

COPY

RECEIVED

OCT 15 2015

Craig Warburton
450 West Joy Road, Ann Arbor, MI 48105

NORTHFIELD TOWNSHIP

10/12/15

Howard Fink, FOIA Coordinator
Northfield Township Manager
8350 Main St., Whitmore Lake, MI 48189

Dear Mr. Fink:

Under the Michigan Freedom of Information Act § 15.231 et seq., I am requesting an opportunity to inspect or obtain copies of public records, specifically the last contract Carlisle-Wortman, Planners, and a record of amounts paid in since May 2014 re: zoning map amendment or Biltmore Properties.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

If any documents are redacted, please provide an explanation.

Thank you for considering my request.

Sincerely,



| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|-----------------------|-----|------|---------------------------------------|-------------|----------|---------------------|------------|
| Fund 101 GENERAL FUND | | | | | | | |
| 05/01/2014 | | | 101-412-801 PLANNER FEES | | | | |
| 05/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2131919 | | BEG. BALANCE 855.00 | 20,574.74 |
| 05/06/2014 | AP | INV | GENERAL CONSULTATION 2/4/14 - 2/25/14 | 2131920 | 545.00 | | 21,429.74 |
| 05/06/2014 | AP | INV | MISC. ORDINANCE AMENDMENTS 2/12/14-2 | 2131921 | 765.00 | | 21,974.74 |
| 05/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | | | | |
| 05/06/2014 | AP | INV | N TERRITORIAL-WHITMORE LAKE STUDY AR | 2131922 | 450.00 | | 22,739.74 |
| 05/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | | | | |
| 06/23/2014 | AP | INV | RETAINER 2/5/14-2/24/14 | 2132327 | 458.82 | | 23,189.74 |
| 06/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | | | | |
| 06/23/2014 | AP | INV | APRIL 2014 | 2132326 | 205.00 | | 23,648.56 |
| 06/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | | | | |
| 06/23/2014 | AP | INV | ORDINANCE AMENDMENTS 4/9/14 & 4/30/14 | 2132325 | 1,520.00 | | 23,853.56 |
| 06/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | | | | |
| 06/23/2014 | AP | INV | GENERAL CONSULTATION 4/1/14-4/30/14 | 2132324 | 205.00 | | 25,373.56 |
| 06/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | | | | |
| 06/23/2014 | AP | INV | 2014 CIP 4/7 & 4/11/14 | | | | |
| 07/01/2014 | RE | JE | Accrue F'14 Expenditures | 65846 | 8,522.50 | | 25,578.56 |
| 07/01/2014 | RE | JE | 2014-15 Fiscal Year Begin | | | | 34,101.06 |
| 07/01/2014 | RE | JE | To Reverse Manual Journal Entry: 658 | 65848 | | 8,522.50 | 0.00 |
| 07/09/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132730 | 50.00 | | (8,522.50) |
| 07/09/2014 | AP | INV | MISC ORDINANCE AMENDMENTS | | | | |
| 07/09/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132729 | 2,830.00 | | (8,472.50) |
| 07/09/2014 | AP | INV | GENERAL CONSULTATION | | | | |
| 07/09/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132734 | 810.00 | | (5,642.50) |
| 07/09/2014 | AP | INV | ZONING DISTRICT REVIEW | | | | |
| 07/09/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132733 | 515.00 | | (4,832.50) |
| 07/09/2014 | AP | INV | WHITMORE/TERRITORIAL OVERLAY | | | | |
| 07/09/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132358 | 450.00 | | (4,317.50) |
| 07/09/2014 | AP | INV | RETAINER | | | | |
| 07/29/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132728 | 25.00 | | (3,867.50) |
| 07/29/2014 | AP | INV | BILTMORE MASTER PLAN REQUEST | | | | |
| 08/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132886 | 790.00 | | (3,842.50) |
| 08/06/2014 | AP | INV | GENERAL CONSULTATION | | | | |
| 08/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132888 | 450.00 | | (3,052.50) |
| 08/06/2014 | AP | INV | RETAINER | | | | |
| 08/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132885 | 2,412.50 | | (2,602.50) |
| 08/06/2014 | AP | INV | BILTMORE MASTER PLAN REQUEST | | | | |
