

**NORTHFIELD TOWNSHIP BOARD AGENDA**  
**February 25, 2014 - - 6:45 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
ADOPT BALANCE OF AGENDA  
CALL TO THE PUBLIC

1. Approval of Code Enforcement Officer Contract
2. Approval of Assistant Assessor

2<sup>nd</sup> CALL TO THE PUBLIC  
BOARD MEMBER COMMENTS  
ADJOURNMENT

\* Denotes previous backup; + denotes no backup in package

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

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8350 Main St., P.O. Box 576, Whitmore Lake, MI 48189 Telephone (734) 449-2880\*\* Fax (734) 449-0123 Website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us)

**NORTHFIELD TOWNSHIP BOARD OF TRUSTEES WORKSHOP  
NOTICE OF MEETING  
February 25, 2014 at 7:00 p.m.  
Second Floor, Public Safety Building  
8350 Main Street, Whitmore Lake, MI 48189**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CALL TO THE PUBLIC
5. CORRESPONDENCE and ANNOUNCEMENTS
6. DISCUSSION ITEMS
  - A. Building Department Fees
  - B. Contamination at 75 Barker
  - C. Website walk-through
  - D. Tax Abatement policy and ordinance
  - E. Administrative / accounting cost allocation for the library +
  - F. Township Wide Cleanup
7. BOARD MEMBER COMMENTS
8. CALL TO THE PUBLIC
9. ADJOURNMENT

\* Denotes previous backup; + denotes no backup in package

**NORTHFIELD TOWNSHIP  
Township Board  
Minutes  
February 25, 2014**

**CALL TO ORDER**

The meeting was called to order at 6:45 P.M. by Supervisor Engstrom at 8350 Main Street.

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Absent with notice

Also present:

Township Manager Howard Fink  
Township Attorney Paul Burns  
Members of the community

**ADOPT AGENDA**

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

**FIRST CALL TO THE PUBLIC**

No comments.

**BUSINESS ITEMS**

1.

**Approval of Code Enforcement Officer Contract**

- ▶ **Motion:** Manning moved, Chick supported, that the Independent Contractor Agreement between Northfield Township and William Lenaghan with an addition to Principle Duties and Responsibilities after the first sentence, "...and/or the Township Board in the absence of the Township Manager."  
**Motion carried 6—0 on a voice vote.**

2.

**Approval of Assistant Assessor**

- ▶ **Motion:** Manning moved, Otto supported, that Kathleen Manley be hired as the Assistant to the Assessor at the beginning rate of \$15/hour, not to exceed 32 hours per week. **Motion carried 5—1 on a voice vote, Dockett opposed.**

**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

None.

**ADJOURNMENT**

- ▶ **Motion:** Engstrom moved, Manning supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

The meeting adjourned at 7:17 P.M.

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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 March 11, 2014.

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Michele K. Manning, Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at [http://twp-northfield.org/board\\_of\\_trustees\\_minutes\\_and\\_agendas/index.php](http://twp-northfield.org/board_of_trustees_minutes_and_agendas/index.php)

**NORTHFIELD TOWNSHIP**  
**Township Board Workshop**

**Minutes**

**February 25, 2014**

**CALL TO ORDER**

**Supervisor Engstrom called the workshop to order at approximately 7:17 P.M.**

**PLEDGE/ROLL**

Pledge of Allegiance (at start of meeting at 6:45)

Roll call:

Marilyn Engstrom, Supervisor	Present
Kathy Braun, Treasurer	Present
Shelle Manning, Clerk	Present
Jacki Otto, Trustee	Present
Wayne Dockett, Trustee	Present
Tracy Thomas, Trustee	Absent with notice
Janet Chick, Trustee	Present

**CALL TO THE PUBLIC**

George Brown gave an update to the board regarding the 4<sup>th</sup> of July parade. The parade will be held on July 4<sup>th</sup> at 10:00am, same route as before. Fireworks will also be held on July 4<sup>th</sup>. Other events are being planned.

George Brown commented on the snow in front of businesses in the hamlet. This is causing parking problems and is hard on businesses. County should be contacted to remove it.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Manager Fink gave an update on the following: A discussion has been started at the county level regarding the Washtenaw County Road Commission: should it be dissolved and become a department at Washtenaw County, or should it remain as a separate political entity? The question was posed to the board as to whether they wanted take a position in this matter. This will be put on a future agenda.

**NEW BUSINESS**

1. Building Department Fees: Manager Fink and Kurt Weiland have been looking at revision of the fee structures for the building

department. Analysis has not been completed, but it is recommended that the fee structure be simplified.

2. Contamination at 75 Barker: Manager Fink met with AMEC to discuss the contamination at 75 Barker. There are very low levels of contamination with no impact on health safety. The recommendation at this time is to do nothing. If new proposals come up in the future, there would need to be additional testing done at that time.

3. Website walk-through: The new web site is almost complete. Web site will go live with agreement from the Board.

4. Tax Abatement Policy & Ordinance: A document has been created to provide for people not familiar with the tax abatement process and the types of tax abatement. Manager Fink brought up 2 policy issues to be discussed: Is Northfield Township willing to give tax abatements? How do we calculate years of tax abatement? This issue was discussed with Attorney Paul Burns. Many communities have an ordinance in place outlining specific criteria. Manager Fink does not recommend this for Northfield Twp. It is recommended to move forward on a case by case basis with the front work being done at a staff level.

5. Administrative/Accounting cost allocation for the library: Question was brought up; is it legally permissible to charge the library for appropriate cost allocations of the work the township does for them? Manager Fink recommended that we ask for a small delegation to meet with the library and work this out.

6. Township Wide Cleanup: Trustee Chick commented on the flyer regarding the Community wide clean-up. The Whitmore Lake Kiwanis is sponsoring this event and would like Township support and help to promote the event and obtain volunteers. Trustee Dockett commented he would like for us to do something with the community if they are willing to participate, but last year only a small number of volunteers members of the public arrived.

**NORTHFIELD TOWNSHIP  
Township Board Workshop**

**Minutes**

**February 25, 2014**

**BOARD MEMBER COMMENTS**

Trustee Chick: commented on the issue with 75 Barker. Recommended further discussion at a future meeting to decide what to do with the property. Suggested asking the community for ideas. Trustee Dockett suggested selling it.

Trustee Dockett: commented on Personal Property Tax collection - will there be a report at a future meeting? Treasurer Braun indicated that it would be on a financial report in the future.

Trustee Otto: Would like to extend her appreciation to Howard Fink and the police department for coming to the rescue to the three cars that were stranded on 6 Mile Rd.

**CALL TO THE PUBLIC**

There was no one wishing to speak.

**Adjournment at approximately 9:30pm**

# NORTHFIELD TOWNSHIP

## Township Board

### Notes

#### February 25, 2014

#### CALL TO ORDER

The meeting was called to order at 6:45 P.M. by Supervisor Engstrom at 8350 Main Street.

#### PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

#### ROLL CALL

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Absent with notice

Also present:

Township Manager Howard Fink  
Township Attorney Paul Burns  
Members of the community

#### ADOPT AGENDA

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

#### FIRST CALL TO THE PUBLIC

No comments.

#### BUSINESS ITEMS

##### 1.

#### Approval of Code Enforcement Officer Contract

In answer to questions from Dockett, Fink said this position was advertised, about 15 applications were received, five applicants were interviewed, the field was narrowed to two candidates, and one was chosen. He said he and Zoning Administrator Kurt Weiland were involved in this process. He said Mr. Lenaghan knows that he must provide his own insurance.

In answer to another question from Dockett, Fink said he will come back to the Board before authorizing additional hours for this person except in the case of an emergency, such as an incident involving a lawsuit. In answer to a question from Chick, Fink said it is unlikely there would be any "additional duties" other than those listed in the job

description, rather that is a standard phrase used in job descriptions.

Otto said she fully accepts that the person in this position reports to the Supervisor, but she suggested that the job description also indicate the Code Enforcement Officer also can be directed by the Board of Trustees in the absence of the Township Manager. Fink said he understands her intent, but he recommended against doing this to prevent politicization of the position. He said the same would be true of how a police officer is directed. Township attorney Burns said he understands that Fink is trying to make this position part of the township administration rather than a Board policy issue.

Dockett agreed with Otto that the Board should be making decisions. Otto said she does not see it as a political thing, rather she is concerned about what happens in a situation where there is no Township Manager. Fink said stating that the Board could direct this person "in the absence of the Township Manager" would work. Chick said the Board is ultimately responsible.

In answer to a question from Manning, Fink said funds allocated for Kurt Weiland can support this position until the new budget is in effect, and in time Weiland will be doing less. In answer to another question from Manning, Fink said Lenahan will be reimbursed for actual gas expense, not mileage, based on a log he keeps.

Manning asked if there are any licenses required for this work. Fink said there are not.

- **Motion:** Manning moved, Chick supported, that the Independent Contractor Agreement between Northfield Township and William Lenaghan with an addition to Principle Duties and Responsibilities after the first sentence, "...and/or the Township Board in the absence of the Township Manager."  
**Motion carried 6—0 on a voice vote.**

The Board welcomed Lenahan to the Township.

##### 2.

#### Approval of Assistant Assessor

In answer to questions from Dockett, Engstrom and Fink said this position was advertised locally and in professional publications, about 20 applications were received, and he, Chick, and Engstrom worked on reviewing applications. Dockett said there have been four assistant assessors recently and none of them were with the Township for very long. He said the proposed applicant, Kathleen Manley, does not list assessing experience. Fink said she has a real estate license and works with her husband. Dockett said she should put her

**Northfield Township Board Meeting  
Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
February 25, 2014**

license in escrow to avoid a conflict of interest. Fink said an extensive search was done for this position, and applicants who applied for his assistant position were also considered if appropriate. He said Manley applied for both positions and has applied to get Class 4 certification but no space was available in the class. He said it is his intent for Manley to be trained in this position. He said it is very difficult to find anyone who is certified for a part-time hourly position, so he approached hiring for this position differently to get the best person for the job.

Dockett said he would like to see someone who is trained for the job. He said he does not think this is a good fit. He also said he does not see a job description or other appropriate information. Otto said he had similar thoughts when she first looked at this information, and she asked Fink to comment. Fink said he thinks Manley is personable, has significant leadership and management skills, and this is the recommendation from Fink and Engstrom. He said he, Engstrom, and the Singh think this is the best person for the job. He said they are taking a team approach and think this will work. In answer to questions from Otto and Dockett, Fink said Manley's rate of pay would be \$15/hour, not to exceed 32 hours/week. Chick said she thinks this is a great idea. Engstrom said the search to fill this position has been going on for over a year, the Assessor needs help, and she is very happy Manley was found.

Dockett said he is sure Manley is very nice, but without a job description he cannot support this. He said he cannot

see why someone would be hired for this position with the Township having to immediately begin paying for training.

- ▶ **Motion:** Manning moved, Otto supported, that Kathleen Manley be hired as the Assistant to the Assessor at the beginning rate of \$15/hour, not to exceed 32 hours per week.

In answer to a question from Dockett, Manning said there is a job description in the office.

**Motion carried 5—1 on a voice vote, Dockett opposed.**

**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

None.

**ADJOURNMENT**

- ▶ **Motion:** Engstrom moved, Manning supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

The meeting adjourned at 7:17 P.M.

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Submitted by Lisa Lemble.

These notes are an expanded version of the official meeting minutes adopted by the Board of Trustees. Minutes and notes for all meetings are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)

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# NORTHFIELD TOWNSHIP

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## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/21/2014  
**Re:** Code Enforcement

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Dear Township Board,

After much deliberation, I have decided to recommend the hiring of Bill Lenaghan for the position of Code Enforcement officer. Attached is the contract for your approval. The contract is in 6 month durations, to be automatically renewed unless notice provided by either party for termination. Bill will be paid \$25 per hour, plus gasoline expenses. Please note that the contract has been written that Bill will report to the Township Manager and that both the board or Township Manager can terminate the contact at any time with 15 days notice.

Respectfully Submitted,



Howard Fink, Township Manager

## INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_ 2014, between the Township of Northfield (the "Township") and William Lenaghan, 3433 Dewdrop Lane, Howell, MI 48843 ("Consultant").

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

**2. Duties.** The Consultant will serve as the: **NORTHFIELD TOWNSHIP PART-TIME CONTRACTUAL CODE ENFORCEMENT OFFICER**

The Part-Time Code Enforcement Officer serves at the direction of the Township Manager.

