offer and put the property out to competitive bids to see if the property would sell for the appraised value or higher. This party could submit a bid at that time should they decide to do so.

RECEIVED

OCT 15 2019

NORTHFIELD TOWNSHIP

OCT - 14 - 2019

Proposal

I Brandy RAE MABenda &
I James A MABenda, am
Interested in Buying The Parcel
B-02-18-120.000, Located Next
To 7860 Coyle rd. Its a single
Plot. Nothing is built on it. I understand
Its not zoned for Housing. But can
be used as Commercial. I wish
To offer 300.00 Cash for this
premises. I have for the past
year since I lived at Coyle Taken
care of this field. Mowed, Cleared,
Thrown The Trash away & Rodents,
I intend To use this parcel for
a Shed Shop. Or something I can
conduct my projects & fix things, etc.

Thank you

x Brandy Mabenda
x James Mabenda
7860 Coyle rd
Unit 4

Whitmore Lake, mi, 48189

Parcel Number: B -02-18-120-008

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

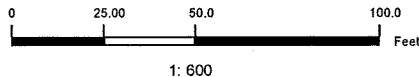
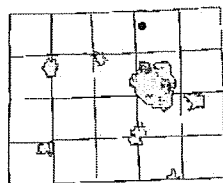
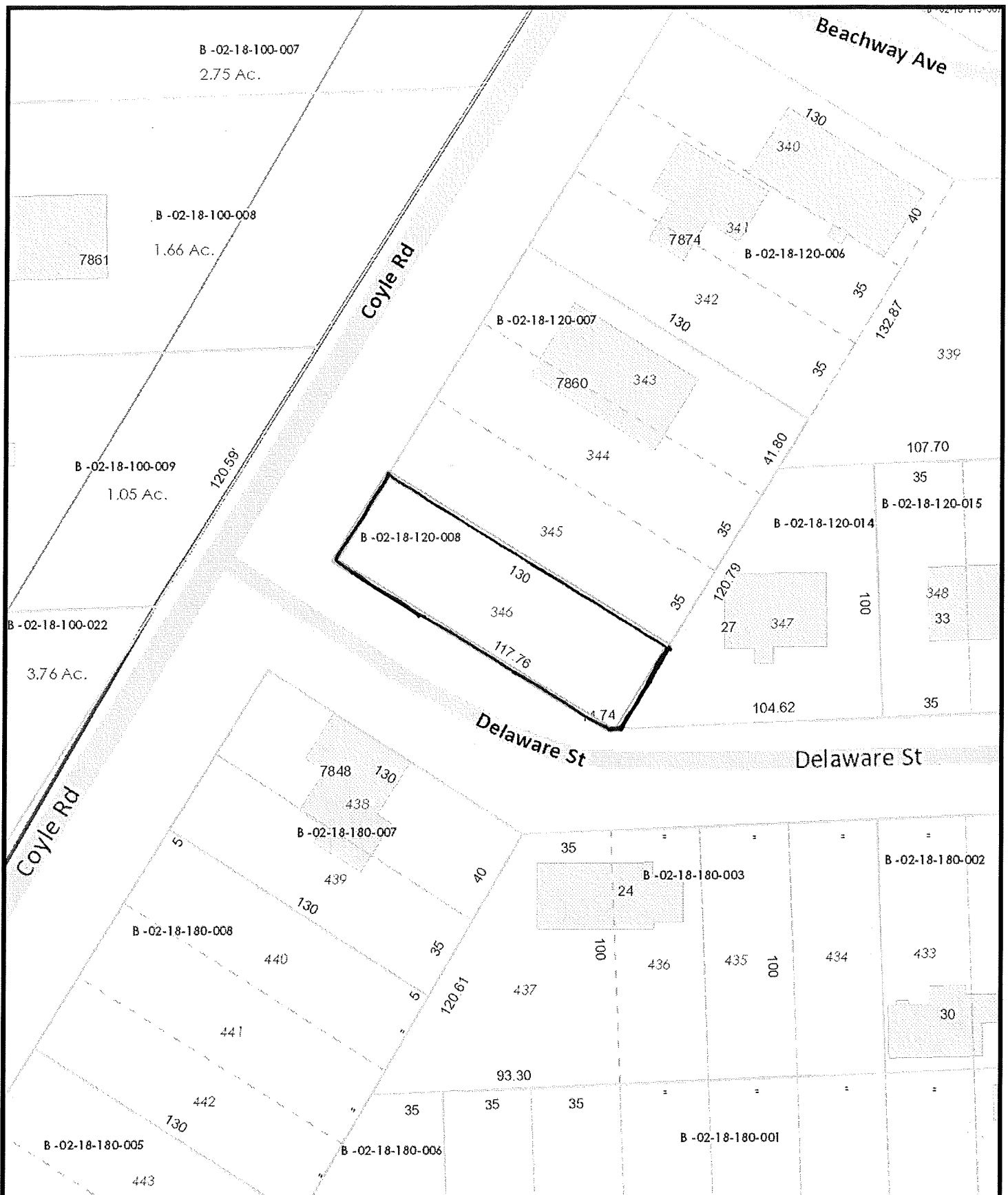
Printed on

