

NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA

August 26, 2014 - - 7:00 PM

8350 Main Street, 2nd Floor

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

CORRESPONDENCE and ANNOUNCEMENTS

AGENDA ITEMS:

1. Non-Motorized Path bids
2. Planning Commission candidates
3. 75 Barker – Office Repairs
4. Boardroom Construction
5. Community garden
6. PTO policy
7. Representative for the Lower Huron Watershed Council +
8. Roads update

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.

NORTHFIELD TOWNSHIP Township Board Workshop Minutes August 26, 2014

CALL TO ORDER/PLEDGE

The workshop was called to order at 7:00 P.M. by Supervisor Engstrom at 8350 Main Street.

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Kathy Braun, Treasurer	Present
Angela Westover, Clerk	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Community Center Director Tammy Averill
Members of the community

ADOPT AGENDA

Engstrom switched the order of items 3 and 8.

- **Motion:** Engstrom moved, Otto supported, that the agenda be adopted as amended.
Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Horseshoe Lake Sewer Fund Refund. Chuck Steuer, 760 Six Mile Road, said the Board should reconsider the decision it made on August 12th to hold back \$75,000-\$80,000 for repairs to the system.

CORRESPONDENCE & ANNOUNCEMENTS

Televising of Meeting. Fink noted the meeting is available via live streaming, but not on cable, perhaps due to weather-related problems.

Horseshoe Lake Sewer Fund Refund. Fink said he sees good arguments for and against holding back repair funds from the amounts to be refunded, but he has rethought the 15% contingency. He said if those funds are not used another round of checks may have to be written to all of the district members for relatively small amounts. He said Superintendent Hardesty has a high degree of confidence that the needed repairs can be done for the estimated amounts. He added, however, that he believes legal fees for this project should be paid from the fund.

Fink also acknowledged that he misspoke when he said that without the holdback the cost of sewer repairs would

come from the general fund, but he should have specified that the cost would come from the general sewer fund.

Dockett questioned the value of the Township attorney's legal opinion about holding back funds. Fink read the attorney's statement about this and noted there is no statute or case law concerning this. He said it is simply a decision for the Board to make.

Thomas said it sounds like there may be merit to the idea that people in different sewer districts are being treated differently, and he would be interested in revisiting the issue. The Board agreed this should be on the September 9th agenda.

AGENDA ITEMS

1.

Non-Motorized Path Bids

Fink opened the seven bids that had been submitted:

Metro Consulting Assoc.	\$3,900 Survey Services*
	\$8,100 Design Services*
	\$3,500 Easement procurement@
	\$2,700 Permitting Assistance*
	\$1,500 Bidding Assistance*
	\$5,100 Construction Staking*
	\$7,700 Construction Observation and Grant Admin.*
	(* fixed rate @ time and materials estimate)

The also listed hourly rates for additional services.

Rowe Professional Services Company	\$58,500 Total
Fleis & Vandenbrink	\$53,400 Total
Midwestern Consulting	\$49,800 (Not to exceed)
Boss Engineering	\$26,500 Total
Orchard, Hiltz & McCliment (OHM)	\$55,576 Total
Tetra Tech	\$44,800 Total

Fink recommended that these be taken under advisement while he prepares a recommendation for the Board.

2.

Planning Commission Candidates

Fink noted that three people—Jennifer DeLisle, Sheri Chisholm, and Mark Stanalajczo—had expressed interest in filling the vacant Planning Commission position and he referred to their written statements in the Board packet. Each candidate answered four standard questions about their interest and experience.

Engstrom noted the Board will be making this appointment on September 9th.

**Northfield Township Board Meeting
Minutes of Workshop Meeting
Public Safety Building; 8350 Main Street
August 26, 2014**

**3.
Roads Update**

Lew Kidder, Chair of the Scio Township Roads Committee, said he serves on a committee of nine people charged with making recommendations about roads to the Washtenaw County Board. He said:

- We sometimes forget how important roads are; they are the skeleton of our society.
- Everyone agrees current road conditions are bad and it will take money to repair them
- Sources of funding include the federal government, the state, the county, municipalities, and neighborhoods.
- Some County roads in good or fair condition can be treated with sealing at \$25,000/mile, but the worst roads that need to be rebuilt will cost \$300,000/mile. This points to the need to keep roads in good repair.
- For each of the last three years the Washtenaw County Road Commission (WCRC) has provided the County Board with a report of roads that need to be repaired, but the deteriorating effects of the past winter have made this year's recommendation more urgent.
- Act 283 of 1909 allows the County to approve a one year millage to fund the Road Commission's recommendations. If approved, a similar millage is anticipated in 2015 to be followed by a millage for future years to be put to a vote of the people.
- These types of County millages are being overwhelmingly approved at an average of 1.3 mils and high of 5 mils.
- Michigan is the worst state in the nation for funding roads.