### SUMMARY OF DUTIES, ACTIVITIES AND RESPONSIBILITIES

The Consultant is responsible for enforcing municipal code regulations including, but not limited to, zoning, signage, blight, and general nuisances. The position conducts field investigations and inspections for ordinance compliance and violations of the municipal code. Maintains records related to complaints and field investigations, and issue and maintain appropriate records of citations for violations, and enter such records into Township computer system as directed. Provides notice of violations through verbal and written contact. Initiates action for swearing to complaints in connection with prosecution for violations of municipal codes. Provides assistance and coordinates investigations with the Township of Northfield and Washtenaw County Building Department. The Consultant is responsible for obtaining and maintaining any and all licenses required by law for the work contemplated herein. Provide recommendations to the Township Manager on improvements to code enforcement procedures, as well as necessary ordinances.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

The assigned duties for the Part-time Contractual Code Enforcement Officer will include a variety of tasks as determined by the Township Manager. The Part-time Contractual Code Enforcement Officer shall provide service in such a manner that optimum results are achieved in relation to the resources of the Township. The Part-time Contractual Code Enforcement Officer will report directly to the Township Manager, and shall fulfill any other duties reasonably requested by the Township and agreed to by the Part-time Contractual Code Enforcement Officer. Consultant shall not be entitled to compensation for time spent traveling to and from Township facilities.

**3. Term.** This Agreement shall commence on February \_\_\_\_, 2014, and shall terminate on September \_\_, 2014, unless earlier terminated by either party hereto. This Agreement may be terminated at will upon fifteen (15) days prior written notice by the Township Board, the Township Manager or Consultant. This Agreement shall automatically renew every six months, for a term of six months, unless either party provides written notice of termination fifteen (15) days prior to the expiration of the Agreement.

**4. Compensation.** As full compensation for the services performed by William Lenaghan, as representative for Consultant, the Township shall pay the Consultant at the hourly rate of \$25.00, with total hours per week not to exceed 8 hours, unless directed by the Township Manager. Compensation shall only be provided for periods when William Lenaghan is providing services for the Township, not inclusive of lunch hour or breaks.

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

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

**7. Consultant's Taxpayer I.D. Number.** The taxpayer I.D. number of the Consultant is 37-0441544

**8. Insurance.** Consultant shall carry general liability, automobile liability, workers' compensation and employer's liability insurance in an amount deemed acceptable by the Township's insurance carrier, and shall add the Township as an additional insured on such policies. If Consultant fails to carry such insurance in adequate amounts, it shall indemnify and hold harmless the Township, its agents and employees from and against

any damages, claims, and expenses arising out of or resulting from work conducted by Consultant and its agents or employees.

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

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

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

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

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

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

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

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

**A. Notices to Consultant:**

**B. Notices to the Township:**

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

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

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

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

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

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

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

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

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

Township of Northfield

William Lenaghan

By: \_\_\_\_\_  
Its:

By: \_\_\_\_\_

# KATHLEEN MANLEY

8690 Palma Lane South Lyon, MI 48178

**(734) 231 1468**

**[kmanley@cbwm.com](mailto:kmanley@cbwm.com)**

I would like to learn more about the Administrative Assistant opportunity within Northfield Township. Something part-time and close to home is exactly what I am looking for. My professional background is one of increasing responsibility and achievement in a variety of positions as a resource, advisor, and individual producer. The contributions I have made to the success of the organizations of which I was a part lead me to believe that I could bring a similar success to your company in this position.

Recognized for banking /administrative expertise, computer knowledge, collaboration, problem-solving skills, as well as team leadership, I have excelled in positions requiring strategic planning, exceptional relationship management, and the ability to serve as an operational advisor and subject-matter expert resource to Management. I have benefited organizations with project management proficiency and discipline, a personal and professional dedication to excellence, and a willingness to go "above and beyond" to ensure success. I am attaching a resume to provide you with further details of my experience for your evaluation.

I believe I offer a unique combination of strong administrative and general management knowledge, practical experience, and a strong understanding of the business operations that could benefit your company. I am available for either a telephone conversation or an in-person interview at your earliest convenience, and would welcome the opportunity to learn more about your company and this position. I look forward to your response and our first meeting.

Sincerely,

Kathleen Manley

# KATHLEEN MANLEY

8690 Palma Lane South Lyon, MI 48178

(734) 231 1468

[kmanley@cbwm.com](mailto:kmanley@cbwm.com)

## BANKING / ADMINISTRATIVE PROFESSIONAL

*Leading through Personal Example*

### PROFESSIONAL PROFILE

Proven Banking / Finance Professional adept at quickly and successfully responding to ever-changing environments and situations. Consistently achieves goals within critical project deadlines, and able to leverage an eye for detail to ensure the quality and accuracy of projects. Consummate professional who works well in high-pressure situations, possessing a genuine respect for personnel at all levels; interpersonal skills mesh very well with achieving maximum productivity from every job. Builder of high-performance teams and a natural team leader and mentor who excels in dynamic, demanding environments, while remaining pragmatic and focused.

- Expert at efficiently and successfully responding to changing environments and situations, and resistant to adversity. Known for strong client focus, high level of enthusiasm for effectuating business success, strong analytical and resolution skills, systemic thinking, and strong relationship building.
- Innovative solution provider who consistently earns the confidence of both clients and staff through the delivery of superior support and performance. Able to realize cost savings, accelerate performance, and sustain strategic flexibility while creating a competitive advantage for the organization.

### CORE COMPETENCIES

**Financial Analysis • Mortgage Processing • Project Management • Team Development / Leadership  
Financial Performance Reporting • Budgeting • Strategic / Tactical Planning  
Process Improvement • Needs Assessment • Operations Streamlining  
Client Relationship Management • Regulatory Compliance**

### PROFESSIONAL EXPERIENCE

#### **Coldwell Banker Realtor**

Northville, MI

2012 – Present

Guide homebuyers and sellers through the sale and purchase of properties. Develop listing of properties that are compatible with buyers' needs and financial resources. Coordinate showing appointments for prospective buyers. Establish positive flow of communication with other agents, buyers and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process. Present purchase offers to sellers for consideration. Negotiate contracts on behalf of clients. Coordinate property closings, overseeing signing of documents, and disbursement of funds.

#### **Bank of America**

Various Locations in Metro Detroit

1991 – 2012

*(Formerly Standard Federal / Lasalle Bank)*

#### **Assistant Branch Manager ~ 2008- 2012**

Provided strategic direction and leadership to daily activities of bank branch consisting of up to 13 full-time Financial Service Representatives. Met with clients to explore lending opportunities and solutions to borrowing needs. Supported portfolio growth within the branch by identifying cross-selling opportunities. Managed budgeting, accounting for expense control, hiring, performance reviews, facilities management, compliance, auditing, sales production, and ATM Balancing. Developed cost and profitability analysis for branch. Utilized financial expertise to develop strategic recommendations based on financial analysis and projections, cost identification, allocation, and revenue / expense analysis. Managed high volume mortgage production / processing within branch.

***Bank of America continued***

- Received two internal audit scores of 100% in 2011 and 2012.
- Developed and executed integrated sales, relationship, and credit strategies that were aligned with the business plans to achieve revenue, service, and credit goals.
- Utilized consultative sales approach to define customer goals and develop solutions that cultivated strong relationships with customers.
- Played key role in branch meeting established objectives and targets each year.

**Branch Manager ~ 2000- 2008**

Delivered daily leadership and direction to assigned bank location to increase customer satisfaction and bank profits. Established targets and designed strategies to achieve them. Monitored latest governmental rules and regulations and kept team members abreast of any changes. Provided leadership, training, and supervision to staff. Held responsibility for independent management of client portfolios. Solicited, negotiated, and closed opportunities to meet budgeted revenue within acceptable risk parameter. Tailoring bank product services and solutions for clients. Utilized understanding of clients unique needs, offered tailored solutions for transactions banking services. Participated in community events to increase bank's visibility and to enhance new and existing business possibilities.

- Achieved target level of customer service and relationships ensuring that staff were customer focused. Provided coaching, guidance, and training.
- Reached branch sales goals through new business acquisition, referrals, and retention of account relationships.

**Personal Banker ~ 1995- 2000**

Offered and sold financial products and services to consumers and small businesses customers. Interacted with customers to determine needs. Advised and educated customers regarding deposit account services, checking, savings, money market, CDs, IRAs, and other investment products. Opened deposit accounts, handled loan applications, and managed service requests. Leveraged in-depth product knowledge to assist bank in meeting goals. Exercised strong problem solving skills with the ability to demonstrate sound judgment and make decisions based on accurate and timely analyses.

- Successfully completed lending program. Gained knowledge and ability to accept, underwrite and close loans.

**Teller ~ 1991- 1995**

**EDUCATION**

**Bachelor of Science Business Administration / Marketing**

Wayne State University Detroit, MI

**Associates Degree Business Administration**

Henry Ford Community College Dearborn, MI

**PROFESSIONAL DEVELOPMENT**

Deposits and Operations Compliance

Anti-Money Laundering

Lending Compliance

Fair Lending

Quickbooks

**NORTHFIELD TOWNSHIP BOARD OF TRUSTEES WORKSHOP  
NOTICE OF MEETING**

**February 25, 2014 at 7:00 p.m.  
Second Floor, Public Safety Building  
8350 Main Street, Whitmore Lake, MI 48189**

**AGENDA**

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# NORTHFIELD TOWNSHIP

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## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/21/2014  
**Re:** Building Department Fees and Process

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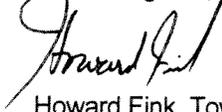
Dear Township Board,

As part of my efforts to review the efficiency and operations of each department, I have now begun to look at the fee schedule of the building department and its relationship to the budget. The law in Michigan is very clear that fees and revenue derived from the Building Department must bear a reasonable relationship to the cost of services. In essence, this fund must break even over time. In our situation, not all of the costs associated with the building department services have been included in the budget. This includes rent, administrative costs, part of Mary's time, and a small part of my salary.

As part of our fee structure analysis, our intent is to streamline our operations to more closely align with typical practice in other municipalities. In consultation with Kurt, I have attached a building fee structure for your review. Additionally, we are recommending that we alter the way in which we charge for building trade inspections and calculate inspectors pay. We want to move to a flat fee approach rather than a buffet style, charging for inspections by the hour rather than by the task. Our hope again is to streamline the process and remove some of the administrative efforts required to calculate these costs under our current system. We all must recognize that we have limited staff and as long as we continue to break even, it is in our best interest to simplify the process. Lastly, we will be looking at the permitting process to ensure that we are not being too burdensome in requiring permits for maintenance type of construction.

Mostly related to Planning Commission, we will also be updating our fees related to entitlements / regulatory approvals. Both Doug and I are recommending that we follow the model set forth by Scio Township. I will be having discussions with OHM prior to the meeting encouraging them to provide more "set" fee structures rather than billing on an hourly basis. For those that are billed on an hourly basis, I would rather have OHM bill the project directly. It becomes a difficult administrative and accounting function to keep track of escrow amounts and engineering fees.

Warm Regards,



Howard Fink, Township Manager

## Northfield Township Department of Building Safety Fees

### Building Permit Fee Schedule

2/19/14

All building permits include a \$25 non-refundable application fee; plus \$5.00 per thousand of the construction value and a \$50 per inspection fee.

Minimum construction value shall be established by applying 70% of the most recent ICC Building Valuation Data (BVD) square foot construction cost tables.

For minor improvements not included in BVD tables the following construction values will be applied;

Basement finishes	\$20 per square foot
Concrete flat work	\$5 per square foot
Porches with roof	\$20 per square foot
Porches/Decks without roofs	\$13 per square foot
Screened Porches/Gazebo's	\$20 per square foot
R3 Accessory Structures w/o concrete floor (Sheds, Garages, Pole Barns)	\$15 per square foot

(Add \$2 per square for composite decking)

Building Permits **Do Not** cover the associated installation or changes to electrical, mechanical or plumbing work. Separate trade permits are required.

### Plan Review Fees:

New Residential – per unit (Includes Duplex's & Townhouses)	\$50
Minor Plan Reviews or Minor Revisions	\$25
Commercial plan reviews will be charged:	\$120 per hour with a \$60 minimum.

Applicant is responsible for all plan review cost incurred by the Township even if the project is canceled.

**Zoning Compliance may also be required**

**Other Building Permits:**

Demolition Residential Accessory Building	No Charge
Demolition*	\$75
Hot Tub/Spa/Above Ground Pools	\$75
Structure Moving* (moving permit fees do not apply to modular homes or the new foundation)	\$115
Modular Home (does not include site built improvements)	\$75
Sales Trailer/Construction Trailer*	\$75
Change of Use Permit	\$125
Industrial & Commercial Annual Trade Permits (quarterly inspections)	\$225
Barrier Free ramps for one and two family dwellings	No Charge
* (Performance Bond Required)	

**Inspection Fees:**

Re-inspection	\$45
Additional Inspections	\$50
Special Inspections (conducted after business hours, weekends, Holidays)	\$100
Code Compliance Inspection	\$50
Code Compliance Inspection (w/certificate)	\$75
Building Safety/Liquor Inspection	\$100

**Other Charges:**

Violation notice of working without required permits	\$45
Posting of a stop work order	\$45
Building Safety/Liquor Inspection	\$100
Special Inspection Reports	\$50 per hour
Permit Renewal (request must be in writing and can only be renewed twice)	\$25
Residential Certificate of Occupancy (remodel, additions, renewals & replacements)	\$25
Residential Temporary Certificate of Occupancy*	\$75
Commercial Certificate of Occupancy (remodel, additions, renewals & replacements)	\$100
Commercial Temporary Certificate of Occupancy and Renewals*	\$100
Construction Board of Appeals (Current Washtenaw County Construction Board of Appeals Fees)	

**Performance Bonds: (\*)**

Residential Temporary Certificate of Occupancy Bond (per item)	\$500
Commercial Temporary Certificate of Occupancy Bond (minimum)	\$1,000
Demolition Bond	\$5,000
Structure Moving Bond	\$5,000
Sales Trailer/Construction Trailer Bond	\$500
Applicant Performance Bond **	\$500

\*\* The applicant performance bond is required for each permit issued to an applicant that has been notified and has failed to act in good faith to complete expired uncompleted permits with in the Township.

