

NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA

April 28, 2015 - - 7:00 PM

8350 Main Street, 2nd Floor

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

AGENDA ITEM:

1. Authorization for Deputy Clerk, Cristina Wilson, to be a signer for Township documents +

DISCUSSION ITEMS:

1. Budget Overview
2. Audit of Sewer REU Charges
3. WALLY Discussion
4. AATA Rapid Transit Discussion
5. Planning Commission's Master Plan Citizen Survey
6. Northfield Township Debt Analysis
7. Board Retreat Goals/Economic Development Discussion

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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

Memo

To: Northfield Township Board
From: Howard Fink
Date: 4/23/2015
Re: Budget Projections

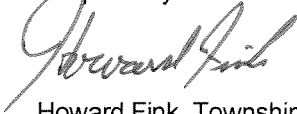
Dear Township Board,

I asked Rick to put together an overall budget perspective for this workshop (attached). At the next workshop, we will be diving into the specifics of the budgets for the 2016 fiscal year. So far, we project that at the end of the year, our fund balance will increase \$9,393. To date, and if our projections hold true, we have not dipped into any fund balance in 2015 for our extra expenditures. Please note that we have not yet factored in the Peoples Express expenditure.

If we take our 2014/2015 budget and remove the one time expenditures (Grant Expense for the Non-Motorized Path and Purchase of the Darlene Curtis Property) we have \$569,230 in fund balance that is unallocated. This number represents dollars over and above the 85% fund balance.

Also, please note that in these projection numbers for fiscal year 2016, we did not include any raises for employees. I will be suggesting both cost of living raises for all employees and merit based raises on a case by case basis.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink", written in dark ink.

Howard Fink, Township Manager

NORTHFIELD TOWNSHIP

Fiscal 2015 and 2016 Projections

as of 4/22/15

Description	Fiscal 2014/2015		Fiscal 2015/2016	
	Amended Budget	Projection	Draft Budget	
- Revenues	\$1,510,969	\$1,522,145	\$1,497,519	
- Expenditures	1,615,729	1,512,752	1,460,372	
Contribution to Fund Balance - Surplus/(Deficit)	<u>(\$104,760)</u>	<u>\$9,393</u>	<u>\$37,147</u>	
Beginning Fund Balance @ June 30th	\$1,549,381	\$1,549,381	\$1,558,774	
Ending Fund Balance @ June 30th	<u>\$1,444,621</u>	<u>\$1,558,774</u>	<u>\$1,595,921</u>	
<u>Excess Fund Balance Calculation Above Reserve</u>				
Expenditures from Above	\$1,615,729	\$1,512,752	\$1,460,372	
Less One Time Expenditures:				
- Property Purchase	(98,582)	(98,582)	0	
- Grant Expense for Non-Motorized Path	<u>(250,000)</u>	<u>(250,000)</u>	<u>(250,000)</u>	
Expenditures Net of One Time Expenditures	<u>1,267,147</u>	<u>1,164,170</u>	<u>1,210,372</u>	
Reserve %	85%	85%	85%	
Reserve	<u>1,077,075</u>	<u>989,545</u>	<u>1,028,816</u>	
Excess Fund Balance over Reserve	<u>\$367,546</u>	<u>\$569,230</u>	<u>\$567,105</u>	

**JAMES E. COX
NORTHFIELD TOWNSHIP
WATER POLLUTION CONTROL FACILITY
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN
PHONE 734-449-4159 FAX 734-449-4302**

To: Northfield Township Board of Trustees

From: Tim Hardesty-Wastewater Treatment Plant Superintendent

Date: April 14, 2015

Subject: Residential Equivalent Unit (REU) Table

Last fall Mr. Fink and I were discussing our REU table and decided that the wastewater plant should do an audit of all businesses that are not on a water meter and evaluate their REU charge. After months of internet search of other communities' REU tables and evaluating our own REU table, we have found that some of the businesses connected to our sewers are either not being billed at all or are not being billed the correct amount. We also were not able to determine what formula was used to determine many of the current businesses REU's. I would like to update our sewer use ordinance with the following changes:

1. It has always been the Township's practice that any business would be charged a minimum of one REU, but it does not state that in our ordinance. I would like our ordinance to read:
"Classifications not specifically listed shall be assigned values as determined by the Township, but no facility shall be assigned less than one unit".
2. Stores: currently 0.15 per employee. Change it to 0.2 per 1000 square feet (sq. ft.).
3. Schools: currently 0.10 per student. Change to 0.50 per classroom.

4. Day care centers: currently 1 + 0.5 per student or child. Change to 1+ 0.25 per 1000 sq. ft.
5. I would like to add Service Station with mini-mart. This charge would be 2.0 per 1000 sq. ft.
6. I would like to add marinas to the table and charge them 0.03 per boat slip.
7. Seasonal businesses such as marinas and ice cream shops shall be charged from May to October.

Thank you for your consideration,

Tim Hardesty

Account	Name	Address	Usage	Unit Factor	Basis	Current REU	New REU	Misc.
670118	Affa (Val's old gas station)	9859 Main	Office Bld	.4 per 1000sq.ft	3961 sq. ft.	1.32	1.6	
689195	Aim High School	11648 N Main	School	.1 per Student	42 Students	1	3.5	7 Classrooms - .5 per Classroom
670116	Aldente' Pasta	9815 Main	Factories	.5 per 1000 sq.ft	9960 sq. ft	1	5	
	Ricks Bait	9815 Main	Store	.15 per Employee				.2 per 1000 sq.ft
	Marina	9815 Main						Seasonal
	Apartment	9815 Main	Single Unit	1 per unit				
670057	Allison's Dogs by Design	9419 Main	Store	.15 per Employee	830 sq.ft	1	1	.2 per 1000 sq.ft
670901	Allstar Alarm	8345 Main	Office Bld	.4 per 1000 sq.ft	2391 sq. ft	1.44	1	
670866	Ann Arbor Roof	328 6 Mile	Office Bld	.4 per 1000 sq.ft	4144 sq. ft	1	1.7	
670035	AT&T	9180 Main	Office Bld	.4 per 1000 sq.ft	1900 sq.ft	1	1	
671542	Balance Tech	7035 N Terr.	Industrial Bld	.5 per 1000 sq.ft	34800 sq. ft	8	17.4	
	Balance Tech	7035 N Terr.	Office Bld	.4 per 1000 sq.ft	15853 sq.ft		6.3	
670368	Bamco Mobile	8711 Main	Industrial Bld	.5 per 1000 sq.ft	4800 sq.ft	1	2.4	
670037	BioSentry Eng.	9205 Main	Office Bld	.4 per 1000 sq.ft	1938 sq.ft	1	1	
670812	Bobber down	8475 Main	Rest. With Liquor	4 per 1000 sq. ft	2176 sq.ft	2.27	8.7	
670320	Car Motive	8769 Main	Office Bld	.4 per 1000 sq.ft	4752 sq.ft	2.99	1.9	
	Apartment	8769 Main	Single Unit	1 per unit			1	
870814	Carquest	8715 Main	Office Bld	.4 per 1000 sq.ft	1600 sq.ft	1	1	
670975	Chiropractic	8505 Main	Clinic	.5 per Doctor	1980 sq. ft	1	1	
670089	Creative Design	9555 Main	Office Bld	.4 per 1000 sq.ft	644 sq.ft	1	1	Dress Shop
670589	Dockett's pawn shop & apts	9097 Main	Store	.15 per Employee		4	1	.2 per 1000 sq.ft
	Dockett's pawn shop & apts	9097 Main	Multiple Units	1 per unit	3 Units		3	
670683	Don's Body Shop	7986 Coyle	Auto Repair	1 + .5 per 1000 sq.ft		1		
670098	Driftwood Marina	9594 Main				1	1	Empty Bld min 1
	EDSS	7050 N Terr.	Office Bld	.4 per 1000 sq.ft				
670320	Family Dentistry	55 Jennings	Clinic	.5 per Doctor	1350 sq.ft	1	1	
	Family Video	22 Barker	Store	.15 per Employee	3090 sq.ft		1	.2 per 1000 sq.ft
671513	Fine Arts Academy	238 Jennings	Store		7056 sq.ft	1	1.4	.2 per 1000 sq.ft
670095	Flower shop Main St	9567 Main	Store	.15 per Employee	2400 sq.ft	1	1	.2 per 1000 sq.ft
671507	Griffith Vet Clinic	240 Jennings	Vet Clinic	2 per Vet			2	
670048	Hometown Bicycles	8717 Main	Store	.15 per Employee	1600 sq.ft	6	1	