10/17/2019

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.																											
STATE OF MICHIGAN	NORTHFIELD TOWNSHIP	0	01/25/1983	QC	NON-MARKET TRANSFER	L1863 P828	PERS INTERVIEW	0.0																											
STATE TREASURER	STATE OF MICHIGAN	0	06/01/1981	QC	NON-MARKET TRANSFER	L1813 P889	PERS INTERVIEW	0.0																											
Property Address		Class: RESIDENTIAL VACAN		Zoning: SR2-S		Building Permit(s)		Date																											
COYLE RD		School: WHITMORE LAKE (81140)						Number																											
Owner's Name/Address		P.R.E. 0%						Status																											
NORTHFIELD TOWNSHIP PO BOX 576 WHITMORE LAKE MI 48189		MAP #:		2019 Est TCV 1,413																															
Taxpayer's Name/Address		Improved X Vacant		Land Value Estimates for Land Table 441.441.RES. HORSESHOE LAKE SUB-WEST 23																															
NORTHFIELD TOWNSHIP 8350 MAIN ST STE#A WHITMORE LAKE MI 48189		Public Improvements		<table border="1"> <thead> <tr> <th>Description</th> <th>Frontage</th> <th>Depth</th> <th>Front</th> <th>Depth</th> <th>Rate</th> <th>%Adj.</th> <th>Reason</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>'A' FRONTAGE</td> <td>33.33</td> <td>130.00</td> <td>1.0000</td> <td>1.0871</td> <td>390</td> <td>10</td> <td>LOW / WET</td> <td>1,413</td> </tr> <tr> <td colspan="8">35 Actual Front Feet, 0.10 Total Acres</td> <td>Total Est. Land Value = 1,413</td> </tr> </tbody> </table>					Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value	'A' FRONTAGE	33.33	130.00	1.0000	1.0871	390	10	LOW / WET	1,413	35 Actual Front Feet, 0.10 Total Acres								Total Est. Land Value = 1,413
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Tax Description		Dirt Road																																	
*OLD SID - B 02-060-233-00 NO 38-346 LOT 346 HORSESHOE LAKE DEVELOPMENT CO'S SHADY BEACH SUBDIVISION.		Gravel Road																																	
Comments/Influences		Paved Road																																	
2019/02/16 FOR 2019 ROLL REMOVED EXEMPTION; PARCEL IS NOT USED FOR AN EXEMPT PURPOSE. T.D.M. 2019/02/16 LATE APRIL OF 2002 FIELD INSPECTION NOTED THIS PARCEL HAS ROAD FRONTAGE AND THIS PARCEL DOES NOT APPEAR TO HAVE WETLANDS AND WILL BE ASSESSED AS SUCH UNLESS DEMONSTRATED OTHERWISE. APRIL 2002 CGR & PH		Storm Sewer																																	
		Sidewalk																																	
		Water																																	
		Sewer																																	
		Electric																																	
		Gas																																	
		Curb																																	
		Street Lights																																	
		Standard Utilities																																	
		Underground Utils.																																	
		Topography of Site																																	
		Level																																	
		Rolling																																	
		Low																																	
		High																																	
		Landscaped																																	
		Swamp																																	
		Wooded																																	
		Pond																																	
		Waterfront																																	
		Ravine																																	
		Wetland																																	
		Flood Plain																																	
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value																											
Who	When	What	2019	700	0	700		700C																											
			2018	EXEMPT	EXEMPT	EXEMPT		EXEMPT																											
			2017	0	0	0		0																											
			2016	0	0	0		0																											