**Refund of Fees:**

Prior to the permits expiration date, the applicant may submit for a refund. The request must be in writing and all fees will be refunded except: the application fee and 25% of the permit fee plus \$50 for each inspection that was completed.

**License Registration Fees: (once per license cycle)**

Builders License	\$15
Maintenance/Alteration Contractor's License	\$15
Mobile Home Installers License	\$15
Plumbing Contractor	\$15
Mechanical Contractor	\$15
Electrical Contractor	\$15
Sign Contractor	\$15
Fire Alarm Contractor	\$15

**Electrical Permit Fee Schedule:**

Application Fee (non-refundable)	\$25
Per Inspection Fee	\$50

**Plumbing Permit Fee Schedule:**

Application Fee (non-refundable)	\$25
Per Inspection Fee	\$50

**Mechanical Permit Fee Schedule:**

Application Fee (non-refundable)	\$25
Per Inspection Fee	\$50

One trade inspection provides 30 minutes of on site inspection time. Inspections that run over 30 minutes will be charged for an additional inspection.

**SCIO TOWNSHIP FEE SCHEDULE**

**Final approved 1/24/2012**

DESCRIPTION	SCIO TWP FEE	CWA FEE	OHM FEE	TOTAL FIXED FEES	NOTES & FEE ADDITIONS	CONSULTANT'S FEES ON RESUBMITTALS
<b>CONDITIONAL USE</b>						
CONDITIONAL USE	650	300	*	950	*use OHM calculator if required	1/2 of original consultant fees
<b>LAND DIVISION</b>						
AMENDMENT TO CONDO MASTER DEED	500			500		1/2 of original consultant fees
LAND DIVISION LAND	300		*	300	*hourly if required	1/2 of original consultant fees
LAND DIVISION/COMBINATION	300		*	300	*hourly if required	1/2 of original consultant fees
<b>MEETINGS</b>						
MEETING WITH CONSULTANT (1 hour)		125	*	125	*hourly if required	1/2 of original consultant fees
SPECIAL BOARD MEETING	850	125	*	975	*hourly if required	1/2 of original consultant fees
PRE/POST APPLICATION MEETINGS		125	250	375		1/2 of original consultant fees
<b>PLAT</b>						
TENTATIVE PRELIMINARY PLAT REVIEW	500	400*	750*	1650	* plus \$10 acre CWA and \$40 acre OHM	1/2 of original consultant fees
FINAL PRELIMINARY PLAT REVIEW	500	400*	750*	1650	* plus \$35 acre CWA and \$40 acre OHM	1/2 of original consultant fees
FINAL PLAT REVIEW	300	300*	500*	1100	* plus \$10 acre CWA and \$10 per lot OHM	1/2 of original consultant fees
<b>PRIVATE ROADS</b>						
PRIVATE ROAD REVIEW	500	400	500*	1400	*plus \$40 per parcel OHM	1/2 of original consultant fees
PRIVATE ROAD VARIANCE	500	250	*	750	*hourly if required	1/2 of original consultant fees
<b>PUD</b>						
PUD MINOR/MAJOR AMENDMENT	500	*	*	500	*TBD if required	1/2 of original consultant fees
PUD PRELIMINARY SITE PLAN	1000	350*	750*	2100	* plus \$30 acre CWA and \$40 acre OHM	1/2 of original consultant fees
PUD FINAL SITE PLAN	1000	400*	750*	2150	* plus \$30 acre CWA and \$40 acre OHM	1/2 of original consultant fees
PUD DETAILED ENGINEERING PLAN	500		use calculator	500		1/2 of original consultant fees
DEVELOPMENT AGREEMENT	250*	hourly if required	hourly if required	250	*plus legal review fees incurred	1/2 of original consultant fees

SITE PLAN (NON-RESIDENTIAL)	SCIO TWP FEE	CWA FEE	OHM FEE	TOTAL FIXED FEES	FEE ADDITIONS	RESUBMITTALS
NEW DEVELOPMENT CONCEPT PLAN (PSP)	500	350*	750*	1600	*plus \$25 acre CWA and \$50/2000 sq ft gross area OHM	1/2 of original consultant fees
NEW DEVELOPMENT FINAL PLAN (FSP)	500	400*		900	*plus \$25 acre CWA	1/2 of original consultant fees
NEW DEVELOPMENT DETAILED ENGINEERING	500		*	500	use OHM calculator	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN (PSP)	500	350*	750	1600	*plus \$15 acre CWA	1/2 of original consultant fees
ADDITION/EXPANSION FINAL PLAN (FSP)	500	400*		900	*plus \$15 acre CWA and \$50/2000 sq ft	1/2 of original consultant fees
ADDITION/EXPANSION DETAILED ENGINEERING	500		use calculator	500		1/2 of original consultant fees
<b>SITE PLAN (RESIDENTIAL)</b>						
NEW DEVELOPMENT CONCEPT PLAN (PSP)	750	350*	750*	1850	*\$25 acre CWA and \$40 acre OHM	1/2 of original consultant fees
NEW DEVELOPMENT FINAL PLAN (FSP)	750	400*		1150	*plus \$25 acre CWA	1/2 of original consultant fees
NEW DEVELOPMENT DETAILED ENGINEERING	500		use calculator	500		1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN (PSP)	500	350*	500*	1350	*plus \$15 acre CWA and \$40 acre OHM	1/2 of original consultant fees
ADDITION/EXPANSION FINAL PLAN (FSP)	500	400*		900	*plus \$15 acre CWA	1/2 of original consultant fees
ADDITION/EXPANSION DETAILED ENGINEERING	500		use calculator	500		1/2 of original consultant fees
<b>WETLANDS REVIEW</b>						
WETLANDS REVIEW	200	400*	300*	900	*plus \$25 acre CWA & \$25 acre OHM	1/2 of original consultant fees
<b>RE-ZONE/ORD AMENDMENT</b>						
REZONING	500	400*	hourly if required	900	*plus \$15 acre CWA	1/2 of original consultant fees
ORDINANCE & MAP AMENDMENTS	500	400*	hourly if required	900	*plus \$15 acre CWA	1/2 of original consultant fees
<b>MISC</b>						
TEMPORARY ZONING COMPLIANCE	100			100		
TRAILER @ JOBSITE ZONING COMPLIANCE	75			75		
USE PERMIT	50			50		
ZONING COMPLIANCE NON RESIDENTIAL	100			100		
ZONING COMPLIANCE NON RESIDENTIAL NEW	100			100		
ZONING COMPLIANCE RESIDENTIAL REMODEL	50			50		
ZONING COMPLIANCE RESIDENTIAL NEW	100			100		
CONDOMINIUM DOCUMENT REVIEW	100			100		
DEVELOPMENT AGREEMENT	250		hourly if required	250		

INSPECTIONS	SCIO TWP FEES	CWA FEE	OHM FEE	TOTAL FIXED FEES	FEE ADDITIONS	RESUBMITTALS
FIRE DEPARTMENT INSPECTION FEES	50			50		1/2 of original consultant fees
PLANNER - COMMERCIAL INSPECTION /	100	200		300	*TBD if required	1/2 of original consultant fees
PLANNER - RESIDENTIAL ENGINEER - CONSTRUCTION	50	200		250	*TBD if required	1/2 of original consultant fees
	100		*	100	*contact OHM	1/2 of original consultant fees
<b>VARIANCE:</b>						
VARIANCES - RESIDENTIAL	250	250	*	500	*TBD if required	1/2 of original consultant fees
VARIANCES - ALL OTHERS	400	250	*	650	*TBD if required	1/2 of original consultant fees
<b>MISC:</b>						
OFFICE COPIES PER 8 1/2 x 11 PAGE	0.25					
LIQUOR LICENSE APPLICATIONS	225					
GOING OUT OF BUSINESS PERMITS	100					
HOME OCCUPATION PERMIT	100					
PEDDLER PERMIT	see ordinance					
MESSAGE PERMIT	see ordinance					
SEASONAL SALES PERMIT	100					

**Policies:**

1. ALL PUD'S ARE CONSIDERED ONE PROJECT REGARDLESS OF NUMBER OF PHASES
2. ALL FEES ARE NON-REFUNDABLE AFTER REVIEWS BEGIN
3. ANY SUBMISSION MADE MORE THAN ONE YEAR AFTER ORIGINAL SUBMISSION, SHALL BE CONSIDERED AN ORIGINAL SUBMITTAL
4. BALANCES MUST BE CURRENT BY AGENDA CUT OFF TIME BEFORE ANY ITEM WILL BE PLACED ON AN AGENDA
5. NO PROJECT SUBMITTALS ACCEPTED FROM APPLICANTS WITH BALANCES DUE
6. ALL FEES MUST BE PAID BEFORE FINAL OR TEMP FINAL WILL BE ISSUED
7. ALL CHARGES MUST BE PAID PRIOR TO FINAL OCCUPANCY
8. DEPOSITS ARE NOT FINAL CHARGES, AS ACTUAL CHARGES MAY BE MORE OR LESS THAN DEPOSITS
9. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE
10. A 5% ADMIN ACCOUNTING FEE IS ADDED TO ALL ESCROWED AMOUNTS
11. REMINDER: ALL APPLICANTS SHOULD CONTACT UTILITIES DEPT FOR TAP AND REU RELATED FEES



# CODE WORKS!

WWW.MICHIGAN.GOV/BCC  
SUMMER 2013

## WORDS FROM DIRECTOR IRVIN J. POKE, AIA

\* I have been contacted by a number of building officials and several elected executives regarding the use of revenue generated by an enforcing agency. The question has been "may that revenue be used for zoning, property maintenance, or housing operation if they are part of the code enforcement department?" The answer is no. Section 22 of 1972 PA 230, MCL 125.1522(1) provides the authority for a governmental subdivision to establish "reasonable fees." The section clearly states that "fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision ... of an enforcing agency..." The subsection continues to state "The legislative body of the governmental subdivision shall only use the fees generated under this section for the operation of the enforcing agency or the construction board of appeals, or both, and shall not use the fees for any other purpose."

Section 2 of 1972 PA 230, MCL 125.1502a(1)(s), states "Enforcing agency means the governmental agency that, in accordance with section 8a or 8b, is responsible for administration and enforcement of the code within a governmental subdivision. However, for the purposes of section 19, enforcing agency means the agency in a governmental unit principally responsible for the administration and enforcement of applicable construction regulations." Subsection MCL 125.1502a(1)(k) states "Code means the state construction code provided for in section 4 or a part of that code of limited application and includes a modification of or amendment to the code." Section 4 of 1972 PA 230 MCL 125.1504, defines the code that the enforcing agency is authorized to enforce. Any operation concerning other than the codes listed in MCL 125.1504 are not "enforcing agency" operations and the fees collected from enforcing agency operation shall not be used for other operations.

It has been alleged that governmental subdivisions have been using the revenue derived from enforcing agency operations to fund zoning, property maintenance, housing, planning, etc. These functions are not enforcing agency functions, and it is improper to use enforcing agency fees for such operations. It has also been reported that zoning, property maintenance and housing inspectors have been listed as code inspectors and enforcing agency funds used to support their operations. This is not in accordance with the act and should not be done.

In conclusion, governmental subdivisions must be aware of restricted use of funds derived from enforcing agency operations. They also should be aware that the fees charged shall resemble the cost of providing the services prescribed in 1972 PA 230. Even if other operations are in the same department, those operations may not be funded by "enforcing agency" fees.



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Words from the Director

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Plumbing Division Appoints New Chief

Revised Plan Review Applications

3

50th Anniversary Metro Building Inspectors of Greater Grand Rapids

4

Michigan 2012 Code Adoption and Referenced Standards

Elevator Rules Status

5

2011 Michigan Electrical Code Adopted

Air Conditioning and Refrigeration Branch Circuits

6

Mechanical Contractor Specialty License Modifications

Michigan Codes and Rules in Effect

7

State Boundary Commission Rules

8

Installation and Permit Requirements for Water Softeners in Residential Occupancies

Boilers in Apartments, Condominiums and Town Homes

9

BCC Contact Information and Board and Commission Meetings

10

License Examination Dates and BCC Online Services/Quick Links

For your consideration, please find the below permit fee comparisons for a new single family home. The building permit fees were obtained from adjacent jurisdiction Building Officials. Plumbing, Mechanical and Electrical fees were obtained from jurisdictions that had easily available permit applications on their websites.