In response to comments from Dockett, Kidder said WCRC administrative costs have been significantly reduced in past years, and the County now generally allows townships to choose the contractor for its roads.

Fink said this millage proposal has been designed so that there will be a close match between the amount paid by taxpayers in each County district and the amount spent on repairs in each district. Fink noted that a small portion of North Territorial and Seven Mile are included in this plan, but East Shore is not and needs to be, and it will be possible for the Township to have, for instance, the funding designated for Seven Mile redirected to East Shore.

Kidder said this proposal will be presented to the County Board on September 17th and they will probably make a decision at their first meeting in October. Fink explained that the Township does not have a vote on this, but the Board should indicate to Northfield Township's County Board representative, Dan Smith, whether they are in favor of the millage. Fink noted that this millage would provide funding for North Territorial in year 1 and Seven Mile (or a different priority) in year 2. Fink noted a .5 mil generates about \$150,000 in Northfield Township. The Board discussed priorities. Everyone agreed that East Shore is a higher priority than Seven Mile Road.

**4.
Boardroom Construction**

Engstrom referred to the proposal of \$12,500 for architecture and engineering services from John Davids. Fink and Davids said the biggest part of the cost is for

HVAC and electrical systems. Davids said if the Board wants to reduce the cost of the total project the scope will have to be reduced.

The Board discussed keeping the current location for the Board room, the pros and cons of doing the project in phases over a period of years, and whether it should even be done at all. It was agreed that a decision needs to be made at the September 9th meeting.

**5.
Community Garden**

Fink said he envisions both open-grow and allocated areas in this garden across from the Community Center, and he hopes it will be a true community project. He noted Pat Kelley has agreed to provide some top soil and Tim Seville has offered to remove some trees. He said if it turns out there is not enough interest the raised beds can simply be removed. It was agreed to proceed with the project.

**6.
Personal Time Off (PTO) Policy**

Fink said many Township employees find it very difficult to schedule time off because of their responsibilities, and he noted that the Police contract allows its employees to cash in some of their time under certain conditions. Some Board members said the 4-6 weeks' vacation provided is too generous and the purpose of it is to keep employees from burning out on their jobs.

Otto said a report from the Society of Human Resources Management indicates that only 19% of companies providing PTO offer a cash out option. Tammy Averill said it is very difficult for her to take time off because she has only a part-time assistant.

**7.
Representative to the Huron Watershed Council**

Fink reported that two people—Marlene Chockley and Jacqui Otto—have indicated willingness in serving in this position.

**8.
75 Barker Road—Office Repairs**

Fink noted the proposal from DKI is far less than the one from Belfor. He recommended doing the door and drywall work, but not the roof work because it is not clear where the leaks are coming from. Dockett said he believes the roof problem may not occur again for many years, and he added the building should be sold or torn down. Braun expressed concern about the building costing the Township money.

SECOND CALL TO THE PUBLIC

Joan Steuer, 760 Six Mile, said \$80,000 is too much to spend on the Board room project.

**Northfield Township Board Meeting
Minutes of Workshop Meeting
Public Safety Building; 8350 Main Street
August 26, 2014**

BOARD MEMBER COMMENTS

- Chick said all of the Planning Commission candidates are highly qualified.
- In answer to a question from Dockett, Chick said the issue of whether the Board should be the approving body for Conditional Use Permits (CUPs) will be on the September 9th agenda.
- Dockett said \$21,000 in sewer fees are owed by Nowatzke Truck and Trailer, yet the Planning Commission recommended approval of the CUP for his property. Fink said he has been consulting with

attorneys about this and letter will be going to Nowatzke tomorrow.

- Otto distributed brochures about a Whitmore Lake Elementary School weekend backpack food program and she thanked Kiwanis of Whitmore Lake for their donation of \$1,500 to start the program.