		8717 Main	Multiple Units	1 per unit	4 Units		4	
670742	Lakes Motel	8365 Main	Motel	.25 per Unit	9 Units	2.75	2.3	
		8365 Main	Single Unit	1 per unit	1 Unit		1	Home
671357	Lakeside Saddlery & Embroidery	200 Barker	Store	.15 per Employee	7360 sq.ft	1.3	1.5	.2 per 1000 sq.ft
670326	Little Porkies	52 Barker	Store	.15 per Employee		2.8	1	.2 per 1000 sq.ft
		52 Barker	Rest. Other	1.8 per 1000 sq.ft	2116 sq.ft		1.8	
		10195 9 Mile	Childcare Center	1 + .25 per 1000 sq.ft	2496 sq.ft		1.6	
670989	M and R Service	175 Barker	Industrial Bld	.5 per 1000 sq.ft	2550 sq.ft	1	1.3	
670120	Mac's Marina/Dee's Ice Cream	9876 Main	Store	.15 per Employee	2787 sq.ft	2.04	1	.2 per 1000 sq.ft
		9876 Main	Rest. Other	1.8 per 1000 sq.ft				Seasonal
		9876 Main	Single Unit	1 per unit	1 Unit		1	Home
		9876 Main	Marina	.02 per boat Slip				Seasonal
670085	Main Street Hair Shoppe	9545 Main	Beauty Shop	1+.15 per Booth	3 Booths	1	1.5	
670119	Marathon Gas Station & Store	9885 Main	Service Station	.2 per Pump	8 Pumps	2.09	5.4	2 per 1000 sq.ft
		9885 Main	Store	.15 per Employee	2691 sq.ft			
670381	Marco's Pizza	148 Barker	Rest. Other	1.8 per 1000 sq.ft	2900 sq.ft	1	1.8	
670087	Massage by Sandy & Co.	9541 Main	Office Bld	.4 per 1000 sq.ft	1568 sq.ft	1	1	
		9541 Main	Single Unit	1 per unit	1 Unit		1	Apt Upstairs
670661	Michigan Energy Services	8445 Main	Office Bld	.4 per 1000 sq.ft	3879 sq.ft	1	1.6	
670044	Mickey's Pizza	9230 Main	Rest. Other	1.8 per 1000 sq.ft	830 sq.ft	1	1	currently empty
670037	Mike Hefner	9163 Main	Office Bld	.4 per 1000 sq.ft	852 sq.ft	1	1	
670019	Misc. Stores	8741 Main	Store	.15 per Employee	4720 sq.ft	2.02	1	Robert Avey owns this, this has multiple uses
671161	Misc. Stores	8737 main	Store	.15 per Employee	7008 sq.ft	2.8	6	Robert Avey owns this, 6 stores
670328	National Staffing in home service	75 Barker	Office Bld	.4 per 1000 sq.ft	2546 sq.ft	1	1	
670023	Northfield Human Services	10 Jennings	Office Bld	.4 per 1000 sq.ft	2518 sq.ft	1	1	
671508	Northfield Twp Hall	8350 Main St.	Office Bld	.4 per 1000 sq.ft		17	16	
		8350 Main St.	Fire Station	1 per Station			1	
670334	Northfield Twp Fire Dept	125 Barker	Public Inst.	1 per 15 Employee		1	1	
670917	Old Meat Mkr	195 Barker	Store	.15 per Employee	1500 sq.ft	1	1	.2 per 1000 sq.ft
671537	Ovations Catering	50 N Terr	Rest. Other	1.8 per 1000 sq.ft	3520 sq.ft	6	6.3	
670602	Overhead Door	8425 Main	Office Bld	.4 per 1000 sq.ft	4050 sq.ft	1	1.6	
670305	Peaberry Coffee	152 Barker	Store	.15 per Employee	2900 sq.ft	1	1	.2 per 1000 sq.ft
670088	Plates Studio	9551 Main	Office Bld	.4 per 1000 sq.ft		1	1	

670035		9545 Main	Store	.15 per Employee	4 Units	3.58	1	8154 sq. ft - has 4 apts. upstairs; 3 bus. downstairs including 9551 Main
		9545 Main	Multiple Units	1 per unit	4 Units		4	4 Apts Upstairs
670095	PNC Bank	9571 Main	Bank	.25 per Employee St	6 Stations	1	1.5	
670096	Polly's Market	9589 Main	Grocery	1.1 per 1000 sq.ft	5625 sq.ft	1.22	2.25	.4 per 1000 sq.ft
670592	Post Office	9725 Main	Post Office	1 per 1000 sq.ft	2618 sq.ft	1	2.6	
	Precious Ones Daycare	8834 Main	Childcare Center	1 + .25 per 1000 sq.ft	3480 sq.ft		1.9	
670102	Ruby Talula Studio	9615 Main	Store	.15 per Employee	1655 sq.ft	1	1	
670002	Self Storage	8761 Main	Office Bld	.4 per 1000 sq.ft	1092 sq ft	1.36	1	
	Shell Gas Station	60 N Terr	Service Station	.2 per Pump	10 Pumps		5.4	2 per 1000 sq.ft
		60 N Terr	Store	.15 per Employee	2687 sq.ft			
670004	Spectrum Community Service	100 Barker	Office Bld	.4 per 1000 sq.ft	2250 sq.ft	1	1	2250 sq.ft for both blds
670007	Spectrum Community Service	102 Barker	Office Bld	.4 per 1000 sq.ft	2250 sq.ft	1	1	
671577	Speedway Gas Station	300 6 Mile	Service Station	.2 per Pump	18 Pumps	6	7.9	2 per 1000 sq.ft
		300 6 Mile	Store	.15 per Employee	3932 sq.ft			
670305	Stellar Materials	777 8 Mile	Industrial Bld	.5 per 1000 sq.ft				
670823	Sterner Family Dental	156 Barker	Clinic	.5 per Doctor	1450 sq.ft	1	1	
670046	Sunoco Main st	9254 Main	Service Station	.2 per Pump	8 Pumps		2.8	2 per 1000 sq.ft
		9254 Main	Store	.15 per Employee	1410 sq.ft			
671573	Sunoco Terr.	366 N Terr	Service Station	.2 per Pump	20 Pumps	5	5.3	2 per 1000 sq.ft
		366 N Terr	Store	.15 per Employee	2655 sq.ft			
670067	Ted's Waterview Barber Shop	9488 Main	Barber Shop	1+.1 per Chair	1 Chair	3	1	
			Multiple Units	1 per unit	2 Units		2	
670059	Ted Zimmer	9429 Main	Multiple Units	1 per unit	4 Units	4	4	
670090	The Cut Shop	9559 Main	Barber Shop	1+.1 per Chair	1 Chair	1	1	
		9559 Main	Store	.15 per Employee	4673 sq.ft		1	.2 per 1000 sq.ft
671563	TSI	6850 Whitmore Lk Rd	Store	.15 per Employee	22676 sq.ft	4	4.5	.2 per 1000 sq.ft
670049	United Methodist Church	9318 Main	Church	.25 per 1000 sq.ft		1.53		
	Univ. Mobile Park		Trailer Park	1 per unit				11 Units + 55 Units
679474	Val's Service	11065 Whitmore Lk	Service Station	.2 per Pump		1	1	
670383	Van's Archery and Home above	240 Barker	Store	.15 per Employee	5632 sq.ft	1.27	1.1	.2 per 1000 sq.ft
		240 Barker	Single Unit	1 per unit	1 Unit		1	
670327	Viperspace computers	58 Barker	Office Bld	.4 per 1000 sq.ft	4128 sq.ft	1.05	1.7	
670117	Whitmore Lake Tavern	9839 Main	Rest. With Liquor	4 per 1000 sq. ft	2880 sq.ft	5	11.6	

		9839 Main	Single Unit	1 per unit	1 Unit		1	
670080	Whitmore Lake Yarn Co.	9535 Main	Store	.15 per Employee	3005 sq.ft	1.43	1	.2 per 1000 sq.ft
		9535 Main	Single Unit	1 per unit	1 Unit		1	
						140.26	210.15	

Memo

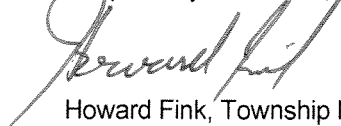
To: Northfield Township Board
From: Howard Fink
Date: 4/23/2015
Re: WALLY and AATA Bus Rapid Transit Discussion

Dear Township Board,

The U.S. 23 Active Transportation Management project has generated a great deal of conversation on the role of WALLY and bus rapid transit in the corridor. Gretchen Driskell has called a meeting with key potential funders / stakeholders Friday morning on the implementation of a minimum operation configuration for WALLY, which would start in Whitmore Lake. I do not believe the minimum operation configuration has much chance of succeeding, but I wanted everyone to be aware of the conversations taking place. If this recent proposal does not move forward, it is my understanding that the feasibility study currently being conducted to AATA will continue. The funding path will be to submit a federal grant application for Transit New Start Funds, which is a long, involved process. If the latter path continues, I do not see any action or implementation for 7 to 10 years.

More likely to occur is bus rapid transit along the U.S. 23 corridor. MDOT has already committed to purchasing and improving a Park-and-Ride lot at Eight Mile and U.S. 23. If AATA commits to operating funds for a bus route, this project is likely to occur. I would like to get the boards take on a Park-and-Ride lot at this location. I have asked WATS to include conversations on both of these topics at the next policy committee meeting.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Howard Fink", written over a horizontal line.