**Building Permit (\$300,000.00 valuation)**

1. City of Ann Arbor.....\$3,850.00
2. City of Salline.....\$2,270.00
3. Pittsfield Township.....\$2,225.00
4. Ypsilanti Township.....\$2,150.00
5. Washtenaw County.....\$1,850.00
6. Ann Arbor Township.....\$1,620.00
7. Superior Township (current)..... \$1,350.00
8. *Superior Township (proposed)*.....\$2,000.00

**Plumbing Permit**

1. Pittsfield Township.....\$294.00
2. Washtenaw County.....\$344.00
3. State of Michigan.....\$383.00
4. Superior Township (current).....\$218.00
5. *Superior Township (proposed)*.....\$314.00

**Mechanical Permit**

1. Pittsfield Township.....\$193.00
2. Washtenaw County.....\$234.00
3. State of Michigan.....\$310.00
4. Superior Township (current).....\$180.00
5. *Superior Township (proposed)*.....\$215.00

**Electrical Permit**

1. Pittsfield Township.....\$309.00
2. Washtenaw County.....\$359.00
3. State of Michigan.....\$433.00
4. Superior Township (current).....\$268.00
5. *Superior Township (proposed)*.....\$333.00

# NORTHFIELD TOWNSHIP

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## Memo

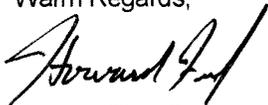
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/21/2014  
**Re:** Contamination Issue at 75 Barker

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Dear Township Board,

One outstanding issue that ought to be resolved is the existing contamination at 75 Barker. Unfortunately, Rob DeWyre will not be able to present at our workshop meeting on Tuesday. I will be having a meeting with him on Monday prior to the meeting to discuss the boards options and receive his recommendations. As a refresher, Mr. DeWyre was one of the consultants who completed the attached report on the existing contamination issues at 75 Barker. Once I meet with Mr. DeWyre, I will be able to provide the board with a more concrete recommendation on how to move forward. In the meantime, please review the attached report.

Warm Regards,



Howard Fink, Township Manager



December 21, 2012

Mike Boss  
Boss Engineering  
3121 East Grand River Boulevard  
Howell, Michigan 48843

Re: Heating Oil UST Removal  
Former Northfield Township Hall/Fire Station  
75 Barker Road, Whitmore Lake, Michigan  
AMEC Project No. 500003.3

Dear Mr. Boss:

AMEC Environment & Infrastructure, Inc. (AMEC) is pleased to submit this summary of the assessment results from soil samples collected during the removal of one 500-gallon heating oil underground storage tank (UST). Removal activities were performed by Powell Construction and Excavating (Powell). The UST was located at 75 Barker Road in Whitmore Lake, Michigan.

AMEC and Mr. Bill Wagner of the Northfield Township Police/Fire Department (Township) were present to observe the UST removal activities performed by Powell on November 7, 2012. In addition to observing the removal of the UST, AMEC collected and submitted soil samples for laboratory analysis of polynuclear aromatic (PNA) hydrocarbons. Locations of soil samples collected from the UST excavation are presented on Figure 1, Soil Sample Location Diagram. Details of the sample collection process are discussed in the following paragraphs.

### **UST Removal Activities**

On November 7, 2012, AMEC and Mr. Wagner were present for the removal of one 500-gallon heating oil UST by Powell. The UST was located near the northwest exterior corner of the former fire department building (Figure 1). Powell uncovered the UST using a rubber wheeled backhoe. The overburdened soils were staged onsite for backfilling material. The top of the UST was exposed using hand shovels. Once uncovered, Powell accessed the interior UST using an electric powered reciprocating saw. The contents of the UST were removed by Usher Transportation using vacuum hoses placed directly into the UST. The UST liquids were transported to an approved offsite facility for disposal. Powell removed the UST from the ground using the backhoe and placed it on polyethylene sheeting near the east side of UST excavation. AMEC observed small pin holes and dimples on the exterior of the UST.

AMEC did not observe heating oil free product in the UST excavation; however, a localized area of soil staining was observed on the east sidewall about 3 feet below ground surface (bgs). The native soils generally consisted of sandy clay, while the backfill was more granular in nature. In an effort to remove stained soils, AMEC suggested to have the east sidewall and remaining collapsed soils located inside the UST excavation removed for disposal. Mr. Wagner and the Township authorized Powell to remove and dispose of the soil. The east sidewall is located



beneath the existing asphalt paved driveway leading to the exiting onsite building; therefore, excavation of the east sidewall was limited to prevent under cutting collapse and damage to the driveway.

### **Site Assessment and Sample Collection**

Following completion of the limited remedial excavation, verification of soil remediation samples were collected in general accordance with Michigan Department of Environmental Quality (MDEQ) "Verification of Soil Remediation" (2002). Soil samples were collected using a portable hand shovel directly from the excavation. Soil sample locations were selected by AMEC and collected by Powell under AMEC's observation.

A total of six (6) soil verification samples were collected: two soil samples from beneath the UST (5.5 feet bgs); one soil sample from each sidewall (3 feet bgs). The south sidewall sample was also located beneath the UST pipe run to the building. Therefore, an additional piperun soil sample was not obtained. All samples collected were field screened with a photoionization detector (PID) capable of detecting the presence of ionizable compounds, including various petroleum compounds. Soil samples were collected into clean and labeled laboratory supplied sample containers and placed into an ice packed cooler for delivery to Brighton Analytical, L.L.C. (BA) under chain of custody protocol. BA analyzed the soil samples for indicator constituents including polynuclear aromatic hydrocarbons (PNAs). Sampling equipment was decontaminated by washing with laboratory grade detergent and rinsed with deionized water after each sample was collected.

### **Discussion Results**

The PID soil field screening results for north and east sidewall samples were 0.1 parts per million (ppm) and 6.6 ppm, respectively. The PID results for the remaining soil samples were considered non-detect (i.e., less than 0.0 ppm). The laboratory analytical results were compared to State of Michigan MDEQ Part 201 generic residential cleanup criteria (Criteria). The analytical laboratory data is tabulated on Table 1, Laboratory Analytical Results.

Soil analytical results collected from the south sidewall/pipe run and east sidewall indicate concentrations of PNAs above laboratory detection limits (DLs), but below applicable Criteria. Sidewall samples collected from the west and north sidewalls were below laboratory DLs. Concentrations of 2-methylnaphthalene, naphthalene, and phenanthrene exceed Groundwater/Surface Water Interface (GSI) Criteria in the north and south floor samples. The concentration of fluorene also exceeded GSI in the south floor sample.

### **Summary and Recommendations**

Based on the detection of PNAs in soil samples in excess of GSI criteria, the property can be classified as a "Facility" as defined by Part 201 of Act 451 of the Natural Resources and Environmental Protection Act, as amended. Although a "Facility", the heating oil UST is not considered to be regulated under Part 213 by the MDEQ and a release was not reported under Part 213. Further, based on the available information, the release did not appear to be a "reportable quantity" as defined under Part 201.



The GSI Criteria are established to protect the surface water, where groundwater vents to the surface water. Review of the onsite drinking well log (Permit# 33-89-WN) indicates that there are clay soils to about 40 feet bgs and the thickness of clay soils at the site indicates a low risk of contamination migration to aquifer groundwater. Based on this information it appears that the GSI exposure pathway is incomplete and not applicable.

AMEC has provided the following options to the Township concerning the heating oil UST release:

- Since the UST is not regulated, the Township could choose to perform no additional environmental investigation at this time and manage the soil contamination in-place. This option would result in the site remaining a "Facility".
- Perform a limited soil investigation by completing two soil borings and collecting multiple soil samples at different vertical intervals in order to evaluate the depth of soil contamination. This option would result in the site remaining a "Facility", but would provide information that may allow a focused excavation of the impacted soils.
- Perform additional excavation of soils from the original excavation in an attempt to remove all impacted soil and obtain verification of soil remediation samples that do not indicate analytical results above Criteria. This option would result in the site not being considered a "facility" with respects to the heating oil UST.

Thank you for the opportunity to continue to provide regulatory assistance on this project. AMEC has discussed budgetary numbers for completion of the above recommendation with you. If you would like estimated fees in writing, please let us know.

If you have questions, please contact Rob DeWyre at (248) 313-3687.

Sincerely,  
**AMEC Environment & Infrastructure, Inc.**

Handwritten signature of Rob DeWyre in black ink.

Rob DeWyre, CPG  
Project Manager

Handwritten signature of Douglas Saigh in black ink.

Douglas Saigh, CPG  
Project Hydrogeologist

Reviewed and Affirmed by:

Handwritten signature of Mark Sweatman in black ink.

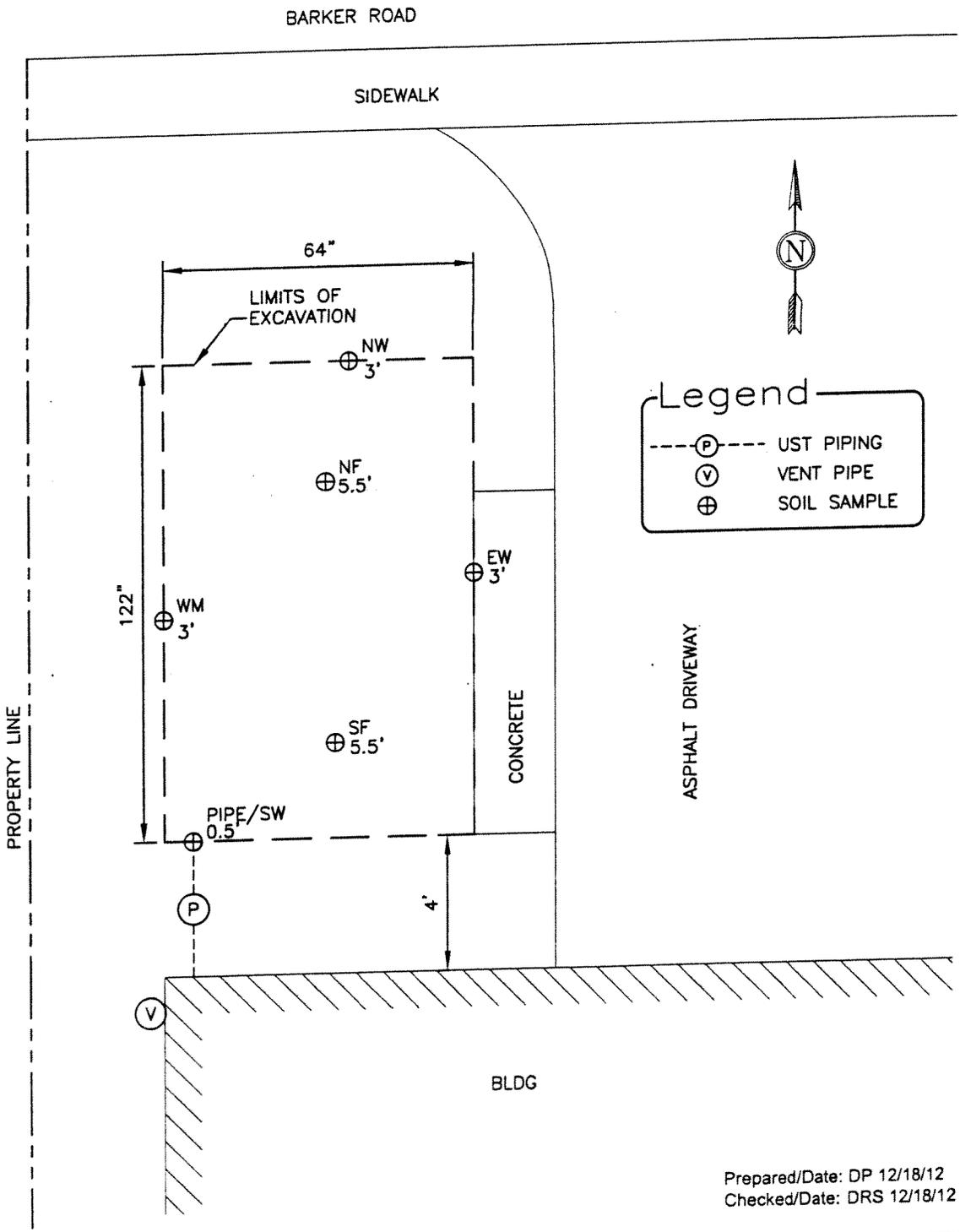
Mark Sweatman, CPG  
Associate Hydrogeologist

Attachments: Figure 1, Soil Sample Location Diagram  
Table 1, Laboratory Analytical Results  
Laboratory Reports

**FIGURE 1**

**Soil Sample Diagram**

Current Projects\500003X.1 Boss Eng - Barker Road UST\Data and Figures\Figures\Figure 1.dwg Tue, 18 Dec 2012 - 4:46pm darryl.pas