ADJOURNMENT

- ▶ **Motion:** Engstrom moved, Westover supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting adjourned at 9:50 P.M.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on September 9, 2014.

Angela Westover, Clerk

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/

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ROLL CALL
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CALL TO THE PUBLIC
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NORTHFIELD TOWNSHIP

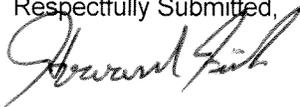
Memo

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: Non Motorized Path Bids

Dear Township Board,

We still only have 4 bids submitted. We do expect to receive a few more by the meeting on Tuesday. At Tuesday's meeting, we will be opening the bids received. Once we open the bids, it would be unethical to accept any additional bids; as firms would know bottom line of other companies bid specifications. We can have a general conversation on the project and our expectations for the engineering company. If we are ready, we can move forward with choosing a firm at our September meeting.

Respectfully Submitted,



Howard Fink

NORTHFIELD TOWNSHIP

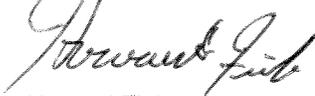
Memo

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: Planning Commission Candidates

Dear Township Board,

We have three candidates for Planning Commission; Mark Stanalajczo, Jennifer Delisle, and Sheri Chisholm. As suggested, I will have some "interview" questions prepared for Tuesdays nights meeting. Please let me know if there is anything else I can provide to help with this process.

Respectfully Submitted,



Howard Fink

8006 Lakeshore Dr.
Whitmore Lake, MI 48189

August 15, 2014

Marilyn Engstrom
Supervisor, Northfield Township Board of Trustees

Howard Fink
Township Manager
8350 Main St., Ste. A
Whitmore Lake, MI 48189

Dear Ms. Engstrom and Mr. Fink:

My name is Sheri Chisholm and I am interested in running for the open position on the Northfield Township Planning Commission.

I am excited about getting involved in my community, respecting the history of this wonderful township while helping make it an even better place to work and live in the future. I understand that tax base growth is important to the future of the township, but there is a need to be fiscally responsible in doing so. I am interested in fostering reasonable growth within the township with the goal of expanding our economic base, which will benefit our schools and fund township infrastructure maintenance and improvement.

My experience growing up on a horse farm with over 50 horses and acres, as well as living in various lake communities through the years, provides me with a broad background to relate to a variety of Northfield's diverse communities. I know what farm life and lake life are like and the varying challenges of both. I currently live on Horseshoe Lake, which helps me give a voice to that community. I am a woman representing a younger demographic, interested in starting a family, who is intensely interested in what's good for our communities youngest citizens. I believe that I would add to the diversity of the Planning Commission.

In my work at the University of Michigan Health System as a senior project manager and lean coach specializing in process improvement, I am accustomed to hearing out the many sides of an issue and facilitating collaborative problem solving (compromise and common ground) between groups with differing, often opposite, viewpoints. For example, one of the successes that I am most proud of was around the Stroke Arrival Process for patients having a Stroke that enter the Emergency Department (ED) until the patient was placed in the Stroke Unit bed. I helped to defuse the tensions between Neurology and Neurosurgery, to gain focus on the Stroke patient and work collaboratively to create a new activation system that decreased patient mortality rates.

This is one example of many high-tension groups that I have worked with to develop unbiased collaborative system solutions with.

With my Masters in Industrial and Operations Engineering, I am experienced and comfortable with drawing my findings, conclusions and recommendations from data analysis and facts. I also have an eye towards financial responsibility, having stopped a number of fiscally irresponsible initiatives because they were not a responsible use of funds.

In my eight years on the board of the University of Michigan Band Alumni Association, I am two-time past president and in my four years as a Jaycee I have chaired some of the Ann Arbor Jaycees largest projects, namely the Easter Egg Hunt (over 1,000 kids in attendance), the 4th of July Parade and the Summer Carnival.

Thank you for your consideration of my interest in the open position on the Northfield Township Planning Commission. I hope that I am given the chance to expand on the great work the Planning Commission has done.

Sincerely,

Sheri Chisholm
(734) 255-9776
slp@umich.edu

Dear Howard:

I hereby submit my application for the newly opened position on the Planning Commission. Attached please find a copy of my resume. I'm afraid I will be out of town until August 25th, but I hope that those members of the Board with whom I have served in the past (Tracy Thomas on the Planning Commission and Janet Chick and Jacki Otto on the Blue Skies Commission) can attest to my dedication and hard work on behalf of our beautiful township.

