

# **NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA**

**October 25, 2016 - - 7:00 PM**

**8350 Main Street, 2<sup>nd</sup> Floor**

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

## AGENDA ITEMS

1. Snow Removal Bids
2. Udo Huff FOIA – Request to waive fees
3. Parks & Recreation Board Appointments

## DISCUSSION ITEMS

1. 75 Barker Purchase Proposal
2. Non-Motorized Path Easement Discussion with Residents †

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

## CLOSED SESSION

1. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained., pursuant to MCL 15.268(8)(d) +
2. Possible action as a result of Closed Session +

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

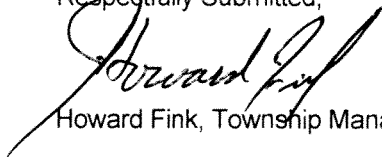
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 10/20/2016  
**Re:** Snow Plow Bids

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Dear Township Board,

We have received Snow Plow bids in for 2016-2017. I recommend a one year contract with AJ's Maintenance and Service, as they are the low bid in totality. Alternatively, Scenic Landscaping would be a good option as they were on the lower end and did a decent job last year.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Howard Fink". The signature is written in black ink and is positioned above the printed name.

Howard Fink, Township Manager





Per Occurrence Totals

Per Season Pricing

AJ's Maintenance & Service

1yr  
2yr  
3yr

\$1,532.79
\$1,532.79
\$1,532.79

1yr  
2yr  
3yr

\$30,476.20
\$30,476.20
\$30,476.20

3% saved  
3% saved  
3% saved

J&M Landscaping

1yr  
2yr  
3yr

\$1,710
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1yr  
2yr  
3yr

\$24,500.00
\$24,000.00
\$23,500.00

Canopy Landscapes

1yr  
2yr  
3 yr

\$2,335
\$2,335
\$2,335

1yr  
2yr  
3yr

\$50,560.00
\$50,560.00
\$50,560.00

Price listed can be paid over 5 months.  
Save 5% on price listed by paying in full in advance

Scenic Landscaping

1yr  
2yr  
3yr

\$1,720
\$1,720
\$1,720

1yr  
2yr  
3yr

\$24,000.00
\$24,000.00
\$24,000.00

based on 12 plows and 25 saltings

Livingston Snow Removal

1yr  
2yr  
3yr

\$2,340
\$2,340
\$2,340

1yr  
2yr  
3yr

\$22,000.00
\$21,000.00
\$21,000.00

1yr  
2yr  
3yr

\$0
\$0
\$0

1yr  
2yr  
3yr


## Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 10/20/2016  
**Re:** FOIA

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Dear Township Board,

A FOIA was submitted regarding the Main Street Pathway / Sidewalk. The documents are attached. The FOIA request generated 100's of pages of documents and took time to produce / identify the information requested. The Total cost of the FOIA is \$136.63. The applicant has requested a waiver of fees citing the information is in the public's interest and not used for commercial purposes. I do not believe this is a valid Position in this FOIA request, but ultimately that is the decision of the Board of Trustees.

Respectfully Submitted,



Howard Fink, Township Manager

**RECEIVED**

SEP 26 2016

**NORTHFIELD TOWNSHIP**

September 26, 2016

Howard Fink, FOIA Coordinator  
Northfield Township Manager  
8350 Main Street  
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 (all electronic and written communications/documents – including text messages) regarding, or relating to or referencing :

The latest sidewalk project on Main Street opposite the Middle School

- What was the proposed budget
- What were the bids and their breakdown including construction and engineering
- Who was awarded the final contract
- What was the final cost of the project

between and among any Northfield Township elected or appointed official, staff members, contractors or professionals engaged by the township. The time period for this request is from January 2015 until the date of this request.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest. This information is not being sought for commercial purposes.

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.

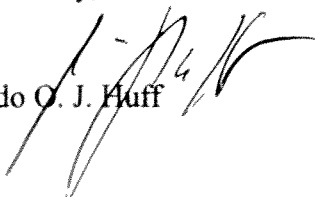
If you deny any or all of this request please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

If any documents are redacted, please provide an explanation.

Thank you for considering my request.

Sincerely,

Udo O. J. Huff



# NORTHFIELD TOWNSHIP MICHIGAN

October 3, 2016

Mr. Udo Huff  
6431 Whitmore Lake Rd.  
Whitmore Lake, Michigan 48189

Re: Freedom of Information Act Request

Mr. Huff,

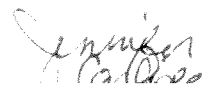
We are in receipt of your Freedom of Information Act request dated September 26, 2016. In order to collect all necessary information for this request, we will be taking an extension of 10 business days in which to respond to the request, pursuant to MCL 15.235(2)(d). At this time, the fee for your request will most likely be greater than \$20.00.