Prepared/Date: DP 12/18/12  
Checked/Date: DRS 12/18/12

BOSS ENGINEERING  
HOWELL, MICHIGAN



SOIL SAMPLE LOCATION DIAGRAM  
75 BARKER ROAD  
WHITMORE LAKE, MICHIGAN  
500003X.1  
Figure 1

**TABLE 1**

**Laboratory Analytical Results Summary**

Table 1

Soil Sample Analytical Results

Former Township Hall/Fire Station  
78 Barber Road  
Whitmore Lake, Michigan  
AMEC Project No. 000063X3

Soil Samples			Sample Date	Sample Date	Sample Date	Sample Date	Sample Date	Sample Date	MDEQ Residential Criteria 1								
Parameter	Units	Detection Limit	November 7, 2012	November 7, 2012	November 7, 2012	November 7, 2012	November 7, 2012	November 7, 2012	Groundwater Protection Criteria & MCLs	Groundwater Surface Water Inflow Protection Criteria & MCLs	Groundwater Contour Protection Criteria & MCLs	Soil Infiltration to Under Air Inhalation Criteria & MCLs	Infinite Source Variable Soil Infiltration Criteria & MCLs	Particulate Soil Infiltration Criteria & MCLs	Direct Contact Criteria	Soil Infiltration Concentration Screening Levels	Maximum Default Background Levels
			UBT-PF6/SW (S.S.)	UBT-WW (S)	UBT-NW (S)	UBT-EW (S)	UBT-BF (S.S.)	UBT-WF (S.S.)									
<b>Polynuclear Aromatic Hydrocarbons</b>																	
Acenaphthene	ug/kg	330	<330	<330	<330	440	4,400	2,000	300,000	5,700	970,000	190,000,000	81,000,000	1,000,000,000	41,000,000	NA	NA
Acenaphthylene	ug/kg	330	<330	<330	<330	<330	<330	<330	8,900	ID	440,000	1,800,000	2,200,000	1,000,000,000	1,000,000	NA	NA
Anthracene	ug/kg	330	<330	<330	<330	870	3,400	1,100	41,000	ID	41,000	1,000,000,000	1,000,000,000	1,000,000,000	230,000,000	NA	NA
Benzofluoranthene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	ID	20,000	NA	NA
Benzofluoranthene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	1,500,000	2,000	NA	NA
Benzofluoranthene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	ID	20,000	NA	NA
Benzofluoranthene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	800,000,000	2,000,000	NA	NA
Chrysene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	ID	200,000	NA	NA
Dibenzofluoranthene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	ID	2,000,000	NA	NA
Fluorene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	ID	2,000	NA	NA
Fluorene	ug/kg	330	<330	<330	<330	810	7,800	3,700	730,000	5,000	730,000	1,000,000,000	100,000,000	1,000,000,000	48,000,000	NA	NA
Indeno(1,2,3-cd)pyrene	ug/kg	330	<330	<330	<330	<330	<330	<330	290,000	5,700	890,000	340,000,000	130,000,000	1,000,000,000	27,000,000	NA	NA
2-Methylanthracene	ug/kg	330	<330	<330	<330	<330	<330	<330	M.L.	M.L.	M.L.	M.L.V	M.L.V	ID	20,000	NA	NA
Fluoranthene	ug/kg	330	<330	<330	<330	<330	<330	<330	57,000	4,300	5,900,000	2,700,000	1,500,000	870,000,000	8,100,000	NA	NA
Phenanthrene	ug/kg	330	<330	<330	<330	<330	<330	<330	30,000	730	2,100,000	290,000	300,000	200,000,000	10,000,000	NA	NA
Pyrene	ug/kg	330	<330	<330	<330	1,600	28,000	12,000	58,000	2,100	1,100,000	2,800,000	100,000	5,700,000	1,800,000	NA	NA
Pyrene	ug/kg	330	<330	<330	<330	<330	<330	<330	490,000	ID	490,000	1,000,000,000	550,000,000	1,000,000,000	20,000,000	NA	NA

Notes:  
 ug/kg = micrograms per kilogram  
 ID = less than current method detection limit  
 M.L. = Parameter Exceeds Groundwater Surface Water Inflow Protection Criteria  
 M.L.V = MDEQ criteria taken from MDEQ Part 201 Grounds Cleanup Criteria and Screening Levels - September 28, 2012  
 Please see MDEQ Instruktes for MDEQ Part 201 Grounds Cleanup Criteria and Screening Levels - September 28, 2012 criteria  
 ND = Parameter Not Detected at or Above Laboratory Detection Limits  
 ID = Insufficient Data to Develop Criteria  
 NA = Criterion of Value is Not Applicable or Not Applicable  
 M.L. = Hazardous Substance is Not Likely to Violate Under Most Conditions  
 M.L.V = Hazardous Substance is Not Likely to Exceed Under Most Soil Conditions  
 \*Hazardous Dependent GSI Criteria Calculated Using an Assumed Hardness of 100 mg CaCO3/L

## **LABORATORY REPORTS**

# NORTHFIELD TOWNSHIP

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## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/21/2014  
**Re:** Launching of the new Web Site

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Dear Township Board,

Jen and I have been working hard at getting the web site ready to launch. I plan on providing the board a presentation on the website at the Workshop and hopefully have agreement that the site is ready to launch. It is by no means perfect, but I believe it is at a point that we can launch it and contentiously update and improve the site as we go. Prior to the meeting, please review the site and let me know if you have any suggestions, changes that you would like to implement. Jen and I will do out best to have those implemented by the meeting on Tuesday.

Warm Regards,



Howard Fink, Township Manager

# NORTHFIELD TOWNSHIP

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## Memo

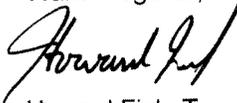
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/21/2014  
**Re:** Tax Abatement

---

Dear Township Board,

At a previous workshop meeting, we discussed the need to have a tax abatement policy for Northfield Township. I have included a number of documents for your review, including a detailed summary of the tax abatement options that are available for Northfield Township. In today's economic development world, Tax Abatement is a necessity for any sizable industrial / commercial development. From a policy perspective, I am recommending that we do not lock ourselves into any specific formula or chart to determine the length of a specific tax abatement, but rather evaluate them on a case by case basis. My concern in creating any formal policy linked to the number of Jobs or total investment is that we will inevitably be confronted with a company that does not conform, but one that we wish to provide incentives. The following documents are adapted from the city of Sterling Heights.

Warm Regards,



Howard Fink, Township Manager

## ***Industrial Facilities Tax Abatement Program Guidelines***

# **NORTHFIELD TOWNSHIP MICHIGAN**

**Public Act 198 of 1974** (the “Act”) was enacted in the State of Michigan as an incentive program to stimulate economic growth. Northfield Township (the “Township”) supports and encourages industrial development in the community through the use of the inducements / abatement’s contained within this Act. The primary goal of this program is to provide an atmosphere that will encourage capital formation and investment in the community. Major goals of this program are also to create employment and to prevent a loss of employment.

The Township will evaluate all tax abatement applications as to whether a proposed project can be expected to diversify and expand the Township's industrial tax base and whether spin-off effects occur such as additional employment and capital investments in other areas of the private sector. The proposed project must compliment the Township's master land use plan, environmental objectives, and all applicants must satisfy all of their current financial obligations to the Township. This includes being in compliance with all codes, ordinances and standards of the Township, County of Washtenaw and State of Michigan. The Township also has a right to consider the implication of current and past litigation between the Company and the Township when determining the term length of a proposed tax abatement.

This incentive program involves removing real or personal property from the regular assessment roll and instead levying a specific tax called an “industrial facilities tax” upon the owner or lessee of approved industrial property. The holder of an **Industrial Facilities Tax Exemption Certificate (IFEC)** will pay a specific tax with a millage rate that is approximately half of the rate that is applied to the regular assessment roll, although the State Treasurer also has the ability to exempt all of the millage levied under the State Education Tax Act. Land or inventory personal property will not qualify for a tax abatement. To qualify for an **IFEC** an applicant must have a business that qualifies as a *manufacturing operation* **and** a new or existing industrial facility that is

## ***Industrial Facilities Tax Abatement Program Guidelines***

defined within the Act as *industrial property*. The Act defines “manufacturing” as the primary purpose of which is either “the manufacture of goods or materials or the processing of goods and materials by physical or chemical change” or “the provision of research and development laboratories of companies whether or not the company manufactures the products developed from their research activities.” To qualify as a ***manufacturing operation*** under the Act a business must fall within one of the 21 industries listed below that comprise the 2002 North American Industry Classification System (NAICS) sector for manufacturing. To obtain more specific NAICS industry information log on to the U.S. Department of Labor Bureau of Labor Statistics at <http://www.census.gov/epcd/naics02/N2SIC31A.HTM#N31->

- 311: Food Manufacturing
- 312: Beverage and Tobacco Manufacturing
- 313: Textile Mills
- 314: Textile Product Mills
- 315: Apparel Manufacturing
- 316: Leather and Allied Product Manufacturing
- 321: Wood Product Manufacturing
- 322: Paper Manufacturing
- 323: Printing and Related Support Activities
- 324: Petroleum and Coal Products Manufacturing
- 325: Chemical Manufacturing
- 326: Plastics and Rubber Products Manufacturing
- 327: Nonmetallic Mineral Product Manufacturing
- 331: Primary Metal Manufacturing
- 332: Fabricated Metal Product Manufacturing
- 333: Machinery Manufacturing
- 334: Computer and Electronic Product Manufacturing
- 335: Electrical equipment, Appliance, and Component Manufacturing
- 336: Transportation Equipment Manufacturing
- 337: Furniture and Related Product Manufacturing
- 339: Miscellaneous Manufacturing

***Industrial Property*** is defined in the Act as “land improvements, buildings, structures, and other real property, and machinery, equipment, furniture, and fixtures or any part or accessory whether completed or in the process of

## ***Industrial Facilities Tax Abatement Program Guidelines***

construction comprising an integrated whole, the primary purpose and use of which is the engaging in a high-technology activity, operation of a logistical optimization center, operation of qualified commercial activity, the manufacture of goods or materials, creation or synthesis of biodiesel fuel, or the processing of goods and materials by physical or chemical change.”

***Industrial property*** includes facilities related to a manufacturing operation under the same ownership, including, but not limited to, office, engineering, research and development, warehousing, or parts distribution facilities.

***Industrial property*** includes research and development laboratories of companies other than those companies that manufacture the products developed from their research activities and research development laboratories of a manufacturing company that are unrelated to the products of the company. ***Industrial property*** also includes the operation of a hydroelectric dam by a private company other than a public utility, agricultural processing facilities, and convention and trade centers over 250,000 square feet.

***Industrial Property*** may be owned *or* leased. If it is *leased*, the lessee must furnish proof that they are liable for the payment of ad valorem property taxes.

The first requirement that must be fulfilled for a business to receive a tax abatement is that all qualified industrial property, whether real or personal, must be located within an existing **Industrial Development District (IDD)**. The property’s owner must file the request for the establishment of an IDD for a proposed new or replacement facility *before* construction has commenced or before personal property assets have begun to be installed. The Township Assessor will confirm whether an IDD has been established for any parcel in the Township.

An IDD or **Plant Rehabilitation District** may be created by the Township or by the written request of the owners of at least 75% of the value of the properties in the proposed district. The application fee to establish both districts is **\$1,000.00** and should be made payable to the “Township of Northfield” and filed at the Township Clerk’s Office. Both applications must be approved by a Township Board resolution and only after all of the property owners in the proposed district, the general public, and all of the affected taxing jurisdictions are notified and are given an opportunity to appear at a public hearing.

## ***Industrial Facilities Tax Abatement Program Guidelines***

The Township Board may also establish a **Plant Rehabilitation District (PRD)** if it is determined by the Township that at least 50% of the property value within a district is obsolete. This PRD must be established prior to the granting of an IFT Certificate for the rehabilitation of this obsolete industrial property.

An owner of an industrial property located within an existing IDD may petition the Township Board to designate a facility as a “*speculative building*.” This designation allows the first tenant of that facility an opportunity to apply for an IFT Certificate within nine years of when the building’s construction began, provided that the construction commenced *before* the identification of a specific user of that building. An industrial property owner should consider establishing this designation because of the advantage that it could provide in securing a long-term tenant. The **Application to Establish a Speculative Building Designation** has a fee of **\$500.00**, and should be applied for by the building’s owner after the building has been granted final site plan approval.

If a building is not designated by the Township Board as speculative the facility’s owner or lessee has **six months** from the date the building construction began or when personal property began to be installed to apply for a tax abatement.

After an IDD is established, the owner or lessee of a qualified manufacturing facility may file an **Application for Industrial Facilities Tax Exemption Certificate (IFEC)** with the Township Clerk’s office with an application fee of **\$1,750.00**. This State Tax Commission (“Commission”) form (1012) is included in the Township’s written tax abatement program guidelines packet or can be found at: [http://www.michigan.gov/documents/1012f\\_2637\\_7.pdf](http://www.michigan.gov/documents/1012f_2637_7.pdf)

The Township Assessor will assemble the IFEC Application’s information relating to the property’s legal description and sidwell identification number(s), construction commencement date(s) and the establishment of the IDD, PRD or the speculative building designation. The IFEC Application must be approved by a Township Board resolution after all of the property

## ***Industrial Facilities Tax Abatement Program Guidelines***

owners, general public and all of the affected taxing jurisdictions are notified and are given an opportunity to be heard. If an application is denied the reasons must be put in the resolution and returned to the applicant who may appeal the decision to the Commission within 10 days. **The Commission retains the right not to consider applications received after October 31<sup>st</sup> for the following year.**

The Act provides that that the fee charged to process an IFEC Application “shall not exceed the actual cost incurred by the local governmental unit in processing the application.” The Commission requires that all IFEC applicants and the Township sign an **IFEC Application Affidavit of Fees** certifying that the fee charged to process the IFEC Application is reasonable.