Best regards,

Jennifer DeLisle

Jennifer N. DeLisle

7441 Spencer Road
South Lyon, Michigan 48178
(734) 449-2188 (home)
(734) 545-3590 (cell)

Education

University of Michigan Law School

Ann Arbor, Michigan
Juris Doctor, 1992
Note Editor, Michigan Journal of International Law

Rackham School of Graduate Studies, University of Michigan

Ann Arbor, Michigan
Master of Arts, Russian & East European Studies, 1992

Michigan State University

East Lansing, Michigan
Bachelor of Arts with Honor, Humanities-Interdisciplinary, 1987
Phi Beta Kappa

Experience

Northfield Township Parks & Recreation Commission

2013-present

Northfield Township Historical Society

President, 2013-present
Board Member, 2010-present

Northfield Township Blue Skies Commission

2009-2012

Northfield Township Historical Commission

2009-2012

Northfield Township Planning Commission

2006-2008

Baker & McKenzie

Chicago, Illinois
Corporate & Securities and IT/C e-Commerce Groups
Associate 1998-2003; Staff Attorney 1996-1998

Wardynski & Partners

Warsaw, Poland
Foreign Legal Counsel 1992-1994; Summer Clerk 1991

Meklir, Schreier, Nolish & Friedman

Southfield, Michigan
Summer Clerk 1989

July 28, 2014

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

Dear Northfield Township Board of Trustees,

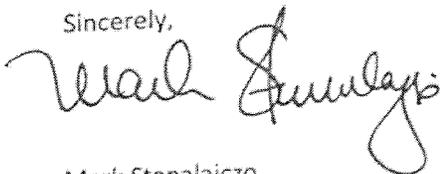
I am writing to apply for appointment to fill the recently vacated position on the Northfield Township Planning Commission.

Having served on the Northfield Township Planning Commission previously, along with the Zoning Board of Appeals and the Northfield Township Board of Trustees, I have significant experience and knowledge that can truly benefit the residents of Northfield Township serving in the capacity of a Planning Commissioner.

I am a strong pro-growth individual and understand how the master plan is created along with the necessity for review to keep it current. I firmly believe that Northfield Township is poised for growth, and that my understanding of our zoning laws and ordinances can be a benefit to residents and developers.

I look forward to your support in appointing me to the Northfield Township Planning Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Stanalajczo". The signature is fluid and cursive, with a large, stylized initial "M".

Mark Stanalajczo

8352 Kearney Rd
Whitmore Lake MI 48189

NORTHFIELD TOWNSHIP

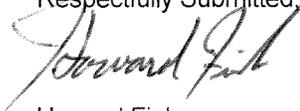
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: Repairs at 75 Barker

Dear Township Board,

As you many of you are aware, this past winter there was some inside damage done at 75 Barker due to an ice jam in the outside gutters. The ice built up and worked its way under the roofing, then melted causing some damage to the interior walls and doors. We have received 2 bids for repair work. With the board's permission and recommendation, I will have the repairs taken care of.

Respectfully Submitted,



Howard Fink



Statewide Disaster Restoration

Statewide Disaster Restoration
22310 Telegraph Road
Southfield, MI 48033
888-822-9500 Office
888-822-9701 Fax

Client: Northfield Township Municipality
Property: 75 Barker Road
Whitmore Lake, MI

Operator Info:

Operator: KBORTELS

Estimator: Kurt Bortels
Position: Sr. Estimator/Consultant
Company: Statewide Disaster Restoration
Business: 22310 Telegraph Rd
Southfield, MI 48033

Business: (248) 752-5847
E-mail: kbortels@statewidedisaster.com

Type of Estimate: Water Damage
Date Entered: 3/3/2014 Date Assigned:

Price List: MIDE7X_FEB14
Labor Efficiency: Restoration/Service/Remodel
Estimate: KWB_NRTHFLD-TWP

Statewide: Job #

This scope of repairs has been formulated based upon non-destructive observation only. Only those items listed are included in this estimate. All items are subject to verification and approval prior to commencement of work. It is the intent of this scope to be as thorough as possible. Repair or replacement of damaged items is as existed with consideration for building code upgrades or additional requirements, if necessary (unless otherwise noted).