Howard Fink, Township Manager

Memo

To: Northfield Township Board
From: Howard Fink
Date: 4/23/2015
Re: Citizen Survey Proposals

Dear Township Board,

The Planning Commission has requested to do a scientific citizen survey as part of their current review efforts on the Master Plan. The Planning Commission put out an RFP for this purpose and to date has only received the following proposal. Myself, Doug Lewan, Janet Chick and Marlene Chockley will be meeting with Cobalt Research Group to discuss the proposal, design of the survey, and next steps. It is on the workshop agenda if the board wishes to discuss this item in more detail.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink".

Howard Fink, Township Manager

April 2, 2015

Marlene Chockley
Chair
Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Dear Ms. Chockley:

Communities use many forms of research to decide what they should do and how they should grow. In 2010-2012, Northfield Township used planning fairs, a mailed survey and public hearings that resulted in the master plan approved in July of 2012.

Even the most prescient master plan, though, may not anticipate all the possibilities that development proposals may bring to the table. The plan itself acknowledges that uncertainty, saying "As this Master Plan is being written in 2010-2011, during one of the most difficult economic downturns in the history of the State and nation, many of the previous population and housing projections for this area are uncertain ... A change in the economic forecasts of this region (either up or down) will change the projections and some of the assumptions contained in these pages."

In fact, residential development is booming throughout southeast Michigan. A developer has approached the township to build 800-1,200 units on 460 acres in the primarily agricultural southwest corner of the township and has proposed an amendment to the master plan.

The township's most active and vocal citizens are divided on the merits of the proposal. Its leaders recognize that an objective, quantitative survey of a representative sample of all township residents is the best way to make a decision.

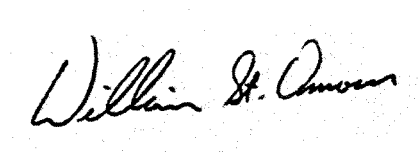
Cobalt Research has conducted research studies for more than 100 municipalities, school districts, institutions and corporations. Our work has enabled communities to make data-driven decisions with confidence.

- When the city of Royal Oak asked voters if they would support a modest tax increase dedicated to maintain and reconstruct local roads, 57 percent of the respondents said "Yes." A November, 2014 vote for up to 2.5 mils for streets was supported by 54 percent of the voters.
- The city of Walla Walla, WA had been unable to pass a package of funding for a municipal pool, although this was a major concern for residents. A 2014 survey identified the most desired pool features and the voters' preferred funding mechanism, and a February, 2015 ballot initiative passed 64%-36%.
- Kalamazoo Township's survey showed that residents' top priority was road repair. That gave the township the confidence to request a \$10 million road improvement bond in February 2015, which was approved 935-614.

In this endeavor, Cobalt is partnering with Sharlan Douglas of Douglas Communications Group, who combines 30+ years of experience as a public relations consultant with nine years as a planning commissioner and her most recent position as a Royal Oak city commissioner.

Ms. Douglas's ability to generate consensus and manage projects in the public arena combined with our deep experience in municipal research make us the ideal team to meet Northfield Township's current challenge.

Sincerely,

A handwritten signature in black ink, reading "William St. Amour". The signature is written in a cursive style with a large initial "W" and a stylized "St. Amour".

William SaintAmour
Executive Director



NORTHFIELD TOWNSHIP, MI

PROPOSAL FOR RESEARCH

April 2, 2015

Submitted by:

William SaintAmour
Executive Director
1134 Municipal Way
Lansing, MI 48917

T: (877) 888-0209
F: (517) 703-9704

E-mail: wsaintamour@cobaltcommunityresearch.org

Nondisclosure Statement: All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

COBALT EXPERIENCE AND BACKGROUND

Cobalt Community Research (Cobalt) is a national 501c3 nonprofit organization with a mission to provide research and educational tools that help schools, local governments and other nonprofit organizations across the United States thrive as changes emerge in the economic, demographic and social landscape. Cobalt is located at 1134 Municipal Way, Lansing, Michigan 48917; (877) 888-0209; F: (517) 703-9704; E-mail: wsaintamour@cobaltcommunityresearch.org.

Incorporated in 2007, Cobalt Community Research is a nonprofit research coalition created to give governmental organizations and other associations access to high-quality research at a more reasonable rate through pooling than what is available in the private sector. Cobalt project leads are current public sector practitioners who provide their expertise to improve engagement and alignment between governmental units and the people they serve. Cobalt is the only national nonprofit research coalition in the United States.

Cobalt has been very active in providing research services to local units of government. Projects include the City of Allentown (PA), Luna County (NM), City of Brookfield (WI), City of Copperas Cove (TX), City of Janesville (WI), City of Las Vegas (NV), City of Lakeland (FL), City of Oak Creek (WI), City of Rocky Mount (NC), City of Roseville (MN), City of Warren (MI), City of Wausau (WI) and Saint Clair County (MI). Cobalt provides proprietary sampling, questions and analysis with the ability to add custom questions that meet partnering organizations' specific needs. This provides them with clear, action-oriented insight on funding priorities, quality of life and the services that citizens value.

An important element of the program Cobalt offers are the annual benchmarks we produce. Each year, Cobalt conducts an annual random survey of residents across the United States. This information is used to create more than 80 benchmarks, each of which can be filtered by demographic factors such as age, educational level, gender, work location, household composition, income and more. In addition, these annual benchmarks are developed for individual states, Census regions, the United States overall and also for similarly sized communities across the region and country. This information, along with our unique insight into local government, offers important insight for budgeting and economic development. The coalition offers the only annual, scientifically-generated benchmarking study of citizen perception and engagement in the country. The resulting scientific index provides a more stable reference frame to compare against over time.

Cobalt is a unique coalition offering scientifically rigorous research, customization, actionable analysis and robust benchmarks unlike anything else available to local governments.

QUALIFICATIONS AND EXPERIENCE OF THE PROJECT TEAM

Cobalt provides research services that comply with generally accepted research principles. In addition, projects and services will be led by Cobalt staff certified by the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

The head of research will be William SaintAmour. He serves as research director at the Municipal Employees' Retirement System of Michigan (MERS) and as executive director of Cobalt Community Research. He also has

served the State of Michigan Department of Management and Budget, the Michigan Office of Retirement Services and ADP. He has worked in the research and communications fields for more than 25 years.

Mr. SaintAmour earned an executive certificate from the University of Michigan Ross Business School, a master's degree from Michigan State University and a bachelor's degree from the University of Michigan in Dearborn. He has Certificates of Achievement in Public Plan Policy in employee health and employee pensions and holds the professional research certificate from the Market Research Association.

The project will be coordinated by Sharlan Douglas, president of Douglas Communications Group, a public relations consultancy. She spent nine years on the Royal Oak Planning Commission until being elected to the city commission in 2013. She is the current president of the Michigan Association of Planning.

Ms. Douglas was the founding executive director of the Eight Mile Boulevard Association and the CEO of a chamber of commerce following 30 years in public relations, marketing and fund development. She has facilitated community visioning processes for two cities and managed opinion research projects for several state trade and professional associations. Ms. Douglas received a BA in journalism from Michigan State University and has completed the course work for a master's degree in urban planning at Wayne State University. She is accredited by the Public Relations Society of America.

Analysis, compilation and preparation of results will be conducted by research analyst Pete Charette. Mr. Charette holds the Professional Researcher Certificate from the Market Research Association, has earned a Market Research Certificate from the University of Georgia and holds a bachelor's degree in business administration from Western Michigan University. In addition to his work with communities such as the City of Wausau (WI), City of Las Vegas (NV), City of Lakeland (FL) and the City of Wayne (MI), Mr.. Charette has also worked with the Grosse Pointe Chamber of Commerce and the five Grosse Pointe communities. He has over seven years of experience with local governments.

Sampling and logistics will be conducted by Billie Harris. Ms. Harris holds a bachelor's and master's degrees from Michigan State University and is experienced in data collection methodology and sample design. She has worked on projects that include the Michigan Office of Retirement Services, City of Lakeland (FL), City of Las Vegas (NV) and Luna County (NM). Ms. Harris has more than nine years of experience with local governments.