All IFEC Applications require a Company Name, a NAICS industry code (previously identified as a SIC Code), address of the facility, Township (Northfield) and County (Washtenaw) name and the school district name and code. The amount of years requested for the exemption (Question #4) may be 1-12 years but the term recommended by the Township Assessing Office will always be determined by the schedules listed on the following page. The Township Board has the complete discretion to award an IFEC term that is different than the recommended term length if there are circumstances that are not addressed by these guidelines or if the unemployment rate in the Township is greater than 9%. The maximum term length that can be granted under this state program is **12 years**. Commission Rule 56 states that “A certificate for an industrial facilities exemption certificate shall not be issued for a term longer than an existing lease on real estate.” This rule allows the Commission the ability to extend the expiration date of an IFEC upon receipt of a request from the holder and a copy of a real property lease renewal up to the number of years that the Applicant *originally* qualified for.

The Township will *not* allow for the abatement of used personal property unless the IFEC applicant can prove acquisitions were not previously assessed in Michigan. If used personal property is approved on an IFEC Application they still must be reported using their original cost and depreciated using STC mandated rates.

## ***Industrial Facilities Tax Abatement Program Guidelines***

The Township will base the abatement schedule on the number of jobs created, total investment, and how the development fits within the Townships overall goals and vision. The Township Board of Trustees will take these factors into consideration, but will review tax abatement applications on a case-by case basis. The Township retains the right to consider the amount of a property investment or job creation shortfall on a subsequent IFEC Application filed by the company.

The Township of Northfield wishes to encourage more sustainable green building and development practices within the Township. The United States Green Building Board (USGBC) created **LEED** (Leadership in Energy and Environmental Design) in order to develop universally understood and accepted standards, tools and performance criteria for building construction. The **LEED Standard** covers environmental actions in sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality and bonus credits for process and design innovation.

The Township wishes to encourage more high-technology activities by awarding an additional **one-year IFEC term** beyond the amount of years that would be recommended by using the existing IFEC term schedules for those industrial businesses primarily engaged in a “**high technology activity**,” which include:

- Advanced computing and materials
- Biotechnology
- Electronic device technology
- Engineering or laboratory testing
- Environmental cleanup technology
- Pollution prevention technology
- Medical device technology
- Product research and development.
- Advanced vehicles technology
- Life sciences technology
- Homeland security
- Defense technology
- Alternative energy technology

## ***Industrial Facilities Tax Abatement Program Guidelines***

Within 60 days of the receipt of an approved IFEC Application the Commission will notify the State Treasurer of the application and will seek concurrence from the Michigan Economic Development Corporation (MEDC) that the application complies with all of the requirements of Act 198. The State Treasurer may exclude half or all of the millage levied under the State Education Act if it determines that reducing this rate is necessary to reduce unemployment, promote economic growth, and increase capital investment. They will issue an **Industrial Facilities Tax Exemption Certificate (IFEC)** and will send a certified copy to the IFEC Applicant and to the Township Assessor.

The owner or lessee of property for which an IFEC has been issued is exempt from ad valorem property taxes for the term of the IFEC and is issued an *industrial facilities tax* that is approximately 50% of a regular tax amount. An IFEC will remain in effect for the term determined by the Township Board commencing with its effective date (December 31<sup>st</sup> following the date the IFEC was issued). The Act also gives the Township the option of having the IFEC end up to two years after the *completion date* of the property investment if the size and complexity of the investment dictates a longer acquisition period.

Before the Township Board acts on an IFEC Application the Township will review any existing property for which an abatement has been requested to determine whether there are any unpaid taxes, invoices or assessments and whether the facility is in compliance with all applicable codes and ordinances relating to property maintenance and required utility upgrades. The Township will *not* submit an application to the Township Board until ***all*** performance issues are resolved.

The Act requires a written agreement between the Applicant and the Township for performance or other issues of concern. The **IFEC Letter of Agreement** outlines specific performance criteria for the applicant such as making estimated property investments, creating jobs and complying with all applicable laws and regulations. It also provides the Township with specific

## ***Industrial Facilities Tax Abatement Program Guidelines***

legal remedies when an IFEC holder prematurely vacates their facility or does not comply with local ordinances or with statutory reporting requirements.

The Act requires all certificate holders to file an **IFEC Notice of Completion and Final Cost Report** for each real or personal property investment for which a certificate has been issued. The Assessing Office will send this report to all certificate holders after the completion date of each real or personal property component. This report will ask the certificate holder to confirm the estimated project completion date and property investment costs listed on the original IFEC Application. This report is due 90 days after the completion date of each property component and should be completed in the same type of format as was contained in the original IFEC Application filed with the Township.

If the completion date of a real or personal property component is beyond the date listed on the IFEC Application the certificate holder must make a written request to the Township to revise the project component's ending date as long as the revised ending date *less* than two years after the certificate's effective date. If the revised completion date is beyond this period the certificate holder will be required to file an **IFEC Request for Extension to Complete Project** with an application fee of **\$500.00**. This form will require a detailed explanation why more time is needed to complete the proposed project. Upon receipt of this request the Township may deny the request, approve the request with no change in the ending date of the IFEC, or approve the request with a revised ending date. The Township will approve extensions if the cause of the delay is beyond the direct control of the certificate holder but will *not* revise the certificate ending date.

If the final cost of a real or personal property project component is less than the estimated amount the Township will not seek a reduction in the *existing* IFEC term as long as the certificate holder provides a detailed explanation of the contributing cause of the investment shortfall. If the final cost of a project component is more than 10% greater than the estimated amount the certificate holder must make a request to the Township Board to approve the revised cost. This **IFEC Request for Revision of Final Project Cost** form has a fee of **\$500.00** and must be approved by the Township Board before the

## ***Industrial Facilities Tax Abatement Program Guidelines***

certificate holder officially requests that the Commission issue a revised IFEC.

An IFEC may be transferred to a new owner or lessee of an existing facility but only with the approval of the Township Board and the Commission. **The IFEC Transfer Application** has a **\$1,000.00** fee and has the same notice and hearing requirements and shorter review process as a new IFEC Application.

The Township requires all certificate holders to file an **IFEC Employment Status Report** on the January 31<sup>st</sup> two years after the certificate's effective date and also on the January 31<sup>st</sup> every two years after that date. The Assessing Office will send this report directly to all of the certificate holders that will ask the company to certify the actual number of full time jobs created as a direct result of the project. The Township will not seek a reduction in the *existing* IFEC term as long as the certificate holder provides a detailed explanation of the contributing cause(s) of the shortfall in the original job creation estimate.

The holder of an IFEC may apply for an extension of their certificate at any time in which the certificate is in effect or within twelve months *after* their certificate expires in instances when the certificate holder extends the term of their real property lease or attains a LEED certification level above what they had when their tax abatement was originally approved by the Township Board. The **IFEC Extension Application** has a fee of **\$500.00** and must be approved by the Township Board. If the Township Board denies a request made under this section of the Act the applicant will have no right to appeal the Township's decision.

If a certificate holder intends to abandon an existing facility they *must* notify the Township within 30 days of their scheduled abandonment. If there is no construction progress at the facility for six months an IFEC holder then has seven months from the date construction ended to notify the Township of the delay.

The Commission will revoke any component of an IFEC upon the written request of the holder. The *Township* may, after public notification and

## ***Industrial Facilities Tax Abatement Program Guidelines***

hearing, request that the Commission revoke a certificate component if the purposes for which the certificate was issued was not fulfilled as a result of a failure of the certificate holder to proceed in good faith with the operation of the facility in a manner consistent with the purposes of the Act, and in the absence of circumstances that are beyond the direct control of the certificate holder.

The amount of an industrial facilities tax applicable to real property is a lien until paid. If unpaid, the proceedings are held in the same manner as for the foreclosure in circuit court of mortgage liens upon any type of real property. If the industrial facilities tax applicable to personal property is not paid within the time period permitted by law, the officer to whom the industrial facilities tax is payable may pursue additional remedies to recover the amount of taxes due such as seizing and selling the personal property, instituting a civil action against the owner in circuit court, or making a jeopardy assessment.

These guidelines were taken in part from Act 198 of 1974 as amended, from the Administrative Rules of the State Tax Commission and from the existing guidelines approved by the Northfield Township Board. These guidelines are not meant to be an all-inclusive list of these rules and regulations but are, instead, an attempt to present all the significant information in a logical order.

If anyone would like a copy of P.A.198, or any applicable rules and guidelines please contact the Northfield Township Manager, Howard Fink, directly at (734) 449-2880 or at [finkh@twp.northfield.mi.us](mailto:finkh@twp.northfield.mi.us).

Listed below are the names and contact information for the members of the Commission who are responsible for providing procedural information about the IFEC program. Their address is the State Tax Commission, Michigan Department of Treasury P.O. Box 30471 Lansing, Michigan 48909-7971.

Patrick Huber, Manager	<a href="mailto:Huberp@michigan.gov">Huberp@michigan.gov</a>	(517) 335-1002
Sarah Miller	<a href="mailto:Millersj@michigan.gov">Millersj@michigan.gov</a>	(517) 373-3272

# NORTHFIELD TOWNSHIP MICHIGAN

## *Application to Establish an Industrial Development District*

### APPLICATION INFORMATION

APPLICATION FEE: \$1,000.00  
APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT CONTACT: \_\_\_\_\_  
CONTACT PHONE NUMBER: \_\_\_\_\_  
CONTACT EMAIL ADDRESS: \_\_\_\_\_

### PROPERTY INFORMATION

PROPERTY OWNER(S): \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
PROPERTY ID NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: Attach to Application

### PROJECT INFORMATION

PROJECT DESCRIPTION: \_\_\_\_\_  
REAL PROPERTY COSTS: \_\_\_\_\_  
PERSONAL PTY COSTS: \_\_\_\_\_  
TOTAL PROPERTY COSTS: \_\_\_\_\_  
PROJECT STARTING DATE: \_\_\_\_\_  
JOBS TO BE CREATED: \_\_\_\_\_

CERTIFICATION I hereby certify, as an owner of the property for which this district is requested, that the foregoing is a true statement of this project, and this request for the establishment of an Industrial Development District is filed only in connection with a facility, the construction, acquisition, alteration, or installation of which has *not* commenced as of the date below, which is submitted as required by MCL 207.554 (3).

PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

# NORTHFIELD TOWNSHIP MICHIGAN

## *Application to Establish a Plant Rehabilitation District*

### APPLICATION INFORMATION

APPLICATION FEE: \$1,000.00  
APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT CONTACT: \_\_\_\_\_  
CONTACT PHONE NUMBER: \_\_\_\_\_  
CONTACT EMAIL ADDRESS: \_\_\_\_\_

### PROPERTY INFORMATION

PROPERTY OWNER(S): \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
PROPERTY ID NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: Attach to Application

### PROJECT INFORMATION

PROJECT DESCRIPTION: \_\_\_\_\_  
REAL PROPERTY COSTS: \_\_\_\_\_  
PERSONAL PTY COSTS: \_\_\_\_\_  
TOTAL PROPERTY COSTS: \_\_\_\_\_  
PROJECT STARTING DATE: \_\_\_\_\_  
JOBS TO BE CREATED: \_\_\_\_\_

CERTIFICATION I hereby certify, as an owner of the property for which this district is requested, that the foregoing is a true statement of this project, and this request for the establishment of a Plant Rehabilitation District is filed only in connection with a facility, the construction, acquisition, alteration, or installation of which has *not* commenced as of the date below, which is submitted as required by MCL 207.554 (3).

PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

# NORTHFIELD TOWNSHIP MICHIGAN

## *Application to Establish a Speculative Building Designation*

### APPLICATION INFORMATION

APPLICATION FEE: \$500.00  
APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

### PROPERTY INFORMATION

PROPERTY OWNER(S): \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
SIDWELL NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
(attach if necessary) \_\_\_\_\_  
IDD ESTABLISHMENT DATE: \_\_\_\_\_

### BUILDING INFORMATION

BLDG #1 STARTING DATE: \_\_\_\_\_  
TENANT "A" SQ FT: \_\_\_\_\_  
TENANT "B" SQ FT: \_\_\_\_\_  
BLDG #2 STARTING DATE: \_\_\_\_\_  
TENANT "A" SQ FT: \_\_\_\_\_  
TENANT "B" SQ FT: \_\_\_\_\_

Buildings with more than one leasable tenant space should be listed above separately.