The attached quote has been prepared as "TAX EXEMPT" and a tax id will be required by the owner prior to commencement of work.

Sincerely,
Kurt Bortels
Estimator/Supervisor
Statewide Disaster Restoration



Statewide Disaster Restoration

Statewide Disaster Restoration
 22310 Telegraph Road
 Southfield, MI 48033
 888-822-9500 Office
 888-822-9701 Fax

KWB_NRTHFLD-TWP

Doors

DESCRIPTION	QNTY
3. R&R Steel door, 3' x 7' Door cost 273.00 ea material	2.00 EA
4. Finish Hardware Installer - per hour Labor hours to detach and re use door closer and hardware, including any necessary adjustments as needed for new door slabs.	2.25 HR
5. Prime & paint door slab only - exterior (per side)	4.00 EA

Drywall

DESCRIPTION	QNTY
6. R&R 5/8" drywall - hung, taped, floated, ready for paint	32.00 SF
7. Remove Suspended ceiling system - 2' x 4'	20.00 SF
8. Suspended ceiling system - 2' x 4'	20.00 SF
9. Seal/prime then paint the surface area (2 coats) paint one wall affected by water damage near door to offices.	96.00 SF

Grand Total

1,224.95

Kurt Bortels
 Sr. Estimator/Consultant



BELFOR Property Restoration

28400 Schoolcraft Road - Livonia, MI 48150
(800) 421-4141 Tel. - (734) 261-7765 Fax.
MI License # 2102160913 - Fed ID # 84-1309170

Client: Northfield Township Building
Property: 75 Baker
Whitmore Lake, MI

Operator: DMC

Estimator: David McBride

Cellular: (734) 276-8312
E-mail: david.mcbride@us.belfor.com

Reference:
Company: Belfor
Business: 2643 E Michigan Ave
Ypsilanti, MI 48198

Business: (734) 485-7730

Type of Estimate: Water Damage

Price List: MIDE7X_SEP12
Labor Efficiency: Restoration/Service/Remodel
Estimate: 12-01-NORTH_F

We would like to thank you for the opportunity to provide you with this estimate. The total cost for the repairs detailed in the following estimate is **\$14,238.22**.

The attached estimate details the specific work to be completed. Additional work outside of that specified in this estimate will be through separate proposal(s) and/or change order(s) detailing the additional/changed scope of work as well as the terms and pricing of those changes. Repairs will be scheduled after a signed copy of this estimate is received.

Progress payments may be billed at 25%, 50%, 75%, and 90% of completion with the balance due upon substantial completion of this scope of work. Change orders will be billed as completed and credits will be applied to the final contract billing.

Unless noted otherwise, the customer is required to provide heat, water and electricity on-site for the duration of this project. The customer is responsible for providing continuous access to the project area during normal business hours, Monday - Friday, 8:00 am - 5:00 pm. Where an item is being replaced, we will be matching the existing item's quality, color, finish, texture or material as close as possible where applicable unless noted otherwise, there is no guaranty either specified or implied on exact matches. This estimate does not include hazardous material testing or abatement unless specifically detailed in the following estimate.

This estimate is valid for 30 days from 5/13/2014. If you have any questions about this estimate, please contact David McBride to discuss those questions.

I/we agree to the terms and conditions of this proposal.

Owner/Authorized signature Date _____

BELFOR Representative Date _____



BELFOR Property Restoration

28400 Schoolcraft Road - Livonia, MI 48150
 (800) 421-4141 Tel. - (734) 261-7765 Fax.
 MI License # 2102160913 - Fed ID # 84-1309170