Sincerely,



Howard Fink HF/JC  
Northfield Township Manager

10/3/16 - spoke to Udo over the phone to  
let him know we would be  
taking 10 day extension





Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Northfield Township, Washtenaw County  
8350 Main St  
Whitmore Lake, MI 48189  
 Phone: 734-449-2880

Detailed Cost Itemization

## Freedom of Information Act Request Detailed Cost Itemization

Date: 10/17/16

Prepared for Request No.: \_\_\_\_\_

Date Request Received: 9/26/16

<p><b>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the Township's FOIA Policies and Guidelines.</b></p>		
<p><b>1. Labor Cost for Copying / Duplication</b></p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of the Township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in <b>15-minute time increments as set by the Township Board</b> (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.</p> <p>Hourly Wage Charged: \$ <u>16.50/hr</u> x <u>1.5 hrs</u> Charge per increment: \$ _____</p> <p style="text-align: center;"><b>OR</b></p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____ OR _____</p> <p>Multiply the hourly wage by the percentage multiplier: _____%        (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>	<p>To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:</p> <p><b>Number of increments</b></p> <p>x _____ =</p>	<p><b>1. Labor Cost</b></p> <p><b>\$24.75</b></p>
<p><b>2. Labor Cost to Locate:</b></p> <p>This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. <b>This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:</b> _____</p> <hr/> <p>The Township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in _____-minute time increments (<b>must be 15-minutes or more</b>); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.</p> <p>Hourly Wage Charged: \$ <u>16.50 @ 2.25</u> Charge per increment: \$ _____</p> <p style="text-align: center;"><b>OR</b></p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____ OR _____</p> <p>Multiply the hourly wage by the percentage multiplier: _____%        (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>	<p>To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:</p> <p><b>Number of increments</b></p> <p>x _____ =</p>	<p><b>2. Labor Cost</b></p> <p><b>\$37.13</b></p>

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a Township employee. If contracted, use No. 3b instead).*

The Township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

This is the cost of labor of a **Township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **Township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ 16.50 x .5 Charge per increment: \$ \_\_\_\_\_  
 OR  
 Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR  
 Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
 (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments x \_\_\_\_\_ = 3a. Labor Cost \$ 8.25

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)*

The Township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

As this Township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \_\_\_\_\_ (*currently \$8.15*).

Name of contracted person or firm: \_\_\_\_\_

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to: \_\_\_\_\_ increments. Enter below:

Number of increments x \_\_\_\_\_ = 3b. Labor Cost \$ \_\_\_\_\_

**4. Copying / Duplication Cost:**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): 10 cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): 10 cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: \_\_\_\_\_

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A Township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

x 665 = \$ 66.50  
 x \_\_\_\_\_ = \$ \_\_\_\_\_

Costs:

x \_\_\_\_\_ = \$ \_\_\_\_\_

No. of Items:

x \_\_\_\_\_ = \$ \_\_\_\_\_

4. Total Copy Cost

\$66.50

**5. Mailing Cost:**

The Township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The Township **may** charge for the least expensive form of postal delivery confirmation.
- The Township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.\*

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp  
 \$ \_\_\_\_\_ per pound  
 \$ \_\_\_\_\_ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

Number of Envelopes or Packages:

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

Costs:

5. Total Mailing Cost

\$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

**6a. Copying/Duplicating Cost for Records Already on Township's Website:**

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the Township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

Number of Sheets:

Costs:

<ul style="list-style-type: none"> <li>• Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet</li> <li>• Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet</li> </ul> <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:</p> <ul style="list-style-type: none"> <li>• Other paper sizes (single and double-sided): _____ cents / dollars per sheet</li> </ul> <p><u>Actual and most reasonably economical cost of non-paper physical digital media:</u></p> <ul style="list-style-type: none"> <li>• <u>Circle applicable:</u> Disc / Tape / Drive / Other Digital Medium Cost per Item: _____</li> </ul> <p><input type="checkbox"/> Requestor has stipulated that some / all of the requested records that are <u>already available on the Township's website</u> be provided in a paper or non-paper physical digital medium.</p>	<p>x _____ = \$ _____</p> <p>x _____ = \$ _____</p> <p>x _____ = \$ _____</p> <p>No. of Items:</p> <p>x _____ = \$ _____</p>	<p>6a. Web Copy Cost</p> <p>\$ _____</p>
<p><b>6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:</b></p> <p>This shall not be more than the hourly wage of the Township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.</p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____</p> <p><u>OR</u></p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____ <u>OR</u></p> <p>Multiply the hourly wage by the percentage multiplier: _____% and add to the hourly wage for a total per hour rate.</p> <p>The Township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor</p>	<p>To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ = \$ _____</p>	<p>6b. Web Labor Cost</p> <p>\$ _____</p>
<p><b>6c. Mailing Cost for Records Already on Township's Website:</b></p> <p>Actual Cost of Envelope or Packaging: \$ _____</p> <p>Actual Cost of Postage: \$ _____ per stamp / per pound / per package</p> <p>Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____</p> <p>*Expedited Shipping or Insurance as Requested: \$ _____</p> <p><input type="checkbox"/> * Requestor has requested expedited shipping or insurance</p>	<p>Number:</p> <p>x _____ = \$ _____</p> <p>x _____ = \$ _____</p> <p>x _____ = \$ _____</p> <p>x _____ = \$ _____</p>	<p>Costs:</p> <p>6c. Web Mailing Cost</p> <p>\$ _____</p>

**Subtotal Fees Before Waivers, Discounts or Deposits:**

- Cost estimate  
 Bill

- 1. Labor Cost for Copying: \$ \_\_\_\_\_
  - 2. Labor Cost to Locate: \$ \_\_\_\_\_
  - 3a. Labor Cost to Redact: \$ \_\_\_\_\_
  - 3b. Contract Labor Cost to Redact: \$ \_\_\_\_\_
  - 4. Copying/Duplication Cost: \$ \_\_\_\_\_
  - 5. Mailing Cost: \$ \_\_\_\_\_
  - 6a. Copying/Duplication of Records on Website: \$ \_\_\_\_\_
  - 6b. Labor Cost for Copying Records on Website: \$ \_\_\_\_\_
  - 6c. Mailing Costs for Records on Website: \$ \_\_\_\_\_
- Subtotal Fees:** \$ \_\_\_\_\_

**Estimated Time Frame to Provide Records:**

\_\_\_\_\_ (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

**Waiver: Public Interest**

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the Township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

- All fees are waived **OR**  All fees are reduced by: \_\_\_\_\_%

**Subtotal Fees After Waiver:** \$ \_\_\_\_\_

**Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

- Eligible for Indigence Discount

**Subtotal Fees After Discount (subtract \$20):** \$ \_\_\_\_\_

**Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the Township.

- Eligible for Nonprofit Discount

**Subtotal Fees After Discount (subtract \$20):** \$ \_\_\_\_\_

<p><b>Deposit: Good Faith</b>  The Township may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.      Percent of Deposit: _____%</p>	<p>Date Paid:  _____</p>	<p>Deposit Amount Required:  \$ _____</p>
<p><b>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</b>  After a Township has granted and fulfilled a written request from an individual under this act, if the Township has not been paid in full the total amount of fees for the copies of public records that the Township made available to the individual as a result of that written request, the Township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee.  (b) The public records made available contained the information being sought in the prior written request and are still in the Township's possession.  (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.  (d) Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing.  (e) The individual is unable to show proof of prior payment to the Township.  (f) The Township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A Township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the Township, OR  (b) The Township is subsequently paid in full for the applicable prior written request, OR  (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the Township.</p>	<p>Date Paid:  _____</p>	<p>Percent Deposit Required:  _____%</p> <p>Deposit Required:  \$ _____</p>
<p><b>Late Response Labor Costs Reduction</b>  If the Township does not respond to a written request in a timely manner as required under MCL 15.235(2), the Township must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the Township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p>(i) The late response was willful and intentional, OR</p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p>Number of Days Over Required Response Time:  _____</p> <p>Multiply by 5%  = Total Percent Reduction:  _____</p>	<p>Total Labor Costs  \$ _____</p> <p>Minus Reduction  \$ _____</p> <p>= Reduced Total Labor Costs  \$ _____</p>
<p>The Public Summary of the Township's FOIA Procedures and Guidelines is available free of charge from:  Website: _____ Email: _____  Phone: _____ Address: _____</p> <p style="text-align: center;"><b>Request Will Be Processed,  But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed</b></p>	<p>Date Paid:  _____</p>	<p>Total Balance Due:  \$ 136.63</p>