| 08/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2132890 | 190.00 | | (190.00) |
| 08/06/2014 | AP | INV | WHITMORE/TERRITORIAL OVERLAY | | | | |
| 08/06/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133401 | 225.00 | | 0.00 |
| 08/06/2014 | AP | INV | WHITMORE/TERRITORIAL OVERLAY 8/13/14 | | | | |
| 09/17/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133400 | 450.00 | | 225.00 |
| 09/17/2014 | AP | INV | RETAINER 8/6/14-8/28/14 | | | | |
| 09/17/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133397 | 475.00 | | 675.00 |
| 09/17/2014 | AP | INV | GENERAL CONSULTATION 8/11/14-8/29/14 | | | | |
| 09/17/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133398 | 325.00 | | 1,150.00 |
| 09/17/2014 | AP | INV | MASTER PLAN AMENDMENTS 8/5/14-8/15/14 | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133173 | 755.00 | | 1,475.00 |
| 09/23/2014 | AP | INV | GENERAL CONSULTATION JULY 2014 | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133174 | 165.00 | | 2,230.00 |
| 09/23/2014 | AP | INV | MASTER PLAN AMENDMENT JULY 2014 | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133175 | 135.00 | | 2,395.00 |
| 09/23/2014 | AP | INV | NOWATZKE TRUCK & TRAILER ADDITIOIN J | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133176 | 450.00 | | 2,530.00 |
| 09/23/2014 | AP | INV | RETAINER JULY 2014 | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133177 | 150.00 | | 2,980.00 |
| 09/23/2014 | AP | INV | RHE-TECH ADDITION JULY 2014 | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133178 | 225.00 | | 3,130.00 |
| 09/23/2014 | AP | INV | WHITMORE/TERRITRIAL OVERLAY JULY 201 | | | | |
| 09/23/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133179 | 210.00 | | 3,355.00 |
| 09/23/2014 | AP | INV | ZONING DISTRICT REVIEW JULY 2014 | | | | |
| 10/13/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133172 | 2,182.10 | | 3,565.00 |
| 10/13/2014 | AP | INV | BILTMORE MASTER PLAN REQUEST JULY 20 | | | | |
| 10/22/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133625 | 1,910.39 | | 5,747.10 |
| 10/22/2014 | AP | INV | GENERAL CONSULTATION THRU 9/30/14 | | | | |
| 10/22/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133626 | 50.00 | | 7,657.49 |
| 10/22/2014 | AP | INV | MISC. ORDINANCE AMENDMENTS THRU 9/30 | | | | |
| 10/22/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133627 | 6.30 | | 7,707.49 |
| 10/22/2014 | AP | INV | MASTER PLAN AMENDMENT COPYING & DIST | | | | |
| 10/22/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133630 | 450.00 | | 7,713.79 |
| 10/22/2014 | AP | INV | RETAINER FEES SEPT 2014 | | | | |
| 10/22/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133631 | 285.00 | | 8,163.79 |
| 10/22/2014 | AP | INV | WHITMORE/TERRITORIAL OVERLAY | | | | |
| 10/22/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133632 | 320.00 | | 8,448.79 |
| 10/22/2014 | AP | INV | ZONING DISTRICT REVIEW | | | | |
| 11/26/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133930 | 255.00 | | 8,768.79 |
| 11/26/2014 | AP | INV | ZONING DISTRICT REVIEW 10/14/14-10/2 | | | | |
| 11/26/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133928 | 450.00 | | 9,023.79 |
| 11/26/2014 | AP | INV | RETAINER 10/2014 | | | | |
| 11/26/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133926 | 58.00 | | 9,473.79 |
| 11/26/2014 | AP | INV | MISC ORDINANCE AMENDMENTS | | | | |
| 11/26/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133925 | 1,425.00 | | 9,531.79 |
| 11/26/2014 | AP | INV | GENERAL CONSULTATION 10/2014 | | | | |
| 11/26/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133929 | 180.00 | | 10,956.79 |
| 11/26/2014 | AP | INV | WHITMORE/TERRITORIAL OVERLAY 10/2014 | | | | |
| 12/02/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2133396 | 940.00 | | 11,136.79 |
| 12/02/2014 | AP | INV | BILTMORE MASTER PLAN REQUEST | | | | |