COBALT'S DELIVERABLES

The results of the project report will include the following:

- Executive summary
- Survey background
- Copy of survey instrument
- Profile of Northfield Township
- Profile of respondents
- General overview of the survey
- Content description and summaries of each survey topic
- Statistical analysis of survey results including graphs, raw data and any other information which could be beneficial to the report.
- Related appendices that include detailed cross-tabs of all demographic groups and all questions
- Raw data upon request (excludes respondent ID to preserve confidentiality)

COBALT PARTNERS

Below are some of the organizations with which Cobalt has worked in recent years:

- Aetna
- ALIVE (Charlotte MI)
- Avondale School District, MI
- Birch Run Area Schools, MI
- Bloomfield Hills Schools, MI
- Bridgeport-Spaulling Community Schools, MI
- Buena Vista School District, MI
- Carrollton Public Schools, MI
- Charlotte Aquatic Center, MI
- Charlotte Performing Arts Center, MI
- Charlotte Public Schools, MI
- Charlotte Area Networking for Development and Opportunity (CANDO)
- City of Allentown, PA
- City of Bloomfield Hills, MI
- City of Brookfield, WI
- City of Charlotte, MI
- City of Clare, MI
- City of Copperas Cove, TX
- City of Dearborn, MI
- City of Ferndale, MI
- City of Garden City, MI
- City of Grosse Pointe, MI
- City of Grosse Pointe Farms, MI
- City of Grosse Pointe Park, MI
- City of Grosse Pointe Shores, MI
- City of Grosse Pointe Woods, MI
- City of Janesville, WI
- City of Las Vegas, NV
- City of Lakeland, FL
- City of Oak Creek, WI
- City of Oak Park, MI
- City of Pleasant Ridge, MI
- City of Rocky Mount, NC
- City of Roseville, MN
- City of Royal Oak, MI
- City of Saline, MI
- City of Walla Walla, WA
- City of Warren, MI
- City of Wausau, WI
- City of Wayne, MI
- City of Williamston, MI
- City of Ypsilanti, MI
- Chesaning Union Schools, MI
- Comstock Charter Township, MI
- Cumberland County, PA
- Dewitt Charter Township, MI
- Edward Lowe Foundation, MI
- Employee Benefits Research Institute
- Farmington Public Schools, MI
- Florida Benchmarking Consortium, FL
- Frankenmuth School District, MI
- Freeland Community School District, MI
- Gabriel, Roeder, Smith & Company (GRS)
- Gallagher Benefit Services
- General Electric (GE)
- Gerald R. Ford School of Public Policy, University of Michigan
- Government Finance Officers Association
- Grosse Pointe Chamber of Commerce, MI
- Hartland Township, MI
- Hayes Green Beach Memorial Hospital
- Hemlock Public School District, MI
- Ice Miller
- Illinois Municipal Retirement Fund (IMRF)
- ING
- International Economic Development Council
- International Foundation of Employee Benefit Plans
- Institutional Society of Risk Professionals
- Kalamazoo Charter Township, MI
- Kansas Government Finance Officers Association
- Luna County, NM
- Maple Valley Schools, MI
- Marquette Township, MI
- Merrill Community Schools, MI
- Michigan Association of School Administrators
- Michigan Association of Transit Systems
- Michigan Government Finance Officers Association
- Michigan State Medical Society
- Michigan Municipal League
- Michigan Office of Retirement Services
- Michigan State University Local Government Benchmarking Consortium
- Michigan Township Association
- Midland (MI) Public Schools, MI
- Milliman
- Minnesota State Retirement System, MN

- Mississippi Public Employees' Retirement System, MS
- Missouri State Employees' Retirement System, MO
- Missouri DOT and Patrol Employees' Retirement System, MO
- Munder Capital Management
- Municipal Employees' Retirement System (MERS) of Michigan
- National Association of State Retirement Administrators (NASRA)
- National Conference on Public Employee Retirement Systems (NCPERS)
- National Council on Teacher Retirement (NCTR)
- New York State Teachers' Retirement System (NYSTRS)
- Northstar Academy, MI
- Ohio Public Employees' Retirement System
- Ohio School Employees' Retirement System
- Oshtemo Charter Township, MI
- Pittsford Area Schools, MI
- Plante & Moran
- Public Financial Management (PFM)
- Public Pension Financial Forum (P2F2)
- Saginaw Intermediate School District, MI
- Saginaw Township Community Schools, MI
- Salem Township, MI
- School District of the City of Saginaw, MI
- Southeast Michigan Council of Governments (SEMCOG)
- St. Clair County, MI
- Swan Valley School District, MI
- Tegrit Group
- Texas Charter Township, MI
- Tyrone Township, MI
- The International Foundation of Employee Benefits
- University of Michigan Center for Local, State and Urban Policy
- Wichita State University, KS
- Ypsilanti Charter Township, MI
- Yale Public Schools, MI

REFERENCES

Southeast Michigan Council of Governments (Custom survey projects in 2008, 2010, 2011, 2012, 2013 and 2014)
Dave Boerger, SEMCOG Consultant
1001 Woodward Avenue, Suite 1400
Detroit, MI 48226
boerger@semcog.org
(248) 875-7120

City of Royal Oak, Michigan (Project in 2013)
Stewart Meek, Assistant to the City Manager
211 South Williams Street, Royal Oak, MI 48067
stewartm@ci.royal-oak.mi.us
(248) 246-3204

City of Warren, Michigan (Project in 2009, 2011 and 2013)
Lark Samouelian, Communications Director
5460 Arden Road, Warren MI 48092
lsamouelian@cityofwarren.org
(586) 258-2015

Charter Township of Texas (Project in 2013)
Julie VanderWiere, Township Superintendent
7110 West Q Avenue, Kalamazoo, MI 49009
julievw@texastownship.org
(269) 375-1591

TOWNSHIP RESPONSIBILITIES

There are several areas where Northfield Township is responsible for actionable information.

1. Provide Cobalt with scanned copy of the signed and dated agreement
2. Identify a primary point of contact (project lead) on the township staff
Provide Cobalt with voter registration or utility billing records in Microsoft Excel or TXT format
3. Provide timely feedback on finalizing scope of services and preferred questions
4. Provide Cobalt with timely revisions of survey instrument and cover letters
5. Provide Cobalt with timely approvals of survey instrument and cover letters
6. Provide Cobalt with a date, time and location of meeting for final presentation of results

SURVEY METHODOLOGY

Cobalt recommends administering the questionnaire to a random sample of 1,500 citizens drawn from voter registration or utility billing records. Conducting a random sample of this size allows the township to gather representative and statistically valid data at a lower cost compared to a census. In addition to the random sample, Cobalt also recommends a multi-modal methodology approach by collecting surveys through two waves of a mailed survey along with a URL to complete the survey online. Each randomly selected resident will have a unique identification number to prevent multiple responses from the same resident and to avoid a reminder message to residents who already completed the survey. Deployment and data collection is generally completed within six weeks. Cobalt's response rate for a mail/online combination survey is generally between

25 and 35 percent. The combination of mail and online has proven very effective and provides a higher response rate. Township communication in newsletters and media can increase this response rate.

After the township approves the survey, Cobalt mails an initial copy of the survey with a postage paid envelope. After approximately 10 days, non-respondents receive a second reminder letter with a copy of the survey and postage paid envelope.

Data is coded by industry professionals utilizing current technology and robust quality control to ensure accuracy. Data scrubbing of final results ensures duplicate responses, multiple responses from the same individual and responses from invalid survey ID numbers are removed.

Cobalt proposes a five-step process for the development of the assessment.

Step 1 – Kick-off Discussions

Clarify the issues and make sure all relevant voices are heard in developing the objectives of the study. Refine the scope, timeline and key deliverables for the project. Confirm informational needs. The collection methodology will also be finalized during this step.

Step 2 – Questionnaire Development

Based on the input received during Step 1, Cobalt and the township will develop questions for the questionnaire which will be presented and discussed with the project lead to ensure that the questions included in the assessment are aligned with organizational needs.

Step 3 – Assessment Deployment

Cobalt publishes the assessment in the manner determined by the township (mailings, Eblast, Internet only, phone). The Cobalt team's public relations consultant will publicize the launch of the survey. Cobalt collects and codes the responses.

Step 4 – Modeling & Analysis

Cobalt will analyze the data and develop modeling using Cobalt's proprietary methodology, which quantifies the relationships between the various elements of the assessment.

Step 5 – Reporting

Findings will be communicated to the project lead and other key decision makers in a meeting, with the Township to determine whether that will be at the planning commission or board of directors. A summary report in PowerPoint, detailed cross tabs, and other supporting documents will be provided to the project lead.

FEE SCHEDULE

Count	Core Package	Subtotal
1	Includes administration, meetings, correspondence, planning , publicity placement executive summary in MS PowerPoint, 2 sheets (4 pages of custom questions (which can include budget priority analysis, future projects, communication preference, etc.,) demographic questions, detailed cross-tabs with thermal mapping, raw data, phone-based follow-up with sponsor on draft results, onsite presentation of final results	\$ 6,497
Additional Modules and Options (See reference for Examples)		
	Additional Pages: \$1,000 per page	\$ -
	Non-English Versions: \$650 per translation	\$ -
	Follow-up Citizen Work Groups/Focus Groups (Sponsor provides location and recruits participants): \$1,200	\$ -
Distribution		
1	Web link for completion online (included) \$Waived	\$ -
	Eblast distribution via email list provided by Sponsor (3 waves): \$100 per 1,000 recipients	\$ -
1	Mail distribution: Production and postage for an initial first class mailing to 1,500 residents of the assessment with cover letter, data entry, a second mailing to those who have not responded, and business reply postage. \$3,550	\$ 3,550
	Mail distribution: Production and postage for an initial non-profit rate mailing to 1,500 residents of the assessment with cover letter, data entry, a second mailing to those who have not responded, and business reply postage. \$2,800	\$ -
Total Quote: \$10047		

CONCLUSION

While our services to Northfield Township will focus on a specific issue, Cobalt's work with communities across the country gives us a unique understanding about the many, broad issues affecting local governments. As a Michigan based non-profit, we care about the success of Michigan communities. Our partners consistently give us very high marks in satisfaction.