12-01-NORTH_F

Roof

Roof

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Remove 3 tab - 25 yr. - comp. shingle roofing - w/out felt	12.00 SQ		48.99	0.00	0.00	117.58	705.46
This approach would be a complete tare off and the roof prep. with a high density board and mechanically fastened and fully adhered EPDM (rubber) Perimeter metals will be installed and stripped in. the gutter would the be re-installed. Penetrations will be flashed in accordance with single ply roofing guidelines.							
Remove shingles only							
2. Insulation - polystyrene board, 1"	12.00 SQ		0.00	121.56	0.00	291.74	1,750.46
3. Ice & water shield	180.00 SF		0.00	1.12	0.00	40.32	241.92
4. R&R Drip edge	120.00 LF		0.29	1.38	0.00	40.08	240.48
5. Step flashing	35.00 LF		0.00	5.49	0.00	38.43	230.58
6. R&R Counterflashing	35.00 LF		0.51	5.16	0.00	39.69	238.14
7. R&R Rubber roofing - Mechanically attached - 45 mil	12.00 SQ		65.64	271.89	0.00	810.07	4,860.43
8. Ridge cap - venting ridge cap shingles	30.00 LF		0.00	7.29	0.00	43.74	262.44
9. Detach & Reset Gutter / downspout - aluminum - up to 5"	60.00 LF	2.78	0.00	0.00	0.00	33.36	200.16
10. Dumpster load - Approx. 20 yards, 4 tons of debris	1.00 EA		350.00	0.00	0.00	70.00	420.00
11. Taxes, insurance, permits & fees (Bid item)	1.00 EA		0.00	0.00	0.00	0.00	0.00
Total: Roof					0.00	1,525.01	9,150.07

Interior

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
12. R&R Steel door, 3' x 7'	2.00 EA		12.97	977.00	0.00	395.99	2,375.93
13. R&R Panic hardware - rim series (bar and latch, no rods)	2.00 EA		25.93	494.78	0.00	208.28	1,249.70
14. Acoustic ceiling repair - Minimum charge	1.00 EA		0.00	175.00	0.00	35.00	210.00
15. Drywall repair - Minimum charge	1.00 EA		0.00	360.00	0.00	72.00	432.00
16. Painting - Material - Minimum charge	1.00 EA		0.00	185.00	0.00	37.00	222.00
17. Painter - per hour	8.00 HR		0.00	50.47	0.00	80.75	484.51
18. Cleaning - Minimum charge	1.00 EA		0.00	95.00	0.00	19.00	114.00



BELFOR Property Restoration

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(800) 421-4141 Tel. - (734) 261-7765 Fax.
MI License # 2102160913 - Fed ID # 84-1309170

CONTINUED - Interior

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Totals: Interior					0.00	848.02	5,088.14
Total: Roof					0.00	2,373.04	14,238.22
Line Item Totals: 12-01-NORTH_F					0.00	2,373.04	14,238.22



BELFOR Property Restoration

28400 Schoolcraft Road - Livonia, MI 48150
(800) 421-4141 Tel. - (734) 261-7765 Fax.
MI License # 2102160913 - Fed ID # 84-1309170

Summary

Line Item Total	11,865.18
Overhead	1,186.52
Profit	1,186.52
Replacement Cost Value	\$14,238.22
Net Claim	\$14,238.22

David McBride

NORTHFIELD TOWNSHIP

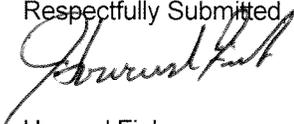
Memo

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: Board room construction

Dear Township Board,

Following the last meeting, I have requested a not-to-exceed contract from our Architect. I will have follow up talks with him regarding the boards concerns. The architect has indicated he will have a not-to-exceed contract to us by Monday. Additionally, the architect will do his best to be at the meeting on Tuesday.

Respectfully Submitted,



Howard Fink

NORTHFIELD TOWNSHIP

Memo

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: Community Garden

Dear Township Board,

I would like to begin planning for a community garden at the site adjacent from the Community Center. My intent is to get it started and hopefully it will take on a life of its own. Also, I hope this is something that the Parks and Recreation board can help with. In general, I am off the strong opinion that this needs to be community driven; and as such have little regulation. It is my hope that it becomes something run and managed by those who are actively gardening.

Respectfully Submitted,



Howard Fink

NORTHFIELD TOWNSHIP

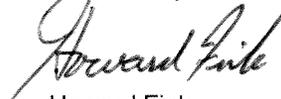
Memo

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: PTO Policy

Dear Township Board,

In Northfield Township, both Department Heads and full time employees earn significant amounts of PTO. Our current policy is that employees can accumulate up to 2 times their annual PTO allotment. The issue in Northfield is that many employees have a hard time taking all their vacation given the demands of their specific job. I would like to suggest offering the ability for employees to cash in their PTO yearly. We could limit that to a specific number of weeks (2-3) in order to not have a substantial impact on the budget. I was hoping to get feedback from the board on this issue so I might be able to draft a policy for further review.