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---------------------------------|-----|------|---|-------------|-----------|-------------|-----------|
| | | | 101-412-801 PLANNER FEES | | | (Continued) | |
| 12/19/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. CONSULTATION 11/3/14-11/25/14 | 2134038 | 664.63 | | 12,741.42 |
| 12/19/2014 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. RETAINER 11/5/14-11/25/14 | 2134040 | 450.00 | | 13,191.42 |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | | 25.00 | 13,166.42 |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | | 2,412.50 | 10,753.92 |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | | 2,182.10 | 8,571.82 |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | | 940.00 | 7,631.82 |
| 12/31/2014 | | | 101-412-801 Cumulative Net Debits and Credits: | END BALANCE | 35,240.24 | 14,082.10 | 21,158.14 |
| TOTAL FOR FUND 101 GENERAL FUND | | | | | 35,240.24 | 14,082.10 | 7,631.82 |

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|-------------------------------------|-----|------|---|-------------|--------------|----------|------------|
| Fund 701 TRUST AND AGENCY | | | | | | | |
| 10/01/2014 | | | 701-000-274 BILTMORE LAND LLC | | BEG. BALANCE | | 0.00 |
| 06/2014 | CR | RCPT | BILTMORE LAND LLC BLDG ESCROW - SEWER | 51479 | | 2,000.00 | (2,000.00) |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | 25.00 | | (1,975.00) |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | 2,412.50 | | 437.50 |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | 2,182.10 | | 2,619.60 |
| 12/30/2014 | GJ | JE | RC Biltmore Charges posted to Gen Fu | 66054 | 940.00 | | 3,559.60 |
| 12/30/2014 | CR | RCPT | BILTMORE LAND LLC BILTMORE REIMBURSEMENT | 52645 | | 5,559.60 | (2,000.00) |
| 07/01/2015 | | | 2015-16 Fiscal Year Begin | | | | (2,000.00) |
| 08/24/2015 | AP | INV | CARLISLE, WORTMAN ASSOCIATES, INC. | 2135659 | 225.00 | | (1,775.00) |
| 12/31/2015 | | | 701-000-274 | END BALANCE | 5,784.60 | 7,559.60 | (1,775.00) |
| TOTAL FOR FUND 701 TRUST AND AGENCY | | | | | 5,784.60 | 7,559.60 | (1,775.00) |



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

INVOICE

Howard Fink, Township Manager
Northfield Township
8350 Main Street, Suite A
Whitmore Lake, MI 48189

Invoice No. 2132728
Client No.: 271
Date: 06/13/14
Period End: 5/31/2014

Biltmore Master Plan Request

5/30/2014 SS Administrative set-up.

0.50 @ 50.00/hr = 25.00

AMOUNT DUE THIS INVOICE:

\$25.00

101-412-801

EMERSON



CARLISLE

WORTMAN

associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

INVOICE

Howard Fink, Township Manager
Northfield Township
8350 Main Street, Suite A
Whitmore Lake, MI 48189

Invoice No. 2133172
Client No.: 271
Date: 08/12/14
Period End: 7/31/2014

Biltmore Master Plan Request

ENTERED

| | | | | | | |
|-----------|-----|--|--------|----------|---|--------|
| 7/8/2014 | DL | Review study area and past work within the area. Prepare for joint meeting re: Biltmore Proposal. | 3.00 @ | 90.00/hr | = | 270.00 |
| 7/9/2014 | DL | Prepare joint meeting outline. | 3.50 @ | 90.00/hr | = | 315.00 |
| 7/16/2014 | DL | Prepare maps and prep for joint meeting. | 2.00 @ | 90.00/hr | = | 180.00 |
| | LF | Prepare map for PC meeting (FLU with Biltmore properties) | 1.00 @ | 70.00/hr | = | 70.00 |
| | GIS | Prepare map for PC meeting (FLU with Biltmore properties) | 1.00 @ | 25.00/hr | = | 25.00 |
| 7/22/2014 | DL | Prepare for Planning Commission meeting. Alternative study area mapping and natural features. | 4.50 @ | 90.00/hr | = | 405.00 |
| | LF | Prepare study area, future land use alternatives, and analysis graphics for PC meeting | 3.00 @ | 70.00/hr | = | 210.00 |
| 7/23/2014 | LF | Prepare study area, future land use alternatives, and analysis graphics for PC meeting | 2.50 @ | 70.00/hr | = | 175.00 |

| | | | | | | |
|---|----|--|--------|----------|---|-------------------|
| 7/24/2014 | LF | Prepare study area, future land use alternatives, and analysis graphics for PC meeting | 3.00 @ | 70.00/hr | = | 210.00 |
| 7/25/2014 | DL | Provide information to PC regarding study area and process moving forward. | 2.50 @ | 90.00/hr | = | 225.00 |
| 7/28/2014 | KM | Print and mail 21 letters of intent to update MP for Lucie | 0.50 @ | 50.00/hr | = | 25.00 |
| | LF | Prepare pdf package for PC distribution | 1.00 @ | 70.00/hr | = | 70.00 |
| In house copying - print 21 letters to mail | | | | | | 2.10 |
| Total additional charges | | | | | | \$2.10 |
| AMOUNT DUE THIS INVOICE: | | | | | | \$2,182.10 |