"The information we received from working with Cobalt was excellent in better understanding our organization. I would highly recommend other municipalities to utilize Cobalt and the survey methods when making planning and budgeting decisions."

Karen Lovejoy Roe, Township Manager
Charter Township of Ypsilanti, MI

We welcome the opportunity to help Northfield Township find the right framework for future development decisions.

Memo

To: Northfield Township Board
From: Howard Fink
Date: 4/23/2015
Re: Debt Worksheet

Dear Township Board,

Kathy Braun worked with John Pfeffer's office to prepare a debt worksheet analysis (attached). The spreadsheet titled Governmental Activities shows three outstanding bonds. I have included the bond, what fund they are paid from, and a small description of the bond issuance.

Governmental Activities:

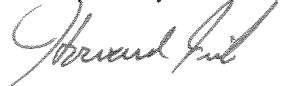
- 1) **Kansas State Bank, Fire Fund:** Purchase two fire trucks and refinance rescue truck
- 2) **General Obligation Bond, Series 2012 and Refunding of Seven Mile Extension, PSB Fund (paid with millage):** This is the unlimited bond related to the construction of the Public Safety Building and is paid for by the taxpayers from an existing millage.
- 3) **General Obligation Bond, Series 2012 Refunding of 2002/2003 Public Safety Building Bonds, PSB Fund:** This is the limited bonds related to the construction of the Public Safety Building. The General Fund pays 1/3 of this bond, the Police Department Fund pays 1/3 and the Fire Department Fund pays 1/3.

Business-Type Activities: Sewer Department

- 1) **Expansion-Seven Mile Refunding:** This bond (portion of a previous refinance) is related to the expansion of the Seven Mile Sewer District. – Paid from SAD
- 2) **Washtenaw County, Expansion – 2007 Refunding Bond:** This bond is related to a sewer treatment plant expansion done in 1997 and the North Territorial Sewer Assessment District.
- 3) **Michigan Municipal Bond Authority: 1992 Junior Lien Refunding Bond:** Unfortunately, we do not have any information on what this bond was intended for.

Kathy wanted to provide this analysis so that everyone is aware of our current debt obligations.

Respectfully Submitted,



Howard Fink, Township Manager

Northfield Township
Long-Term Obligations
As of June 30, 2014

Governmental activities			
Balance	Maturity	Purpose	
6/30/2014	Date	Annual payment	
		Interest	
		Rate	
Capitalized Lease			
Kansas State Bank	\$ 89,631	10/1/2015	Purchase 2 trucks, refinance medical rescue truck
		4.85%	\$43,61-\$45,870
Bonds Payable			
General Obligation Bond, Series 2012			
Refunding of 7 Mile Extension	1,965,000	4/1/2022	Public Safety Building
		2.35%	\$215,000-\$260,000
General Obligation Bond, Series 2012			
Refunding of 2002/2003 Public Safety			
Building Bonds	2,076,978	4/1/2023	Public Safety Building/Seven Mile sewer project
		2.35%	\$223,000-\$280,000
Total bonds payable	4,041,978		
Governmental activities			
capital assets, net	\$ 4,131,609		
Annual payments:			
	Capitalized Leases		Bonds Payable
	Principal	Interest	Principal Interest
Total			
	Principal	Interest	Principal Interest
Year Ending:			
2015	43,761	4,348	441,853 94,987
2016	45,870	2,225	454,518 84,603
2017			445,297 73,922
2018			486,404 63,458
2019			481,404 52,027
2020 - 2023			1,732,502 92,891
Totals	\$ 89,631	\$ 6,573	\$ 4,041,978 \$ 461,888
			\$ 4,131,609 \$ 468,461

	Business-type activities		
	Balance	Maturity	Purpose
	6/30/2014	Date	Annual payment
			Interest Rate
Bonds Payable			
Expansion - Seven Mile refunding	\$ 383,022	4/1/25023	Public Safety Building/Seven Mile Sewer Project 2.35% \$223,000-\$280,000
Washtenaw County:			
Expansion - 2007 refunding	1,490,000	5/1/2017	Various expansion project bonds 4.25% \$485,000-\$555,000
Michigan Municipal Bond Authority:			
1992 junior lien refunding	340,000	4/1/2022	1992 Junior Lien refunding 2%-4.5% \$30,000-\$45,000
Total business-type activities long-term debt	<u>\$ 2,213,022</u>		

	Bonds Payable		
	Principal	Interest	Total
2015	608,147	87,665	695,812
2016	635,482	62,631	698,113
2017	479,703	36,392	516,095
2018	88,596	16,739	105,335
2019	88,596	13,746	102,342
2020 - 2023	312,498	23,553	336,051
Totals	<u>\$ 2,213,022</u>	<u>\$ 240,726</u>	<u>\$ 2,453,748</u>
Total primary government	<u>\$ 6,344,631</u>		

Memo

To: Northfield Township Board
From: Howard Fink
Date: 4/23/2015
Re: Board Retreat – Economic Development

Dear Township Board,

At the last workshop, Economic Development was on the agenda, but unfortunately we did not have the time to discuss any issues. This is a follow up from the goals we set at the board retreat.

Some items that have come up under economic development are as follows:

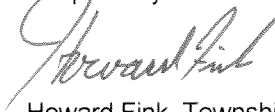
1. Creation of a municipal parking lot at 75 Barker
2. Long term redevelopment / vision for 75 Barker
3. Long term vision for Van Curler Property
4. Streetscaping efforts in the downtown
5. Façade Grants for local business
6. Liquor Licenses in the Downtown

I have included some documentation on beginning the process of acquiring liquor licenses for the Downtown. As I have previously stated, I believe liquor licenses (which promote dining and entertainment options) can be a key redevelopment tool for Whitmore Lake.

This is not a comprehensive list, rather issues that have been addressed in some fashion in the past. Please note that if we are discussing property acquisition on a particular tract of land, it should be done in executive session. If the discussion is more general, it would be appropriate to discuss in open session.

Similar to what we have done at the Parks and Recreation Level, I would like to move toward creating a plan for Downtown Whitmore Lake. Such a process, while time consuming might help us focus our thinking and create a shared vision for the Downtown that we all can work to implement.

Respectfully Submitted,



Howard Fink, Township Manager

MCLS § 436.1521a

This document is current through 2014 PA 166, 168-226, 228-248, 250-257, 259-287, 289-291, 293-318, 320-324, 326-361, 363-372, 374-375, 377, 379-389, 391-392, 396-401, 403, 406-412, 414-416, 418-422, 424-442, 445-447, 449-480, 484-487, 489, 491-492, 497-516, 518-521, 523, 525-536, 538-548, 550-552, 556-562, 564-570, 572, and 2015 PA 1-2, 4

Michigan Compiled Laws Service > **Chapter 436 Alcoholic Beverages** > **Act 58 of 1998 Michigan Liquor Control Code of 1998** > **Chapter 5**

§ 436.1521a. Public on-premises licenses; issuance to businesses; conditions; commercial investment in redevelopment project area; time period; total investment; number of licenses; requirements; fee; transfer of license prohibited; attempt to secure on-premises escrowed license or quota license; definitions.

Sec. 521a. (1) In order to allow cities, villages, and townships to enhance the quality of life for their residents and visitors to their communities, the commission may issue public on-premises licenses in addition to those quota licenses allowed in cities, villages, and townships under section 531(1). The licenses under this section shall be issued to businesses that meet either of the following conditions:

- (a) Are located in a redevelopment project area meeting the criteria described in subsections (3) and (4) and are engaged in activities determined by the commission to be related to dining, entertainment, or recreation.
- (b) Are located in a development district or area that is any of the following:
 - (i) An authority district established under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830.
 - (ii) A development area established under the corridor improvement authority act, 2005 PA 280, MCL 125.2871 to 125.2899.
 - (iii) A downtown district established under 1975 PA 197, MCL 125.1651 to 125.1681.
 - (iv) A principal shopping district established under 1961 PA 120, MCL 125.981 to 125.990m.
- (2) The commission shall not issue a license under subsection (1)(a) unless the applicant fulfills the following in relation to the licensed premises:
 - (a) Provides the activity described in subsection (1)(a) not less than 5 days per week.
 - (b) Is open to the public not less than 10 hours per day, 5 days per week.
 - (c) Presents verification of redevelopment project area status to the commission that includes the following:
 - (i) A resolution of the governing body of the city, village, or township establishing its status as a redevelopment project area.
 - (ii) An affidavit from the assessor, as certified by the clerk of the city, village, or township, stating the total amount of investment in real and personal property within the redevelopment project area of the city, village, or township during the preceding 3 years.
 - (iii) An affidavit from the assessor, as certified by the clerk of the city, village, or township, separately stating the amount of investment money expended for manufacturing, industrial, residential, and commercial development within the redevelopment project area of the city, village, or township during the preceding 3 years.
- (3) Relative to the licenses issued under subsection (1)(a), the amount of commercial investment in the redevelopment project area within the city, village, or township shall constitute not less than 25% of the total investment in real and personal property in that redevelopment project area as evidenced by an affidavit of the assessor of the city,

MCLS § 436.1521a

village, or township. This subsection does not prevent the city, village, or township from realigning the redevelopment project area in the presentment of verification provided for under subsection (2)(c).