Respectfully Submitted,



Howard Fink

302 PERSONAL TIME OFF - PTO

Personal time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Only regular full-time employees are eligible to earn and use PTO as described in this policy. Personal time off may also be used by eligible employees for sickness or other health related reasons. The Township does not provide separate sick leave benefits.

PTO days accrue from date of employment, however no PTO days may be taken during the first six (6) months of employment. If regular full-time employment is offered after the Introductory Period, PTO days may be used after the six (6) month period passes. If regular full-time employment is not offered, there is no entitlement to payment for any accrued and unused PTO days.

PTO will accrue after a full month of service has been completed as follows for all full time employees hired after February 11, 2003:

From employment hire date to completion of two (2) years – 12 days per year (one day per month).

From completion of two (2) years to completion of four (4) years – 15 days per year (1.25 days per month).

From completion of four (4) years to completion of nine (9) years – 18 days per year (1.5 days per month).

From completion of nine (9) years – 24 days per year (2 days per month).

With the adoption of this Employee Handbook, all current full-time employees will continue to accrue and use PTO time at the current rate at time of adoption which was: Two (2) days of PTO time off to full time employees for each month of service completed. All current and future Department Heads will accrue at the rate of 2.5 days of PTO for each month of service completed.

For employees subject to a collective bargaining agreement, PTO shall accrue and be used at the designated contractual rate.

Employees may accumulate up to two (2) times the amount of their annual PTO accrual. However, any PTO time earned over this amount must be

used or it will be lost. These excess days are subtracted from the accrued amount effective June 30 of each year.

PTO is compensated at the regular rate of pay for the employee at the time PTO is taken.

At termination of employment, the employee will receive full compensation for accrued PTO days. Compensation will be made at the employee's current rate of pay.

Employees must submit a written request to their Department Head at least two (2) weeks in advance when utilizing five (5) or more consecutive PTO days unless due to illness.

Department Heads must submit a written notice to all Township Board members at least two weeks in advance when utilizing five (5) or more consecutive PTO days unless due to illness. The notice shall indicate the name of the Department member assuming charge of Department operations during the absence of the Department Head. The notice shall also indicate a statement to the effect that the Department has a means or method of making contact to the Department Head in the event of an emergency.

Employees cannot take PTO unless it is accrued. Unpaid time off is unacceptable, except in the case of an emergency. Written requests for unpaid time off in an emergency situation must be approved by the Department Head and the Personnel Manager. PTO days do not accrue during five or more days of consecutive unpaid time off. Holidays that fall during unpaid time off will be unpaid.

Department Heads must appear with a written request before the Township Board at least thirty days in advance to request time off without pay except in an emergency situation, which will be approved by the Personnel Manager.

Requests for PTO days immediately preceding and following holidays must be pre-approved by immediate Department Head.

Any employee whose status changes from a regular full-time employee to a part-time employee, and has accrued PTO, may use any days of PTO earned and accrued as a full-time employee while in part-time status.

Any request by an employee for thirty (30) or more consecutive days of PTO must be submitted in writing to the Department Head for approval at least thirty (30) days in advance of the time requested, and must be approved by the Board of Trustees for the Township.

Employees who are unable to report to work due to illness or injury should notify their direct Department Head before the scheduled start of their workday if possible. The direct Department Head must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other absences due to illness as well and may be required as a condition to receiving PTO and any short-term or long-term disability benefits.

Before returning to work from an absence due to illness of 14 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

As an additional condition of eligibility for short-term or long-term disability benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as worker's compensation.

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 8/21/2014
Re: WCRC and Board of Commissioners

Dear Township Board,

Individuals from the Washtenaw County Road Commission and from the Board of Commissioners presented at the County CEO meeting on Thursday. Their proposal will go before the WCRC at their next meeting on Sept. 2, and then will be presented to the County Board of Commissioners on September 17. They are requesting a County-wide millage for repair work to primary roads throughout the County.

This CEO meeting occurred late on Thursday afternoon. Due to the timing of the meeting, and necessity to get the packets out, I do not have much detail at this time. I will be gathering more information in the next few days and will be presenting this information at the Workshop.

Respectfully Submitted,



Howard Fink