**CERTIFICATION:** On behalf of the property owner(s) referenced above, I hereby certify that the foregoing is a true statement of the property ownership and building information listed above, and that there was *no* tenant for this/these building(s) as of each starting date, which is submitted as required by MCL 207.553 (8b).

PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

NORTHFIELD TOWNSHIP  
MICHIGAN

***IFEC Application Affidavit of Fees***

APPLICANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**CERTIFICATION**

In accordance with State Tax Commission Bulletin No. 3 dated January 1998, the Township of Northfield and the applicant referenced above do hereby swear and affirm that this applicant has not made, or promised to make payment of any kind to the Township of Northfield as a condition to the approval of this Application for an Industrial Facilities Tax Exemption (IFT) Certificate. Whether payments be referred to as "fees," "payments in lieu of taxes," "donations," or by other like terms, such payments are contrary to the legislative intent of Act 198, as amended. We do hereby swear and affirm by our signatures below that "no payment of any kind in excess of the fee allowed, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of this Application for an IFEC."

**IFT APPLICANT**

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The forgoing certification was acknowledged this \_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Name) (Title) (Company Name)

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI

**TOWNSHIP OF NORTHFIELD**

PRINT NAME:

Howard Fink

TITLE:

Township Manager

SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

The forgoing certification was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Name) (Title) (Company Name)

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI

NORTHFIELD TOWNSHIP  
MICHIGAN

**IFEC LETTER OF AGREEMENT**

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

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

RE: **Industrial Facilities Tax Exemption Certificate** between: \_\_\_\_\_ and the Township of Northfield

Dear Board Members:

\_\_\_\_\_ (the "Company") has submitted the attached Application (the "Application") to you requesting approval of an Industrial Facilities Tax Exemption Certificate ("IFEC"), pursuant to Michigan Public Act 198 of 1974, as amended, for the property located at \_\_\_\_\_, Whitmore Lake, (the "Facility") (Legal Description of the property where the Facility is located is attached).

To encourage approval of the IFEC and in recognition of the investments the Township of Northfield (the "Township") will make toward the economic growth of the Company, which will benefit the Township, the Company agrees as follows:

1. **General.** (Check applicable lines consistent with the Application)
  - \_\_\_ a. The Company will make the improvements set forth in the Application within two (2) years of the effective date of the IFEC (the "Effective Date").
  - \_\_\_ b. The Company will purchase and/or lease and install the personal property as set forth in the Application within two (2) years of the Effective Date.
  - \_\_\_ c. The Company will create \_\_\_ new full-time jobs at the Facility within two (2) years of the Effective Date.
  - \_\_\_ d. The Company will comply with the requirements imposed by the Township as part of the site review prior to issuance of a Certificate of Occupancy.

2. **Compliance with Laws.** The Company agrees that it will operate the Facility in accordance with all applicable Federal, State, and local laws or regulations, including but not limited to zoning, outside storage, industrial waste disposal, air and water quality, noise control, and other environmental regulations.
3. **Continued Operation of the Facility.** The Company further agrees to continue to operate the Facility within the Township for the period of the IFEC in order to retain the benefits of the IFEC.
4. **Premature Vacation of the Facility.** If the Company vacates, or intends to vacate, the Facility prior to the end of the term of the IFEC, the Company shall be responsible for the following:
  - a. If the Company intends to vacate the Facility for which the IFEC has been approved and issued prior to the end of the term of this agreement, the Company agrees to notify the Township Assessor in writing of such intent and the reasons for vacating not less than 60 days prior to vacating the facility.
  - b. The Company agrees to make reasonable provisions satisfactory to the Township and in compliance with all applicable laws, codes and ordinances to maximize the likelihood of re-occupancy or re-use of the unoccupied building for productive use within a reasonable time period after the Facility is vacated.
  - c. The Company shall, if requested by the Township, deposit an amount equal to the amounts anticipated to be due from the Company under this agreement as a result of the Company vacating the Facility prior to the term for which the IFEC was approved, including but not limited to any reasonable cleanup or maintenance costs, administrative fees, court costs, and attorney fees incurred.
  - d. The Company shall pay any outstanding taxes and shall repay to all affected municipalities an amount equal to the total tax amount abated by the IFEC (unless recovery of a lesser amount is requested by the Township or other taxing authority) within 30 days of the date of an invoice for such taxes.
  - e. If the Company fails to pay the amount of the invoice for abated taxes within 30 days of the date of the Township invoice, the Company shall be responsible for any additional costs incurred by the Township in recovery of such taxes, including, but not limited to administrative fees, court costs, and attorney fees incurred.
5. **Notice of Completion and Final Cost Report.** The Company will submit to the Township, not later than 90 days after the completion date for each property component for which an IFEC was granted a Notice of Completion and Final Cost Report in a form requested by the Township which includes the actual completion date and final cost of each project component for which an IFEC was originally granted, and an explanation if the final cost of either the real or personal property listed on the Application was greater than the original estimated amount by more than 10%.
6. **Employment Status Report.** The Company will submit to the Township, not later than January 31<sup>st</sup> of the second year after the effective date, and every two years after that date, an Employment Status Report in a form requested by the Township, which includes the number of actual full-time jobs created as a direct result of the project for which the certificate was granted, and an explanation if the jobs created during the term of the IFEC was less than the original estimated amount.
7. **Review and Audit: Payment of Costs.** The Company understands that the Township may review and audit the information provided by the Company to determine compliance with this agreement and that any costs for such services will be paid by the Company in accordance with a

fee schedule approved by the Township Board of Trustees, which may be adjusted from time to time based upon increases in costs to the Township.

8. **Remedies for Default for Failure to Satisfy Representations Made in Application.** The Company understands that the Township may pass a resolution requesting that the State Tax Commission reduce the term of the IFEC or revoke the IFEC to the extent that the construction or expansion of the Facility has not been completed, expenditures made, or employment reached as represented by the Company in the application, by sending a copy of this Agreement along with a copy of the Township Board of Trustees resolution authorizing such action to the State Tax Commission. In addition, the Company acknowledges that the Township may take into account any deficiency in job creation, or real or personal property investment made under this application in a subsequent application for an IFEC or an Exemption of New Personal Property filed by the Company.
9. **Consequences of Unsuccessful real or Personal Property Tax Appeal.** The Company acknowledges that if during the term of this Agreement, the Company appeals any real or personal property assessment to the Michigan Tax Tribunal or other court of competent jurisdiction upon which it does not prevail, that the Company shall pay to the Township all reasonable costs, expenses, and attorney fees incurred by the Township in defending such appeals within thirty (30) days of the date of receipt of an invoice from the Township. The Company also acknowledges that the Township may consider such appeals in deciding the term of any subsequent certificates granted to the Company.
10. **Unforeseen Events.** By execution of this agreement, it is understood that the Company's investment in the Facility and the Township's investment in the granting of the IFEC are to encourage economic growth within the Township. The Township acknowledges that in some instances, economic conditions may prevent the Company from complying fully with this agreement and the terms of the Application. The Township will give the Company an opportunity to explain the reasons for any variations from the representations contained in the application and will evaluate the Company's situation prior to taking any action authorized by paragraph 4 and 8 of this agreement.
11. **Entire Agreement.** This is the entire agreement of the parties relating to the matters covered by this Agreement, and no prior or subsequent promises, representations or assurances, whether in any other form, shall be used to modify, vary or contradict any provision of this Agreement, except for any written amendment to this Agreement or separate agreement signed following the date of this Agreement by authorized representatives of all parties to this Agreement.
12. **Severability.** The invalidity of any section, subsection, clause or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions thereof, which shall remain in full force and effect to govern the parties' relationship.
13. **Reimbursement of Attorney Fees for Modification of Standard Agreement.** The Company agrees to reimburse the Township within 30 days of the date of a receipt of an invoice from the Township for all attorney fees incurred by the Township in the negotiation or preparation of changes to the standard IFEC Letter of Agreement.

**ACCEPTED BY: THE COMPANY**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF WASHTENAW

The forgoing acceptance was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_  
by \_\_\_\_\_, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Name) (Title) (Company Name)

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI

My Commission expires: \_\_\_\_\_

**ACCEPTED BY: TOWNSHIP OF NORTHFIELD  
A MUNICIPAL CORPORATION**

NAME: Howard Fink

TITLE: Township Manager

SIGNATURE: \_\_\_\_\_

NAME: Marilyn Engstrom

TITLE: Township Supervisor

SIGNATURE: \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF WASHTENAW

The forgoing acceptance was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_  
By Howard Fink and Marilyn Engstrom, Township Manager and Township Supervisor,  
respectively, on behalf of the Township of Northfield, a Michigan municipal corporation.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI

My Commission expires: \_\_\_\_\_

When recorded, return to:  
Township Manager  
Northfield Township  
8350 Main St.  
Whitmore Lake, MI 48189

Drafted by:  
Northfield Township  
8350 Main St.  
Whitmore Lake, MI 48189

# NORTHFIELD TOWNSHIP MICHIGAN

## ***IFEC Notice of Completion and Final Cost Report***

**PROPERTY ADDRESS:**

**CERTIFICATE NUMBER:**

**CERTIFICATE HOLDER:**

**CERTIFICATE EXPIRATION:**

### **PROJECT COMPLETION** \_\_\_\_\_

Real or personal property improvements beginning date:

Estimated real or personal property improvements ending date:

*Actual ending date* of real or personal property improvements: \_\_\_\_\_

Explanation if actual improvement ending date is *different* than estimated ending date:

\_\_\_\_\_  
\_\_\_\_\_

### **PROJECT COSTS**

Estimated real or personal property improvements total cost:

*Actual final cost* of real or personal property improvements: \_\_\_\_\_

Explanation if actual improvement final cost is *different* than estimated total cost:

\_\_\_\_\_  
\_\_\_\_\_

### **CERTIFICATION**

On behalf of the certificate holder referenced above, I hereby certify that the forgoing is a true statement of the status of this company as of the date hereof and is submitted as required by State Tax Commission

Administrative Rule 55 (3), as it pertains to Public Act 198 of 1974, as amended.

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NORTHFIELD TOWNSHIP  
MICHIGAN**

***IFEC Request for Extension to Complete Project***

**APPLICATION FEE:** \$500.00

**PROPERTY ADDRESS:**

**CERTIFICATE NUMBER:**

**CERTIFICATE HOLDER:**

**CERTIFICATE EXPIRATION:**

**PROJECT COMPLETION** \_\_\_\_\_

Real or personal property improvements beginning date:

Estimated real or personal property improvements ending date:

*Revised ending date* of real or personal property improvements: \_\_\_\_\_

Explanation *why* more time is needed to complete real or personal property improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

On behalf of the certificate holder referenced above, I hereby certify that the forgoing is a true statement  
of the status of this company as of the date hereof and is submitted as required by  
Administrative Rule

53 (1) of the Michigan State Tax Commission.

PRINT NAME:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

**NORTHFIELD TOWNSHIP  
MICHIGAN**

***IFEC Request for Revision of Final Project Cost***

**APPLICATION FEE:** \$500.00

**PROPERTY ADDRESS:**

**CERTIFICATE NUMBER:**

**CERTIFICATE HOLDER:**

**CERTIFICATE EXPIRATION:**

**PROJECT COSTS**

Estimated real or personal property improvements total cost: \_\_\_\_\_

*Revised final cost* of real or personal property improvements: \_\_\_\_\_

Explanation *why* final real or personal property cost is greater than estimate by more than 10%:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

On behalf of the certificate holder referenced above, I hereby certify that the forgoing is a true statement of the status of this company as of the date hereof and is submitted as required by State Tax Commission

Administrative Rule 55 (3), as it pertains to Public Act 198 of 1974, as amended.

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NORTHFIELD TOWNSHIP  
MICHIGAN**

***IFEC Request for Revision of Final Project Cost***

**APPLICATION FEE:** \$500.00

**PROPERTY ADDRESS:**

**CERTIFICATE NUMBER:**

**CERTIFICATE HOLDER:**

**CERTIFICATE EXPIRATION:**

**PROJECT COSTS**

Estimated real or personal property improvements total cost: \_\_\_\_\_

*Revised final cost* of real or personal property improvements: \_\_\_\_\_

Explanation *why* final real or personal property cost is greater than estimate by more than 10%:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

On behalf of the certificate holder referenced above, I hereby certify that the forgoing is a true statement of the status of this company as of the date hereof and is submitted as required by State Tax Commission

Administrative Rule 55 (3), as it pertains to Public Act 198 of 1974, as amended.

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# NORTHFIELD TOWNSHIP MICHIGAN

## *IFEC Employment Status Report*

PROPERTY ADDRESS:

CERTIFICATE NUMBER:

CERTIFICATE HOLDER:

CERTIFICATE EXPIRATION:

### EMPLOYMENT STATUS

Number of employees prior to start of project:

Estimated full-time jobs to be created within two years of effective date:

*Actual full-time jobs* that were created as a direct result of this project: \_\_\_\_\_

Explanation if actual job creation amount is *different* than estimated amount:

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### CERTIFICATION

On behalf of the certificate holder referenced above, I hereby certify that the forgoing is a true statement of the status of this company as of the date hereof and is submitted as required by the IFT Letter of Agreement between the company and Northfield Township.