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

INVOICE

Howard Fink, Township Manager
Northfield Township
8350 Main Street, Suite A
Whitmore Lake, MI 48189

Invoice No. 2132885
Client No.: 271
Date: 07/09/14
Period End: 6/30/2014

Biltmore Master Plan Request

101-412-801



| | | | | | | |
|-----------|-----|---|--------|----------|---|--------|
| 6/4/2014 | DL | Develop time line for MP amendment and review Biltmore information provided to PC. | 1.50 @ | 90.00/hr | = | 135.00 |
| 6/9/2014 | RP | Existing conditions analysis | 3.00 @ | 70.00/hr | = | 210.00 |
| | DL | Prepare for Biltmore meeting. | 2.00 @ | 90.00/hr | = | 180.00 |
| | LF | Prepare east subarea detail maps | 1.50 @ | 70.00/hr | = | 105.00 |
| | GIS | Prepare east subarea detail maps | 1.50 @ | 25.00/hr | = | 37.50 |
| 6/10/2014 | RP | Analysis for Biltmore property | 1.00 @ | 70.00/hr | = | 70.00 |
| | DL | Prepare and meet with Manager and PC Chair. | 3.00 @ | 90.00/hr | = | 270.00 |
| 6/11/2014 | DL | Meeting at Township regarding proposed Master Plan change with developer and Manager. | 3.00 @ | 90.00/hr | = | 270.00 |

| | | | | | | |
|-----------|----|--|--------|----------|---|--------|
| 6/25/2014 | DL | Prepare information for PC re: Biltmore proposal and prepare for and meet with PC Chair and Twp. Manager. | 5.00 @ | 90.00/hr | = | 450.00 |
| 6/26/2014 | KM | Edit Biltmore MP request proposal for Doug | 0.50 @ | 50.00/hr | = | 25.00 |
| | DL | Revision to memo to PC as requested by PC Chair. | 1.00 @ | 90.00/hr | = | 90.00 |
| 6/27/2014 | KM | Edit Biltmore MP request proposal for Doug, Re-type and edit Biltmore MP Issues to be Reviewed memo for Doug | 1.50 @ | 50.00/hr | = | 75.00 |
| | DL | Biltmore Joint Meeting Memo. Discussion on topic with Manager and forward information. | 3.50 @ | 90.00/hr | = | 315.00 |
| 6/30/2014 | DL | Provide background information to Board and PC via e-mail and regular mail. | 2.00 @ | 90.00/hr | = | 180.00 |

AMOUNT DUE THIS INVOICE:

\$2,412.50



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

INVOICE

Howard Fink, Township Manager
Northfield Township
8350 Main Street, Suite A
Whitmore Lake, MI 48189

Invoice No. 2133396
Client No.: 271
Date: 09/12/14
Period End: 8/31/2014

161-412-801

Biltmore Master Plan Request

ENTER

| | | | | | | |
|-----------|----|---|--------|----------|---|--------|
| 8/8/2014 | DL | Review information from PC meeting. Consultation with resident on process and steps moving forward. Consultation with developer re: studies that were requested by the Planning Commission. | 2.50 @ | 90.00/hr | = | 225.00 |
| 8/19/2014 | DL | Status Memorandum. | 2.00 @ | 90.00/hr | = | 180.00 |
| | LK | Draft memo re: Master Plan amendment request. | 2.50 @ | 70.00/hr | = | 175.00 |
| 8/20/2014 | DL | Coordinate outside consultants for impact studies. Provide listing to Stolemann. Develop density table for various scenarios moving forward for Township. | 2.50 @ | 90.00/hr | = | 225.00 |
| 8/21/2014 | DL | | 1.00 @ | 90.00/hr | = | 90.00 |
| 8/26/2014 | DL | Revise density table and provide to Stollman. | 0.50 @ | 90.00/hr | = | 45.00 |

AMOUNT DUE THIS INVOICE:

\$940.00



CARLISLE

WORTMAN

associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

INVOICE

Howard Fink, Township Manager
Northfield Township
8350 Main Street, Suite A
Whitmore Lake, MI 48189

Invoice No. 2135659
Client No.: 271
Date: 05/11/15
Period End: 4/30/2015

Biltmore Master Plan Request

| | | | | | | |
|-----------|----|--|--------|----------|---|--------|
| 4/30/2015 | DL | Consultation and meeting at Twp. offices re: Biltmore proposal and future Master Plan amendment. | 2.50 @ | 90.00/hr | = | 225.00 |
|-----------|----|--|--------|----------|---|--------|

AMOUNT DUE THIS INVOICE:

\$225.00

701-000-274

*Ok
Howard Fink*

ENTERED