- (4) In relation to a license issued under subsection (1)(a), an applicant shall be located in a city, village, or township that meets at least 1 of the investment requirements of subsection (1)(a) during the 3 years preceding the submission of its application. The total investment in real and personal property in the redevelopment project area within the city, village, or township over the appropriate time period described in this subsection shall be at least 1 of the following:
 - (a) Not less than \$50,000,000.00 in cities, villages, or townships having a population of 50,000 or more.
 - (b) Not less than an amount reflecting \$1,000,000.00 per 1,000 people in cities, villages, or townships having a population of less than 50,000.
- (5) The commission may issue a license under subsection (1)(a) for each monetary threshold described in subsection (4)(a) and (b), and, after reaching the initial threshold, 1 additional license for each major fraction thereof above that original threshold.
- (6) The following apply to a license issued under subsection (1)(b):
 - (a) The amount expended for the rehabilitation or restoration of the building that housed the licensed premises shall be not less than \$75,000.00 over a period of the preceding 5 years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, that must be expended before the issuance of the license.
 - (b) The total amount of public and private investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding 5 years as verified to the commission by means of an affidavit from the assessor, as certified by the clerk of the city, village, or township.
 - (c) The licensed business is engaged in dining, entertainment, or recreation, is open to the general public, and has a seating capacity of not less than 25 persons.
- (7) The commission may issue 1 license for each monetary threshold described in subsection (6)(b), or for each major fraction thereof. The initial enhanced license fee for a license issued under this section is \$20,000.00.
- (8) The commission shall not transfer a license issued under this section to another location. If the licensee goes out of business, the licensee shall surrender the license to the commission. The governing body of the city, village, or township may approve another applicant within a redevelopment project area or development district or area to replace a licensee who has surrendered the license issued under this section provided the new applicant's business meets the requirements of this section but without regard to subsections (2)(c), (3), and (4) or subsection (6)(b).
- (9) The individual signing the application for the license shall state and demonstrate that the applicant attempted to secure an appropriate on-premises escrowed license or quota license issued under section 531 and that, to the best of his or her knowledge, an on-premises escrowed license or quota license issued under section 531 is not readily available within the county in which the applicant proposes to operate.
- (10) As used in this section:
 - (a) "Escrowed license" means a license in which the rights of the licensee in the license or to the renewal of the license are still in existence and are subject to renewal and activation in the manner provided for in R 436.1107 of the Michigan administrative code.
 - (b) "Readily available" means available under a standard of economic feasibility, as applied to the specific circumstances of the applicant, that includes, but is not limited to, the following:
 - (i) The fair market value of the license based on where the applicant will be located, if determinable.
 - (ii) The size and scope of the proposed operation.

- (iii) The existence of mandatory contractual restrictions or inclusions attached to the sale of the license.

History

Pub Acts 1998, No. 58, Ch. 5, § 521a, as added by *Pub Acts 2006, No. 501*, imd eff December 29, 2006 (see 2006 note below); amended by *Pub Acts 2010, No. 369*, imd eff December 22, 2010; *Pub Acts 2014, No. 270*, eff July 2, 2014.

Annotations

Notes

Editor's notes:

Pub Acts 2006, No. 501, enacting § 1, imd eff December 29, 2006, provides:

"Enacting section 1. This amendatory act does not take effect unless Senate Bill No. 163 of the 93rd Legislature [*Pub Acts 2006, No. 502*] is enacted into law."

Effect of amendment notes:

The 2010 amendment in subsection (1), paragraph (b), subparagraph (ii), following "*MCL 125.2871*" to" substituted "125.2899" for "125.2898"; in subsection (2), paragraph (c), subparagraph (ii), substituted "December 29, 2006" for "the effective date of this section" in two instances; in subsection (2), paragraph (c), subparagraph (iii), substituted "December 29, 2006" for "the effective date of this section" in two instances; in subsection (4), opening paragraph, substituted "December 29, 2006" for "the effective date of this section"; and in subsection (6), paragraph (c), following "not less than" substituted "25" for "50".

The 2014 amendment by PA 270 in the introductory paragraph of (1), added "villages, and townships" twice in the first sentence and substituted "meet either" for "meet 1" in the second sentence; deleted "city" preceding "redevelopment" in (1)(a); substituted "125.990n" for "125.990m" in (1)(b)(iv); rewrote (2)(c); in (3), added "village or township" twice and substituted "assessor of the city, village, or township" for "city assessor" in the first sentence; in (4), in the introductory paragraph, rewrote the first sentence, added "village, or township" in the second sentence, and added "villages, or townships" in (a) and (b); in (6), substituted "that must" for "which must" in (a), and in (b), substituted "development district or area" for "qualified redevelopment project area" and "city, village, or township" for "local government unit"; in the last sentence of (8), substituted "city, village, or township" for "local government unit" and added "or development district or area"; in (9), substituted "on-premises" for "on-premise" and "an on-premises escrowed" for "an on-premise", and "the county" for "the local unit of government"; and rewrote (10).

Research References & Practice Aids

Statutory references:

Section 531, above referred to, is [*§ 436.1531*](#).

Hierarchy Notes:

MCLS Ch. 436, Act 58

Michigan Compiled Laws Service
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RESOLUTION 07-04

Adopted April 5, 2007

WHEREAS, the City Council establishes a Redevelopment Area pursuant to Act 501 of Public Acts of 2006, and;

WHEREAS, the City of Brighton Downtown Development Authority District has realized considerable public and private investment within the past five years, and;

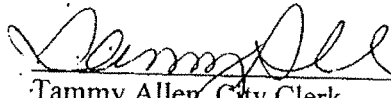
WHEREAS, the DDA district was established under appropriate statutory provision, that being 1961 PA 120, and;

WHEREAS, the City of Brighton shall provide to the Michigan Liquor Control Commission a map clearly identifying the boundaries of the DDA district, and;

WHEREAS, the City of Brighton shall provide to the Michigan Liquor Control Commission an affidavit from the City Assessor, as certified by the City Clerk, stating the total amount of public and private investment in real and persona property within the DDA district, which shall not be less than \$200,000 for each license requested, over the preceding time period;

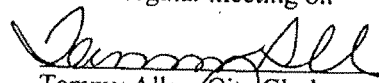
BE IT THEREFORE RESOLVED, the City Council hereby approves the designation of the City of Brighton DDA district as the Development District and Area for purposes of the Redevelopment Project Area and Development District or Area Liquor Licenses (authorized by MCL 436.1521a).

Adopted the Resolution by Council Action.


Tammy Allen, City Clerk

I, Tammy Allen, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Brighton City Council at a regular meeting on

April 5, 2007


Tammy Allen, City Clerk




City of Brighton DDA Districts

AFFIDAVIT OF PUBLIC AND PRIVATE INVESTMENT
IN THE QUALIFIED DEVELOPMENT DISTRICT AREA
FOR THE CITY OF BRIGHTON

I, Colleen D. Barton, am the City Assessor for the CITY OF BRIGHTON. I have examined the assessment records, accounting records and building permit records for the City of Brighton and made the following determination as to the public and private investment in the City of Brighton qualified development district (Downtown Development Authority District). Based on my review of these records, I have determined that the total amount of public and private investment in real and personal property within the qualified development district over the preceding five (5) year period, January 1, 2009 through December 31, 2013, is \$26,156,514, an amount that exceeds the minimum required by Public Act 501 of 2006m, Section 521a(1)b. I have made this determination to the best of my knowledge and ability on this 22nd day of October, 2014, in Livingston County, Michigan.

CITY OF BRIGHTON
A Michigan Home Rule City


October 22, 2014



Colleen D. Barton, Assessor

I hereby certify that I have read the foregoing Affidavit and find it to be a true determination made by our City Assessor of the public and private investment in the City of Brighton qualified development district based on assessment records, accounting records and building permit records for the period January 1, 2009 through December 31, 2013 to the best of my knowledge on this 22nd day of October, 2014 in Livingston County, Michigan.