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NORTHFIELD TOWNSHIP  
MICHIGAN**

***IFEC Extension Application***

**APPLICATION FEE:** \$500.00

**CERTIFICATE NUMBER:**

**CERTIFICATE HOLDER:**

**PROPERTY ADDRESS:**

**CERTIFICATE EXPIRATION:**

**LEASE EXTENSION INFORMATION**

What is the Term of the Original Real Property Lease: \_\_\_\_\_

What is the Term of the Extended Real Property Lease: \_\_\_\_\_

What Tax Abatement Term did the Certificate Holder Originally Qualify For: \_\_\_\_\_

What Tax Abatement Term did the City Originally Approve: \_\_\_\_\_

How Many Additional Years is the Certificate Holder Requesting: \_\_\_\_\_

**LEED CERTIFICATION INFORMATION**

What LEED Certification Level Did the Building Originally Have: \_\_\_\_\_

What LEED Certification Level Does the Building Now Have: \_\_\_\_\_

What Tax Abatement Term did the Certificate Holder Originally Qualify For: \_\_\_\_\_

What Tax Abatement Term did the City Originally Approve: \_\_\_\_\_

How Many Additional Years is the Certificate Holder Requesting: \_\_\_\_\_

**CERTIFICATION**

On behalf of the certificate holder referenced above, I hereby certify that the forgoing is a true statement of the status of this company as of the date hereof and is submitted as required by MCL 207.566a(a), as it pertains to Public Act 198 of 1974, as amended.

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Whitmore Lake Community Recreation & Greater Whitmore Lake Area Kiwanis presents...

2<sup>nd</sup> Annual

# COMMUNITY CLEAN-UP

Let's SPRING into action, get outdoors and do our part to keep  
Whitmore Lake clean and beautiful!

JOIN US **SATURDAY MAY 10**  
ON

9 a.m.-12 p.m.

Jennings Athletic Complex and Main Street

KIDS, FAMILIES, COMMUNITY MEMBERS AND GROUPS ARE  
ENCOURAGED TO ATTEND

Rakes, shovels, work gloves, brooms, etc. are  
helpful but not required.

-Main Street volunteers park at 75 Barker.

-Jennings volunteers park at the playground

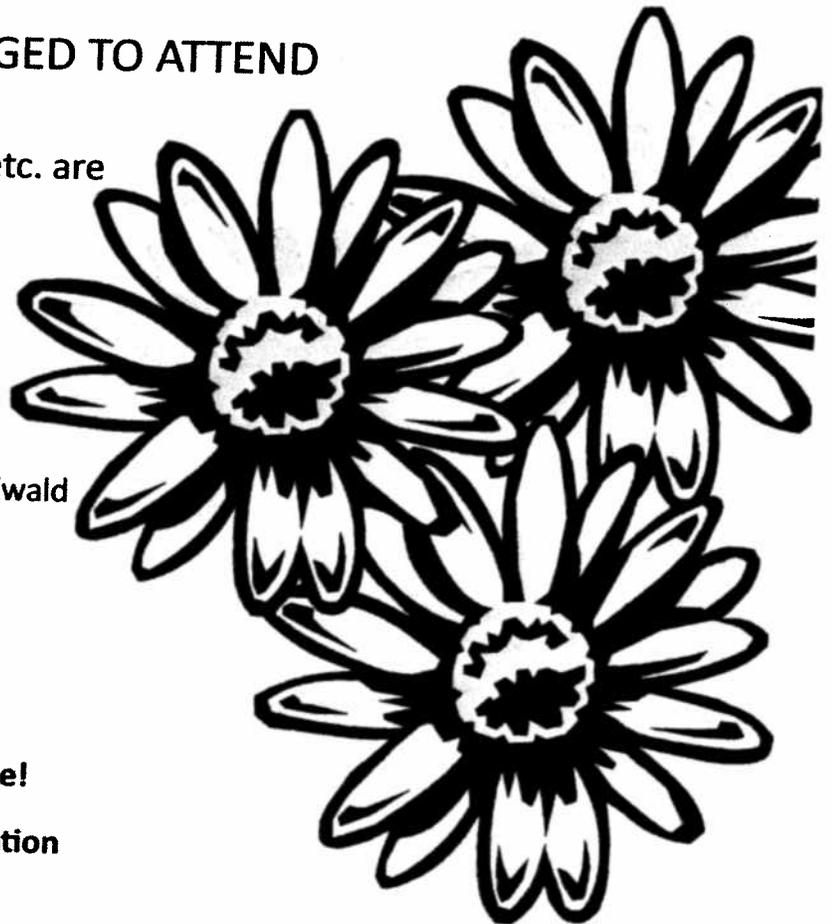
For more information contact Maria Carter-Ewald  
Director of Community Recreation

Maria.carter-ewald@wlps.net or

734-449-4461 x 3057

RSVP for the event on our Facebook page!

[www.facebook.com/WLCommunityRecreation](http://www.facebook.com/WLCommunityRecreation)





**EVAN N. PRATT, P.E.**

WATER RESOURCES COMMISSIONER  
705 North Zeeb Road  
P.O. Box 8645  
Ann Arbor, MI 48107-8645

email: [drains@ewashtenaw.org](mailto:drains@ewashtenaw.org)  
<http://drain.ewashtenaw.org>

DENNIS M. WOJCIK, P.E.  
Chief Deputy Water Resources  
Commissioner

Telephone 734.222.6860  
Fax 734.222.6803

January 30, 2014

RE: Potential funding for waste stream diversion  
Washtenaw County 2014 Solid Waste and Recycling Report

Dear Board and Council Members,

The Washtenaw County Department of Public Works and the Office of Water Resources Commission staff have recently updated the solid waste and recycling services report for Washtenaw County. We currently have a fund balance in our Solid Waste fund, and want to include interested communities in discussions to identify and prioritize your local wants and needs relative to diverting more from the waste stream. Based on your input, we propose to develop ways to fund or partially fund community waste diversion programs such as clean-up days, recycling & commercial recycling, regional bulk/hazardous waste drop-off, or other needs your citizens may have..

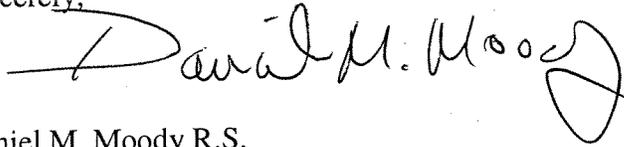
The referenced report addresses the challenges and opportunities facing our solid waste management system by assessing the current condition of our residential solid waste management system, and we would like to review the results of our most recent study with you. As with past versions of this report, based on our findings, recommendations are being developed to help local units of government create residential solid waste systems that are convenient and cost effective, sustainable, promote waste reduction and recycling and reduce impacts to the environment and public health.

As an example, Washtenaw County has partnered with local units of governments to provide one day collections and recycling events annually around the County, servicing over 4,000 households in 2013. While this is a vast improvement, there are over 140,000 households in Washtenaw County, so we know there are people in your community who are not taking advantage of these free drop off days, and would like to find ways to reach them.

Funding for these events have been provided in the past through general county dollars and County Solid Waste monies generated from landfill activities located in Washtenaw County. Over the past five years, the average clean-up day costs approximately \$20,000 per event with some sponsorship from local units of governments.

We are asking that if your municipality is interested in pursuing increased solid waste and recycling initiatives moving forward in 2014, or if you have any questions or desire to discuss this opportunity further, please contact me at 734-222-3827. You can also visit our website at: [www.recycle.ewashtenaw.org](http://www.recycle.ewashtenaw.org) to review our 2013 Annual Report and Clean Up Day Reports.

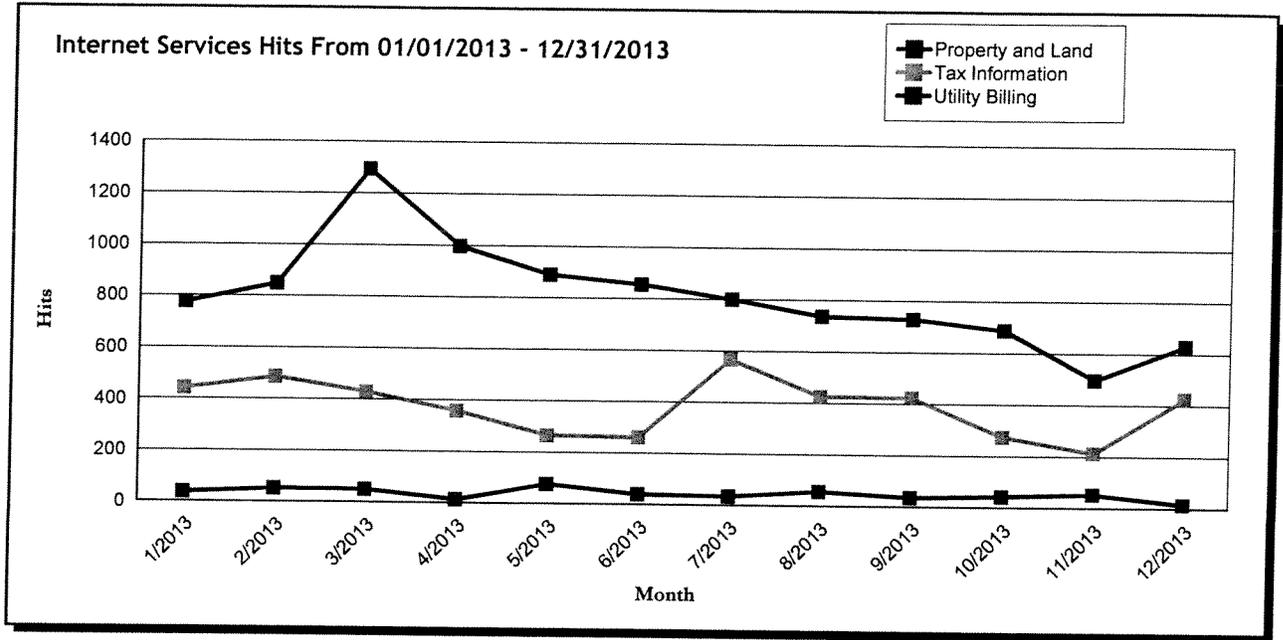
Sincerely,

A handwritten signature in black ink that reads "Daniel M. Moody". The signature is written in a cursive style with a large, stylized initial "D" and a circular flourish at the end.

Daniel M. Moody R.S.  
Washtenaw County Solid Waste Coordinator  
Business Phone: 734-222-3827  
Moodyd@ewashtenaw.org

Cc: Evan Pratt, Water Resources Commission, Public Works Director  
Jeff Kremarik, Environmental Programs Supervisor

# Northfield Township



Internet Service Hits

## Property and Land

January 2013	776
February 2013	849
March 2013	1,293
April 2013	997
May 2013	889
June 2013	855
July 2013	800
August 2013	736
September 2013	728
October 2013	688
November 2013	497
December 2013	630
<b>Year Total</b>	<b>9,738</b>

## Tax Information

January 2013	441
February 2013	486
March 2013	428
April 2013	358
May 2013	266
June 2013	261
July 2013	568
August 2013	425
September 2013	424
October 2013	274
November 2013	213
December 2013	425
<b>Year Total</b>	<b>4,569</b>

## Utility Billing

January 2013	37
February 2013	52



14965 Abbey Lane  
Bath, MI 48808  
Toll Free: (855) BSA-SOFT  
P: (517) 641-8900  
F: (517) 641-8960  
[www.bsasoftware.com](http://www.bsasoftware.com)

February 10, 2014

Dear Municipal Official,

Enclosed are the year-end 2013 statistics corresponding to your BS&A Internet Services (IS) usage, the service that puts your data on the web for 24/7/365 access. Your Municipality is one of 800 in Michigan utilizing IS. Overall, we processed in excess of 20 million data retrievals last year.

We hope this information is beneficial to you, and that you have found using IS saves you time, money, and resources, while providing a valuable service to your taxpayers and business professionals.

You can compile these statistics yourself anytime by following the steps below:

1. Log on as a "site admin."
2. Click the Administration tab.
3. Click User Data Retrievals.
4. Click Download Data (on the right, above the page number).
5. Select the Report Type (pull the drop-down arrow to Totals by Service).
6. Select the date range you would like to view (max is 100 days).
7. Type your email address; this report will be emailed to you.

In an effort to continue to stay ahead of the technology curve, and to maintain optimal service to your users, Internet Services has been updated. The new version is named "AMG" (AccessMyGov). The new version provides a fresh look, better functionality, and more features. We are upgrading units continually through the year.

We appreciate this opportunity to serve your Municipality. Should you require additional services, or have any questions or concerns, please feel free to contact our IS Department at [IS@bsasoftware.com](mailto:IS@bsasoftware.com) or (855) 272-7638.

Best wishes,

BS&A Software  
Internet Services/AMG Department  
14965 Abbey Lane  
Bath, MI 48808  
Ph (855) 272-7638