# NORTHFIELD TOWNSHIP MICHIGAN

October 17, 2016

Mr. Udo Huff  
6431 Whitmore Lake Rd.  
Whitmore Lake, Michigan 48189

Re: Freedom of Information Act Request

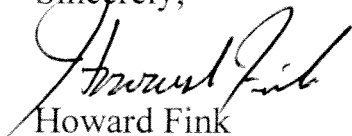
Mr. Huff,

The documents in response to your FOIA request dated September, 26, 2016 are ready for pick-up. Your request has approved in full. The total cost for this request comes to \$136.63, broken down as follows:

- Labor to locate, review and copy documents: \$70.13
- Copying/Duplication Costs (\$0.10/page): \$66.50

Fees for this request must be paid in full prior to the release of the documents.

Sincerely,



Howard Fink  
Northfield Township Manager  
FOIA Coordinator

Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 10/20/2016  
**Re:** Parks Board

---

Dear Township Board,

The Parks and Recreation Board decided on a proposed appointment schedule to the Board of Trustees. They are as follows:

Elected Board Rep:	Tracy Thomas (term mirrors elected BOT)
Planning Commission Rep:	Sam laquinto (term ends 7/1/2019)
Downtown Development Authority Rep:	Doug Wilbur (term ends 7/1/17)
School Board Rep:	Vacant (term ends 7/1/18)
Member	David Gibbons (term ends 7/1/19)
Member	Jennifer Delisle (term ends 7/1/18)
Member	Chuck Steuer (term ends 7/1/17)
Member	Tim Saville (term ends 7/1/19)
Member	Cici Koenig (term ends 7/1/18)

This has been a project of this board for some time. I believe it is appropriate for this board to vote on the initial round of appointments. I recommend approval of these appointments.

Respectfully Submitted,



Howard Fink, Township Manager



## **75 Barker Road – Proposal for Building Restoration/Revitalization**

**Proposed by** – Jeremy Lindlbauer and David Kennedy (Purchasers)

**Date** – October, 16 2016

**Vision for Building Use** – The currently vacant and greatly outdated Fire Hall becomes a fresh, elegant event space inspired by the 70 year fire department history as well as modern style. Both the internal and external aesthetics receive a complete overhaul to make the building a major attraction within the downtown Whitmore Lake area. The attraction of the building will lure in affluent and corporate parties from all over the state to discover Whitmore Lake and its local businesses. Parties will cater from local restaurants, gather at nearby bars, and lodge in local hotels. Each week new groups, foreign to your township, will come to foster the local economy and enjoy the refurbished space. Local groups too, will have the opportunity to experience the space for local proms and concerts while taking pride in their city's rich history.

Eventually, a third party local brewery or distillery leases space from purchasers and operates out of the building. The space is made open to the public when the space is not booked by private parties, likely throughout the week and during the early afternoon on weekends. This too, helps foster the local economy and transform 75 Barker Road into a staple for the Northfield Township community.

**Proposal** – Jeremy Lindlbauer and David Kennedy purchase 75 Barker Road from Northfield Township for \$10,000 with the following conditions for use:

1. Purchasers will refurbish the Old Fire Hall to satisfy commercial building codes for use as private event space. This includes contracting with a structural engineering & architecture firm to design and implement structural improvements to enable the occupation of the upper floor for gatherings of up to 300 people.
2. Purchasers will restore the exterior look of the building as well as modernize the interior facilities including all necessary modifications to make the facility ADA compliant amongst other interior requirements as noted during professional assessments. Refurbishment capital expenditures are expected to exceed \$750,000.
3. Purchasers will need sufficient parking for event guests within .25 miles of the building. Initial estimates on spot requirements are 50-100. We are open to suggestions for parking solutions from the community but also already have some ideas in mind.
4. Purchasers are open to utilizing the external space for public and private events such as seasonal outdoor farmers market and craft shows.

**Summary** – Northfield Township, highlighted by the beautiful Whitmore Lake and a mere 10 miles from the heart of downtown Ann Arbor, Brighton, and easily accessible to all of Southeast Michigan, has the potential to attract large groups of affluent Michigan residents for both short term and long term use. An attractive, lively event space is the perfect catalyst for fostering growth within the local economy, not just by utilizing existing local businesses but by creating demand for new businesses and residential developments in the years to come. Our intentions as the purchasers would be to respect the townships wishes and collaborate to make this vision a reality.