SEAL



Diana Lowe, Clerk, City of Brighton
200 N. First St., Brighton, MI 48116
810-227-0463

Liquor Control Commission - Development District Area
City of Brighton - Public/Private Investment
January 1, 2009 through December 31, 2013

<u>Parcel I.D.</u>	<u>Project</u>	<u>Address</u>	<u>Value</u>
Private Investment (Real Property)			
4718-19-300-024	Brighton Mall Associates	8375 W. Grand River	6,000
4718-24-400-012	U of M Health Center addition	8001 Challis Rd.	130,000
4718-24-400-015	Brighton Commercial Holdings	8240 Movie Dr.	25,000
4718-25-200-016	Shiechau Lieu Property Mnmgt.	7780 Challis Rd.	80,000
4718-30-100-014	Grand River & Cross LLC-divide tenant space	8685 W. Grand River	5,000
4718-30-100-025	San-Bar Associates	8688 W. Grand River	23,485
4718-30-100-039	Drive-Thru Renovation	8515 W. Grand River	20,000
4718-30-100-049	Cross Grand Plaza, Inc.	8707 W. Grand River	59,380
4718-30-100-050	Brighton Cove Apts. (re-roof)	8643 Wayside Dr.	27,000
4718-30-100-056	Grand Group LLC	8641 W. Grand River	30,000
4718-30-300-024	Corrigan Oil-Façade/Addition	775 S. Second	244,200
4718-30-303-056	Country Flowers (Tenant Buildout)	222 W. Grand River	173,500
4718-30-303-057	BP Gas Station (Comm. Alt. & Canopy)	204 W. Grand River	67,000
4718-30-304-010	Baidel Properties Tenant Buildout	116 W. Main St.	15,000
4718-30-304-016	205 West, LLC	205 W. Grand River	33,450
4718-30-304-081	Cross Fit	503 W. Grand River	40,000
4718-30-306-058	421 Millpond Lane Tenant Buildout	421 Millpond Lane	10,000
4718-30-306-061	Sagano Japanese Bistro Buildout	314 W. Main St.	616,000
4718-30-308-025	Brighton Masonic Building Add./Elevator	315 W. North St.	50,000
4718-31-102-021	206 GR LLC Re-roof	200 E. Grand River	7,158
4718-31-104-035	Stout's Pub-Patio Addition	125 E. Grand River	80,000
4718-31-104-044	Leaf, Barley & Vine (Remodel)	139 E. Grand River	150,000
4718-31-201-004	Lynch & Co. Funeral Home	600 E. Main St.	10,000
4718-32-300-021	Tenant build-out (Dollar Store)	9870 E. Grand River	32,000
4718-19-300-024	Panera Drive-Thru Addition	8365 W. Grand River	126,092
4718-24-400-012	U of M Radiology (tenant buildout)	8001 Challis Rd.	125,000
4718-24-400-030	Tenant buildout	7927 Nemco Way	185,000
4718-25-100-013	Willowbrook Addition	7200 Challis Rd.	1,745,292
4718-25-202-003	Tenant buildout	1021 Karl Greimel Dr.	103,241
4718-30-100-051	Brighton Commons Tenant Buildout	8671 W. Grand River	55,000
4718-30-100-052	Wall & monument Sign	8661 W. Grand River	10,000
4718-30-100-080	Expand restaurant; close hallway	200 Brookside Ln.	20,000
4718-30-100-086	Meijer Store Remodel	8650 W. Grand River	3,405,000
4718-30-100-087	Expand parking lot	8610 W. Grand River	7,600
4718-30-103-004	Tenant build-out (Jimmy Johns)	8542 W. Grand River	38,000
4718-30-303-027	Comm. Alt.-demo interior walls	320 W. Grand River	7,000
4718-30-304-012	Lu & Carl's - bi-fold doors & fence	100 W. Main St.	30,000
4718-30-304-016	205 West (New)	205 W. Grand River	940,000
4718-30-308-090	Re-roof	317 W. Main St.	5,000
4718-31-102-018	Re-roof	108 E. Grand River	12,000
4718-31-102-018	Bagger Dave's/Façade (Buildout)	110 E. Grand River	575,000
4718-31-204-088	Demo/rebuild handicap ramp; parking lot	719 E. Grand River	12,000
4718-32-300-021	Tenant buildout (strip mall)	9870 E. Grand River	120,000
4718-19-300-024	Tenant buildouts (strip mall)	8375 W. Grand River	63,300
4718-19-300-027	Commercial re-roof (Chili's)	8071 Challis Rd.	28,000
4718-24-400-012	Tenant buildout (Med Sport)	8001 Challis Rd.	11,500
4718-24-400-015	Medical Weight Loss (tenant buildout)	8240 Movie Dr.	45,000
4718-24-400-033	Tenant buildout	8100 Murphy Dr.	130,000
4718-25-100-012	16' Octagon Gazebo	7400 Challis Rd.	7,845
4718-30-100-043	Commercial re-roof	8516 W. Grand River	44,252
4718-30-100-049	Tenant buildout	8707 W. Grand River	95,000
4718-30-100-056	Tenant buildout & sign	8641 W. Grand River	156,200
4718-30-100-080	Firehouse Subs	200 Brookside Ln., Ste. C	125,000
4718-30-304-011	106 W. Main Remodel	106 W. Main St.	60,000
4718-30-304-016	Tenant buildouts (In-Focus Optical/State Bank)	205 W. Grand River	165,000
4718-30-304-036	The Wooden Spoon (Remodel)	675 W. Grand River	125,000
4718-30-304-081	Interior renovation-Stillwater Grill	503 W. Grand River	10,000
4718-30-306-052	Commercial re-roof	428 W. Main St.	36,360
4718-30-306-057	Commercial re-roof (Brighton Bar & Grill)	400 W. Main St.	9,650
4718-30-306-060	Elite Feet Tenant Buildout	328 W. Main St.	55,000
4718-30-306-091	Commercial interior demo	500 W. Main St.	15,000
4718-30-308-004	Tenant Buildout	209 W. Main St.	65,000
4718-30-308-016	Demolition	131 Hyne St.	13,900
4718-30-308-018	Fifth Third Bank Façade/Landscaping	300 W. North St.	277,000
4718-30-308-109	Interior renovation-CW Interiors building	323 W. Main St.	82,000
4718-31-102-018	Studio West tenant buildout	111 S. West St.	96,000
4718-31-102-019	Commercial alteration	218 E. Grand River	125,000

Liquor Control Commission - Development District Area
City of Brighton - Public/Private Investment
January 1, 2009 through December 31, 2013

<u>Parcel I.D.</u>	<u>Project</u>	<u>Address</u>	<u>Value</u>
4718-31-102-026	The Pound (Buildout)	139 W. Main St.	360,000
4718-31-104-017	Commercial re-roof	305 E. Grand River	9,785
4718-31-104-035	Stout's Pub-Patio Awning	125 E. Grand River	8,700
4718-31-104-039	Commercial re-roof (Nerdageddon)	117 E. Grand River	9,500
4718-31-202-065	Commercial interior alt. (Planet Fitness)	1005 E. Grand River	300,000
4718-32-300-005	Commercial alteration (Americus)	9836 E. Grand River	92,500
4718-19-300-024	Brighton Mall endcap	8575 W. Grand River	145,000
4718-19-300-024	Tenant buildout (Bed, Bath & Beyond)	8467 W. Grand River	605,400
4718-19-300-024	Tenant buildout (Aldi)	8385 W. Grand River	400,000
4718-19-300-024	Tenant buildout (Aspen Dental)	8379 W. Grand River	96,150
4718-19-300-024	Tenant buildout (Massage Green)	8377 W. Grand River	102,800
4718-19-300-024	Brighton Mall-Accelerated Physical Therapy	8375 W. Grand River	84,000
4718-19-300-024	Comm. Alt.-white boxes	8367-8381 W. Grand River	140,300
4718-19-300-024	Brighton Mall-Title Boxing	8375 W. Grand River	30,000
4718-24-400-021	Interior demo & comm. Alt. (MC Sports)	8101 Movie Dr.	388,500
4718-30-100-039	McDonald's Façade & Site Improvements	8515 W. Grand River	325,000
4718-30-100-043	Widen drive-up teller lanes	8516 W. Grand River	27,000
4718-30-100-049	Comm. Alt. (Jet's Pizza)	8707 W. Grand River	65,000
4718-30-100-050	New leasing/mnmg. Office	8643 Wayside Dr.	27,700
4718-30-303-019	Windows, Doors, Siding	424 W. Grand River	17,750
4718-30-303-042	Comm. Alt. (Sushi Zen)	106 W. Grand River	55,000
4718-30-303-052	Commercial re-roof	306 W. Grand River	6,140
4718-30-304-017	Demo (former Virginia's building)	225 W. Grand River	30,000
4718-30-306-055	Mayday building façade	408 W. Main St.	46,653
4718-30-306-091	Commercial re-roof (Main St. Crossing)	500 W. Main St.	10,937
4718-30-308-018	ATM, Canopy, Sign	300 W. North St.	31,000
4718-31-102-013	Champ's Pub façade	140 E. Grand River	24,988
4718-31-102-026	Phase 2-Rooftop (The Pound)	139 W. Main St.	43,000
4718-31-104-019	Commercial re-roof	315 E. Grand River	7,132
4718-31-104-034	Residential alteration-2nd floor	113 E. Grand River	10,000
4718-31-200-073	Caretel Parking Lot	1014 E. Grand River	50,627
4718-31-202-045	Comm. Alt.-New windows	909 E. Grand River	12,000
4718-31-202-064	Tenant buildout (Hockey World)	1019 E. Grand River	35,000
4718-31-204-084	Commercial re-roof	695 E. Grand River	33,000
4718-32-300-003	Commercial Alt. (A&H Transmission)	9818 E. Grand River	91,000
4718-19-300-024	Comm. Alt. (Title Boxing)	8375 W. Grand River	15,000
4718-19-300-024	Tenant buildout/sign (Michael's)	8389 W. Grand River	260,000
4718-19-300-024	Sign (Aldi's)	8385 W. Grand River	10,000
4718-19-300-024	Tenant buildout (Lady Jane)	8375 W. Grand River	35,000
4718-19-300-024	Tenant buildout/white box	8375 W. Grand River	157,500
4718-19-300-025	Commercial Alt. (Target)	8043 Challis Rd.	750,000
4718-19-300-026	Sidewalk/asphalt removal & replacement	8350 W. Grand River	6,200
4718-19-300-027	Awning Replacement/Signs (Chili's)	8071 Challis Rd.	10,700
4718-25-202-003	Commercial Alt. (interior)	1021 Karl Greimel Dr.	5,000
4718-30-100-029	Commercial Alt. (Ahmo's Deli)	8720 W. Grand River	50,000
4718-30-100-050	Commercial Alt. (exterior)	8643 Wayside Dr.	7,000
4718-30-100-066	Demo 4 buildings (former Davis Ofc. Center)	8589 W. Grand River	158,375
4718-30-100-080	Suite renovation	200 Brookside Ln.	9,500
4718-30-300-036	Commercial re-roof	510 N. Second St.	41,000
4718-30-303-050	Commercial Alt. (dentist office)	404 W. Grand River	25,000
4718-30-303-056	Tenant buildout (Bloom Baby & Kids)	222 W. Grand River	12,000
4718-30-304-009	Commercial Alt. (interior)	124 W. Main St.	200,000
4718-30-304-017	New commercial building (Liberty Title)	225 W. Grand River	300,000
4718-30-304-082	Veterans Memorial (City-owned parcel)	W. Main Street	90,000
4718-30-308-025	Commercial re-roof (Masonic Building)	315 W. North St.	39,000
4718-30-308-099	Commercial re-roof (former Dr. Daniels bldg.)	305 W. Main St.	18,975
4718-31-102-019	Window replacement (Chamber building)	218 E. Grand River	18,000
4718-31-104-002	Commercial Alt. (barber shop to salon)	114 E. Main St.	45,000
4718-31-104-043	Vestibule work/interior renovation	455 E. Grand River #107	160,000
4718-31-104-044	Kathleen's Cookies Tenant buildout	139 E. Grand River	50,000
4718-31-200-063	Kroger Gas Station (incl. demo)	1080 E. Grand River	58,000
4718-31-204-079	Re-roof & siding	817 E. Grand River	35,000
4718-32-300-019	Commercial re-roof	9880 E. Grand River #101	71,100
4718-32-300-019	New signage (First Merit Bank)	9880 E. Grand River #101	13,500
4718-32-300-021	Commercial Alt. - separate space	9870 E. Grand River	5,000