The Equalizer. Copyright (c) 1999 - 2009.
Licensed To: Township of Northfield,
County of Washtenaw, Michigan

*** Information herein deemed reliable but not guaranteed***



10/17/2019

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-223-6662.



NOTE: Parcels may not be to scale.
The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.



10/17/2019 12:14





10/17/2019 12:14

To: Board
From: Steve Aynes, Township Manager
RE: Proposed Township Office Closure December 23-27
Date: October 17, 2019

The Board has expressed interest in limiting the amount of PTO time that employees can accumulate. However, a concern the office employees have is that it is difficult to arrange for time off due to the work needs for their service. At times we even receive complaints from citizens if an employee takes one day off and they have to wait until the next day when the employee returns to work.

This year Christmas Eve and Christmas Day fall in the middle of the workweek. The office employees would normally be working Monday (Dec. 23), be off work for the holidays on Tuesday (Dec. 24) and Wednesday (Dec. 25), and then be back in the office for Thursday (Dec. 26) and Friday (Dec. 27).

The Treasurer is required to be in the office one day between Christmas and New Year's Day from 8 AM to 5 PM to allow for payment of taxes. It is my understanding that this year the Treasurer intends to have this day be Monday, December 30th.

We receive a lot of requests from employees for time off during the weeks of Christmas and New Year's. It is difficult when we have to deny a time-off request so that the office isn't short staffed. Therefore, I am recommending that the Board authorize the closure of the township office for the week of Christmas, December 23-27th. This would allow the employees to use 3 of their accumulated PTO days for the time off. Employees who do not have the PTO days available could take these days as unpaid time off and would be given the option of working extra hours before or after this week if they would like to make up for their days off.

Unfortunately, this would not apply to the Wastewater Treatment Plant due to the requirements of running the plant. The schedule for the Police Department and its clerical employees would be up to Chief Wagner. The Community Center is typically closed during the two weeks at Christmas and New Year's.

This is not intended or recommended as an on-going request for future years. Next year is Leap Year resulting in Christmas Eve and Christmas Day being on Thursday and Friday. New Year's Eve and New Year's Day would be on a Thursday and Friday next year also. Both weeks in 2020 will have three consecutive days of work on Monday-Wednesday.

If the Board approves this request, we will notify the public through various means of communication including the Township's E-Newsletter, Facebook Page and website. We would also post the dates that we are closed in the office lobby. The public will know well in advance of the closure. Then they can plan to come to the office both before and after that week.

Draft Motion: I _____ move, seconded by _____ to close the Township Office from Monday, December 23, 2019 through Friday, December 27, 2019.

Clerks Department

From: Kathleen Manley

Subject: Retention Basin survey link on November sewer bill

Date: 10/16/2019

I have expressed interest in the past to put a survey on the November sewer bill in regards to the potential sewer retention basin and passing the cost to sewer customers. My goal is to keep it simple and not create controversy. I would consider it important for the Board to know if people are aware of the consideration, the need for it, and what their concerns are.

I will be working with Jennifer to develop a survey and hope to have available to the Board before the meeting for critique and questions.

If anyone has concerns or feel this may have to be a longer dialogue, this can be placed on an agenda as an item and on the next round of sewer billing.

Action Requested

Approval from Board to place survey link or direction to link on November 2019 billing statements.

Kathleen Manley