Total Private Investment - Real Property

\$17,294,732

Liquor Control Commission - Development District Area
City of Brighton - Public/Private Investment
January 1, 2009 through December 31, 2013

<u>Parcel I.D.</u>	<u>Project</u>	<u>Address</u>	<u>Value</u>
<u>Private Investment (Personal Property) - See attached Assessing reports</u>			
	2009		1,641,420
	2010		850,410
	2011		569,270
	2012		1,800,030
	2013		<u>332,730</u>
Total Private Investment - Personal Property			\$5,193,860
<u>Public Investment</u>			
	Main Four Streetscape		\$456,538
	Orndorf Street Improvement		585,787
	Second St. Parking Lot		180,434
	Millpond Bypass Sewer Project; Main St. Mill & Fill		404,792
	Cemetery Parking Lot/Streetscape		455,067
	West St. Parking Lot		106,438
	131 Hyne Property Acquisition		450,000
	131 Hyne Demolition		18,300
	DDA Flower/Property Maintenance		61,226
	North St. 7 parking spaces		66,800
	West St. Mill & Fill		16,042
	Main/West/North streetscape		374,428
4718-31-102-013	Champ's Pub façade	Champ's Pub	50,000
4718-30-306-055	Mayday building façade	Mayday building	108,000
121 W. North St.	Johnson property acquisition	West North St. Ventures	91,960
121 W. North St.	Johnson building demo	West North St. Ventures	47,000
	Creamery Parking Lot Repave (City)		51,640
	Creamery Lot Lights (DDA)		8,346
	Main Street Banners		4,000
	Stairway-Chamber to Johnson lot		10,200
	BACC Sculpture Garden		36,831
	Millpond Sediment testing		6,572
	Veterans Memorial		2,500
	Flower/Property Maint. Program		57,621
	Stairway Fence		2,400
	Holiday lights		<u>15,000</u>
Total Public Investment			\$3,667,922
Grand Total - 2009-2013			\$26,156,514

Source: MLLC Investment Permit Report - Assessing dated 9/24/14. Private Investment-Real Property includes all projects equal to or greater than \$5,000 from permit applications (not actual expenditures).

Private Investment-Personal Property from Taxable Value, Year New, reported from Assessing.

Source for Public Investment amounts from grant payment worksheets in grant files.



CITY OF BRIGHTON

REDEVELOPMENT LIQUOR LICENSE OPERATING PROCEDURE

**PREPARED BY: LAURI FRENCH
COMMUNITY DEVELOPMENT/PLANNING DEPARTMENT**

JANUARY 13, 2009

1ST REVISION: MARCH 5, 2009

2ND REVISION: JUNE 10, 2009

3RD REVISION: FEBRUARY 19, 2010

4TH REVISION: DECEMBER 27, 2010

5TH REVISION: MAY 22, 2012

6TH REVISION: AUGUST 27, 2013

7TH REVISION: OCTOBER 21, 2014

CITY OF BRIGHTON
REDEVELOPMENT LIQUOR LICENSE APPROVAL PROCESS

1. Receive Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (Form LCC-3011, Example 1), Police Investigation Recommendation (Form LC-1800, Example 2) and a check payable to the City of Brighton for the initial \$250 non-refundable application fee (total fee is \$1,000). The application must contain the legal entity's name and clearly indicate all licenses and permits for which application is being made.
2. Determine if applicant meets LCC submittal requirements:
 - a. Located within redevelopment (DDA) district? (Check DDA map)
 - b. Has the applicant expended (or will expend) at least \$75,000 for rehabilitation/restoration of the building? (Send a note to Building Clerk to check construction value in permits.)
 - c. Will the business have a seating capacity of not less than 25* persons? (Check site plan, if available; if not, call applicant.)
* revised from 50 persons per PA369 of 2010 effective 12/22/10
3. Determine if applicant meets City of Brighton guidelines:
 - a. The request is a use permitted by right in the DBD or business zoning district. (Planning & Zoning Director)
 - b. The request is supported by the Master Plan, DDA Development Plan, Downtown Blueprint, PSD Tactical marketing Plan, or other development guides applicable to the Development District. (Community Development/DDA Director and/or Planning & Zoning Director)
 - c. The applicant does not have any current or outstanding code violations. (Note to Building Department – see Example 3)
 - d. The applicant does not have any outstanding City taxes or other City fees. (Note to Finance Director-include building and personal property parcel numbers in request – see Example 4).
4. Community Development Department requests Clerk's office to add approval of a redevelopment liquor license for applicant to a future City Council agenda (date TBD by Clerk's office).
5. Community Development Department prepares a Policy Report and Local Government Approval form (LC-1305) for Council packet – Examples 5 and 6.
6. Prepare applicant letter with attachments (Example 7) advising date of City Council meeting when item will be on the agenda for approval.
7. Prepare Affidavit A (Example 8) for signature by Deputy Clerk.
8. A certified copy of the resolution establishing the Redevelopment area (Example 9), a map of the area (Example 10) and the Affidavit of Public & Private Investment

(Example 11) are only required to be sent to the LCC for the first Redevelopment Liquor License applied for. Subsequent applications only require the resolution approving the application (Example 5) and Affidavit A (Example 8).

9. Receive certified copy of resolution (MLCC Form LC-1305) from Clerk's office after City Council approval (Example 5).
10. After approval by Council, forward Form LC-1800, Police Investigation Recommendation (Example 2) and a copy of Form LCC-3011, Application for New Licenses, Permits or Transfer of Ownership or Interest in License (Example 1) to Police Department.
11. Upon completion of the background investigation, Police Chief sends approved Form LC-1800, Police Investigation Recommendation (Example 2) to Community Development Department.
12. Community Development Department notifies applicant that approved forms are ready to be picked up and that the application balance of \$750 must be paid when the forms are picked up. A copy of all correspondence and forms should be put in the applicant's folder.

Prepared by: Lauri French
 Community Development/Planning Dept.
 January 13, 2009
 1st Revision: March 5, 2009
 2ND Revision: June 10, 2009
 3RD Revision: February 19, 2010
 4th Revision: December 27, 2010
 5th Revision: May 22, 2012
 6th Revision: August 13, 2013
 7th Revision: October 21, 2014